



MEETING NOTICE

**Thursday, February 22, 2024
Warneck Pump Station
23557 NYS Rt. 37
Watertown, New York**

**James W. Wright Conference Room
& Zoom Videoconference**

Governance Committee – 10:00 AM

Board of Directors – 10:30 AM

Pursuant to Open Meetings Law, members of the public have the right to attend the Meeting telephonically via Zoom by dialing into the following access line, or view the proceedings using the following link:

Dial In Number: 1-646-876-9923 Meeting ID: 880 1262 1756 Passcode: 779866

<https://us02web.zoom.us/j/88012621756?pwd=ZHZSYktHVIAzM2V2ZDNqUkJuV015QT09>

Board Member McGrath will be participating via Zoom at:
800 Third Avenue, 13th Floor, New York, NY 10022

**The Public May View and Listen to the Meeting Live Stream at
www.danc.org.**



AGENDA
GOVERNANCE COMMITTEE MEETING
Thursday, February 22, 2024 – 10:00 AM
Warneck Pump Station
James W. Wright Conference Room
23557 NYS Rt. 37, Watertown, New York

1. Resolution No. 2024-02-01, Approving Disposition of Real Property Policy
2. Resolution No. 2024-02-02, Approving Investment Policy
3. Resolution No. 2024-02-03, Approving Procurement Policy
4. Resolution No. 2024-02-04, Authorizing Executive Director to Implement Compensation Plan



AGENDA
BOARD OF DIRECTORS MEETING
Thursday, February 22, 2024 – 10:30 AM
Warneck Pump Station
James W. Wright Conference Room
23557 NYS Rt. 37, Watertown, New York

1. Call to Order
2. Call the Roll
3. Privilege of the Floor
4. Approve the Minutes of December 14, 2023 Board Meeting
5. Chairperson's Report
6. Executive Director's Report
7. Finance Report – Chief Financial Officer
Approving Financials for the month ending December 31, 2023
8. Governance
 - a. Resolution No. 2024-02-01, Approving Disposition of Real Property Policy
 - b. Resolution No. 2024-02-02, Approving Investment Policy
 - c. Resolution No. 2024-02-03, Approving Procurement Policy
 - d. Resolution No. 2024-02-04, Authorizing Executive Director to Implement Compensation Plan
9. Finance
 - a. Resolution No. 2024-02-05, Approving Fiscal Year 2025 Administrative Budget, Capital Projects, Administrative Allocations and Audit Committee Budget
 - b. Resolution No. 2024-02-06, Approving Fiscal Year 2025 Engineering Division Operating Budget
 - c. Resolution No. 2024-02-07, Approving Fiscal Year 2025 Materials Management Division Operating Budget, Capital Projects, Reserve Requirements, and Tipping Fees
 - d. Resolution No. 2024-02-08, Approving Fiscal Year 2025 Regional Development Budget

- e. Resolution No. 2024-02-09, Approving Fiscal Year 2025 Telecommunications Division Operating Budget, Capital Projects, Reserve Designations, and Tariff
- f. Resolution No. 2024-02-10, Approving Fiscal Year 2025 Water Quality Management Division Operating Budget, Capital Projects and User Charges
- g. Resolution No. 2024-02-11, Approving Fiscal Year 2025 North Country Economic Development Fund Budget

10. Technical Services Summary Report

- a. Non-Lewis County Contracts –
- b. Lewis County Contracts -

11. Engineering

- a. Resolution No. 2024-02-12, Technical Services Agreement, Town of Long Lake, Jennings Pond Park Infrastructure Improvements

12. Water Quality

- a. Resolution No. 2024-02-13, Water Quality Division, Regional Water Line, FY 2024 Operating Budget Amendment

13. Regional Development

- a. Loan Report
- b. Resolution No. 2024-02-14, Economic Development Fund, Regional Water Line, Loan
- c. Resolution No. 2024-02-15, Affordable Rental Housing Program, DGGL Properties LLC, Conifer Bateman Associates, Loan Extension #2
- d. Resolution No. 2024-02-16, Economic Development Fund, Hand In Hand Early Childhood Center Inc., Loan
- e. Resolution No. 2024-02-17, Housing Revolving Loan Fund, Brownstone Lodge LLC, Loan
- f. Resolution No. 2024-02-18, North Country Value Added Agriculture Revolving Loan Fund, Tug Hill Vineyards, LLC, Loan Subordination #2
- g. Resolution No. 2024-02-19, Community Development Loan Fund, North Country Alliance, Grant

14. Next Meeting –

Board Meeting / Annual Meeting – March 28, 2024

15. Adjourn



MINUTES
BOARD OF DIRECTORS MEETING
Thursday, December 14, 2023 – 10:30 AM
Warneck Pump Station
James W. Wright Conference Room
23557 NYS Rt 37, Watertown, New York

The Development Authority of the North Country Board of Directors met in regular session in person and via Zoom Videoconference at the Warneck Pump Station, 23557 NYS Rt 37, Watertown, New York on Thursday, December 14, 2023 at 10:30 AM.

Members Present

Voting

Margaret Murray, Chairperson
Thomas Hefferon
Alex MacKinnon
Dennis Mastascusa
Kenneth Bibbins*
Mary Doheny
Mark Hall
Eric Virkler

Non-Voting

Stephen Hunt
Brian McGrath*

*Attended via videoconferencing.

Members Absent

Nancy Henry

Staff Present:

Carl Farone, Executive Director
Jennifer Staples, Chief Financial Officer
Carrie Tuttle, Chief Operating Officer
Stephen Bohmer, Director of Information Technology
Dawn Caccavo, Comptroller
Michelle Capone, Director of Regional Development
Thomas Haynes, Director of Engineering
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Director of Water Quality
Shawn Thornton, Director of Materials Management
David Wolf, Director of Telecommunications
Angela Marra, Executive Assistant
Tonya Cumoletti, Administrative Associate

Guests:

Jennifer Granzow, Counsel, Wladis Law Firm
Ryan Santamour, General Public

1. Chairperson Murray called the meeting to order at 10:31 AM.
2. Chairperson Murray requested a roll call.
 - A quorum of voting and non-voting members was established.
3. Privilege of the Floor -
 - A. MacKinnon commented regarding the Development Authority website, specifically the GIS section, has become so well received with real estate and surveyors that it has now become the standard. They are utilizing this website because it is current and very well managed.
4. Upon a motion by M. Hall and seconded by D. Mastascusa, the minutes from the October 26, 2023 Board Meeting were approved.
5. Chairperson's Report
 - a. The Jefferson County Board of Legislators has reappointed M. Murray and K. Bibbins through December 31, 2027 to the Authority Board.
 - b. Reminder for the upcoming Finance Committee Budget Work Session to take place on February 8, 2024 at 10:30 AM at the Warneck Pump Station. The next Board meeting will be February 22, 2024 at 10:30 AM at the Warneck Pump Station.
 - c. M. Murray wished everyone a happy and safe holiday.
6. Executive Director's Report
 - a. Audit firm selection -

C. Farone reviewed the audit RFP selection process. This RFP was issued and sent out to 48 certified public accountants, to include 25 minority women business owned and service disabled veterans. Two responses were received from high quality audit firms, and then reviewed by the Audit Committee when they met on November 1. The accounting firms were then ranked based upon the criteria included within the RFP. EFPR scoring a 10/10 and Lumsden McCormick scoring a 9.5/10. Based upon the Authority by-laws, the Audit Committee has the responsibility of appointing independent internal auditors to be retained by the Authority. The Audit Committee unanimously agreed to select EFPR at a cost of \$50,900 for FYE 2024 as the Authority's auditor for a term of five years.

M. Hall asked where they were from. J. Staples responded that they were out of the Buffalo area.

E. Virkler commented that he has worked with them for many years through Lewis County and feels they have done a great job. He also found it odd that only two firms submitted.

M. Doheny expressed appreciation for the staff's effort in the process of finding other firms.

- b. City of Watertown – Disinfection By Products –
C. Farone stated that Authority staff met with the City staff to discuss the status of the disinfection byproduct project. The Pilot testing lab results have been compiled and the engineer has formalized his recommendation as previously discussed, resulting in a total of \$50 million. The City has purchased property and are preparing for the project to commence in 2025. The city also received a \$5 million Federal Grant. They did not receive the New York State Grant, but can apply again next year. The Authority will continue to assist helping them obtain grant funds.
- c. Army Water Line Replacement –
C. Farone informed the Board that the Authority has received a \$5 million grant from the NYS Water Infrastructure Improvement Act (WIIA) for the Army Water line replacement, reducing our projected debt from \$13 million to \$8 million. This new water line is complete and the by-pass has been removed. Final restoration work will be completed in the spring.
- d. Army Sewer Line Replacement –
C. Farone reported that the contractor has lined 5800 feet on the Calcium Trail and plans to do an additional 4500 feet this year. They will demobilize for the winter and complete lining the remaining 7000 feet in the spring, with a projected completion date in the summer of 2024.

7. Financials –

- a. Finance Report – Chief Financial Officer

J. Staples reviewed the October year to date financials. The Statement of Net Position reflects a change in assets and liabilities of an overall increase of \$8 million over fiscal year end March 2023. Under Assets, Loan Receivables shows an increase of \$1.5 million due to various loan draws from the Affordable Rental Housing Program, the Tourism Fund, and NCEDF. Capital Assets shows a net increase of \$8.1 million over the previous year. This increase is mainly due to the Army Water Line construction-in-progress account associated with the AWL Replacement Project, which shows an increase of \$9.3 million. Under Liabilities, Long-term Liabilities increased due to the Army Water Line replacement project loan, where we have drawn \$9.3 million in funds as of October year to date. The first interest payment on this EFC loan was due October of this year, and will be due every six months.

Under Change in Net Position for all units, Total Operating Revenue is running very close to the year-to-date budget in total. Customer Billings is under budget due to MMF, which is under budget by \$309,000. MMF year-to-date projected tons were at 139,869, versus the actual tons received of 136,360, for a difference of 3,509. The reason for the difference between the budget vs actual is due to the budget being spread evenly over 12 months, and the Tip Fee increase not going into effect until January 1. This is inflating the budget by approximately \$169,000. Grant Revenue is over budget in connection with the

NYPA ConnectALL project. Looking at Operating Expenses, Depreciation and Amortization are under budget by \$1.2 million, due to the way we spread the budget over 12 months equally plus several large projects going on at MMF, Telecom, and Water Quality that are not capitalized and still ongoing in this fiscal year. Waste Diversion in total is over budget \$74,000 due to high costs of mattress recycling and a total year-to-date of \$80,000.

Under Non-Operating Revenue and Expense, Total Interest Income, is over budget by \$168,000, but the true interest income is \$1.3 million. The market adjustment is a negative \$25,000, mainly associated with MMF investments. As these investments mature, investments are being purchased at a much higher rate of around 4 to 5% return; however, J. Staples further cautioned that she has been told by our investment broker that we are starting to see interest rates begin to decline a bit. Interest Expense is under budget because we have just made our first interest payment associated with the Army Water Line financing. These payments are due every six months. The Army Sewer Line interest payments have been minimal since October year-to-date because we have only seen one very small draw. The Debt Issuance Cost is associated with the Army Water Line replacement project and the Army Sewer Line rehabilitation project, which cannot be capitalized as per GASB requirements, and were not budgeted as an expense.

In summary, the change in net position is a loss of \$699,000 versus a year-to-date budgeted loss of \$3.2 million, or \$2.5 million better than the year-to-date budget largely due to the lack of depreciation expense.

Upon a motion by E. Virkler, and seconded by A. MacKinnon, financials ending October 31, 2023, were unanimously approved.

- b. Resolution No. 2023-12-83, authorizing and directing the Chief Financial Officer to submit the PARIS five year budget and financial plan for FYE 2025 as attached to the resolution, and direct said plan to be posted on the Authority's website.

J. Staples reviewed the report as attached to the resolution and further explained how it is assembled as per ABO Guidelines. She continued by explaining the front page line by line, and what is included in the FYE Capital Projects.

Upon a motion by M. Hall and seconded by E. Virkler, Resolution No. 2023-12-83, Public Authorities Reporting Information System (PARIS), Five Year Budget and Financial Plan for FYE 2025 Annual Submission, was unanimously approved.

- c. Resolution No. 2023-12-84, amending the FYE 2024 Administrative Division Capital Project Budget to establish a new capital project for Enterprise Resource Planning System Replacement in the amount of \$500,000, to be funded from Administrative Reserves.

J. Staples explained this would be a replacement for the current financial system that has been in place for 25 years and soon will no longer be supported by Microsoft.

Upon a motion by T. Hefferon and seconded by D. Mastascusa , Resolution No. 2023-12-84, Administrative Division, FYE 2024 Capital Project Budget Amendment, Enterprise Resource Planning System Replacement, was unanimously approved.

8. Technical Services Summary Report –

a. Non-Lewis County Contracts –

- I. Town of Lisbon, Operations & Maintenance, Water Quality Operation & Maintenance for Water and Sewer Facilities (renewed 5 year contract for services), Total Agreement Amount of \$203,094, 01/01/24 – 12/31/28, St. Lawrence County
- II. Town of Edwards, Technical Services Agreement, Lead Service Line Inventory, Total Agreement Amount of \$7,500, 01/01/24 – 11/01/24, St. Lawrence County
- III. Ogdensburg Bridge and Port Authority, Technical Services Agreement, NBRC Grant Administration (NBRC23GNY09), Total Agreement Amount of \$20,000, 01/01/24 – 12/31/25, St. Lawrence County
- IV. Jefferson County, Technical Services Agreement, Demolition and Revitalization of Deferiet Paper Site, Total Agreement Amount of \$15,000, 01/01/24 – 01/01/25, Jefferson County
- V. Jefferson County, Technical Services Agreement, NBRC Grant Administration (NBRC23GNY11) – Demolition of Former Abbass Foods Warehouse Leray, Total Agreement Amount of \$15,000, 01/01/24 – 01/01/25, Jefferson County
- VI. Town of Wilna, SCADA Services Agreement, Natural Bridge Water Treatment Plant Controls Upgrade, Total Agreement Amount of \$39,500, 01/01/24 – 01/01/25, Jefferson County
- VII. Village of Rensselaer Falls, Technical Services Agreement, Demolition and Revitalization 209 Rensselaer Street, Total Agreement Amount of \$10,000, 01/01/24 – 01/01/25, St. Lawrence County
- VIII. Town of Potsdam, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$4,500, 01/01/24 – 12/31/28, St. Lawrence County
- IX. Town of Brownville, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$4,500, 01/01/24 – 12/31/28, Jefferson County

- X. Town of Lyme, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$4,500, 01/01/24 – 12/31/28, Jefferson County
- XI. Town of Fine, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$4,500, 01/01/24 – 12/31/28, St. Lawrence County
- XII. Town of Colton, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$4,500, 01/01/24 – 12/31/28, St. Lawrence County
- XIII. Town of Clayton, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$8,500, 01/01/24 – 12/31/28, Jefferson County
- XIV. Franklin County, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$8,500, 01/01/24 – 12/31/28, Franklin County
- XV. Town of Malone, GIS, GIS Web-Based Hosting Services Agreement (renewed 5 year contract for services), Total Agreement Amount of \$8,500, 01/01/24 – 12/31/28, Franklin County
- XVI. Town of Pamelaia, Water Service Agreement, Water Service Agreement Town of Pamelaia Amendment 2 extend term to 3/31/2054, 02/10/14 – 03/31/2054, Jefferson County

C. Tuttle explained that this is a simple amendment to increase the term of the agreement as they go through closing on a capital project and Environmental Facilities Corporation is requiring the term of their water service agreement match the financing that they would be getting with EFC.

Upon a motion by M. Doheny, and seconded by E. Virkler, Board Contract Summary Table items numbered I through XVI for the month of December were approved. M. Hall abstained from the vote.

9. Materials Management –

- a. Resolution No. 2023-12-85, amending the FYE 2024 Materials Management Facility Budget Mattress Recycling to increase by \$126,000, and this additional cost will be paid through utilization of the tip fee stabilization fund.

C. Tuttle explained that it had been expected that the Harrisville site would be permitted and operational by the last fiscal quarter, but that has not happened. We have been working closely with them trying to assist them through that process, but there have been delays in the way they have responded to the DEC resulting in an incomplete permit application. We will also need to review their updated pricing once they are operational.

M. Doheny asked if the main issue was permitting. C. Tuttle responded yes, and the DEC has deemed their application complete and they are now on to the public notification process as a SEQRA requirement by the state. Once this is complete, they can begin operations. They have hired a facility manager and some staff but we are still uncertain of this timeline.

A. Mackinnon stated that there is activity there, which is a plus.

C. Tuttle stated that she and C. Farone have been in frequent communications with them to figure out what the financial impact will be to the Authority.

C. Farone stated that the owners stepped into the operation in Buffalo and had not been part of the permitting process in the past. They have to abide by the process and they are making progress.

Upon a motion by D. Mastascusa and seconded by M. Hall, Resolution No. 2023-12-85, FYE 2024 Operating Budget Amendment, Materials Management Division, was unanimously approved.

10. Telecommunications –

- a. Resolution No. 2023-12-86, amending the FYE 2024 Materials Management Facility Budget Wireless Tower Service to increase by \$150,000.

D. Wolf stated that this would result in \$1 million in additional revenue.

Upon a motion by E. Virkler and seconded by A. MacKinnon, Resolution No. 2023-12-86, FYE 2024 Capital Budget Amendment, Telecommunications Division, was unanimously approved.

- b. Resolution No. 2023-12-87, authorizing the Executive Director to negotiate and execute an agreement with Franklin County to accept ownership and operate approximately 50 miles of fiber in Franklin County between Chateaugay and Brainardsville. Said agreement shall be for 20 years and shall require that Franklin County reimburse the Development Authority of the North Country for expenses incurred that are in excess of revenue in any year of the agreement. Such reimbursement applies only to expenses incurred and revenue generated on the additional 50 miles of telecommunications infrastructure in Franklin County.

C. Farone stated that when ConnectAll awards these funds, they require this to be operated as an open access telecommunications network, which happens to be what we are.

M. Hall asked if this included Paul Smiths.

D. Wolf stated that we are already at Paul Smiths, and this would go by there.

M. Hall asked if this was positive or negative, and if this was done annually.

C. Farone stated this is not cumulative, and we believe it will be positive, but it is still good to have the guarantee.

Upon a motion by T. Hefferon and seconded by D. Mastascusa, Resolution No. 2023-12-87, Franklin County Telecommunication Project, Capital Project Authorization, Telecommunications Division, was unanimously approved.

- c. Resolution No. 2023-12-88, authorizing the Executive Director to execute an agreement with Hamilton County in the Amount of \$555,000 to construct, own and operate 12 miles of fiber to connect public emergency towers between Morehouse, NY and Lake Pleasant, NY. Upon execution of said agreement, the Development Authority of the North Country Board of Directors authorizes the establishment of a new capital project, Hamilton County Public Emergency Project, in the amount of \$555,000.

Upon a motion by M. Hall and seconded by D. Mastascusa, Resolution No. 2023-12-88, Hamilton County Telecommunication Project, Capital Project Authorization, Telecommunications Division, was unanimously approved.

- d. Resolution No. 2023-12-89, authorizing Carl E. Farone, Jr., Executive Director, the Authorized Official to submit an application in the amount of \$70,000 to be matched with \$7,000 in Authority staff time to the New York State ConnectAll office/Empire State Development (ESD). If awarded, the Development Authority of the North Country Board of Directors authorizes Carl E. Farone, Jr., Executive Director, the authorized official to make and sign an agreement with Empire State Development to receive a Regional and Local Assistance Capacity Grant to verify the accuracy of the FCC Broadband map for a total project cost of \$77,000, of which \$70,000 will be funded by the grant.

M. Hall asked how old our surveys are. C. Farone responded they are from 2021, however things are changing everyday. This funding will be very helpful to look at the areas we believe to be unserved. This type of survey will need to be done on a regular basis to continue the momentum forward.

Upon a motion by A. MacKinnon and seconded by M. Hall, Resolution No. 2023-12-89, Regional and Local Assistance Capacity Grant Authorization, Telecommunications Division, was unanimously approved.

11. Water Quality –

- a. Resolution No. 2023-12-90, amending the FYE 2024 Army Sewer Line Budget to increase Customer Billings (GL 4001) and Chemicals (GL 5815) each by \$50,309.40.

Upon a motion by T. Hefferon and seconded by E. Virkler, Resolution No. 2023-12-90, Army Sewer Line, FYE 2024 Operating Budget Amendment, Water Quality Division, was unanimously approved.

12. Regional Development –

- a. Loan Report –

M. Capone reported that there are three loans past due: Northview LeRay housing project in Evans Mills is two months in arrears, and Golden

Technology Management is three months in arrears. She has been in contact with both of them and is not worried about either. The Zoo is two months in arrears, and has a resolution coming up to further discuss this.

Under the NCEDF, the funds that we manage for NYPA, Johnson Newspaper is still in arrears. M. Capone stated that she has had a very good discussion with them and expects payments to resume in January.

- b. Resolution No. 2023-12-91, ratifying a loan in the amount of \$250,000 from the Regional Tourism Transformational Community Revolving Loan Fund to Sunshine Daydream Retreats LLC, d/b/a Black Bear Lodges, at the terms and conditions outlined on the Term Sheet attached to the resolution, and further authorizes the Executive Director or the Chief Financial Officer to execute all documents necessary to make the loan. It is further resolved that this is a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

Upon a motion by T. Hefferon and seconded by D. Mastascusa, Resolution No. 2023-12-91, Regional Tourism Transformational Community Revolving Loan Fund, Sunshine Daydream Retreats LLC, Loan Ratification, was unanimously approved.

- c. Resolution No. 2023-12-92, extending the term of the Jefferson County Historical Society loan for an additional four months, subject to the term sheet attached to the resolution.

M. Doheny recused herself from the discussion.

Upon a motion by E. Virkler and seconded by D. Mastascusa, Resolution No. 2023-12-92, Economic Development Fund, Jefferson County Historical Society, Loan Extension, was approved. M. Doheny recused herself from the vote.

- d. Resolution No. 2023-12-93, approving the Thompson Park Conservancy Inc. a 6-month principal and interest moratorium on its Community Development Loan Fund loan beginning with the October 1, 2023 payment and ending with the March 1, 2024 payment, with all other terms and conditions remaining the same.

M. Capone stated that as seen in the news the mayor of Watertown formed a blue ribbon panel of community stakeholders to review the longevity and viability of the zoo. It has been suggested that either the city or the county take the zoo over again, and the survey showed public support for keeping the zoo open. There is still a need for the financial support for this to succeed long term. They are doing the right things, but it will come down to how to operate on the short term and hope they can reopen in the spring with the long plan to sustain. We do not want to hold this back.

A. MacKinnon asked if we have representation on the panel. M. Capone responded we do not, but it is comprised of subject matter experts.

M. Doheny asked who was on the panel. M. Capone stated Mark Irwin, Zoology professor at JCC, is the interim executive director.

C. Farone commented that he has been in contact with their chairman to discuss financials where it was revealed the zoo could be out of money in November. C. Farone asked how they were going to feed the animals. He stated that he informed them that they could ask for a moratorium, which would allow them to pay staff and feed the animals rather than pay us at this time. We should know within the next year what direction this is all going to go.

M. Hall asked if they have an emergency plan. C. Farone responded that they have implemented their contingency plan in conjunction with a fundraising campaign. We need to make sure that the right things happen to the animals. The city has also allocated \$60,000.

M. Doheny stated that based on the news, the county has declined at this point.

T. Hefferon clarified that what we are asking for approval on. M. Capone stated a six-month moratorium on the principal and interest at this time. He further asked if they hand the keys to the city, we lose our money. The zoo is asking the city for \$750,000 to operate each year, he does not see that happening but we need to keep working with this because of the animals.

M. Capone stated that part of the issue is that the zoo has yet to submit a well-defined plan to the city, but she hopes the blue ribbon panel will be able to assist with this. T. Hefferon stated that the zoo needs to be recertified and run year in and out but he does not see the city giving them the \$750,000.

B. McGrath stated that effectively the zoo will default if we do not authorize this resolution. The interest is all we are giving up here because they are not in a position to pay. M. Capone confirmed this to be correct.

Upon a motion by M. Hall and seconded by A. MacKinnon, Resolution No. 2023-12-93, Community Development Loan Fund, Thompson Park Conservancy Inc., Loan Modification, was unanimously approved.

13. Mattress Recycling Program Revaluation Presentation –

C. Farone, C. Tuttle, and S. Thornton reviewed the details and expenses of the current mattress recycling procedure, as well as program history. C. Tuttle discussed the current bill, A6436, which is currently before the state senate. This Bill would require that mattress producers establish a collection program and there would be at least one collection site within each county and the cost of mattress recycling would be transferred to the mattress producers. C. Farone also added that this could incentivize the producers to make more sustainable mattresses.

S. Hunt asked what specifically constitutes a mattress. C. Tuttle clarified and stated the assembly bill has a lengthy definition as to what constitutes a mattress, but further stated that the new foam mattresses are included.

C. Farone stated that New York State does not currently require mattress recycling, that we are currently one of two landfills in the state recycling mattresses, and that the Authority will spend roughly \$425,000 on mattress recycling in 2024.

C. Tuttle went on to discuss waste density, citing a recent compaction rate average of 66%, while our measurable rate is 89%. A. MacKinnon clarified that the higher percentage is better. T. Hefferon asked if the 89% was close to normal. C. Tuttle stated that is our actual compaction, and is measured annually using a drone and then calculating the used air space versus the total tons brought in.

T. Hefferon asked if we are including the county. C. Tuttle stated that we pay a private hauler to pick up the mattresses at the transfer station and haul them to Buffalo. She further stated that none of the counties likes the program, the fees or handling the mattresses.

C. Tuttle continued with the presentation with a review on airspace, mattress alternatives, the process and cost at the Harrisville facility, and reviewed what would happen if we were to resume accepting mattress at the landfill. We are currently paying over \$1,000 per ton to recycle mattresses; trash costs \$50 per ton and single stream recycling costs \$250 per ton. We are only removing 450 tons of mattresses each year, there may be a better recycling opportunities that remove more tons at a lesser cost.

M. Hall asked if our landfill is compacted at a rate better than the industry standard. C. Tuttle replied yes, we are.

C. Tuttle continued with discussing mattress impacts on airspace value and explained that 7,997 cubic yards of air space could be filled with 452 tons of mattresses or 7,148 tons of MSW at a value of \$364,580 per year. This was also put into place prior to the Climate Leadership Community Protection Act existed, which is legislation that has been passed in New York State that requires us to look at our greenhouse gas emissions. Additionally we had to submit a plan showing what we are doing to mitigate our gas emissions. This act was not a factor when we began mattress recycling but we now realize that shipping mattresses is currently generating greenhouse gases equivalent to 12 households. From a tip fee perspective, because we are paying these costs everyone is paying \$2 per ton additional for trash because we are recycling mattresses. The option of recycling the mattresses by shredding costs more than we are currently paying to ship them to Tonawanda and have them disassembled by hand.

C. Farone summarized by stating that continuing to drive to Tonawanda is not feasible and they are recommending that we discontinue this as of March 31, 2024. We could then take this funding and put it toward recycling another material in a much greater quantity that would have a greater impact on the landfill. Recycling of other materials could extend the life of the landfill much further than recycling mattresses. C. Farone also stated that he has been up front with Harrisville about exploring other options. He continued in saying that today's meeting is informational only as no decisions are being made. We will continue to work with Harrisville through March 2024 to get them operational and negotiate prices, and we will continue to work with our representatives regarding Bill A6436. We may be bringing this before the Board in the next year to propose bringing mattresses back into the landfill.

T. Hefferon asked if the mattresses come back to the landfill would this solve the issues with the counties and their staff handling these mattresses, or would staying with Harrisville solve this. C. Tuttle replied that using Harrisville would be the same issues we have now because they would still be packing them into trailers.

A. MacKinnon commented that this is a great job of suggesting putting material back in the landfill, and asked when we begin planning to do this. C. Tuttle replied that the existing contracts with the recycling company in Tonawanda requires 90 days notice to end mattress recycling.

A. MacKinnon and M. Murray both stated that recycled mattress material would not make good animal bedding because it is a non-organic material, would cause bacteria growth, and does not break down.

M. Hall asked if we evaluated purchasing a shredder for the landfill. C. Tuttle stated that we did but it would have cost over \$1 million dollars, required staff to run it and a building to house it. If the assembly bill goes through, this would all become the manufacturer's responsibility, which is very possible because a similar bill has already been passed for carpets.

S. Hunt asked if Geiter Done is in the same situation. C. Tuttle responded yes, but they are also recycling other things, and their main business is tire shredding. C. Farone also commented that they are already advertising the new facility and currently have so much business shredding tires that they will need an additional shredder. C. Tuttle stated that mattress manufacturers would also need these services if the assembly bill were passed, which would create other opportunities for Harrisville.

M. Doheny asked if until this legislation is passed, don't some of the mattresses come to the landfill. C. Tuttle replied that inspections are currently done because they are banned, and if they are found, we return them to the hauler.

A. MacKinnon commented that it seems best to bring them back to the landfill and spend this money in a new area.

T. Hefferon stated that C. Tuttle is very environmentally conscious; she would not be bringing it to us if she did not believe in it.

M. Murray stated that with the budget in process, it is a good time to consider this situation.

There was general agreement amongst the board to look at bringing mattresses back into the landfill in the near future.

14. Next Board Meeting Date – February 8, 2024 (Budget Work Session)
Have a Merry Christmas and a Happy New Year!

15. Adjourn -

a. Upon a motion by A. MacKinnon and seconded by T. Hefferon, the meeting was adjourned at 12:17 PM.

Respectfully submitted,



Dennis Mastascusa
Board Secretary

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Sunday, December 31, 2023

	<u>YTD ACTUAL</u>	<u>3/31/2023 Total</u>
STATEMENT OF NET POSITION		
ASSETS		
Cash and Cash Equivalents	\$6,341,306.39	\$7,010,511.59
Accounts Receivable	3,069,164.42	4,382,832.12
Unbilled Revenue	621,699.14	605,761.13
Interest Receivable	194,141.23	188,912.79
Loans Receivable, net	32,733,815.98	31,012,696.12
Inventory	16,280.29	16,280.29
Prepaid Expense	764,156.60	538,195.29
Investments	17,392,700.97	15,615,005.87
Funds Held In Trust	771,247.20	837,843.15
OPEB Reserve Fund	5,835,955.62	5,766,267.74
Restricted Assets	83,418,473.10	84,587,130.01
Leased Property	23,275.00	30,756.25
Operating Lease ROU Assets, Net	66,564.62	66,564.62
Capital Assets, net	87,826,754.44	77,044,799.06
Total Assets	239,075,535.00	227,703,556.03
DEFERRED OUTFLOWS OF RESOURCES		
Pension	3,833,170.00	3,833,170.00
OPEB	234,811.00	234,811.00
Total Deferred Outflows of Resources	4,067,981.00	4,067,981.00
TOTAL ASSETS PLUS DEFERRED OUTFLOWS	243,143,516.00	231,771,537.03
LIABILITIES		
Accounts Payable	684,655.19	1,617,628.12
Grants & Passthroughs Payable	935,683.19	775,496.99
Community Benefits Payable	194,791.43	186,265.41
Interest Payable	219,245.76	115,633.30
Accrued Expenses	379,763.05	608,636.83
OPEB Liability	4,824,930.80	4,462,715.00
Net Pension Liability	(1,725,909.00)	(1,725,909.00)
Unearned Income	8,056,831.15	8,829,844.30
Lease Obligation	23,275.00	30,756.25
Current Portion of Operating Lease Liability	66,266.94	66,266.94
Funds Held for Others	10,800,487.71	10,800,487.71
Due to US ARMY	749,985.00	749,985.00
Landfill Closure & Post Closure	17,611,201.87	16,701,482.53
Long-term Liabilities	33,083,333.74	20,774,477.53
Total Liabilities	75,904,541.83	63,993,766.91
DEFERRED INFLOWS OF RESOURCES		
Pension	5,953,092.00	5,953,092.00
OPEB	2,081,166.00	2,081,166.00
Total Deferred Inflows of Resources	8,034,258.00	8,034,258.00
TOTAL LIABILITIES PLUS DEFERRED INFLOWS	83,938,799.83	72,028,024.91
NET POSITION		
Invested In Capital Assets, Net	58,431,847.64	57,684,321.74
Restricted for:		
Community Rental Housing Program	13,326,075.20	13,162,260.08
Community Development Loan Fund	10,144,409.03	9,702,562.68
Affordable Housing Program	22,635,360.60	22,360,402.54
Army Water & Sewer	1,800,000.00	1,800,000.00
Regional Waterline	404,884.96	404,884.96
Reserve For Liner	13,374,899.43	11,832,162.81
Reserve for Replacement	4,597,729.26	5,183,354.81
Reserve For Wetland Mitigation	324,911.46	321,895.21
OATN Reserve	4,433,842.52	6,950,830.37
Landfill Closure & Post Closure Prefunding	8,222,327.16	8,349,464.01
Total Restricted	79,264,439.62	80,067,817.47
Board Designated for:		
Infrastructure Development	223,107.42	223,107.42
Capital Reserve	768,839.01	867,620.93
Tip Fee Stabilization	4,963,706.95	4,836,637.74
Landfill Gas Reserve	1,346,705.37	1,404,728.55
Economic Development Fund	5,361,284.61	5,314,978.75
Affordable Housing Program	3,000,000.00	3,000,000.00
Supplemental Insurance / Admin. Reserve	4,000,000.00	4,000,000.00
Total Board Designated	19,663,643.36	19,647,073.39
Undesignated	1,844,785.55	2,344,299.52
Total Net Position	159,204,716.17	159,743,512.12
Total Liabilities, Deferred Outflows & Net Position	243,143,516.00	231,771,537.03

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Sunday, December 31, 2023

	<u>YTD ACTUAL</u>	<u>3/31/2023 Total</u>
<u>CHANGE IN NET POSITION</u>		
OPERATING REVENUE:		
Customer Billings	18,642,831.54	25,331,367.41
Waste Diversion Revenue	0.00	188,880.93
Grant Revenue	1,702,719.62	1,676,857.09
Loan Interest Income	467,814.03	445,800.97
Other Income	531,213.03	798,915.41
Total Operating Revenue	21,344,578.22	28,441,821.81
OPERATING EXPENSES		
Depreciation & Amortization	7,669,405.75	10,452,423.06
Salaries	5,306,485.91	6,789,324.40
Fringe Benefits	2,322,398.92	2,057,501.53
Operation & Maintenance	2,625,111.81	3,114,059.64
Recycling Transfer Station	0.00	157,506.23
Waste Diversion	433,607.08	595,701.94
Wastewater Treatment	1,250,814.92	1,668,210.07
Closure & Post Closure Costs	945,069.34	1,276,972.24
Community Benefits	849,604.72	1,169,859.08
Water Purchases	539,321.63	872,949.42
Office & Administration	389,864.90	249,388.86
Insurance	443,549.97	544,933.51
Utilities	100,332.49	215,967.28
Bad Debt Expense	(42,976.43)	76,385.67
Materials & Supplies	288,213.49	320,415.78
Professional Fees	174,157.45	187,949.73
Repairs & Maintenance	126,465.99	204,848.26
Automobile	291,280.55	333,271.03
Computer Expenses	284,221.58	291,441.22
Grants	0.00	507,984.90
NYS Administrative Assessment	0.00	122,000.00
Total Operating Expenses	23,996,930.07	31,209,093.85
Total Operating Income	(2,652,351.85)	(2,767,272.04)
NON-OPERATING REVENUE (EXPENSE)		
Interest Income	2,495,345.08	299,001.20
Gain on Sale of Fixed Assets	198,649.85	66,122.66
Gain on Trade-In of Fixed Assets	55,000.00	0.00
Interest Expense	(542,159.03)	(618,927.95)
Debt Issuance Costs	(93,280.00)	(20,000.00)
Total Non-Operating Expense, Net	2,113,555.90	(273,804.09)
CHANGE IN NET ASSETS	(538,795.95)	(3,041,076.13)

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Sunday, December 31, 2023

	ADMIN	MATERIALS MGMT	TELECOM	ARMY SEWER	ARMY WATER	REGIONAL WATER	WQ CONTRACTS	ENGINEERING	REGIONAL DEVELOPMENT	TOTAL
STATEMENT OF NET POSITION										
ASSETS										
Cash and Cash Equivalents	\$6,341,306.39									\$6,341,306.39
Accounts Receivable	(2,049.79)	1,054,448.50	1,417,637.70	79,239.11	124,173.58	7,320.08	96,408.05	94,325.15	197,662.04	3,069,164.42
Unbilled Revenue				190,096.55	44,651.89	97,153.96	150,957.66	74,764.82	64,074.26	621,699.14
Interest Receivable	8,613.08	86,906.83	2,033.85						96,587.47	194,141.23
Loans Receivable, net									32,733,815.98	32,733,815.98
Inventory		16,280.29								16,280.29
Prepaid Expense	730,331.60		33,825.00							764,156.60
Investments	3,113,348.18	6,875,092.27	2,091,095.05						5,313,165.47	17,392,700.97
Funds Held In Trust		771,247.20								771,247.20
OPEB Reserve Fund	5,835,955.62									5,835,955.62
Restricted Assets		42,124,696.69	9,865,515.05	1,801,165.78	982,454.08	516,033.15			28,128,608.35	83,418,473.10
Leased Property									23,275.00	23,275.00
Operating Lease ROU Assets, Net	66,564.62									66,564.62
Capital Assets, net	791,591.89	41,779,587.85	23,044,218.92	5,457,484.84	14,060,514.49	2,691,965.94		1,390.51		87,826,754.44
Total Assets	16,885,661.59	92,708,259.63	36,454,325.57	7,527,986.28	15,211,794.04	3,312,473.13	247,365.71	170,480.48	66,557,188.57	239,075,535.00
DEFERRED OUTFLOWS OF RESOURCES										
Pension	3,833,170.00									3,833,170.00
OPEB	234,811.00									234,811.00
Total Deferred Outflows of Resources	4,067,981.00									4,067,981.00
TOTAL ASSETS PLUS DEFERRED...	20,953,642.59	92,708,259.63	36,454,325.57	7,527,986.28	15,211,794.04	3,312,473.13	247,365.71	170,480.48	66,557,188.57	243,143,516.00
LIABILITIES										
Accounts Payable	(81,861.91)	288,938.14	250,623.46	115,707.20	68,087.69	36,346.73		6,813.88		684,655.19
Grants & Passthroughs Payable	248.50		944,176.10						(8,741.41)	935,683.19
Community Benefits Payable		194,791.43								194,791.43
Interest Payable	120.80	152,446.48			66,678.48					219,245.76
Accrued Expenses	101,199.21	76,019.84	112,791.34	27,910.57	27,910.57			33,931.52		379,763.05
OPEB Liability	4,824,930.80									4,824,930.80
Net Pension Liability	(1,725,909.00)									(1,725,909.00)
Unearned Income			7,754,831.15						302,000.00	8,056,831.15
Lease Obligation									23,275.00	23,275.00
Current Portion of Operating Lease Lia...	66,266.94									66,266.94
Funds Held for Others				749,985.00					10,800,487.71	10,800,487.71
Due to US ARMY										749,985.00
Landfill Closure & Post Closure		17,611,201.87								17,611,201.87
Long-term Liabilities	814,000.00	17,295,571.24		2,274,426.73	10,648,473.64	1,450,862.13			600,000.00	33,083,333.74
Internal: Due To/Due From	3,106,729.65	(928,091.20)	(104,841.53)	(1,839,696.09)	(106,462.02)	(99,584.71)	(348,463.21)	111,560.07		208,849.04
Total Liabilities	7,105,724.99	34,690,877.80	8,957,580.52	1,328,333.41	10,704,688.36	1,387,624.15	(348,463.21)	152,305.47	11,925,870.34	75,904,541.83
DEFERRED INFLOWS OF RESOURCES										
Pension	5,953,092.00									5,953,092.00
OPEB	2,081,166.00									2,081,166.00
Total Deferred Inflows of Resources	8,034,258.00									8,034,258.00
TOTAL LIABILITIES PLUS DEFERR...	15,139,982.99	34,690,877.80	8,957,580.52	1,328,333.41	10,704,688.36	1,387,624.15	(348,463.21)	152,305.47	11,925,870.34	83,938,799.83
NET POSITION										
Invested in Capital Assets, Net	791,591.89	24,484,016.82	23,044,218.92	5,457,484.84	3,412,040.85	1,241,103.81		1,390.51		58,431,847.64
Restricted for:										
Community Rental Housing Program									13,326,075.20	13,326,075.20
Community Development Loan Fund									10,144,409.03	10,144,409.03
Affordable Housing Program									22,635,360.60	22,635,360.60
Army Water & Sewer				900,000.00	900,000.00					1,800,000.00
Regional Waterline						404,884.96				404,884.96
Reserve For Liner		13,374,899.43								13,374,899.43
Reserve for Replacement		4,597,729.26								4,597,729.26
Reserve For Wetland Mitigation		324,911.46								324,911.46
OATN Reserve			4,433,842.52							4,433,842.52
Landfill Closure & Post Closure Prefund...		8,222,327.16								8,222,327.16
Total Restricted		26,519,867.31	4,433,842.52	900,000.00	900,000.00	404,884.96			46,105,844.83	79,264,439.62
Board Designated for:										
Infrastructure Development				223,107.42						223,107.42
Capital Reserve		495,274.50		273,564.51						768,839.01
Tip Fee Stabilization		4,963,706.95								4,963,706.95
Landfill Gas Reserve		1,346,705.37								1,346,705.37
Economic Development Fund									5,361,284.61	5,361,284.61
Affordable Housing Program									3,000,000.00	3,000,000.00
Supplemental Insurance / Admin. Reser...	4,000,000.00									4,000,000.00
Total Board Designated	4,000,000.00	6,805,686.82		496,671.93					8,361,284.61	19,663,643.36
Undesignated	1,022,067.71	207,810.88	18,683.61	(654,503.90)	195,064.83	278,860.21	595,828.92	16,784.50	164,188.79	1,844,785.55
Total Net Position	5,813,659.60	58,017,381.83	27,496,745.05	6,199,652.87	4,507,105.68	1,924,848.98	595,828.92	18,175.01	54,631,318.23	159,204,716.17
Total Liabilities, Deferred Outflows...	20,953,642.59	92,708,259.63	36,454,325.57	7,527,986.28	15,211,794.04	3,312,473.13	247,365.71	170,480.48	66,557,188.57	243,143,516.00

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
For the Nine Months Ending Sunday, December 31, 2023

	ADMIN	MATERIALS MGMT	TELECOM	ARMY SEWER	ARMY WATER	REGIONAL WATER	WQ CONTRACTS	ENGINEERING	REGIONAL DEVELOPMENT	TOTAL
CHANGE IN NET POSITION										
OPERATING REVENUE:										
Customer Billings		7,725,022.21	4,838,831.32	2,352,392.90	1,488,011.45	287,197.30	1,379,269.10	380,953.79	191,153.47	18,642,831.54
Grant Revenue	(257.50)		1,272,938.43						430,038.69	1,702,719.62
Loan Interest Income									467,814.03	467,814.03
Other Income	156,600.09	323,020.71	7,500.66	2,707.48			1,797.60		39,586.49	531,213.03
Total Operating Revenue	156,342.59	8,048,042.92	6,119,270.41	2,355,100.38	1,488,011.45	287,197.30	1,381,066.70	380,953.79	1,128,592.68	21,344,578.22
OPERATING EXPENSES										
Depreciation & Amortization	184,292.84	3,879,459.82	2,920,083.00	243,031.65	311,403.99	124,877.16		6,257.29		7,669,405.75
Salaries	979,728.78	1,264,726.30	1,105,069.58	398,783.77	333,297.54	29,692.21	789,666.48	173,485.02	232,036.23	5,306,485.91
Fringe Benefits	466,729.57	580,299.37	378,082.13	190,787.22	150,887.41	12,361.41	373,547.52	71,016.28	98,688.01	2,322,398.92
Operation & Maintenance	5,441.92	700,305.78	1,653,576.58	123,758.20	17,231.75	6,312.00	54,500.84	51,019.74	12,965.00	2,625,111.81
Waste Diversion		433,607.08								433,607.08
Wastewater Treatment		402,868.38		847,946.54						1,250,814.92
Closure & Post Closure Costs		945,069.34								945,069.34
Community Benefits		665,795.54							183,809.18	849,604.72
Water Purchases				2,195.50	438,389.34	98,736.79				539,321.63
Office & Administration	176,442.67	62,054.85	38,921.37	78,152.59	5,098.33	144.76	2,598.45	19,882.10	6,569.78	389,864.90
Insurance	14,474.97	181,125.00	134,250.03	39,600.00	29,025.00	4,650.03	27,974.97	12,449.97		443,549.97
Utilities		32,547.94	3,339.40	34,827.90	13,856.84	15,760.41				100,332.49
Bad Debt Expense			(60,334.81)							(42,976.43)
Materials & Supplies		288,213.49							17,358.38	288,213.49
Professional Fees	76,342.76	62,089.11	9,903.41	613.34	330.27				24,878.56	174,157.45
Repairs & Maintenance		5,569.57		52,862.31	29,693.39	38,340.72				126,465.99
Automobile	1,850.67	12,975.03	57,130.35	203,749.32				15,575.18		291,280.55
Computer Expenses	174,248.07	10,395.75	33,099.99	26,936.08				39,541.69		284,221.58
Admin Allocation	(1,803,354.62)	743,162.43	454,084.71	265,634.13	137,235.29	12,623.49	29,034.01	38,591.83	122,988.73	
Engineering Allocation		34,674.20	13,139.05	10,614.54	10,825.48	1,640.81	7,681.97	(78,800.88)	224.83	
Water Quality Allocation				(147,128.35)	45,650.93	3,004.56	98,472.86			
Total Operating Expenses	276,197.63	10,304,938.98	6,740,344.79	2,372,364.74	1,522,925.56	348,144.35	1,383,477.10	349,018.22	699,518.70	23,996,930.07
Total Operating Income	(119,855.04)	(2,256,896.06)	(621,074.38)	(17,264.36)	(34,914.11)	(60,947.05)	(2,410.40)	31,935.57	429,073.98	(2,652,351.85)
NON-OPERATING REVENUE (EX...										
Interest Income	262,414.07	1,131,161.40	288,824.38	38,382.49	20,935.90	17,063.32			736,563.52	2,495,345.08
Gain on Sale of Fixed Assets	83,105.82	114,772.03		772.00						198,649.85
Gain on Trade-In of Fixed Assets		55,000.00								55,000.00
Interest Expense		(409,485.42)		(4,701.66)	(119,438.96)	(8,532.99)				(542,159.03)
Debt Issuance Costs				(42,780.00)	(50,500.00)					(93,280.00)
Total Non-Operating Expense, Net	345,519.89	891,448.01	288,824.38	(8,327.17)	(149,003.06)	8,530.33			736,563.52	2,113,555.90
CHANGE IN NET ASSETS	225,664.85	(1,365,448.05)	(332,250.00)	(25,591.53)	(183,917.17)	(52,416.72)	(2,410.40)	31,935.57	1,165,637.50	(538,795.95)

**Summary of All Units
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$26,385,907.40	\$19,789,448.58	\$18,642,831.54	(\$1,146,617.04)
	Grant Revenue	1,906,278.00	1,429,713.00	1,702,719.62	273,006.62
	Loan Interest Income	518,760.00	389,079.00	467,814.03	78,735.03
	Other Income	786,266.00	589,698.00	531,213.03	(58,484.97)
	Total Operating Revenue	29,597,211.40	22,197,938.58	21,344,578.22	(853,360.36)
OPERATING EXPENSES					
	Depreciation & Amortization	12,225,200.00	9,168,903.00	7,669,405.75	(1,499,497.25)
	Salaries	7,276,009.00	5,457,052.44	5,306,485.91	(150,566.53)
	Fringe Benefits	3,233,686.25	2,425,291.74	2,322,398.92	(102,892.82)
	Operation & Maintenance	3,746,192.23	2,809,678.50	2,634,268.66	(175,409.84)
	Waste Diversion	590,415.50	442,808.73	433,607.08	(9,201.65)
	Wastewater Treatment	2,038,486.00	1,528,866.00	1,241,658.07	(287,207.93)
	Closure & Post Closure Costs	1,460,136.00	1,095,102.00	945,069.34	(150,032.66)
	Water Purchases	940,049.00	705,042.00	539,321.63	(165,720.37)
	Community Benefits	1,212,757.18	955,514.18	849,604.72	(105,909.46)
	Office & Administration	598,941.57	449,273.97	389,864.90	(59,409.07)
	Insurance	591,400.00	443,547.00	443,549.97	2.97
	Utilities	216,000.00	162,000.00	100,332.49	(61,667.51)
	Bad Debt Expense	0.00	0.00	(42,976.43)	(42,976.43)
	Materials & Supplies	330,510.00	247,873.50	288,213.49	40,339.99
	Professional Fees	372,904.30	279,696.15	174,157.45	(105,538.70)
	Repairs & Maintenance	159,020.70	119,268.45	126,465.99	7,197.54
	Automobile	432,944.06	324,709.56	291,280.55	(33,429.01)
	Computer Expenses	388,515.61	291,385.17	284,221.58	(7,163.59)
	Grants	154,000.00	115,497.00	0.00	(115,497.00)
	NYS Administrative Assessment	125,050.00	93,789.00	0.00	(93,789.00)
	Contingency	44,385.00	33,285.51	0.00	(33,285.51)
	Total Operating Expenses	36,136,602.40	27,148,583.90	23,996,930.07	(3,151,653.83)
	Total Operating Income	(6,539,391.00)	(4,950,645.32)	(2,652,351.85)	2,298,293.47
NON-OPERATING REVENUE...					
	Interest Income	1,914,392.00	1,435,788.00	2,495,345.08	1,059,557.08
	Gain on Sale of Fixed Assets	224,000.00	168,003.00	198,649.85	30,646.85
	Gain on Trade-In of Fixed Ass...	0.00	0.00	55,000.00	55,000.00
	Interest Expense	(1,053,965.00)	(790,470.00)	(542,159.03)	248,310.97
	Debt Issuance Costs	(2,280.00)	(1,710.00)	(93,280.00)	(91,570.00)
	Total Non-Operating Expe...	1,082,147.00	811,611.00	2,113,555.90	1,301,944.90
	CHANGE IN NET POSITION	(5,457,244.00)	(4,139,034.32)	(538,795.95)	3,600,238.37

Administration
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Grant Revenue	\$0.00	\$0.00	(\$257.50)	(\$257.50)
	Other Income	191,100.00	143,325.00	156,600.09	13,275.09
	Total Operating Revenue	191,100.00	143,325.00	156,342.59	13,017.59
OPERATING EXPENSES					
	Depreciation & Amortization	285,800.00	214,353.00	184,292.84	(30,060.16)
	Salaries	1,318,952.00	989,208.00	979,728.78	(9,479.22)
	Fringe Benefits	627,885.00	470,907.00	466,729.57	(4,177.43)
	Operation & Maintenance	7,870.00	5,904.00	5,441.92	(462.08)
	Office & Administration	241,611.50	181,229.67	176,442.67	(4,787.00)
	Insurance	19,300.00	14,472.00	14,474.97	2.97
	Professional Fees	97,035.00	72,781.47	76,342.76	3,561.29
	Automobile	2,162.50	1,626.39	1,850.67	224.28
	Computer Expenses	255,495.00	191,619.72	174,248.07	(17,371.65)
	Admin Allocation	(2,405,187.00)	(1,803,897.00)	(1,803,354.62)	542.38
	Contingency	12,385.00	9,288.72	0.00	(9,288.72)
	Total Operating Expenses	463,309.00	347,492.97	276,197.63	(71,295.34)
	Total Operating Income	(272,209.00)	(204,167.97)	(119,855.04)	84,312.93
NON-OPERATING REVENUE...					
	Interest Income	228,580.00	171,432.00	262,414.07	90,982.07
	Gain on Sale of Fixed Assets	104,000.00	78,003.00	83,105.82	5,102.82
	Total Non-Operating Expe...	332,580.00	249,435.00	345,519.89	96,084.89
	CHANGE IN NET POSITION	60,371.00	45,267.03	225,664.85	180,397.82

Materials Management
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$11,296,725.00	\$8,472,546.00	\$7,725,022.21	(\$747,523.79)
	Grant Revenue	97,975.00	73,485.00	0.00	(73,485.00)
	Other Income	550,884.00	413,163.00	323,020.71	(90,142.29)
	Total Operating Revenue	11,945,584.00	8,959,194.00	8,048,042.92	(911,151.08)
OPERATING EXPENSES					
	Depreciation & Amortization	5,819,000.00	4,364,253.00	3,879,459.82	(484,793.18)
	Salaries	1,736,654.00	1,302,489.00	1,264,726.30	(37,762.70)
	Fringe Benefits	816,419.00	612,315.00	580,299.37	(32,015.63)
	Operation & Maintenance	1,173,883.39	880,427.43	709,462.63	(170,964.80)
	Waste Diversion	590,415.50	442,808.73	433,607.08	(9,201.65)
	Wastewater Treatment	650,000.00	487,503.00	393,711.53	(93,791.47)
	Closure & Post Closure Costs	1,460,136.00	1,095,102.00	945,069.34	(150,032.66)
	Community Benefits	1,028,948.00	771,705.00	665,795.54	(105,909.46)
	Office & Administration	104,499.00	78,380.91	62,054.85	(16,326.06)
	Insurance	241,500.00	181,125.00	181,125.00	0.00
	Utilities	90,000.00	67,500.00	32,547.94	(34,952.06)
	Materials & Supplies	330,510.00	247,873.50	288,213.49	40,339.99
	Professional Fees	86,964.50	65,223.36	62,089.11	(3,134.25)
	Repairs & Maintenance	15,000.00	11,250.00	5,569.57	(5,680.43)
	Automobile	13,800.00	10,352.97	12,975.03	2,622.06
	Computer Expenses	16,816.61	12,610.98	10,395.75	(2,215.23)
	Admin Allocation	991,199.00	743,400.00	743,162.43	(237.57)
	Engineering Allocation	45,483.00	34,110.00	34,674.20	564.20
	NYS Administrative Assessment	54,539.00	40,905.00	0.00	(40,905.00)
	Contingency	7,000.00	5,249.79	0.00	(5,249.79)
	Total Operating Expenses	15,272,767.00	11,454,584.67	10,304,938.98	(1,149,645.69)
	Total Operating Income	(3,327,183.00)	(2,495,390.67)	(2,256,896.06)	238,494.61
NON-OPERATING REVENUE...					
	Interest Income	841,856.00	631,395.00	1,131,161.40	499,766.40
	Gain on Sale of Fixed Assets	120,000.00	90,000.00	114,772.03	24,772.03
	Gain on Trade-In of Fixed Ass...	0.00	0.00	55,000.00	55,000.00
	Interest Expense	(603,663.00)	(452,745.00)	(409,485.42)	43,259.58
	Total Non-Operating Expe...	358,193.00	268,650.00	891,448.01	622,798.01
	CHANGE IN NET POSITION	(2,968,990.00)	(2,226,740.67)	(1,365,448.05)	861,292.62

Telecommunications
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$6,249,057.00	\$4,686,795.00	\$4,838,831.32	\$152,036.32
	Grant Revenue	1,306,303.00	979,731.00	1,272,938.43	293,207.43
	Other Income	12,000.00	9,000.00	7,500.66	(1,499.34)
	Total Operating Revenue	7,567,360.00	5,675,526.00	6,119,270.41	443,744.41
OPERATING EXPENSES					
	Depreciation & Amortization	4,734,400.00	3,550,797.00	2,920,083.00	(630,714.00)
	Salaries	1,516,770.00	1,137,582.00	1,105,069.58	(32,512.42)
	Fringe Benefits	507,591.00	380,700.00	378,082.13	(2,617.87)
	Operation & Maintenance	2,158,993.50	1,619,255.70	1,653,576.58	34,320.88
	Office & Administration	63,211.50	47,421.36	38,921.37	(8,499.99)
	Insurance	179,000.00	134,253.00	134,250.03	(2.97)
	Utilities	6,000.00	4,500.00	3,339.40	(1,160.60)
	Bad Debt Expense	0.00	0.00	(60,334.81)	(60,334.81)
	Professional Fees	89,589.00	67,191.03	9,903.41	(57,287.62)
	Automobile	85,700.00	64,278.00	57,130.35	(7,147.65)
	Computer Expenses	38,214.00	28,665.00	33,099.99	4,434.99
	Admin Allocation	605,606.00	454,203.00	454,084.71	(118.29)
	Engineering Allocation	12,690.00	9,522.00	13,139.05	3,617.05
	NYS Administrative Assessment	30,901.00	23,175.00	0.00	(23,175.00)
	Contingency	25,000.00	18,747.00	0.00	(18,747.00)
	Total Operating Expenses	10,053,666.00	7,540,290.09	6,740,344.79	(799,945.30)
	Total Operating Income	(2,486,306.00)	(1,864,764.09)	(621,074.38)	1,243,689.71
NON-OPERATING REVENUE...					
	Interest Income	262,856.00	197,145.00	288,824.38	91,679.38
	Total Non-Operating Expe...	262,856.00	197,145.00	288,824.38	91,679.38
	CHANGE IN NET POSITION	(2,223,450.00)	(1,667,619.09)	(332,250.00)	1,335,369.09

Water Quality
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$7,826,791.40	\$5,870,102.58	\$5,506,870.75	(\$363,231.83)
	Other Income	3,610.00	2,709.00	4,505.08	1,796.08
	Total Operating Revenue	7,830,401.40	5,872,811.58	5,511,375.83	(361,435.75)
OPERATING EXPENSES					
	Depreciation & Amortization	1,377,600.00	1,033,200.00	679,312.80	(353,887.20)
	Salaries	2,007,215.00	1,505,440.44	1,551,440.00	45,999.56
	Fringe Benefits	997,200.25	747,904.77	727,583.56	(20,321.21)
	Operation & Maintenance	256,195.34	192,149.46	201,802.79	9,653.33
	Wastewater Treatment	1,388,486.00	1,041,363.00	847,946.54	(193,416.46)
	Water Purchases	940,049.00	705,042.00	539,321.63	(165,720.37)
	Office & Administration	136,525.75	102,384.09	85,994.13	(16,389.96)
	Insurance	135,000.00	101,250.00	101,250.00	0.00
	Utilities	120,000.00	90,000.00	64,445.15	(25,554.85)
	Professional Fees	5,049.80	3,790.26	943.61	(2,846.65)
	Repairs & Maintenance	144,020.70	108,018.45	120,896.42	12,877.97
	Automobile	309,781.56	232,333.20	203,749.32	(28,583.88)
	Computer Expenses	31,926.00	23,944.50	26,936.08	2,991.58
	Admin Allocation	592,662.00	444,501.00	444,526.92	25.92
	Engineering Allocation	42,413.00	31,806.00	30,762.80	(1,043.20)
	NYS Administrative Assessment	36,215.00	27,162.00	0.00	(27,162.00)
	Total Operating Expenses	8,520,339.40	6,390,289.17	5,626,911.75	(763,377.42)
	Total Operating Income	(689,938.00)	(517,477.59)	(115,535.92)	401,941.67
NON-OPERATING REVENUE...					
	Interest Income	63,700.00	47,772.00	76,381.71	28,609.71
	Gain on Sale of Fixed Assets	0.00	0.00	772.00	772.00
	Interest Expense	(450,302.00)	(337,725.00)	(132,673.61)	205,051.39
	Debt Issuance Costs	(2,280.00)	(1,710.00)	(93,280.00)	(91,570.00)
	Total Non-Operating Expe...	(388,882.00)	(291,663.00)	(148,799.90)	142,863.10
	CHANGE IN NET POSITION	(1,078,820.00)	(809,140.59)	(264,335.82)	544,804.77

Army Sewer
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$3,367,992.40	\$2,525,995.80	\$2,352,392.90	(\$173,602.90)
	Other Income	3,610.00	2,709.00	2,707.48	(1.52)
	Total Operating Revenue	3,371,602.40	2,528,704.80	2,355,100.38	(173,604.42)
OPERATING EXPENSES					
	Depreciation & Amortization	581,900.00	436,428.00	243,031.65	(193,396.35)
	Salaries	478,629.00	358,974.00	398,783.77	39,809.77
	Fringe Benefits	242,882.25	182,163.96	190,787.22	8,623.26
	Operation & Maintenance	150,564.34	112,917.33	123,758.20	10,840.87
	Wastewater Treatment	1,388,486.00	1,041,363.00	847,946.54	(193,416.46)
	Water Purchases	4,500.00	3,375.00	2,195.50	(1,179.50)
	Office & Administration	114,179.95	85,623.12	78,152.59	(7,470.53)
	Insurance	52,800.00	39,600.00	39,600.00	0.00
	Utilities	65,000.00	48,753.00	34,827.90	(13,925.10)
	Professional Fees	2,808.80	2,107.26	613.34	(1,493.92)
	Repairs & Maintenance	62,191.50	46,640.61	52,862.31	6,221.70
	Automobile	309,781.56	232,333.20	203,749.32	(28,583.88)
	Computer Expenses	31,926.00	23,944.50	26,936.08	2,991.58
	Admin Allocation	354,175.00	265,635.00	265,634.13	(0.87)
	Engineering Allocation	14,729.00	11,043.00	10,614.54	(428.46)
	Water Quality Allocation	(304,659.00)	(228,501.00)	(147,128.35)	81,372.65
	NYS Administrative Assessment	15,728.00	11,799.00	0.00	(11,799.00)
	Total Operating Expenses	3,565,622.40	2,674,198.98	2,372,364.74	(301,834.24)
	Total Operating Income	(194,020.00)	(145,494.18)	(17,264.36)	128,229.82
NON-OPERATING REVENUE...					
	Interest Income	30,900.00	23,175.00	38,382.49	15,207.49
	Gain on Sale of Fixed Assets	0.00	0.00	772.00	772.00
	Interest Expense	(173,500.00)	(130,122.00)	(4,701.66)	125,420.34
	Debt Issuance Costs	(2,280.00)	(1,710.00)	(42,780.00)	(41,070.00)
	Total Non-Operating Expe...	(144,880.00)	(108,657.00)	(8,327.17)	100,329.83
	CHANGE IN NET POSITION	(338,900.00)	(254,151.18)	(25,591.53)	228,559.65

**Army Water Line
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$2,147,895.00	\$1,610,923.50	\$1,488,011.45	(\$122,912.05)
	Total Operating Revenue	2,147,895.00	1,610,923.50	1,488,011.45	(122,912.05)
OPERATING EXPENSES					
	Depreciation & Amortization	626,300.00	469,728.00	311,403.99	(158,324.01)
	Salaries	456,735.00	342,558.00	333,297.54	(9,260.46)
	Fringe Benefits	220,272.00	165,204.00	150,887.41	(14,316.59)
	Operation & Maintenance	21,418.00	16,069.50	17,231.75	1,162.25
	Water Purchases	817,052.00	612,792.00	438,389.34	(174,402.66)
	Office & Administration	15,095.80	11,321.91	5,098.33	(6,223.58)
	Insurance	38,700.00	29,025.00	29,025.00	0.00
	Utilities	25,000.00	18,747.00	13,856.84	(4,890.16)
	Professional Fees	1,741.00	1,305.00	330.27	(974.73)
	Repairs & Maintenance	37,704.20	28,278.09	29,693.39	1,415.30
	Admin Allocation	183,063.00	137,295.00	137,235.29	(59.71)
	Engineering Allocation	14,117.00	10,584.00	10,825.48	241.48
	Water Quality Allocation	97,424.00	73,071.00	45,650.93	(27,420.07)
	NYS Administrative Assessment	10,973.00	8,226.00	0.00	(8,226.00)
	Total Operating Expenses	2,565,595.00	1,924,204.50	1,522,925.56	(401,278.94)
	Total Operating Income	(417,700.00)	(313,281.00)	(34,914.11)	278,366.89
NON-OPERATING REVENUE...					
	Interest Income	16,900.00	12,672.00	20,935.90	8,263.90
	Interest Expense	(225,500.00)	(169,128.00)	(119,438.96)	49,689.04
	Debt Issuance Costs	0.00	0.00	(50,500.00)	(50,500.00)
	Total Non-Operating Expe...	(208,600.00)	(156,456.00)	(149,003.06)	7,452.94
	CHANGE IN NET POSITION	(626,300.00)	(469,737.00)	(183,917.17)	285,819.83

**Regional Water Line
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$389,627.00	\$292,221.00	\$287,197.30	(\$5,023.70)
	Total Operating Revenue	389,627.00	292,221.00	287,197.30	(5,023.70)
OPERATING EXPENSES					
	Depreciation & Amortization	169,400.00	127,044.00	124,877.16	(2,166.84)
	Salaries	34,638.00	25,983.00	29,692.21	3,709.21
	Fringe Benefits	16,608.00	12,465.00	12,361.41	(103.59)
	Operation & Maintenance	8,830.00	6,622.47	6,312.00	(310.47)
	Water Purchases	118,497.00	88,875.00	98,736.79	9,861.79
	Office & Administration	250.00	189.00	144.76	(44.24)
	Insurance	6,200.00	4,653.00	4,650.03	(2.97)
	Utilities	30,000.00	22,500.00	15,760.41	(6,739.59)
	Professional Fees	500.00	378.00	0.00	(378.00)
	Repairs & Maintenance	44,125.00	33,099.75	38,340.72	5,240.97
	Admin Allocation	16,798.00	12,600.00	12,623.49	23.49
	Engineering Allocation	2,492.00	1,872.00	1,640.81	(231.19)
	Water Quality Allocation	6,201.00	4,653.00	3,004.56	(1,648.44)
	NYS Administrative Assessment	1,765.00	1,323.00	0.00	(1,323.00)
	Total Operating Expenses	456,304.00	342,257.22	348,144.35	5,887.13
	Total Operating Income	(66,677.00)	(50,036.22)	(60,947.05)	(10,910.83)
NON-OPERATING REVENUE...					
	Interest Income	15,900.00	11,925.00	17,063.32	5,138.32
	Interest Expense	(51,302.00)	(38,475.00)	(8,532.99)	29,942.01
	Total Non-Operating Expe...	(35,402.00)	(26,550.00)	8,530.33	35,080.33
	CHANGE IN NET POSITION	(102,079.00)	(76,586.22)	(52,416.72)	24,169.50

**Water Sewer Contracts
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$1,921,277.00	\$1,440,962.28	\$1,379,269.10	(\$61,693.18)
	Other Income	0.00	0.00	1,797.60	1,797.60
	Total Operating Revenue	1,921,277.00	1,440,962.28	1,381,066.70	(59,895.58)
OPERATING EXPENSES					
	Salaries	1,037,213.00	777,925.44	789,666.48	11,741.04
	Fringe Benefits	517,438.00	388,071.81	373,547.52	(14,524.29)
	Operation & Maintenance	75,383.00	56,540.16	54,500.84	(2,039.32)
	Office & Administration	7,000.00	5,250.06	2,598.45	(2,651.61)
	Insurance	37,300.00	27,972.00	27,974.97	2.97
	Admin Allocation	38,626.00	28,971.00	29,034.01	63.01
	Engineering Allocation	11,075.00	8,307.00	7,681.97	(625.03)
	Water Quality Allocation	201,034.00	150,777.00	98,472.86	(52,304.14)
	NYS Administrative Assessment	7,749.00	5,814.00	0.00	(5,814.00)
	Total Operating Expenses	1,932,818.00	1,449,628.47	1,383,477.10	(66,151.37)
	Total Operating Income	(11,541.00)	(8,666.19)	(2,410.40)	6,255.79
NON-OPERATING REVENUE...					
	CHANGE IN NET POSITION	(11,541.00)	(8,666.19)	(2,410.40)	6,255.79

Engineering
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$734,055.00	\$550,539.00	\$380,953.79	(\$169,585.21)
	Total Operating Revenue	734,055.00	550,539.00	380,953.79	(169,585.21)
OPERATING EXPENSES					
	Depreciation & Amortization	8,400.00	6,300.00	6,257.29	(42.71)
	Salaries	367,950.00	275,967.00	173,485.02	(102,481.98)
	Fringe Benefits	149,805.00	112,358.97	71,016.28	(41,342.69)
	Operation & Maintenance	130,250.00	97,691.94	51,019.74	(46,672.20)
	Office & Administration	34,769.00	26,088.03	19,882.10	(6,205.93)
	Insurance	16,600.00	12,447.00	12,449.97	2.97
	Professional Fees	1,000.00	747.00	0.00	(747.00)
	Automobile	21,500.00	16,119.00	15,575.18	(543.82)
	Computer Expenses	45,314.00	33,977.97	39,541.69	5,563.72
	Admin Allocation	51,386.00	38,538.00	38,591.83	53.83
	Engineering Allocation	(101,133.00)	(75,852.00)	(78,800.88)	(2,948.88)
	NYS Administrative Assessment	3,395.00	2,547.00	0.00	(2,547.00)
	Total Operating Expenses	729,236.00	546,929.91	349,018.22	(197,911.69)
	Total Operating Income	4,819.00	3,609.09	31,935.57	28,326.48
NON-OPERATING REVENUE...					
CHANGE IN NET POSITION		4,819.00	3,609.09	31,935.57	28,326.48

**Regional Development
Change In Net Position
For the Nine Months Ending Sunday, December 31, 2023**

GL	Account Description	Annual Budget	YTD Budget	Actual YTD	YTD Variance Over (Under)
OPERATING REVENUE:					
	Customer Billings	\$279,279.00	\$209,466.00	\$191,153.47	(\$18,312.53)
	Grant Revenue	502,000.00	376,497.00	430,038.69	53,541.69
	Loan Interest Income	518,760.00	389,079.00	467,814.03	78,735.03
	Other Income	28,672.00	21,501.00	39,586.49	18,085.49
	Total Operating Revenue	1,328,711.00	996,543.00	1,128,592.68	132,049.68
OPERATING EXPENSES					
	Salaries	328,468.00	246,366.00	232,036.23	(14,329.77)
	Fringe Benefits	134,786.00	101,106.00	98,688.01	(2,417.99)
	Operation & Maintenance	19,000.00	14,249.97	12,965.00	(1,284.97)
	Community Benefits	183,809.18	183,809.18	183,809.18	0.00
	Office & Administration	18,324.82	13,769.91	6,569.78	(7,200.13)
	Bad Debt Expense	0.00	0.00	17,358.38	17,358.38
	Professional Fees	93,266.00	69,963.03	24,878.56	(45,084.47)
	Computer Expenses	750.00	567.00	0.00	(567.00)
	Grants	154,000.00	115,497.00	0.00	(115,497.00)
	Admin Allocation	164,334.00	123,255.00	122,988.73	(266.27)
	Engineering Allocation	547.00	414.00	224.83	(189.17)
	Total Operating Expenses	1,097,285.00	868,997.09	699,518.70	(169,478.39)
	Total Operating Income	231,426.00	127,545.91	429,073.98	301,528.07
NON-OPERATING REVENUE...					
	Interest Income	517,400.00	388,044.00	736,563.52	348,519.52
	Total Non-Operating Expe...	517,400.00	388,044.00	736,563.52	348,519.52
	CHANGE IN NET POSITION	748,826.00	515,589.91	1,165,637.50	650,047.59



Board Resolution No. 2024-02-01
February 22, 2024

APPROVING DISPOSITION OF REAL PROPERTY POLICY

Whereas, the Development Authority of the North Country operates according to Board policies and administrative guidelines as may be amended from time to time, and

Whereas, Public Authorities Law requires that the Disposition of Real Property Policy of the Development Authority of the North Country be reviewed and approved annually, and

Whereas, the Disposition of Real Property Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, executive management has reviewed and recommends approval of the Disposition of Real Property Policy without modification.

Now, upon the recommendation of the Governance Committee, therefore be it

RESOLVED that the Development Authority of the North Country does hereby approve the Disposition of Real Property Policy, attached hereto and incorporated in this Resolution.

Development Authority of the North Country Governance Policies

Subject: Disposition of Real Property Policy
Adopted: February 22, 2024
Resolution: 2024-02-01



DISPOSITION OF REAL PROPERTY POLICY

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ADOPTED PURSUANT TO SECTION 2896 OF THE PUBLIC AUTHORITIES LAW

SECTION 1 DEFINITIONS

- A. "Contracting officer" shall mean the officer or employee of the Development Authority of the North Country (hereinafter, the "Authority") who shall be appointed by resolution to be responsible for the disposition of property. The designated Contracting Officer for the Authority is the Chief Financial Officer.
- B. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.
- C. "Property" shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any addition or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 2 DUTIES

- A. The Authority shall:
 - 1. maintain adequate inventory controls and accountability systems for all property owned by the Authority and under its control;
 - 2. periodically inventory such property to determine which property shall be disposed of;
 - 3. produce a written report of such in accordance with subsection B herewith; and
 - 4. transfer or dispose of such property as promptly and practicably as possible in accordance with Section 3 below.
- B. The Authority shall:
 - 1. publish, not less frequently than annually, a report listing all real property owned in fee by the Authority. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Authority and the name of the purchaser for all such property sold by the Authority during such period; and
 - 2. such report shall be published on the Public Authorities Reporting Information System (PARIS) within 90 days from the end of the fiscal year.

SECTION 3 TRANSFER OR DISPOSITION OF PROPERTY

- A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the Authority. The Authority shall have the right to dispose of its property for any valid corporate purpose.
- B. Custody and Control. The custody and control of Authority property, pending its disposition, and the disposal of such property, shall be performed by the Authority or by the Commissioner of General Services when so authorized under this section.
- C. Method of Disposition. Unless otherwise permitted, the Authority shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Authority

and/or Contracting Officer deems proper. The Authority may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

Should the Authority deem the property to have no market value, but another government entity would have use for the property, for example teaching purposes, the Authority would declare a surplus and sell the property for \$1.00.

- D. Sales by the Commissioner of General Services (the "Commissioner"). When the Authority shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Authority may enter into an agreement with the Commissioner who may dispose of property of the Authority under terms and conditions agreed to by the Authority and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the Contracting Officer shall be deemed to refer to such Commissioner.
- E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Authority, purporting to transfer title or any other interest in property of the Authority in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
- F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.
1. Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Authority shall be made after publicly advertising for bids except as provided in subsection (3) of this Section F.
 2. Whenever public advertising for bids is required under subsection (1) of this Section F:
 - a. the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
 - b. all bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - c. the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Authority, price and other factors considered; provided, that all bids may be rejected at the Authority's discretion.
 3. Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (a) and (b) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:

- a. the personal property involved is of a nature and quantity which, if disposed of under subsections (a) and (b) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - b. the fair market value of the property does not exceed fifteen thousand dollars;
 - c. bid process after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
 - d. the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - e. the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the Authority, the state or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the authority's enabling legislation permits or other economic development initiatives), the purpose and the terms of such disposal are documented in writing and approved by resolution of the board of the Authority; or
 - f. such action is otherwise authorized by law.
4. An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
- a. any personal property which has an estimated fair market value in of fifteen thousand dollars;
 - b. any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (c) through (e) of this subparagraph;
 - c. any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;
 - d. any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or
 - e. any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
5. Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal and a copy thereof shall be preserved in the files of the Authority making such disposal.

The Guidelines are subject to modification and amendment at the discretion of the Authority board and shall be filed annually with all local and state agencies as required under all applicable law.

Revision Date	Resolution #
April 10, 2007	2007-03-21
March 27, 2008	2008-03-11
March 13, 2009	2009-03-20
March 22, 2012	2012-03-02
March 21, 2013	2013-03-02
March 20, 2014	2014-03-09
March 19, 2015	2015-03-31
March 31, 2016	2016-03-38
March 23, 2017	2017-03-28
March 28, 2018	2018-03-34
February 28, 2019	2019-02-03
May 28, 2020	2020-05-51
February 25, 2021	2021-02-34
February 23, 2023	2023-02-01
February 22, 2024	2024-02-01



Board Resolution No. 2024-02-02
February 22, 2024

APPROVING INVESTMENT POLICY

Whereas, the Development Authority of the North Country operates according to Board policies and administrative guidelines as may be amended from time to time, and

Whereas, Public Authorities Law requires that the Investment Policy of the Development Authority of the North Country be reviewed and approved annually, and

Whereas, the Investment Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, executive management has reviewed and recommends approval of the Investment Policy without modification.

Now, upon the recommendation of the Governance Committee, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby approve the Investment Policy, attached hereto and incorporated in this Resolution.

Development Authority of the North Country Governance Policies



Subject: Investment Policy
Adopted: February 22, 2024
Resolution: 2024-02-02

INVESTMENT POLICY

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GUIDELINES FOR INVESTMENTS **BY THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY**

SECTION 1.0 TITLE

The policy shall be known as the “Investment Policy by the Development Authority of the North Country”, “ or the “Investment Policy”.

SECTION 2.0 PURPOSE

The purpose of the Investment Policy is to establish comprehensive guidelines which detail the operative policy and instructions to officers and staff of the Development Authority of the North Country regarding the investing, monitoring and reporting of Funds. Its purpose is to comply with Title VII of the New York Public Authorities Law, and to create a reasonable rate of return to the Development Authority in accordance with sound investment practices.

SECTION 3.0 DEFINITIONS

1. “Funds” means all monies and other financial resources available for investment by the Development Authority of the North Country on its own behalf or on the behalf of any other entity or individual. Funds shall not include pension funds, which are separately administered pursuant to State and Federal law.
2. “Board” means the Board of Directors of the Development Authority of the North Country.
3. “State” means the State of New York.

SECTION 4.0 PERMITTED INVESTMENTS

The following is a list of the permitted investments that may be made by the Development Authority of the North Country with the Funds, all of which investments must be made in a manner and upon such terms as are consistent with the appropriate provisions of law relating to the Development Authority of the North Country, Board policy directives, and the limitations contained in contracts with bond or note holders:

1. Obligations of the United States of America or the State;
2. Obligations, the principal and interest of which are guaranteed, or insured by the United States of America or the State;
3. Government Agency Bonds;
4. Bankers’ acceptances of, or certificates of deposit or other interest bearing depository accounts issued by, or time deposits with, any bank or trust company or national banking association secured by obligations of the United States or the State, of a market value equal at all times to or greater than the amount of the investment;
5. Repurchase agreements with any bank or trust company, national banking association or government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then-current “List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve of Bank of New York”), which agreement is secured by obligations of the United States or the State of a market value equal at all times to the amount of the investment.

6. General obligation bonds or notes of a municipality issued pursuant to the New York State Local Finance Law. Investments will be limited to municipalities located within the Development Authority's service area as defined by statute and are participants in the Solid Waste Management Participation Agreement dated August 26, 1993 and as amended.

SECTION 5.0 SECURITY OF INVESTMENTS

The following procedures shall be followed in order to fully secure the Development Authority of the North Country's financial interest in investment:

1. Investments shall be guaranteed or insured by the United States of America or the State, or be secured with the securities of the same.
2. Investments may also be made with such security as may be permitted to be made by agencies and public benefit corporations of the State from time to time.
3. An investment of Funds may be less than fully secured in the event that any one of the following occurs:
 - a. in the opinion of the Board, the yield on the investment outweighs the risk of loss;
 - b. it involves an investment of less than \$25,000;
 - c. it is an investment with a duration of less than one (1) week
 - d. it involves the purchase of general obligation bonds or notes of a municipality issued pursuant to the New York State Local Finance Law approved by the Board.

SECTION 6.0 WRITTEN CONTRACTS AND PROCEDURES

The Development Authority of the North Country shall enter into written contracts pursuant to which investments are made, except if the Executive Director or Chief Financial Officer, shall determine that:

1. a written contract is not practical; or
2. there is no regular business practice of executing written contracts with respect to a particular investment or transaction.
3. In situations where there is no written contract for a particular investment, the Development Authority of the North Country shall follow such procedures as are appropriate to protect its financial interest.
4. Such written contracts or procedures shall include provisions so that:
 - a. The Development Authority of the North Country's financial interest in an investment or transaction is secured in an appropriate manner;
 - b. The use, type and amount of collateral or insurance is established;
 - c. There is an established method for valuation of collateral and procedures for monitoring such valuation on a regular basis;
 - d. There is an established mechanism for the monitoring, control, deposit and retention of investments and collateral including, in the case of a repurchase agreement, that obligations purchased be physically delivered for retention to the Development Authority of the North Country

or its agent (which shall not be an agent of the party with whom the Development Authority of the North Country enters the repurchase agreement), unless such obligations are issued in book-entry form, in which case the Development Authority of the North Country shall take such other action as may be necessary to obtain title to, or a perfected security interest in, such obligations. "Open" or continuing agreements shall not be made.

SECTION 7.0 COLLATERAL, INSURANCE AND VALUATION OF COLLATERAL

1. The use, type and amount of collateral or insurance for each investment shall equal or exceed the amount of such Investment, except upon resolution by the Board.
2. Collateral held by the Development Authority of the North Country or its agent shall be valued either at its current value on regularly traded money market or stock market exchange and shall be one year or less in maturity. The valuation of such collateral shall be monitored on a regular basis, as determined by the Executive Director or Chief Financial Officer of the Development Authority of the North Country.
3. All investments and collateral shall be controlled and managed by the Executive Director, Chief Financial Officer or Comptroller of the Development Authority of the North Country and shall, if practicable, be deposited and secured in fire-proof or other safe locations.
4. Except where such an arrangement is impractical or not done in the ordinary course of business for investment transactions of that kind, payment of Funds should only be made against the delivery of collateral or other acceptable form of security, the delivery of government obligations when such obligations are purchased outright, or the delivery of the underlying securities when a repurchase agreement is involved. Custodians should be required to report periodically as appropriate on transactions involving the Development Authority of the North Country, and must have the written consent of the Development Authority of the North Country to transfer collateral. Telephonic communications should be confirmed in writing within a commercially acceptable period of time.
5. On a monthly basis, staff designated by the Executive Director or Chief Financial Officer shall verify the status of investments (and collateral if necessary) to determine that the financial interests of the Development Authority of the North Country are adequately protected.
6. Where appropriate, specific guidelines regarding margin maintenance should be established, taking into consideration (1) the size and terms of the transaction, (2) the type of underlying security, (3) the maturity of the underlying collateral, (4) the capitalization, financial status and type of purchaser and/or seller and (5) the method by which additional margin will be maintained.

SECTION 8.0 STANDARDS FOR DIVERSIFICATION OF INVESTMENTS

1. Investments of the Development Authority of the North Country shall be reasonably diversified, as shall the investment firms or banks with which the Development Authority of the North Country transacts investment business. This Section 8 shall not be construed so as to mandate absolute diversification in the event that the Board, Executive Director or Chief Financial Officer of the Development Authority of the North Country considers, in a certain instance, that diversification is not in the best interests of the Development Authority of the North Country.
2. In making permitted investments, selection of investment shall be competitively based except in the case of the purchase of general obligation bonds or notes issued by a municipality that are approved by the Board. A complete and continuous record of all bids or quotes, both solicited and unsolicited, shall be maintained. Not less than three (3), if possible, investment options with similar risk and term should be considered, and the investment should be made in the one offering the highest yield.

3. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented by the Executive Director, Chief Financial Officer or Comptroller of the Development Authority of the North Country. Telephonic communications must be confirmed in writing within a commercially acceptable period of time.

SECTION 9.0 STANDARDS FOR THE QUALIFICATION OF INVESTMENT BANKERS, BROKERS, AGENTS, DEALERS AND OTHER INVESTMENT ADVISORS AND AGENTS TRANSACTING BUSINESS WITH THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY; CONFLICTS OF INTEREST

1. The Development Authority of the North Country shall transact business only with qualified, certified or licensed investment bankers, brokers, agents, dealers and other investment advisors and agents. The Development Authority of the North Country shall consider the quality, reliability, experience, capitalization, size and any other appropriate factors that, in the judgment of the Development Authority of the North Country, make an individual or firm qualified to transact business with the Development Authority of the North Country on investment matters.
2. Specifically, but without limitation, the following shall be considered qualified:
 - a. As investment bankers, brokers, agents and dealers: any bank or trust company organized under the laws of the State or the United States of America, or any government bond broker dealer reporting to, trading with, and recognized as a primary government securities dealer by the Federal Reserve Bank of New York (listed on the then current "List of the Government Securities Dealers Reporting to the Market Reports Division of the Federal Reserve Bank of New York".
 - b. As investment advisors: any bank or trust company organized under the laws of the State or the United States of America, and any person, firm or corporation that is: (a) Registered with the Securities and Exchange Commission under the Investment Advisor Act of 1940, (b) Registered with the Secretary of State as an Investment Advisor, and (c) A member in good standing of the Investment Counsel Association of America.
 - c. As Custodian: any bank or trust company organized under the laws of the State or the United States of America.
3. An approved list of dealers may be established by the Board.
4. Investment business may not be transacted with any institution or dealers of which a Board member, a senior Development Authority of the North Country officer, or any other officer or employee of the Development Authority of the North Country authorized to participate in the selection of such institutions or dealers is an officer, director, stockholders, member or partner, if such transaction would violate the prohibitions of Section 73 of the New York Public Officers Law or other applicable provisions of law.

SECTION 10.0 OPERATIONS AND MANAGEMENT

1. Within the Development Authority of the North Country, the Executive Director approves, in writing, all investment transactions. Purchases of general obligation bonds or notes of a municipality issued pursuant to the New York State Finance Law must be approved in advance by the Board. The Chief Financial Officer or Comptroller executes the approved transactions. The Accountant I tracks, reconciles and records entries to the General Ledger on a monthly basis and reconciles the bank statements on a monthly basis. The Comptroller reviews in detail, the deposits and withdrawals of each of the reconciled bank statements and supporting documentation, on a monthly basis, and approves. Custodial functions shall be separately maintained. The Executive Director, Chief

Financial Officer, and Comptroller are the management staff that has board authorization as bank signatories. The Chief Financial Officer and Comptroller do not have the board authorization to solely make investments.

2. All investment transactions, including (1) the disbursement of Funds for investment, (2) the delivery of securities, and (3) the corresponding receipt of securities or Funds, shall be approved in writing, by the Executive Director, and the actual, approved transfer, completed by the Chief Financial Officer or Comptroller.
3. The Investment Policy hereby prohibits any and all Third Party transactions from any of the Development Authority investment accounts. Inter-company transfers and bond indenture requirements will be permitted.
4. Testing of the investment practices and controls (including proper execution and completion of required documentation) shall be periodically done by the Comptroller, or designee and independent auditors.
5. Collateral should be verified monthly by the Chief Financial Officer or Comptroller, designated for such purpose by the Executive Director.
6. The Investment Policy or policies of the Development Authority of the North Country should be subject to continual review and revised as necessary to reflect changes in market conditions.
7. Review of compliance with Investment Policy and related procedures should be part of the annual certification by independent auditors. This should include confirmation letters from each bank verifying the obligations securing the Development Authority of the North Country deposits.
8. The Investment Manager is required to provide the Finance & Budget Committee with the actual costs associated with managing the Development Authority of the North Country accounts upon request and no more frequently than annually.
9. The Investment Manager is required to disclose the turnover on the Development Authority of the North Country accounts on an annual basis.
10. The Investment Manager is required to provide the Chief Financial Officer with Benchmarks and Index comparisons on a quarterly basis. The Chief Financial Officer shall report such index comparisons to the Board of Directors yearly.
11. The Management Staff is required to complete an annual comparison of costs.
12. The Management Staff is required to review turnover to determine if there is excessive buying and selling which would increase costs.
13. An examination of the market is required every five years to determine if the costs associated with managing the Development Authority of the North Country's accounts is in line.

SECTION 11.0 ANNUAL AUDIT OF INVESTMENTS

The Development Authority of the North Country shall annually engage a firm qualified to conduct an independent audit of all investments. The results of the audit shall be made available to the Board within 90 days of the end of the fiscal year. The Development Authority's financial statements should contain note disclosures on deposits with financial institutions and investments, as required by Government Accounting Standards Board Statement No. 3, effective for financial statements for periods ending after December 15, 1986.

SECTION 12.0 INVESTMENT MANAGER REPORTS

Quarterly reports or reports covering such other period as may be approved by the Board shall be prepared by the Investment Manager and filed by the Executive Director or Chief Financial Officer with the Authority Treasurer and Finance Committee regarding:

1. The maximization/performance of investments
2. The inventory of existing investments (available upon request)
3. The selection of investment bankers, brokers, agents, dealers or auditors, if appropriate, since the last report.

On an annual basis, a formal presentation will be made to the Board by the Investment Manager as to the current Investment status.

SECTION 13.0 PUBLIC AUTHORITY REPORTING INFORMATION SYSTEM REPORTING

The Development Authority of the North Country shall prepare and submit an annual investment report as required under Public Authority law; which will include:

1. These Investment Guidelines as then currently amended.
2. A description of any amendments to these Investment Guidelines since the last annual investment report.
3. An explanation of these Investment Guidelines as amended.
4. The results of the annual independent audit.
5. The investment income of the Development Authority of the North Country for the previous year.
6. A list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and advisor that or who rendered investment associated services to the Development Authority of the North Country since the last annual investment report. The annual investment report may be a part of any other annual report that the Development Authority of the North Country is required to make.

Such report shall be submitted electronically in the Public Authority Information System within 90 days from the end of the Authority's Fiscal Year.

SECTION 14.0 THIRD PARTY RIGHTS; VALIDITY OF CONTRACTS; ETC.

1. The Investment Policy is intended for the guidance of the Board, officers and employees of the Development Authority of the North Country only, and nothing contained herein is intended or shall be construed to confer upon any person, firm or corporation any right, remedy, claim or benefit under, or by reason of any requirement or provision hereof.
2. Nothing contained in the Investment Policy shall be deemed to alter, affect the validity of, modify the terms of or impair any contract or agreement made or entered into in violation of, or without compliance with, the provisions of these Guidelines.

3. Where applicable Federal, State or local laws or regulations contain requirements that are in conflict with, or that impose greater obligations upon the Development Authority of the North Country than the Investment Policy, then such laws or regulations shall take precedence over those contained herein.

SECTION 15.0 EFFECTIVE DATE; ANNUAL REVIEW

The Investment Policy shall be effective as of the 1st day of January, 1986, may be amended from time to time, and shall be reviewed and approved on an annual basis by the Board.

Revision Date	Resolution #
November 10, 2005	2005-02-01
April 10, 2007	2007-03-21
March 27, 2008	2008-03-11
March 31, 2009	2009-03-20
July 2, 2009	2009-07-06
October 25, 2010	2010-10-04
May 26, 2011	2011-05-04
March 22, 2012	2012-03-01
March 21, 2013	2013-03-01
March 20, 2014	2014-03-08
March 19, 2015	2015-03-30
March 31, 2016	2016-03-37
March 23, 2017	2017-03-24
March 28, 2018	2018-03-31
February 28, 2019	2019-02-01
May 28., 2020	2020-05-49
February 25, 2021	2021-02-35
February 23, 2023	2023-02-02
February 22, 2024	2024-02-02



Board Resolution No. 2024-02-03
February 22, 2024

APPROVING PROCUREMENT POLICY

Whereas, the Development Authority of the North Country operates according to Board policies and administrative guidelines as may be amended from time to time, and

Whereas, Public Authorities Law requires that the Procurement Policy of the Development Authority of the North Country be reviewed and approved annually, and

Whereas, the Procurement Policy of the Development Authority of the North Country is posted on the Development Authority's website, and

Whereas, executive management has reviewed and recommends minor updates to the Procurement Policy. The most notable change was to the Service Disabled Veteran Owned Business (SDVOB) law reference changed from Article 17-B of the Executive Law to Article 3 of the Veterans' Services Law.

Now, upon recommendation of the Governance Committee, therefore be it

RESOLVED, that the Development Authority of the North Country does hereby approve the Procurement Policy, attached hereto and incorporated in this Resolution.

Development Authority of the North Country

Subject: Procurement Policy
Adopted: February 22, 2024
Resolution: 2024-02-03



PROCUREMENT POLICY

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SECTION 1.0 PURPOSE

It is the policy of the Development Authority of the North Country (“the Authority”) to procure goods and services in a manner which assures: (i) compliance with all applicable provisions of law governing procurements by the Authority; (ii) the acquisition of quality goods and services which meet the Authority’s needs; (iii) fairness and open competition; (iv) the wise and prudent use of the resources of the Authority; (v) opportunities for certified Minority and Women-Owned Business Enterprises in accordance with law; and (vi) the avoidance of favoritism, extravagance, fraud and corruption.

The Authority shall maintain written procedures consistent with this Policy concerning the solicitation, evaluation and selection of Contractors. These procedures shall among other things, provide for the utilization of certified Minority and Women-Owned Business Enterprises, Service-Disabled Veteran Owned Businesses, New York State Business Enterprises, New York State Residents and Small Businesses. Such procedures shall be developed by the [Finance Administrative](#) Division and recommended to the Executive Director for approval.

This Policy is adopted in accordance with the Act (as defined below); applicable provisions of Public Authorities Law; and applicable Federal and State laws.

SECTION 2.0 DEFINITION OF TERMS

The following terms shall, for purposes of this Policy, have the following meanings unless the context shall clearly indicate otherwise:

1. “Act” shall mean the Development Authority of the North Country Act found at Title 29, Article 8 of the New York State Public Authorities Law.
2. “Authority” shall mean the Development Authority of the North Country.
3. “Competitive Basis” shall mean the utilization of any of the competitive procurement methods enumerated in Section 3.1 of this Policy.
4. “Contract for Professional Services” shall mean any written agreement for services involving the exercise of discretion, knowledge or expertise that are performed for fee, commission or other compensation by persons or organizations, not providing such services in their capacities as an Officer or employee of the Authority. Professional Services include, but are not limited to, legal, accounting, management consulting, investment banking, financial services, insurance, planning, training, statistical research, public relations, architectural, engineering, surveying or any other services of a consulting, technical or professional nature.
5. “Contractor” shall mean any contractor, consultant or vendor who enters into a Procurement Contract to provide goods, materials, equipment or services to the Authority.
6. “Exempt Contracts” shall mean any written agreement for goods or services for which a procurement process is impractical and may be awarded on other than a competitive basis. Such exempt contracts may include services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.
7. “Minority-Owned Business Enterprise” shall have the same meaning ascribed thereto by Article 15-A of the Executive Law, as same may be amended.
8. “New York State Business Enterprise” shall mean a business enterprise, including a sole proprietorship, partnership, or corporation, which offers for sale or lease or other form of

exchange, goods which are substantially manufactured, produced or assembled in New York State, or services which are substantially performed within New York State. For purposes of construction services, a New York State Business Enterprise shall mean a business enterprise, including a sole proprietorship, partnership or corporation, which has its principal place of business in New York State.

9. "New York Resident" shall mean a natural person who maintains a fixed, permanent and principal home located within New York State and to which such person, whenever temporarily located elsewhere, always intends to return.
10. "Officer" shall mean any person so defined in the By-Laws of the Authority.
11. "Procurement Contract" shall mean any written agreement to which the Authority is a party for the acquisition of goods or services of any kind, including construction and public works.
12. "Procurement Policy" shall mean the Procurement Policy of the Authority that is developed and authorized by the Board of Directors of the Authority.
13. "Service-Disabled Veteran-Owned Business" shall have the same meaning ascribed thereto by [Article 3 of the Veterans' Services Law](#) ~~Article 17-B of Executive Law~~, as same may be amended.
14. "Small Business" shall have the same meaning ascribed thereto by Article 15-A of the Executive Law, as same may be amended, and shall include a business which has a significant business presence in the State of New York, is independently owned and operated, not dominant in its field and employs, based on its industry, a certain number of persons as determined by the Director of the Division of Minority and Women's Business Development, but not to exceed three hundred, taking into consideration factors which include, but are not limited to, Federal small business administration standards pursuant to 13 CFR part 121 and any amendments thereto.
15. "Women-Owned Business Enterprise" shall have the same meaning ascribed thereto by Article 15-A of the Executive Law as same may be amended.

SECTION 3.0 COMPETITIVE PROCUREMENT METHODS

- 3.1 All procurements of goods and services shall be made by the Authority on a Competitive Basis except as otherwise provided in this Policy. The competitive methods used to make procurements shall include:
 - A. **Centralized Contracts.** Services, goods or materials may be obtained through contracts or other arrangements of the New York State Office of General Services or the United States General Services Administration or contracts or other arrangements of local government provided that the procurement complies with applicable procurement laws, regulations and guidelines for the use of such contracts.
 - B. **Comparative Pricing.** Solicitation and compilation of qualified potential contractor quotes and comparative analysis of the cost of each good, material or service required.
 - C. **Sealed Competitive Bid.** Solicitation of sealed price bids by invitation and advertising for specified services (other than Professional Services), goods, materials, to be awarded to the lowest responsible bidder after the submission of a responsive bid.

- D. **Requests for Proposals**. Solicitation of specific proposals for services and materials to determine the proposer's understanding of identified financial, organizational, logistical and technical requirements. Request for Proposals may also be used when there are problems detailing elements of performance including techniques and procedures as well as prices. Award of a Procurement Contract using this method is made on the basis of a formal evaluation of the qualifications of the proposers and the characteristics, quality and cost of such proposals.
- E. **Other Competitive Method**. Any other competitive method of procurement that is consistent with the purposes of this Policy.

- 3.2 For every contract awarded pursuant to sealed competitive bids, the Authority shall maintain procedures designed to ensure that the contract is awarded to the lowest responsible bidder submitting a bid that meets the specifications. In determining responsibility, staff shall consider factors such as financial responsibility, reliability, skill, past performance by the contractor on Authority projects, judgment and integrity. The written procedures shall further require, among other things, that: (i) to the extent required by law, there be separate specifications for major categories for work; (ii) all advertisements for sealed bids be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; and (iii) the rationale for awarding the contract to other than the apparent low bidder be documented and retained in the procurement file.
- 3.3 For every contract awarded pursuant to a request for proposal process, the Authority shall maintain procedures governing the solicitation, evaluation and selection of consultants and contractors designed to ensure that the contract is awarded to a responsible contractor evidencing proven experience with projects of the scope, magnitude and complexity of the type that are the subject of the contract and that the contractor has the ability to perform all work required in a professional and timely manner. The written procedures shall require, among other things, that: (i) there be a written request for proposals setting forth the criteria and standards upon which the award is to be based; (ii) the notice of request for proposals be published in the manner required by law and in such other publications as are appropriate to ensure reasonable competition; (iii) the rationale for awarding the contract be documented and retained in the procurement file; and (iv) any competitive negotiations with a proposer be in the best interests of the procurement and documented in the procurement file.
- 3.4 The Authority shall, in addition to the procedures required above, maintain written procedures for any other method of competitive procurement to be used by the Authority. These procedures shall, among other things: (i) identify the category of procurement to which the procedure relates; (ii) ensure reasonable competition given the cost and type of procurement; and (iii) require written documentation of the rationale for awarding the procurement.
- 3.5 The Authority shall implement and maintain a procedure for reviewing inquiries from unsuccessful bidders and proposers. Such process shall ensure that unsuccessful bidders and proposers are treated in a fair and equitable manner.

SECTION 4.0 NON-COMPETITIVE PROCUREMENT METHODS

- 4.1 The Authority, subject to the provisions of Section 4.2 of this Policy, shall not be required to use a competitive method of procurement in the following instances:
 - A. **Emergency Purchase**. In the case of an emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting property or other interests of the Authority, or the life, health or safety of persons require immediate action, the Executive Director or his or her designee may authorize the procurement on other than a competitive basis. For each such procurement, there shall be a written record setting forth the basis for

concluding that there was an emergency and the methods used to identify the selected contractor.

- B. Discretionary Purchases - SB/MWBE/SDVOB.** In accordance with New York State Procurement Guidelines, the Executive Director, or designee, of the Authority may authorize the purchase of commodities or services from Small Business concerns, certified Minority or Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, or commodities or technology that are recycled or remanufactured, in an amount not exceeding the threshold established per State Finance Law §163-6 without a formal competitive process.
- C. Discretionary Purchases – Small Purchases.** The Authority may purchase commodities or services costing less than fifteen thousand dollars (\$15,000), in the aggregate during the fiscal year, without requiring competitive quotations.
- D. Preferred Sources.** Goods or materials may be obtained from any provider which has been afforded Preferred Source status in accordance with Section 162 of the State Finance Law, such as the New York State Department of Correctional Services Division of Industries-Corcraft, Industries of the Blind of New York State, New York State Industries for the Disabled and New York State Office of Mental Health, which, by law, are exempt from competitive bidding or similar requirements.
- E. Single Source:** A procurement in which, even though two or more firms can supply the required commodities or services, the Executive Director, or designee, upon written findings setting forth the material and substantial reasons therefore, may award the contract to one offerer over the other. For each such procurement, there shall be documented in the procurement record the circumstances leading to the selection of the vendor, including the alternatives considered, the rationale for selecting the specific vendor, and the basis upon which it determined the cost was reasonable (State Finance Law § 163(h)).
- F. Sole Source.** A procurement in which only one offerer is capable of supplying the required commodities or services (State Finance Law § 163 (g)). The Executive Director, or designee, may authorize the award of a contract for that commodity or service on other than a competitive basis. A written record shall be made of the facts supporting such a sole source determination.
- G. Exempt Contracts.** Other types of goods or services for which a competitive procurement process is impractical may be solicited on other than a competitive basis. Such exempt contacts may include; services provided by legal monopolies, for example utilities. Exempt Contracts require the approval of the Executive Director or his or her designee.

4.2 All procurements made pursuant to this Section shall be done in accordance with law and in furtherance of the purposes enumerated in Section 1.0 of this Policy. In addition, even if procurements need not be made on a competitive basis under this Policy, the Authority will seek competition to the maximum extent practicable under the circumstances.

SECTION 5.0 MONETARY THRESHOLDS FOR PROCUREMENT METHODS

The table below represents the minimum procurement methods that must be utilized with the associated monetary thresholds for purchases, unless using a non-competitive procurement method per Section 4.1

Estimated Amount of Purchase	Procurement Method
Discretionary Purchases – Small Purchase: aggregate purchase < \$15,000	Non – Competitive Procurement
Medium Purchase: aggregate purchase: ≥\$15,000 and <\$50,000	Written Quote(s)
Large Purchase: aggregate ≥ \$50,000.00	Formal Bid, Request for Proposals, Centralized Contract, Preferred Source

SECTION 6.0 PUBLICATION REQUIREMENTS FOR PROCUREMENT METHODS

6.1 The following publication requirements shall apply to solicitations for Procurement Contracts:

A. Methods of obtaining Bids and Proposals. The solicitation of bids, proposals or submissions of qualification data or offers for Procurement Contracts shall be made by the Authority in a manner determined by the Authority to be the most cost effective or providing reasonable competition. For Procurement Contracts that must be awarded on a Competitive Basis, the requirements may include advertisement in appropriate newspapers or trade journals and may also include direct mailings to firms considered qualified and such other outreach mechanisms as are consistent with this Policy, including the Minority and Women-Owned Business Enterprise and Service-Disabled Veteran-Owned Business Enterprise provisions herein.

B. New York State Contract Reporter – Contracts \$50,000 or More. In the case of Procurement Contracts in the actual or estimated amount of fifty thousand dollars (\$50,000) or more, the Authority will place a notice of all such opportunities in the New York State Contract Reporter. Procurement Contracts under \$50,000 may be posted to New York State Contract Reporter if deemed beneficial to the Procurement.

The link to the NYS Contract Reporter is: <https://www.nyscr.ny.gov> www.nyser.org

C. Exemptions from Publication Requirement - The requirements above, relative to publications in the Contract Reporter, shall not apply to Procurement Contracts awarded pursuant to; 1) Centralized Contracts, 2) Emergency Contracts, 3) Exempt Contracts, 4) Preferred Sources, 5) Single Source, or 6) Sole Source.

SECTION 7.0 REQUIREMENTS REGARDING THE SELECTION OF PROCUREMENT CONTRACTORS

7.1 **Contracts for Professional Services.** The Authority shall award Contracts for Professional Services on a Competitive Basis unless the Procurement Contract is an Exempt Contract or is awarded using any of the non-competitive Source Selection Methods. Before entering into a Procurement Contract for Professional Services, the Authority should consider whether the contemplated services are best provided by Authority staff or external consultants. Capacity, expertise and cost shall be considered in making the determination. In addition, the Authority shall assure that the award of such contract is made to a Procurement Contractor evidencing proven experience with projects of the scope, magnitude and complexity that are the subject of the contract and that such contractor has the ability to perform all work required in a professional and timely manner. The Authority shall also consider factors such as financial responsibility, reliability, skill, past performance on Authority projects, judgment and integrity. As part of the competitive process, the Authority shall:

- A. Solicit proposals from several firms known to be qualified in the area of the service to be provided;
- B. Evaluate those proposals received on the basis of the proposers' qualifications and other appropriate factors recited in the Request for Proposals. Contract price and fee may be the subject of Competitive Negotiation;
- C. Document the deliberative processes by which Contractors providing Professional Services are selected;
- D. Maintain written procedures to be used in connection with Requests for Proposals and Competitive Negotiations that are consistent with this Policy and that contain provisions relating to the solicitation, evaluation and selection of service contractors to which Procurement Contracts for Professional Services are to be awarded.
- E. Document the deliberative process in which the Procurement Contractor was determined to be Responsive and Responsible. Request contractors to submit completed New York State Vendor Responsibility Questionnaires.

7.2 Contracts for Construction. The award of construction contracts by the Authority will require contracts to be awarded pursuant to Competitive Bids. The award of separate contracts for the major categories of work, i.e., general contracting; plumbing; electrical, and heating, ventilating, and air conditioning, may be required. The Authority shall select its construction contractors competitively unless the Procurement Contract is an Exempt Contract or is made using any of the following Source Selection Methods: Emergency Contract or Sole Source. In addition, all Public Works Contracts will require compliance by contractors and subcontractors with the provisions of the Labor Law requiring the payment of prevailing wage rates.

Any method of procurement employed for any construction contract shall assure that the work is done by qualified and experienced Contractors at the lowest price to the Authority. If a contract is awarded on a Competitive Basis, the Authority shall assure that the award of such contract is made to a Contractor evidencing proven experience with projects of the scope, magnitude and complexity that are the subject of the contract and that such contractor has the ability to perform all work required in a professional and timely manner. In addition, the Authority shall consider factors such as financial responsibility, reliability, skill, past performance on Authority projects, judgment and integrity.

The Authority shall document the deliberative process in which the Contractor was determined to be responsive and responsible, and shall request contractors to submit completed New York State Vendor Responsibility Questionnaires.

The Authority shall maintain written procedures that are consistent with this Policy concerning the solicitation, evaluation and selection of Contractors to which Procurement Contracts for construction services are to be awarded. These procedures shall also provide for, among other things, the promotion of Minority and Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, New York State Business Enterprises, New York State Residents and Small Businesses.

7.3 Procurement Contracts for Goods and Materials. The Authority shall award Procurement Contracts for goods, materials, fixtures, furnishings, equipment and service contracts such as maintenance services and waste disposal (other than for Professional Services and construction) on a Competitive Basis (including Competitive Bids) unless the Procurement Contract is an Exempt Contract or is made using one of the following Source Selection Methods: Centralized Contracts, Emergency Contracts, Preferred Source, Discretionary Purchases, Single Source or Sole Source.

The Authority shall maintain written procedures that are consistent with this Policy concerning the solicitation, evaluation and selection of vendors and suppliers to which Procurement Contracts for goods and materials shall be awarded. These procedures shall also provide for, among other things, the promotion of Minority and Women-Owned Business Enterprises, Service-Disabled Veteran-Owned Business Enterprises, New York State Business Enterprises, New York State Residents and Small Businesses.

- 7.4 Standardization.** Where the Authority has determined that it is in its best interests to standardize on a particular make, manufacturer, model or licensed product for the efficient operation of its business, the Board may resolve to standardize on the specified make, manufacturer, model or licensed product for purchase. In that event any competitive procurement will identify in the bid or proposal's specifications the standardized items that must be provided by the vendor, or source.
- 7.5 Bidder Debriefing.** In the event that an unsuccessful bidder or proposer requests the Authority to review the award of a Contract, the Authority shall afford the unsuccessful bidder or proposer the opportunity to review its bid or proposal with the Authority and provide the unsuccessful bidder or proposer with the basis for decision and award of the Procurement Contract. In the process of reviewing the bid or proposal of an unsuccessful bidder or proposer the Authority shall treat each bidder or proposer in a fair and equitable manner.
- 7.6 Promotion of Minority and Women-Owned Business Enterprises.** It is the goal of the Authority to (a) promote and assist participation by Certified Minority and Women-Owned Business Enterprises in competition for Procurement Contracts and to (b) award a fair share of Procurement Contracts to Certified Minority and Women-Owned Business Enterprises. It is also the Authority's goal to award contracts to those contractors who have evidenced compliance with the laws of the State of New York prohibiting discrimination in employment. The Authority recognizes that this goal may be achieved by awarding Procurement Contracts to those firms who have demonstrated that they do not discriminate in employment. Furthermore, if a Contractor utilizes a subcontractor(s) in the performance of any Procurement Contract, said Procurement Contract, where required pursuant to Article 15-A of the Executive Law, shall require the Contractor to act affirmatively to secure participation by Certified Minority and Women-Owned Business Enterprises in such subcontract and to report the nature and extent of such efforts to the Authority. All Procurement Contracts, where required, shall be in compliance with Article 15-A of the Executive Law, as same may be amended.

A. In furtherance of the above, and to promote the use of Certified Minority and Women-Owned Enterprises in Procurement Contracts, the Authority shall:

1. Establish appropriate goals for participation of Minority and Women-Owned Business Enterprises in Procurement Contracts and for the utilization of Minority and Women-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with Article 15-A of the Executive Law, as same may be amended.
2. Solicit offers from Minority and Women-Owned Business Enterprises known to have experience in the area of the goods or service to be provided on Procurement Contracts in accordance with Article 15-A of the Executive Law, as same may be amended.
3. Provide notice of any procurement to appropriate professional organizations that serve Minority and Women-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.

4. Consult any list maintained by any State agency or department known to the Authority, including the Department of Economic Development, which identifies Minority and Women-Owned Business Enterprises by area of expertise and shall contact appropriate Certified Minority and Women-Owned Business Enterprises listed therein to solicit their offers.
5. Designate appropriate staff to oversee the Authority's programs established to promote and assist: (i) participation by certified Minority or Women-owned Business Enterprises in the Authority's procurement opportunities and facilitation of the award of procurement contracts to such enterprises; (ii) the utilization of certified Minority and Women-Owned Business Enterprises as subcontractors and suppliers by entities having procurement contracts with the Authority; and (iii) the utilization of partnerships, joint ventures or other similar arrangements between certified Minority and Women-Owned Business Enterprises and other entities having procurement contracts with the Authority. Such staff shall be familiar with the procurement of the types of construction, financial, legal or professional services utilized by the Authority either directly or through their designees participation in the procurement process.
6. Establish requirements to conduct procurements in a manner that will enable the Authority to achieve the maximum feasible portion of the goals established pursuant to subsection A.1 above and that eliminates barriers to participation by Minority and Women-Owned Business Enterprises on Procurement Contracts.

7.7 Promotion of Service-Disabled Veteran-Owned Business Enterprises. It is the goal of the Authority to (a) promote and assist participation by Certified Service-Disabled Veteran-Owned Business Enterprises in competition for Procurement Contracts and to (b) award a fair share of Procurement Contracts to Certified Service-Disabled Veteran-Owned Business Enterprises. All Procurement Contracts, where required, shall be in compliance with [Article 3 of the Veterans' Services Law](#)~~Article 17-B of the Executive Law~~, as same may be amended.

A. In furtherance of the above, and to promote the use of Certified Service-Disabled Veteran-Owned Business Enterprises in Procurement Contracts, the Authority shall:

1. Establish appropriate goals for participation with Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having Procurement Contracts with the Authority in accordance with [Article 3 of the Veterans' Services Law](#)~~Article 17-B of the Executive Law~~, as same may be amended.
2. Solicit offers from Service-Disabled Veteran-Owned Business Enterprises known to have experience in the area of goods or service to be provided on Procurement Contracts in accordance with [Article 3 of the Veterans' Services Law](#)~~Article 17-B of the Executive Law~~, as same may be amended.
3. Provide notice of any procurement to appropriate professional organizations that serve Service-Disabled Veteran-Owned Business Enterprises so that members of these organizations are apprised of potential opportunities to contract with the Authority.
4. Consult any list maintained by any State agency or department known to the Authority, including the Office of General Services, which identifies Service-Disabled Veteran-Owned Business Enterprises by area of expertise and shall contact appropriate Certified Service-Disabled Veteran-Owned Business Enterprises listed therein to solicit their offers.

5. Designate appropriate staff to oversee the Authority's programs established to promote and assist: (1) participation by Service-Disabled Veteran-Owned Business Enterprises in the Authority's procurement opportunities and facilitation of the award of procurement contracts to such enterprises; (2) the utilization of certified Service-Disabled Veteran-Owned Business Enterprises as subcontractors and suppliers by entities having procurement contracts with the Authority; and (3) the utilization of partnerships, joint ventures or other similar arrangements between certified Service-Disabled Veteran-Owned Business Enterprises and other entities having procurement contracts with the Authority. Such staff shall be familiar with the procurement of the types of construction, financial, legal or professional services utilized by the Authority either directly or through their designees participation in the procurement process.
6. Establish requirements to conduct procurements in a manner that will enable the Authority to achieve the maximum feasible portion of the goals established pursuant to subsection A.i above.

7.8 Promotion of New York State Business Enterprises and New York State Residents. It is the goal of the Authority to promote the participation of New York State Business Enterprises and New York State Residents in Procurement Contracts. Accordingly, the following procedures shall apply:

- A. The Authority shall collect and consult the specifications of New York State Business Enterprises in developing specifications for any Procurement Contract for the purchase of goods where possible, practicable, feasible and consistent with open bidding.
- B. The Authority shall include in all bid documents provided to potential bidders a statement that information concerning the availability of New York State subcontractors and suppliers is available from the New York State Department of Economic Development and it is the policy of New York State to encourage the use of New York State subcontractors and suppliers.

7.9 Approval and Annual Review of Certain Contracts. The Authority may enter into Procurement Contracts for Professional Services for periods of longer than one year in accordance with this Policy provided such contractors are presented to the Board of the Authority for approval and reviewed annually as part of the approval of the Annual Report on Procurement Contracts. Such Procurement Contracts may also be terminated by the Board of the Authority.

7.10 Budget. The Authority Board of Directors shall approve budgets on an annual basis. The Authority shall not enter into a Procurement Contracts where budgeted funds are not available.

7.11 Limitations on Contracts with Former Officers and Employees. The Authority shall not enter into a Procurement Contract with a former Officer or employee of the Authority or any entity in which such Officer or employee has an interest (including a position of employment with such entity) unless there has been compliance with the applicable provisions of the Public Officers Law.

SECTION 8.0 STANDARD PROVISIONS FOR PROCUREMENT CONTRACTS

8.1 Procurement Contracts for Professional Services. Procurement Contracts for Professional Services shall detail the scope of services to be performed and the time frame for performance, the monitoring or reviewing of that performance by Authority personnel and, where appropriate, any permitted use of Authority supplies, facilities or personnel. Such contracts shall also state the compensation for the services, the schedule of payment, the pre-conditions for receiving

payment from the Authority, procedures for termination of the contract and any other provisions deemed necessary or appropriate for each particular Contract.

- 8.2 All Procurement Contracts which require a formal competitive solicitation (Competitive Bid, Request for Proposal) under this Policy shall include the current Authority's "Standard Terms, Conditions and Mandatory Clauses".
- 8.3 **Compliance with State Finance Law §§ 139-j and 139-k (the Procurement Lobbying Law).** In order to comply with the Procurement Lobbying Law, the Authority has established Policy and Procedures pertaining to contacts regarding Procurement Contracts. Consistent with the Procurement Lobbying Law and the Authority's Policies and Procedures, the Authority shall designate one or more persons who may be contacted by Contractors regarding a given procurement and shall require disclosure from Contractors of persons or organizations designated, retained or employed to attempt to influence the procurement process. The Authority shall incorporate a summary of the Policy and Procedures in all solicitation of proposals, bid documents or specifications. Procurement Contracts must contain a certification by the Contractor that all information provided to the Authority with respect to the Procurement Lobbying Law is complete, true and accurate, and a provision authorizing termination of the Procurement Contract where it is found that the Contractor intentionally violated the Procurement Lobbying Law. The Authority shall consider as part of its determination of responsibility of a Contractor whether there has been past or present non-compliance with the Procurement Lobbying Law.
- 8.4 Pursuant to Public Authorities Law (PAL) section 2879-A and Title 2, [Chapter V](#) of New York Code of Rules and Regulation (NYCRR) Part 206, the Comptroller of the State of New York, at his or her discretion and upon notification to a public Authority, is authorized to review and approve such Authority's contracts in excess of one million dollars (\$1,000,000) which are awarded noncompetitively or which are to be paid in whole or part from monies appropriated by the State of New York. The Comptroller of the State of New York has provided official notification to the Authority that such statutory authority is being exercised and that all contracts meeting the requirements specified in Public Authorities Law (PAL) section 2879-A and Title 2, [Chapter V](#) of New York Code of Rules and Regulation (NYCRR) Part 206 shall be subject to prior approval by the Comptroller of the State of New York.

SECTION 9.0 REPORT ON PROCUREMENT CONTRACTS

- 9.1 Within ninety (90) days after the end of its fiscal year, the Authority shall prepare a report on Procurement Contracts pursuant to Public Authority Law 2879. Such a report may be a part of any other annual report that the Authority is required to make, such as the Public Authorities Reporting Information System (PARIS) report. The Authority Chief Financial Officer and ~~Compliance Officer~~ [Procurement Coordinator](#) are responsible for completing and submitting the PARIS report to the Office of the State Comptroller and the Authority Budget Office. The report shall include:
 - A. A copy of the Procurement Policy of the Development Authority of the North Country,
 - B. An annual report on procurement contracts which is available to the public.
 - C. An annual report explaining this Policy on Procurement Contracts and any amendments hereto.
 - D. Any other reports required by law.
- 9.2 **Availability to Public.** Copies of the annual report on Procurement Contracts shall also be available to the public on the Authority's website or upon reasonable request at the Authority's main office.

9.3 Pursuant to PAL 2879-A and NYCRR 206.3, the Authority is required to submit a report to the Office of the State Comptroller annually within 30 days prior to the end of its fiscal year. The report will include a description of every eligible contract and eligible contract amendment which the Authority reasonably anticipates awarding in the following fiscal year. This requirement relates specifically to Authority contracts in excess of one million dollars (\$1,000,000) which are awarded noncompetitively or which are to be paid in whole or part from monies appropriated by the State of New York.

SECTION 10.0 MISCELLANEOUS PROVISIONS

10.1 Amendment of Policy. Any modification or amendment of this Policy may be made by a Supplemental Resolution adopted at any duly constituted meeting of the Board of the Authority; provided, however, that no such modification or amendment shall abrogate the rights and duties of existing Authority contracts, the terms of which were established pursuant to this Policy.

10.2 No Recourse under this Policy. No provision contained solely in this Policy shall be the basis for any claim against any member, Officer or employee of the Authority or the Authority itself.

10.3 Effect of Noncompliance of Policy. Nothing contained solely in this Policy shall be deemed to alter, invalidate, modify, or impair the terms of any contract or agreement made or entered into in violation of, or not in compliance with, the provisions of this Policy.

10.4 In furtherance of this Policy, the Board of the Authority shall annually review this Policy, and may amend same at its pleasure.

10.5 The Authority shall utilize Executive Order No. 4, Establishing a State Green Procurement and Agency Sustainability Program, which directs state agencies, public authorities and public benefit corporations to green their procurements and implement sustainability initiatives.

Revision Date	Resolution #
September 13, 2011	2011-09-04
March 22, 2012	2012-03-03
March 21, 2013	2013-03-03
March 20, 2014	2014-03-10
March 19, 2015	2015-03-32
March 31, 2016	2016-03-39
March 23, 2017	2017-03-27
March 28, 2018	2018-03-33
February 28, 2019	2019-02-02
May 28, 2020	2020-05-50
February 25, 2021	2021-02-36
February 23, 2023	2023-02-03
February 22, 2024	2024-02-03



Board Resolution No. 2024-02-04
February 22, 2024

**AUTHORIZING EXECUTIVE DIRECTOR
TO IMPLEMENT COMPENSATION PLAN**

Whereas, the Authority's Fiscal Year 2025 Budget, as recommended by the Finance & Budget Committee, includes appropriations for compensation and benefits, and

Whereas, consistent with the provisions of the personnel policies manual adopted by the Board an annual adjustment pool has been established as a percentage of anticipated base salaries for the provision of annual adjustments, reclassifications, promotions, longevity, merit for performance, and

Whereas, the aggregate of adjustments will not exceed the pool established by the Board.

Now, upon recommendation of the Governance Committee, therefore be it

RESOLVED, the Development Authority herewith authorizes the Executive Director to approve compensation adjustments, effective for the Fiscal Year 2025, commencing April 1, 2024 within the budgetary authorizations and consistent with Authority personnel policies authorized by the Board.



Board Resolution No. 2024-02-05
February 22, 2024

APPROVING FISCAL YEAR 2025 ADMINISTRATIVE BUDGET, CAPITAL PROJECTS, ADMINISTRATIVE ALLOCATIONS AND AUDIT COMMITTEE BUDGET

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the Fiscal Year 2025 Administrative Budget detailed by the attached Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule as Appendix B, and

Whereas, it is necessary for the Development Authority of the North Country to restrict certain funds, as detailed by the attached Appendix C, and to, upon request, receive legislative initiatives to administer, and

Whereas, the Development Authority of the North Country allocates gross administrative charges to operating companies as detailed by the attached Appendix D, and

Whereas, the Audit Committee retains Certified Public Accountants to perform audits of the financial statements and internal controls and requires a budget for such services as follows:

Financial Audit	\$50,900
Miscellaneous Accounting Services	<u>\$ 5,500</u>
	\$56,400

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Administrative Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Administrative capital projects for the Fiscal Year 2025, as set forth in Appendix B, are hereby approved and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting, therefore, on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2025.**

- 3. The Schedule of Restricted / Board Designated Reserves, as proposed and set forth in Appendix C, is hereby approved and adopted. Further, to enhance the Authority's ability to manage such reserves, the Authority to create and manage reserves is hereby delegated to the Executive Director who shall report such actions to the Board of Directors on a timely basis.**
- 4. The Fiscal Year 2025 Administrative Allocations as proposed and set forth in Appendix D are hereby approved and adopted.**
- 5. The Audit Committee Budget, as proposed and set forth, is hereby approved and adopted.**
- 6. The Executive Director is authorized to receive legislative initiatives on behalf of the Authority and to execute grant agreements and related documents with grant recipients as appropriate.**

**Administration
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Grant Revenue				
4183 NY State Grants	\$8,945.00	\$0.00	(\$257.50)	\$0.00
Total Grant Revenue	8,945.00	0.00	(257.50)	0.00
Other Income				
4164 Miscellaneous	151,309.57	191,100.00	139,200.08	283,200.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	151,309.57	191,100.00	139,200.08	283,200.00
4201 Gain on Sale of Assets	36,211.46	104,000.00	83,105.82	104,000.00
Interest Income				
4102 Investment Interest Income	155,353.26	228,580.00	187,849.70	301,595.00
420... Mark to Market Adjustment	(6,605.24)	0.00	34,002.90	0.00
Total Interest Income	148,748.02	228,580.00	221,852.60	301,595.00
Total Income	345,214.05	523,680.00	443,901.00	688,795.00
Salaries				
Administrative Wages	1,272,628.99	1,317,952.00	855,718.82	1,439,305.00
Engineering Wages	0.00	0.00	211.53	0.00
Telecom Wages	7,131.31	0.00	2,721.04	0.00
MMF Wages	1,007.13	0.00	0.00	0.00
500... Overtime Wages	645.77	1,000.00	294.97	1,000.00
Total Salaries	1,281,413.20	1,318,952.00	858,946.36	1,440,305.00
Fringe Benefits				
503... FICA Expense	87,977.58	87,897.00	64,638.12	94,153.00
503... Pension Expense	19,305.30	131,321.00	91,592.92	171,441.00
503... VDC Expense	8,295.72	8,446.00	5,855.24	9,067.00
503... Health Insurance	117,437.27	168,977.00	121,684.34	208,549.00
504... Retiree Health Insurance	104,701.66	122,409.00	71,176.96	114,141.00
503... Workers Comp	1,500.84	1,958.00	1,258.70	1,854.00
503... Disability Insurance	3,149.51	3,377.00	2,251.12	4,682.00
5036 Unemployment	19,727.94	10,000.00	4,540.00	10,000.00
504... Post Retire Overhead	(81,637.48)	80,730.00	53,235.39	86,229.00
5051 Benefit Admin. Fees	8,732.75	10,780.00	3,726.00	10,900.00
5054 Employee Physicals & Screening	897.00	1,990.00	978.50	1,028.00
Total Fringe Benefits	290,088.09	627,885.00	420,937.29	712,044.00
Operations & Maintenance				
5134 Maintenance Contracts	2,211.99	3,266.00	1,095.04	3,043.00
5403 Safety Equipment & Supplies	6,399.50	4,604.00	4,266.58	4,400.00
Total O & M	8,611.49	7,870.00	5,361.62	7,443.00
Office & Administrative				
5053 Misc Employee Costs	8,791.96	5,945.00	3,961.39	6,645.00
5102 Office Rent	120,032.43	120,006.00	88,242.10	119,940.00
5103 Lease ROU	(262,186.08)	0.00	0.00	(124,940.00)
6203 Interest Expense, Lease ROU	10,911.21	0.00	0.00	5,000.00
5104 Office Supplies	5,559.79	7,000.00	4,561.82	7,000.00
5110 Postage & Shipping	3,941.90	7,909.00	4,254.62	8,447.00
5112 Telephone	3,511.71	4,979.00	668.77	981.00
5114 Cellular Services	5,231.80	5,400.00	2,690.78	5,400.00
5118 Other Communications	10,381.79	9,720.00	5,388.34	16,300.00
5120 Dues & Subscriptions	4,217.08	7,000.00	5,299.04	6,600.00
5122 Public Info & Advertising	4,397.22	10,680.00	6,751.05	23,214.00
5123 Promotional Materials	3,554.38	4,500.00	3,949.48	8,000.00
5130 Office Equipment	20,498.70	5,000.00	1,995.74	16,893.00
5170 Other Office Expenses	1,049.77	806.00	378.24	1,306.00
5173 Credit Card Processing Fees	81.60	0.00	0.00	0.00
5202 Employee Mileage Reimbursement	4,827.90	4,225.00	3,911.73	5,000.00
5204 Empl. Meals & Incidental	1,579.92	500.00	205.16	500.00
5206 Empl. Lodging	0.00	500.00	196.00	500.00

**Administration
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
5270 Travel & Meeting Expense	2,906.60	4,270.00	3,364.42	4,500.00
5312 Continuing Education	582.00	0.00	0.00	0.00
5370 Training & Development	1,231.14	8,148.50	7,558.24	12,800.00
5402 Employee Uniforms	704.96	1,425.00	514.00	1,500.00
5404 Safety Training	8,352.85	16,418.00	6,258.75	11,000.00
5508 Cleaning Services	10,710.00	11,830.00	6,370.00	10,920.00
6102 Board Member Travel & Expenses	93.60	1,200.00	0.00	875.00
6104 Sponsorships	4,750.00	4,150.00	1,470.00	4,620.00
Total Office & Admin	(24,285.77)	241,611.50	157,989.67	153,001.00
Professional Fees				
5924 Legal	23,904.00	32,255.00	20,773.75	34,000.00
5926 Investment Banking Fees	5,147.59	5,900.00	2,152.13	5,500.00
592... Accounting Fees	34,600.00	45,100.00	41,627.50	56,400.00
5970 Consulting	13,108.00	13,780.00	10,654.00	22,665.00
Total Professional Fees	76,759.59	97,035.00	75,207.38	118,565.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	6,041.43	1,961.50	1,827.07	837.00
5602 Auto/Light Truck Fuel	50.67	201.00	0.00	189.00
Total Automobile	6,092.10	2,162.50	1,827.07	1,026.00
Computer				
5124 Computer Equipment	17,057.29	40,640.00	14,113.11	38,340.00
5126 Computer Maintenance	0.00	5,809.00	0.00	15,000.00
5128 Programming & Software	138,096.00	161,299.00	116,180.11	200,804.00
5129 ECMS Expense	28,980.74	41,675.00	35,659.86	45,000.00
6108 Web Page Design & Maintenance	2,269.90	6,072.00	2,000.00	5,372.00
Total Computer	186,403.93	255,495.00	167,953.08	304,516.00
6114 Insurance	18,432.44	19,300.00	12,866.64	21,600.00
619... Admin Allocation	(2,051,632.37)	(2,405,187.00)	(1,619,193.32)	(2,534,259.00)
7032 Depreciation	194,086.67	285,800.00	164,395.05	307,400.00
7003 Amortization, Lease ROU	251,097.99	0.00	0.00	120,000.00
6901 Contingency	0.00	12,385.00	0.00	30,000.00
Total Expenses	237,067.36	463,309.00	246,290.84	681,641.00
Change in Net Position	108,146.69	60,371.00	197,610.16	7,154.00

**Administration
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				7,154.00
				307,400.00
- 25...				(50,000.00)
				7,154.00
- 1440				<u>(320,032.00)</u>
				<u>(320,032.00)</u>
				<u>(55,478.00)</u>

**APPENDIX B
ADMINISTRATIVE CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Fleet Vehicles	O	\$ 320,032	\$ 330,618	\$ 197,224	\$ 194,418	\$ 179,372
	Server Replacement	O	\$ 252,000	\$ -	\$ 12,400	\$ 5,000	\$ -
	Internet Redundancy	O	\$ 42,500	\$ -	\$ -	\$ -	\$ -
	GIS ESRI Software and Internet Mapping Application Upgrade	O	\$ 65,000	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE			\$ 679,532	\$ 330,618	\$ 209,624	\$ 199,418	\$ 179,372

Fund Description

- O Operating Investments

APPENDIX C
Development Authority of the North Country
Restricted/ Board Designated Reserves
Fiscal Year Ending March 31, 2025

The Development Authority of the North Country recognizes the following restricted reserves as detailed below,

Restricted Fund Balance:	Balance 3/31/2023	Estimated Balance 3/31/2024
Community Rental Housing Program	\$ 13,162,260	\$ 13,326,075
Community Development Loan Fund	\$ 9,702,563	\$ 10,144,409
Housing Loan Revolving Fund	\$ 22,360,403	\$ 22,635,361
Army Water & Sewer Repair Reserve	\$ 1,800,000	\$ 1,800,000
Regional Waterline	\$ 404,885	\$ 390,525
Wetlands Mitigation Reserve	\$ 321,895	\$ 324,911
MMF Replacement Reserve	\$ 5,183,355	\$ 4,147,811
MMF Liner Reserve **	\$ 11,832,163	\$ 17,675,187
MMF Closure/Post Closure Reserve	\$ 25,050,947	\$ 26,331,076
Telecom Repair & Replacement Reserve	\$ 6,950,830	\$ 4,433,843
	\$ 96,769,300	\$ 101,209,198

Further, it is necessary for the Development Authority of the North Country to designate a portion of its fund balance for the purposes detailed below,

Board Designated Reserves:	Balance 3/31/2023	Estimated Balance 3/31/2024
Administrative / Supplemental Insurance	\$ 4,000,000	\$ 4,000,000
Army Waterline Capital Reserve	\$ -	\$ -
Army Sewerline Administrative Support Reserve	\$ 749,985	\$ 749,985
Army Sewerline Infrastructure Development	\$ 223,107	\$ 223,107
Army Sewerline Capital Reserve	\$ 273,565	\$ 204,579
MMF Capital Reserve*	\$ 594,056	\$ -
MMF Tip Fee Stabilization Reserve **	\$ 4,836,638	\$ 1,676,043
MMF Landfill Gas Reserve	\$ 1,404,729	\$ 1,346,705
Economic Development Loan Fund	\$ 5,314,979	\$ 5,361,285
Affordable Housing Program	\$ 3,000,000	\$ 3,000,000
	\$ 20,397,059	\$ 16,561,704

* = With the completion of the Southern Expansion, and per Board Resolution 2023-02-06, funds in the MMF Capital Reserve were moved to the MMF Replacement Reserve. Current open project costs funded from the Capital Reserve (if any) will be funded from the Replacement Reserve.

** = After completion of the MMF reserve projections in December 2023, it was noted that additional funds were needed to properly fund upcoming cell construction costs. As such, management recommends moving \$1.9M from the Tip Fee Stabilization Reserve to the Liner Reserve as reflected in the 3/31/2024 balances.

APPENDIX D
Administrative Allocations
Budget - FYE March 31, 2025

	Budgeted FYE 3/31/24	Budgeted FYE 3/31/25	Increase or Decrease
Administrative Costs:			
Salaries & Fringes	\$ 1,818,203	\$ 2,032,369	\$ 214,166
Administrative Overhead	\$ 649,530	\$ 649,079	\$ (451)
Administrative Capital	\$ -	\$ 71,900	\$ 71,900
Total Administrative Costs	\$ 2,467,733	\$ 2,753,348	\$ 285,615

	Budgeted FYE 3/31/24	Budgeted FYE 3/31/25	Increase or (Decrease)
Administrative Allocation:			
Army Sewer	\$ 354,175	\$ 365,269	\$ 11,094
Army Water	\$ 183,063	\$ 230,106	\$ 47,043
Regional Water	\$ 16,798	\$ 17,445	\$ 647
Water Quality Contracts	\$ 38,626	\$ 41,821	\$ 3,195
Engineering	\$ 51,386	\$ 52,672	\$ 1,286
Materials Mgt	\$ 991,199	\$ 1,029,777	\$ 38,578
Telecommunications	\$ 605,606	\$ 629,714	\$ 24,108
Regional Development Contracts	\$ 22,957	\$ 22,945	\$ (12)
Affordable Housing Program	\$ 88,801	\$ 90,034	\$ 1,233
Community Development Loan Fund	\$ 4,251	\$ 4,385	\$ 134
Authority Economic Development Fund	\$ 57,342	\$ 58,270	\$ 928
Community Rental Housing Program	\$ 8,529	\$ 8,910	\$ 381
Internal Subsidy	\$ 45,000	\$ 202,000	\$ 157,000
Total	\$ 2,467,733	\$ 2,753,348	\$ 285,615



Board Resolution No. 2024-02-06
February 22, 2024

**APPROVING FISCAL YEAR 2025 ENGINEERING DIVISION
OPERATING BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Engineering Budget, said proposed Budget being attached to this resolution as Appendix A, and

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Engineering Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

**Engineering
BUDGET FYE 2025
APPENDIX A**

Account Description	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings				
4001 Customer Billings	\$517,566.47	\$734,055.00	\$312,252.72	\$643,335.00
Total Customer Billings	517,566.47	734,055.00	312,252.72	643,335.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Income	517,566.47	734,055.00	312,252.72	643,335.00
Salaries				
Engineering Wages	269,131.07	367,950.00	144,876.88	312,257.00
MMF Wages	21.32	0.00	0.00	0.00
WQ Wages	682.85	0.00	202.52	12,099.00
Total Salaries	269,835.24	367,950.00	145,079.40	324,356.00
Fringe Benefits				
503... FICA Expense	19,789.26	23,818.00	11,198.84	21,920.00
503... Pension Expense	4,590.03	38,956.00	14,686.69	37,358.00
503... VDC Expense	7,792.17	3,683.00	1,385.24	0.00
503... Health Insurance	49,044.50	56,601.00	21,500.84	37,817.00
503... Workers Comp	2,054.27	1,481.00	902.37	2,024.00
503... Disability Insurance	914.00	954.00	636.16	1,379.00
504... Post Retire Overhead	16,529.28	22,812.00	11,094.60	22,934.00
5054 Employee Physicals & Screening	334.75	1,500.00	1,037.82	600.00
Total Fringe Benefits	101,048.26	149,805.00	62,442.56	124,032.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	0.00	3,500.00	0.00	0.00
5403 Safety Equipment & Supplies	1,041.19	1,000.00	747.70	1,000.00
5904 SCADA	17,009.04	21,750.00	2,024.28	21,750.00
8090 Purchases for Resale	53,891.24	104,000.00	35,849.01	97,000.00
Total O & M	71,941.47	130,250.00	38,620.99	119,750.00
Office & Administrative				
5053 Misc Employee Costs	325.00	500.00	5.87	500.00
5102 Office Rent	1,869.96	1,870.00	1,246.64	1,870.00
5104 Office Supplies	905.87	1,000.00	284.23	1,000.00
5112 Telephone	2,375.16	1,969.00	187.18	327.00
5114 Cellular Services	4,749.05	5,000.00	2,650.65	6,200.00
5120 Dues & Subscriptions	248.00	1,000.00	0.00	1,000.00
5122 Public Info & Advertising	4,752.37	6,000.00	3,699.50	0.00
5130 Office Equipment	0.00	380.00	0.00	1,500.00
5202 Employee Mileage Reimbursement	5,634.72	8,000.00	6,146.65	8,000.00
5204 Empl. Meals & Incidental	44.62	750.00	289.92	1,000.00
5206 Empl. Lodging	0.00	1,400.00	455.55	2,000.00
5270 Travel & Meeting Expense	0.00	0.00	0.00	1,000.00
5370 Training & Development	2,902.88	6,000.00	2,630.00	6,000.00
5402 Employee Uniforms	684.98	900.00	54.00	1,100.00
Total Office & Admin	24,492.61	34,769.00	17,650.19	31,497.00
Professional Fees				
5924 Legal	0.00	1,000.00	0.00	1,000.00
Total Professional Fees	0.00	1,000.00	0.00	1,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	1,284.01	2,500.00	1,363.05	3,340.00
5602 Auto/Light Truck Fuel	4,551.48	4,000.00	2,497.61	4,000.00
5603 Auto/Light Truck Rental/Lease	6,700.00	12,500.00	8,333.36	14,000.00
5605 Vehicle Ins	2,366.25	2,500.00	1,666.64	3,100.00
Total Automobile	14,901.74	21,500.00	13,860.66	24,440.00
Computer				
5124 Computer Equipment	5,827.81	4,000.00	2,606.42	5,000.00
5128 Programming & Software	0.00	2,370.00	914.65	1,000.00
5906 GIS	27,243.96	38,944.00	31,011.29	45,440.00

**Engineering
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Total Computer	33,071.77	45,314.00	34,532.36	51,440.00
6122 Bad Debt Expense	396.00	0.00	0.00	0.00
6114 Insurance	15,626.17	16,600.00	11,066.64	17,700.00
619... Admin Allocation	45,585.21	51,386.00	34,650.77	52,672.00
619... Engineering Allocation	(87,009.99)	(101,133.00)	(63,291.35)	(111,819.00)
6208 NYS Administrative Assessment	6,558.00	3,395.00	0.00	3,523.00
7032 Depreciation	8,343.06	8,400.00	5,562.04	0.00
Total Expenses	504,789.54	729,236.00	300,174.26	638,591.00
Change in Net Position	12,776.93	4,819.00	12,078.46	4,744.00



Board Resolution No. 2024-02-07
February 22, 2024

**APPROVING FISCAL YEAR 2025 MATERIALS MANAGEMENT DIVISION
OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE REQUIREMENTS, AND TIPPING FEES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Materials Management Budget based on anticipated waste volumes, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary, as set forth on the capital projects' schedule attached as Appendix B, and

Whereas, it is necessary to establish reserve requirements, tipping fees and related understandings for Fiscal Year 2025 in support of said Budget.

Whereas, upon review of required reserve contributions and projected operating expenditures, it is recommended that effective January 1, 2025, the tipping fee for municipal solid waste, construction and demolition waste, and ash be increased from \$54 per ton to \$57 per ton; for non-beneficial sludge, sewage sludge and industrial waste be increased from \$40 per ton to \$43 per ton; for beneficial sludge and non-hazardous petroleum contaminated soil be increased from \$24 per ton to \$27 per ton; and for friable asbestos-contaminated construction debris be increased from \$84 per ton to \$87 per ton.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Materials Management Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Materials Management capital projects for the Fiscal Year 2025, as set forth in Appendix B, are hereby approved, with the stated cost thereof to be charged against indicated reserves, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2025.**

3. Based upon receipt at the Facility of anticipated waste volumes, the tipping fee shall be:

- **Municipal solid waste, construction and demolition waste, and ash**
 - **April 1, 2024** **\$54.00 per ton**
 - **January 1, 2025** **\$57.00 per ton**

- **Non-beneficial use sludge, industrial waste and sewage sludge**
 - **April 1, 2024** **\$40.00 per ton**
 - **January 1, 2025** **\$43.00 per ton**

- **Non-hazardous petroleum contaminated soil and beneficial use sludge**
 - **April 1, 2024** **\$24.00 per ton**
 - **January 1, 2025** **\$27.00 per ton**

- **Friable asbestos (one ton minimum)**
 - **April 1, 2024** **\$200 per ton**

- **Friable asbestos-contaminated construction debris or other waste that requires special handling protocol during disposal**
 - **April 1, 2024** **\$84.00 per ton**
 - **January 1, 2025** **\$87.00 per ton**

4. The Community Improvement Program and the Residential Cleanup Program shall be extended for Fiscal Year 2025 at a discount of 25% off the published gate rate.

5. Reserve requirements for such year (included in the tipping fees) shall be, per ton:

Closure	\$ 4.50
Replacement	\$ 7.00
Liner	\$10.00

6. Pursuant to the Host Community Agreement with the Town of Rodman, estimated host community benefit fees of \$981,563 will be paid for the Fiscal Year 2025.

7. To enhance the Authority's ability to respond promptly to changing conditions in the competitive solid waste disposal market, the authority to establish tipping fees, special condition fees, manage reserves, establish host community agreements and negotiate hauler contracts is hereby delegated to the Executive Director who shall report such actions to the Board of Directors in a timely manner.

**Materials Management
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings				
4001 Customer Billings	\$7,170,619.11	\$7,100,663.00	\$4,384,829.84	\$7,149,532.00
4006 Replacement Reserve Tip Income	1,277,379.50	1,438,650.00	918,781.20	1,671,217.00
4007 Liner Reserve Tip Income	1,532,855.40	1,918,200.00	1,225,041.60	2,387,454.00
4008 Closure Reserve Tip Income	894,165.68	839,212.00	535,955.71	1,074,354.00
Total Customer Billings	10,875,019.69	11,296,725.00	7,064,608.35	12,282,557.00
Waste Diversion Revenue				
4050 RTS Revenue	98,543.93	0.00	0.00	0.00
4061 Recycling Revenue - Mattresses	90,337.00	0.00	0.00	0.00
Total Waste Diversion Revenue	188,880.93	0.00	0.00	0.00
Grant Revenue				
4183 NY State Grants	172,231.78	97,975.00	0.00	150,351.00
Total Grant Revenue	172,231.78	97,975.00	0.00	150,351.00
Other Income				
4164 Miscellaneous	17,855.87	10,000.00	4,999.38	10,000.00
4166 LFGTE Revenue	572,551.33	540,884.00	283,695.73	431,629.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	590,407.20	550,884.00	288,695.11	441,629.00
4201 Gain on Sale of Assets	29,911.20	120,000.00	130,272.03	45,000.00
4200 Gain on Trade-In of Assets	0.00	0.00	0.00	860,000.00
Interest Income				
410... Trustee Interest	39,255.28	15,756.00	48,744.48	69,631.00
4108 Reserve Interest	110,906.65	94,765.00	104,766.60	172,228.00
4116 Replace Reserve Interest Income	117,923.70	157,642.00	154,813.30	194,044.00
4117 Liner Reserve Interest Income	69,069.28	131,447.00	111,167.48	197,888.00
4118 Closure Reserve Interest Income	132,051.41	250,056.00	137,289.73	356,209.00
4119 Post Close Interest Income	56,593.45	188,639.00	56,076.08	145,494.00
4120 Wetlands Mitigation Interest Income	3,222.30	3,551.00	2,666.88	2,815.00
420... Mark to Market Adjustment	(519,072.63)	0.00	164,814.82	0.00
Total Interest Income	9,949.44	841,856.00	780,339.37	1,138,309.00
Total Income	11,866,400.24	12,907,440.00	8,263,914.86	14,917,846.00
Salaries				
Engineering Wages	196,423.63	180,507.00	167,411.20	242,731.00
Telecom Wages	4,333.37	0.00	0.00	0.00
MMF Wages	1,337,792.21	1,515,087.00	893,368.89	1,523,345.00
WQ Wages	55.20	0.00	0.00	0.00
500... Overtime Wages	93,749.86	33,260.00	38,489.11	31,338.00
5005 On-Call Stipend	7,800.00	7,800.00	5,400.00	7,800.00
Total Salaries	1,640,154.27	1,736,654.00	1,104,669.20	1,805,214.00
Fringe Benefits				
503... FICA Expense	121,003.01	112,177.00	83,460.88	117,064.00
503... Pension Expense	25,236.93	208,309.00	138,638.10	258,909.00
503... VDC Expense	950.38	3,051.00	1,019.10	0.00
503... Health Insurance	233,980.47	270,293.00	155,654.19	279,979.00
503... Workers Comp	63,786.75	73,296.00	46,703.05	69,495.00
503... Disability Insurance	5,632.40	5,673.00	3,781.92	7,640.00
504... Post Retire Overhead	125,299.14	135,620.00	85,820.61	140,689.00
5054 Employee Physicals & Screening	8,259.50	8,000.00	6,049.00	8,000.00
Total Fringe Benefits	584,148.58	816,419.00	521,126.85	881,776.00
Operations & Maintenance				
5062 Third Party Temporary - O&M	18,506.88	8,093.39	7,656.12	0.00
5403 Safety Equipment & Supplies	6,709.51	14,000.00	9,733.87	20,933.00
5702 Large Equipment Parts	105,520.48	120,000.00	52,644.96	120,000.00
5703 Small Equipment	21,176.76	30,000.00	16,614.69	30,000.00
5704 O&M Supplies	17,515.36	20,000.00	13,037.57	20,000.00
5708 Fuels	470,504.15	450,000.00	196,396.60	450,000.00

**Materials Management
BUDGET FYE 2025
APPENDIX A**

	Account Description	FYE	FYE	Actual	FYE
		3/31/2023	3/31/2024	11/30/2023	3/31/2025
		Actual	Amended Budget		Budget
5710	Lubricants	12,969.79	15,000.00	9,811.30	15,000.00
5712	Purchased Maintenance & Repair	83,290.13	95,000.00	47,862.29	68,780.00
5716	Equipment Rental	0.00	6,490.00	0.00	15,000.00
5718	Tires	17,419.88	25,000.00	17,619.32	20,000.00
5770	Other Tool, Equip & O&M	3,680.44	73,000.00	0.00	5,000.00
5815	Chemicals	12,197.48	12,000.00	3,654.00	12,000.00
5818	Leachate System Expense	4,849.40	10,500.00	9,156.85	10,000.00
5820	LFG Maintenance	41,186.87	50,000.00	31,753.23	60,000.00
5870	Natural Habitat Enhancements	52,071.56	55,800.00	45,838.87	125,000.00
5932	Monitoring & Testing	130,209.48	187,000.00	92,873.04	191,490.00
6008	Contract Hauling	1,000.00	2,000.00	0.00	5,000.00
	Total O & M	998,808.17	1,173,883.39	554,652.71	1,168,203.00
Recycling Transfer Station					
500...	Material Reprocessing Wages	71,106.25	0.00	0.00	0.00
500...	Material Reprocessing OT	17,452.07	0.00	0.00	0.00
503...	FICA Expense	5,728.52	0.00	0.00	0.00
503...	Pension Expense	9,269.85	0.00	0.00	0.00
503...	Health Insurance	9,885.33	0.00	0.00	0.00
503...	Workers Comp	5,974.76	0.00	0.00	0.00
503...	Disability Insurance	633.77	0.00	0.00	0.00
504...	Post Retire Overhead	7,422.00	0.00	0.00	0.00
6300	RTS -Safety Equipment & Supplies	1,039.59	0.00	0.00	0.00
6305	RTS - Large Equipment Parts	4,988.43	0.00	0.00	0.00
6315	RTS - O&M Supplies	57.98	0.00	0.00	0.00
6320	RTS - Fuels	4,945.41	0.00	0.00	0.00
6325	RTS - Purchased Maintenance & Repair	219.00	0.00	0.00	0.00
6330	RTS - Contract Hauling	6,171.50	0.00	0.00	0.00
6345	RTS - Other Communications	1,516.51	0.00	0.00	0.00
6360	RTS - Employee Uniforms	434.52	0.00	0.00	0.00
6365	RTS - Gas & Electric	5,402.08	0.00	0.00	0.00
6370	RTS - Propane	2,279.68	0.00	0.00	0.00
6380	RTS - Site Supplies	741.42	0.00	0.00	0.00
6390	RTS - Site Maintenance & Repair	1,350.45	0.00	0.00	0.00
6395	RTS - Auto/Light Truck Rep. & Maint.	575.00	0.00	0.00	0.00
6400	RTS - Auto/Light Truck Fuel	312.11	0.00	0.00	0.00
	Total Recycling Transfer Station	157,506.23	0.00	0.00	0.00
Waste Diversion					
5125	Promotional Materials - RRR	8,488.50	10,435.50	4,537.38	30,000.00
6009	Household Hazardous Waste	128,389.84	146,480.00	90,854.19	170,000.00
6011	Recycling Incentive	57,852.50	0.00	0.00	0.00
6017	Book Debinding	7,500.00	7,500.00	3,750.00	7,750.00
6018	Mattress Recycling - All Counties	393,471.10	426,000.00	283,347.88	0.00
	Total Waste Diversion	595,701.94	590,415.50	382,489.45	207,750.00
6002	Sewage Treatment	459,763.35	650,000.00	339,544.86	600,000.00
601...	Closure & Post Closure Care	1,276,972.24	1,460,136.00	845,700.49	1,757,503.00
6006	Host Community Benefits	966,011.98	967,228.00	609,458.20	981,563.00
6007	LFGTE Revenue Sharing	55,612.78	61,720.00	0.00	0.00
Office & Administrative					
5053	Misc Employee Costs	1,360.70	1,900.00	1,030.39	1,500.00
5104	Office Supplies	4,377.01	5,000.00	2,740.45	5,000.00
5112	Telephone	7,443.77	7,279.00	3,733.18	5,061.00
5114	Cellular Services	8,498.49	9,700.00	5,521.99	11,000.00
5120	Dues & Subscriptions	2,251.00	2,500.00	585.00	1,500.00
5122	Public Info & Advertising	10,122.39	4,500.00	1,089.45	0.00
5123	Promotional Materials	1,822.08	9,020.00	8,471.56	0.00
5130	Office Equipment	4,786.86	4,000.00	496.77	4,000.00
5132	Office Equip Maintenance	648.06	1,200.00	0.00	1,200.00
5202	Employee Mileage Reimbursement	3,859.62	5,000.00	2,921.33	5,000.00
5204	Empl. Meals & Incidental	251.00	1,800.00	20.00	1,800.00
5206	Empl. Lodging	1,471.08	4,800.00	747.68	4,800.00

**Materials Management
BUDGET FYE 2025
APPENDIX A**

		FYE 3/31/2023	FYE 3/31/2024	Actual 11/30/2023	FYE 3/31/2025 Budget
<u>Account Description</u>		<u>Actual</u>	<u>Amended Budget</u>		
5312	Continuing Education	350.00	0.00	0.00	0.00
5370	Training & Development	3,130.00	8,500.00	2,979.26	17,000.00
5402	Employee Uniforms	13,957.88	15,000.00	8,344.84	15,725.00
5508	Cleaning Services	12,860.60	15,000.00	7,455.00	0.00
5570	Other General Expense	829.14	1,800.00	801.34	3,955.00
6210	Trustee Fees	7,000.00	7,500.00	7,000.00	7,500.00
	Total Office & Admin	85,019.68	104,499.00	53,938.24	85,041.00
Utilities					
5802	Gas & Electric	48,988.22	50,000.00	21,614.14	50,000.00
5803	Propane	25,699.55	40,000.00	5,661.52	40,000.00
	Total Utilities	74,687.77	90,000.00	27,275.66	90,000.00
Materials & Supplies					
5806	Building Supplies	3,769.30	7,000.00	1,600.59	7,000.00
5810	Site Supplies	23,439.83	32,000.00	14,305.07	30,000.00
5824	Sand, Gravel & Stone	252,394.05	250,000.00	130,179.03	255,000.00
5826	Seed & Mulch	40,812.60	41,510.00	36,069.25	41,500.00
	Total Materials & Supplies	320,415.78	330,510.00	182,153.94	333,500.00
Professional Fees					
5924	Legal	9,311.20	5,845.00	691.25	7,500.00
5926	Investment Banking Fees	18,440.81	25,900.00	9,804.52	26,602.00
5970	Consulting	12,589.00	55,219.50	42,454.81	20,000.00
	Total Professional Fees	40,341.01	86,964.50	52,950.58	54,102.00
Repairs & Maintenance					
5804	Building Maintenance & Repair	11,922.84	15,000.00	3,994.79	13,600.00
	Total Repairs & Maintenance	11,922.84	15,000.00	3,994.79	13,600.00
Automobile					
5603	Auto/Light Truck Rental/Lease	4,200.00	13,800.00	11,533.36	27,800.00
	Total Automobile	4,200.00	13,800.00	11,533.36	27,800.00
Computer					
5124	Computer Equipment	7,564.42	7,500.00	1,079.14	11,000.00
5128	Programming & Software	7,052.14	9,316.61	9,316.61	16,195.00
	Total Computer	14,616.56	16,816.61	10,395.75	27,195.00
6114	Insurance	224,918.79	241,500.00	161,000.00	255,500.00
619...	Admin Allocation	868,712.52	991,199.00	667,269.56	1,029,777.00
619...	Engineering Allocation	32,425.92	45,483.00	28,753.96	50,624.00
6208	NYS Administrative Assessment	47,887.00	54,539.00	0.00	54,216.00
890...	Water Quality Allocation	59.19	0.00	0.00	0.00
7032	Depreciation	5,157,995.95	5,819,000.00	3,439,357.61	6,121,400.00
6202	Interest Expense	564,820.67	603,663.00	363,987.04	582,200.00
6901	Contingency	0.00	7,000.00	0.00	30,000.00
	Total Expenses	14,182,703.22	15,876,430.00	9,360,252.25	16,156,964.00
	Change in Net Position	<u>(2,316,302.98)</u>	<u>(2,968,990.00)</u>	<u>(1,096,337.39)</u>	<u>(1,239,118.00)</u>

**Materials Management
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(1,239,118.00)
				6,121,400.00
6016				1,757,503.00
- 25...				(575,000.00)
4200				(860,000.00)
				(1,865,261.00)
- 40...				(2,585,342.00)
- 40...				(1,430,563.00)
- 40...				(145,494.00)
3151				0.00
4010				821,875.00
				(5,204,785.00)
				0.00

**APPENDIX B
MATERIALS MANAGEMENT FACILITY CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
20212	Southern Expansion LFG Phase 1-2 Tie In and Main Flare Construction	LGR/R	\$ 3,130,000	\$ -	\$ -	\$ -	\$ -
	Additional Soil Borrow	R	\$ 30,000	\$ -	\$ -	\$ -	\$ -
	Equipment: Waste Dozers	R	\$ 565,000	\$ -	\$ 726,594	\$ -	\$ -
	Equipment: Articulated Hauler	R	\$ 888,000	\$ -	\$ -	\$ -	\$ 1,168,921
	Equipment: Landfill Compactor	R	\$ 1,001,000	\$ -	\$ 1,788,380	\$ -	\$ -
20205	Closure Phase 5	C	\$ 6,673,000	\$ -	\$ -	\$ -	\$ -
	Design and Construction of Cell 14	LR	\$ 11,100,000	\$ -	\$ -	\$ -	\$ -
	Vector Control Plan	R	\$ 35,000	\$ -	\$ -	\$ -	\$ -
	Natural Resource Management FYE25	R	\$ 53,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Leachate Manhole and Side Riser Improvements	R	\$ 618,000	\$ -	\$ -	\$ -	\$ -
	Security Cameras	R	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Sand Storage Radiation Upgrades	R	\$ -	\$ 125,000	\$ -	\$ -	\$ -
	Storage 1 Improvements	R	\$ -	\$ 40,000	\$ -	\$ -	\$ -
	Equipment: Utility Vehicle	R	\$ -	\$ 40,000	\$ -	\$ -	\$ 44,000
	Equipment: Leachate Truck Tractors	R	\$ -	\$ 187,000	\$ -	\$ 205,700	\$ -
	Equipment: Plow Truck Replacement	R	\$ -	\$ 275,000	\$ -	\$ -	\$ -
	Equipment: Wheeled Loader Replacement	R	\$ -	\$ 495,000	\$ -	\$ -	\$ -
	Equipment: Mini Excavator	R	\$ -	\$ 65,000	\$ -	\$ -	\$ -
	Closure Phase 6	C	\$ -	\$ 3,650,000	\$ -	\$ -	\$ -
	Equipment: Flat Bed Utility Truck 4x4	R	\$ -	\$ -	\$ 105,000	\$ -	\$ -
	Equipment: Bale Mulcher	R	\$ -	\$ -	\$ 15,000	\$ -	\$ -
	Equipment: Shop Equipment Upgrade	R	\$ -	\$ -	\$ -	\$ 30,000	\$ -
	Equipment: Ag Tractor	R	\$ -	\$ -	\$ -	\$ 95,000	\$ -
	Cell 15 Design & Construction	LR	\$ -	\$ -	\$ -	\$ 16,000,000	\$ -
	Equipment: Loader, Bobcat Track	R	\$ -	\$ -	\$ -	\$ 105,235	\$ 108,392
	SCADA Control upgrade	R	\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL MMF			\$ 24,143,000	\$ 4,927,000	\$ 2,684,974	\$ 16,485,935	\$ 1,521,313

Fund Description

- C Closure Reserve
- R Replacement Reserve
- LGR Landfill Gas Reserve
- LR Liner Reserve



Board Resolution No. 2024-02-08
February 22, 2024

**APPROVING FISCAL YEAR 2025
REGIONAL DEVELOPMENT BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Regional Development Budget, said proposed Budget being attached to this resolution as Appendix A.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Regional Development Budget and line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. To enhance the Authority's ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

**Regional Development
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings				
4001 Customer Billings	\$277,247.39	\$279,279.00	\$159,384.31	\$254,660.00
Total Customer Billings	277,247.39	279,279.00	159,384.31	254,660.00
Grant Revenue				
4181 Federal Grant Income	0.00	91,000.00	44,472.81	0.00
4183 NY State Grants	373,605.93	411,000.00	385,565.88	154,000.00
Total Grant Revenue	373,605.93	502,000.00	430,038.69	154,000.00
4104 Loan Interest Income	445,800.97	428,760.00	223,671.72	541,839.00
Other Income				
4162 Processing Fees	28,879.00	19,300.00	33,445.00	19,825.00
4164 Miscellaneous	9,563.83	5,772.00	3,829.39	4,000.00
4185 Grant Recapture	4,480.00	0.00	0.00	0.00
Total Other Income	42,922.83	25,072.00	37,274.39	23,825.00
Interest Income				
4102 Investment Interest Income	238,499.50	365,800.00	337,568.01	453,700.00
420... Mark to Market Adjustment	(258,380.35)	0.00	130,214.13	0.00
Total Interest Income	(19,880.85)	365,800.00	467,782.14	453,700.00
Total Income	1,119,696.27	1,600,911.00	1,318,151.25	1,428,024.00
Salaries				
Administrative Wages	9,280.56	12,414.00	8,219.77	12,568.00
Engineering Wages	7,250.38	3,059.00	813.99	3,255.00
Telecom Wages	21,433.55	32,880.00	9,445.08	0.00
Regional Development Wages	278,359.36	280,115.00	183,361.94	282,826.00
Total Salaries	316,323.85	328,468.00	201,840.78	298,649.00
Fringe Benefits				
503... FICA Expense	22,348.51	21,567.00	15,008.84	19,337.00
503... Pension Expense	7,084.02	46,321.00	30,169.31	50,602.00
503... Health Insurance	45,608.10	46,539.00	30,664.62	45,876.00
503... Workers Comp	415.13	580.00	303.48	398.00
503... Disability Insurance	858.14	794.00	529.28	925.00
504... Post Retire Overhead	18,482.55	18,985.00	11,543.31	17,012.00
Total Fringe Benefits	94,796.45	134,786.00	88,218.84	134,150.00
Operations & Maintenance				
6110 Marketing	5,000.00	5,000.00	0.00	5,000.00
8090 Purchases for Resale	20,862.50	14,000.00	12,870.00	30,000.00
Total O & M	25,862.50	19,000.00	12,870.00	35,000.00
6006 Host Community Benefits	148,234.32	183,809.18	183,809.18	207,526.00
Office & Administrative				
5120 Dues & Subscriptions	625.00	625.00	500.00	625.00
5122 Public Info & Advertising	643.01	1,650.00	72.28	1,250.00
5172 Filing Fees	653.25	700.00	650.00	700.00
5202 Employee Mileage Reimbursement	3,791.26	8,050.00	3,740.08	5,000.00
5204 Empl. Meals & Incidental	0.00	1,150.00	547.50	1,150.00
5206 Empl. Lodging	0.00	1,057.00	257.00	2,800.00
5270 Travel & Meeting Expense	0.00	510.00	46.00	1,500.00
5370 Training & Development	350.00	1,000.00	25.00	1,700.00
5570 Other General Expense	1,618.93	2,199.82	623.18	2,300.00
Total Office & Admin	7,681.45	16,941.82	6,461.04	17,025.00
Professional Fees				
5924 Legal	3,465.38	9,883.00	1,483.00	8,500.00
5926 Investment Banking Fees	8,839.31	10,595.00	4,083.10	10,721.00
5970 Consulting	36,733.59	61,000.00	7,453.71	16,000.00
Total Professional Fees	49,038.28	81,478.00	13,019.81	35,221.00

**Regional Development
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Computer				
6108 Web Page Design & Maintenance	750.00	750.00	0.00	750.00
Total Computer	750.00	750.00	0.00	750.00
6122 Bad Debt Expense	5,847.25	0.00	14,223.54	0.00
6120 Grants	507,984.90	154,000.00	0.00	200,000.00
619... Admin Allocation	144,586.76	164,334.00	110,428.94	167,455.00
619... Engineering Allocation	1,629.95	547.00	209.28	419.00
Total Expenses	1,302,735.71	1,084,114.00	631,081.41	1,096,195.00
Change in Net Position	(183,039.44)	516,797.00	687,069.84	331,829.00



Board Resolution No. 2024-02-09
February 22, 2024

**APPROVING FISCAL YEAR 2025 TELECOMMUNICATIONS DIVISION
OPERATING BUDGET, CAPITAL PROJECTS,
RESERVE DESIGNATIONS, AND TARIFF**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Telecommunications Division Budget based on anticipated circuit demand, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, upon recommendation by staff, it is determined that certain capital projects are necessary as set forth on the capital projects schedule attached as Appendix B, and

Whereas, it is necessary to ratify tariff pricing and establish reserve requirements for the Fiscal Year 2025 in support of said Budget.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Telecommunications Division Budget and the line items contained therein, as proposed and set forth in Appendix A, are hereby approved and adopted.**
- 2. The Telecommunications Division capital projects for the Fiscal Year 2025, as set forth in Appendix B, are hereby approved, and the Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2025.**
- 3. Based upon anticipated circuit volume, a tariff was filed with and accepted by the Public Services Commission (May 1, 2004) and will remain in effect for Fiscal Year 2025.**
- 4. Reserves previously authorized have been created and capitalized as of December 31, 2023 in the following amounts:**

Operating	\$1,030,006
Repair and Upgrade	\$3,403,837

For Fiscal Year 2025, reserves will be maintained on an on-going basis as follows:

Operating	16.7% of Revenue
Repair & Upgrade	11% of OSP Replacement Cost

- 5. To enhance the Authority's ability to respond promptly to changing conditions in the competitive telecommunications market, the authority to create and manage reserves, establish agreements and negotiate contracts is hereby delegated to the Executive Director who shall report such actions to the Board of Directors on a timely basis.**

**Telecommunications
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings				
4001 Customer Billings	\$5,595,511.77	\$5,541,823.00	\$3,712,483.58	\$5,762,549.00
4004 Dark Fiber Billings	664,650.61	707,234.00	588,671.23	771,154.00
Total Customer Billings	6,260,162.38	6,249,057.00	4,301,154.81	6,533,703.00
Grant Revenue				
4181 Federal Grant Income	222,313.84	225,000.00	36,136.75	2,450,000.00
4183 NY State Grants	720,330.54	1,081,303.00	1,236,801.68	0.00
Total Grant Revenue	942,644.38	1,306,303.00	1,272,938.43	2,450,000.00
Other Income				
4164 Miscellaneous	9,884.03	12,000.00	6,920.28	12,000.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	9,884.03	12,000.00	6,920.28	12,000.00
Interest Income				
4102 Investment Interest Income	25,293.08	70,153.00	48,905.08	70,153.00
4108 Reserve Interest	120,928.57	192,703.00	160,296.08	199,244.00
420... Mark to Market Adjustment	(9,109.85)	0.00	34,981.54	0.00
Total Interest Income	137,111.80	262,856.00	244,182.70	269,397.00
Total Income	7,349,802.59	7,830,216.00	5,825,196.22	9,265,100.00
Salaries				
Engineering Wages	39,200.63	39,344.00	46,982.30	88,136.00
Telecom Wages	1,415,096.35	1,449,768.00	908,766.23	1,571,746.00
Regional Development Wages	0.00	0.00	2,365.20	13,135.00
MMF Wages	354.24	22,198.00	1,123.20	20,309.00
500... Overtime Wages	2,307.89	5,460.00	1,170.83	5,460.00
Total Salaries	1,456,959.11	1,516,770.00	960,407.76	1,698,786.00
Fringe Benefits				
503... FICA Expense	105,305.35	105,279.00	73,976.30	116,903.00
503... Pension Expense	28,216.01	177,887.00	116,384.63	233,972.00
503... VDC Expense	279.75	1,052.00	585.09	0.00
503... Health Insurance	121,339.27	135,109.00	83,859.33	165,175.00
503... Workers Comp	3,245.61	6,597.00	4,221.72	6,265.00
503... Disability Insurance	2,867.83	3,259.00	2,172.32	4,616.00
504... Post Retire Overhead	80,859.21	77,908.00	55,175.91	84,732.00
5054 Employee Physicals & Screening	424.00	500.00	0.00	500.00
Total Fringe Benefits	342,537.03	507,591.00	336,375.30	612,163.00
Operations & Maintenance				
5133 Equipment Maintenance Contracts	266,443.07	258,594.00	177,277.62	293,094.00
5134 Maintenance Contracts	139,845.39	154,700.00	119,039.37	209,507.00
5135 Underground Locating	56,812.53	61,400.00	39,727.16	68,000.00
5403 Safety Equipment & Supplies	631.87	1,200.00	677.00	1,600.00
5704 O&M Supplies	4,373.23	5,500.00	1,654.89	5,500.00
5712 Purchased Maintenance & Repair	38,642.30	60,000.00	34,378.50	57,000.00
5720 Offnet Circuit Lease	760,940.72	950,715.50	677,010.52	774,216.00
5770 Other Tool, Equip & O&M	7,106.81	11,500.00	2,365.09	8,000.00
5830 Collo Expense	193,907.14	211,260.00	127,942.00	210,840.00
5832 Emergency Restoration	88,821.46	95,000.00	29,691.23	90,000.00
5834 Permitting	0.00	5,000.00	0.00	5,000.00
5835 NYS DOT Fee	6,557.00	0.00	0.00	0.00
5836 Pole Attachment Fees	342,266.96	316,717.00	273,070.06	367,127.00
5838 Conduit Lease	12,201.38	27,407.00	18,126.92	20,907.00
Total O & M	1,918,549.86	2,158,993.50	1,500,960.36	2,110,791.00
Office & Administrative				
5053 Misc Employee Costs	1,075.55	2,000.00	610.49	2,000.00
5102 Office Rent	13,440.00	1,740.00	1,160.00	1,740.00
5104 Office Supplies	718.70	1,200.00	123.24	1,200.00
5110 Postage & Shipping	872.46	1,500.00	553.62	1,600.00

**Telecommunications
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
5112 Telephone	11,470.60	13,000.00	6,531.13	13,000.00
5114 Cellular Services	6,154.75	7,000.00	3,487.15	8,200.00
5118 Other Communications	1,423.95	1,600.00	1,035.63	1,600.00
5122 Public Info & Advertising	2,407.17	4,980.50	0.00	2,000.00
5123 Promotional Materials	1,407.87	1,500.00	0.00	1,500.00
5130 Office Equipment	2,129.28	1,900.00	0.00	1,900.00
5170 Other Office Expenses	2,163.04	3,000.00	1,546.58	3,000.00
5202 Employee Mileage Reimbursement	1,135.55	3,766.00	2,792.97	3,654.00
5204 Empl. Meals & Incidental	2,464.69	3,000.00	2,556.31	5,000.00
5206 Empl. Lodging	3,841.13	4,000.00	3,600.72	6,000.00
5270 Travel & Meeting Expense	0.00	500.00	0.00	500.00
5370 Training & Development	1,887.92	9,300.00	7,985.00	8,520.00
5402 Employee Uniforms	1,207.84	1,225.00	52.92	1,300.00
5570 Other General Expense	737.61	2,000.00	507.57	14,525.00
Total Office & Admin	54,538.11	63,211.50	32,543.33	77,239.00
Utilities				
5802 Gas & Electric	5,841.82	6,000.00	2,935.72	5,500.00
Total Utilities	5,841.82	6,000.00	2,935.72	5,500.00
Professional Fees				
5924 Legal	14,217.50	24,000.00	0.00	15,000.00
5926 Investment Banking Fees	3,939.56	4,689.00	1,894.53	5,383.00
5970 Consulting	0.00	60,900.00	7,091.64	20,000.00
Total Professional Fees	18,157.06	89,589.00	8,986.17	40,383.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	10,074.12	12,000.00	4,477.08	15,360.00
5602 Auto/Light Truck Fuel	21,367.73	22,000.00	11,934.62	20,000.00
5603 Auto/Light Truck Rental/Lease	44,900.00	38,300.00	25,533.36	36,200.00
5605 Vehicle Ins	7,351.96	13,400.00	8,933.36	16,200.00
Total Automobile	83,693.81	85,700.00	50,878.42	87,760.00
Computer				
5124 Computer Equipment	9,146.26	8,000.00	4,391.27	8,800.00
5128 Programming & Software	20,852.23	30,214.00	28,595.25	30,765.00
Total Computer	29,998.49	38,214.00	32,986.52	39,565.00
6122 Bad Debt Expense	70,142.42	0.00	(23,194.41)	0.00
6114 Insurance	156,016.35	179,000.00	119,333.36	193,400.00
619... Admin Allocation	528,998.15	605,606.00	407,712.89	629,714.00
619... Engineering Allocation	13,860.81	12,690.00	10,724.60	18,555.00
6208 NYS Administrative Assessment	33,417.00	30,901.00	0.00	29,991.00
7032 Depreciation	3,923,526.27	4,734,400.00	2,605,627.68	4,393,100.00
6901 Contingency	0.00	25,000.00	0.00	25,000.00
Total Expenses	8,636,236.29	10,053,666.00	6,046,277.70	9,961,947.00
Change in Net Position	(1,286,433.70)	(2,223,450.00)	(221,081.48)	(696,847.00)

**Telecommunications
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(696,847.00)
PLUS DEPRECIATION & AMORTIZATION				4,393,100.00
RESERVE/CAPITAL REQUIREMENTS				
- 3143 TELECO REPAIR/UPGRADE RESERVE				463,747.00
- 14?? TELECOM CAPITAL PROJECTS				<u>(4,160,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				<u>(3,696,253.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**APPENDIX B
TELECOMMUNICATIONS CAPITAL PROJECTS**

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	DWDM (Dense Wave Division Multiplexing) Equip.	R	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
	Customer Network Construction	R	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Ethernet Core Network Upgrade	R	\$ 350,000	\$ 350,000	\$ 350,000	\$ 250,000	\$ 250,000
	Wireless Tower Service	R	\$ 375,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	Central Office Enhancements	R	\$ 215,000	\$ 150,000	\$ 135,000	\$ 135,000	\$ 135,000
	Fiber Augments	R	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	3 GIS - Enghouse Replacement	R	\$ 120,000	\$ -	\$ -	\$ -	\$ -
	Test Equipment	R		\$ 60,000	\$ 22,000		
TOTAL TELECOMMUNICATIONS			\$ 1,710,000	\$ 1,510,000	\$ 1,457,000	\$ 1,335,000	\$ 1,335,000



Board Resolution No. 2024-02-10
February 22, 2024

**APPROVING FISCAL YEAR 2025 WATER QUALITY MANAGEMENT DIVISION
OPERATING BUDGET, CAPITAL PROJECTS
AND USER CHARGES**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed the proposed Fiscal Year 2025 Water Quality Management Budgets, attached to this Resolution as Appendices A(1) – A(4), and

Whereas, upon recommendation by staff and consulting engineers, it is determined that certain capital projects are necessary to be undertaken for the continued efficient operation of the Facilities, as set forth on the Capital Projects Schedule attached to this Resolution as Appendix B, and

Whereas, it is necessary to establish outside user charges for Water Quality Management for the Fiscal Year 2025 as proposed in the User Charges Schedule set forth in Appendix C, and

Whereas, it is necessary to maintain required reserves for the Army Waterline and Sewer Line, and Regional Waterline projects.

Now, upon recommendation of the Finance & Budget Committee, therefore be it

RESOLVED, by the Development Authority of the North Country that:

- 1. The Fiscal Year 2025 Water Quality Management Budgets and line items contained therein, as proposed and set forth in Appendices A(1)-A(4), are hereby approved and adopted.**
- 2. The Water Quality Management’s capital projects for the Fiscal Year 2025, as proposed and set forth in Appendix B are hereby approved. The Executive Director is hereby authorized and directed to undertake and pay for such projects, including contracting therefore on such terms and conditions as he shall determine. Further, capital funds that were previously approved but not fully expended are carried forward for use in Fiscal Year 2025.**
- 3. The user charges for Water Quality Management for Fiscal Year 2025, as proposed and set forth in Appendix C, are hereby approved and adopted.**
- 4. The Executive Director is authorized and directed to manage reserves for the Army Waterline and Sewer Line, and Regional Waterline projects consistent with contractual requirements. To enhance the Authority’s ability to respond promptly to customer requirements, the authority to negotiate contracts is hereby delegated to the Executive Director who will report such actions to the Board of Directors in a timely manner.**

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings				
4001 Customer Billings	\$3,171,903.23	\$3,367,992.40	\$2,082,738.26	\$4,033,530.00
Total Customer Billings	3,171,903.23	3,367,992.40	2,082,738.26	4,033,530.00
Other Income				
4164 Miscellaneous	4,391.78	3,610.00	2,406.65	3,610.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	4,391.78	3,610.00	2,406.65	3,610.00
4201 Gain on Sale of Assets	0.00	0.00	772.00	0.00
Interest Income				
4108 Reserve Interest	17,757.46	30,900.00	23,692.95	39,800.00
420... Mark to Market Adjustment	(8,759.92)	0.00	6,522.36	0.00
Total Interest Income	8,997.54	30,900.00	30,215.31	39,800.00
Total Income	3,185,292.55	3,402,502.40	2,116,132.22	4,076,940.00
Salaries				
Engineering Wages	73,104.80	75,985.00	75,110.28	94,571.00
MMF Wages	3,398.56	7,399.00	1,017.60	15,515.00
WQ Wages	375,533.68	373,607.00	256,255.44	434,369.00
500... Overtime Wages	31,761.00	17,798.00	24,496.12	18,416.00
5005 On-Call Stipend	3,120.00	3,840.00	3,180.00	3,840.00
Total Salaries	486,918.04	478,629.00	360,059.44	566,711.00
Fringe Benefits				
503... FICA Expense	34,417.30	29,905.00	26,995.94	35,886.00
503... Pension Expense	8,972.88	52,124.00	41,402.87	75,877.00
503... VDC Expense	591.01	1,368.00	1,052.63	0.00
503... Health Insurance	67,984.16	87,712.00	55,927.55	97,623.00
503... Workers Comp	24,302.40	22,400.00	20,450.22	23,313.00
503... Disability Insurance	1,195.60	1,517.00	1,011.52	2,281.00
504... Post Retire Overhead	37,097.37	36,275.00	26,298.87	42,001.00
5054 Employee Physicals & Screening	8,906.97	11,581.25	7,056.75	7,500.00
Total Fringe Benefits	183,467.69	242,882.25	180,196.35	284,481.00
Operations & Maintenance				
5403 Safety Equipment & Supplies	5,752.02	6,485.28	4,722.56	14,000.00
5706 Shop Tools	6,221.95	24,717.00	7,881.43	10,000.00
5815 Chemicals	48,274.50	119,362.06	65,611.84	135,000.00
Total O & M	60,248.47	150,564.34	78,215.83	159,000.00
6002 Sewage Treatment	1,203,597.32	1,388,486.00	876,019.67	1,419,087.00
6004 Water Purchases	4,295.00	4,500.00	1,453.00	4,500.00
Office & Administrative				
5053 Misc Employee Costs	0.00	203.02	173.90	100.00
5104 Office Supplies	3,614.55	3,321.00	2,352.62	4,500.00
5110 Postage & Shipping	841.89	607.50	265.00	750.00
5112 Telephone	8,997.29	8,000.00	4,700.34	8,000.00
5114 Cellular Services	15,232.27	21,420.00	10,948.27	25,600.00
5120 Dues & Subscriptions	801.00	1,215.00	465.00	1,500.00
5122 Public Info & Advertising	8,672.45	6,070.86	3,920.24	0.00
5130 Office Equipment	198.56	856.68	729.75	7,900.00
5202 Employee Mileage Reimbursement	1,583.38	3,750.21	3,482.04	3,500.00
5204 Empl. Meals & Incidental	1,101.09	6,049.74	5,489.24	8,500.00
5206 Empl. Lodging	3,576.00	7,772.00	5,042.00	10,000.00
5270 Travel & Meeting Expense	0.00	405.00	112.66	500.00
5370 Training & Development	16,568.25	13,908.94	10,881.94	23,500.00
5402 Employee Uniforms	7,658.58	12,900.00	5,390.57	7,900.00
5508 Cleaning Services	26,400.00	17,700.00	11,800.00	0.00
5570 Other General Expense	110.76	10,000.00	215.15	2,717.00
Total Office & Admin	95,356.07	114,179.95	65,968.72	104,967.00

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Utilities				
5802 Gas & Electric	80,003.10	65,000.00	28,520.16	65,000.00
Total Utilities	80,003.10	65,000.00	28,520.16	65,000.00
Professional Fees				
5924 Legal	1,331.00	1,657.80	0.00	3,000.00
5926 Investment Banking Fees	1,015.17	1,151.00	444.63	1,156.00
Total Professional Fees	2,346.17	2,808.80	444.63	4,156.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	10,335.64	15,000.00	7,155.07	15,000.00
5808 Site Maint & Repair	16,493.04	22,064.50	16,872.09	25,000.00
5812 Pipeline Maintenance	96,516.52	25,127.00	21,604.44	45,000.00
Total Repairs & Maintenance	123,345.20	62,191.50	45,631.60	85,000.00
Automobile				
5601 Auto/Light Truck Rep. & Maint.	18,372.35	19,500.00	16,755.36	29,820.00
5602 Auto/Light Truck Fuel	84,687.72	91,561.56	47,179.24	93,000.00
5603 Auto/Light Truck Rental/Lease	94,500.00	159,450.00	93,800.00	205,200.00
5605 Vehicle Ins	26,823.31	39,270.00	24,400.00	51,100.00
Total Automobile	224,383.38	309,781.56	182,134.60	379,120.00
Computer				
5124 Computer Equipment	20,884.47	24,000.00	19,010.08	10,000.00
5128 Programming & Software	5,716.00	7,926.00	7,926.00	13,716.00
Total Computer	26,600.47	31,926.00	26,936.08	23,716.00
6114 Insurance	52,045.00	52,800.00	35,200.00	59,600.00
619... Admin Allocation	255,344.81	354,175.00	238,507.17	365,269.00
619... Engineering Allocation	11,318.15	14,729.00	9,240.92	14,975.00
6208 NYS Administrative Assessment	15,892.00	15,728.00	0.00	15,922.00
890... Water Quality Allocation	(221,016.18)	(304,659.00)	(128,398.52)	(389,068.00)
7032 Depreciation	332,241.52	581,900.00	216,607.89	570,300.00
6202 Interest Expense	0.00	173,500.00	309.57	439,938.00
7170 Debt Issuance Costs	0.00	2,280.00	42,780.00	50,000.00
Total Expenses	2,936,386.21	3,741,402.40	2,259,827.11	4,222,674.00
Change in Net Position	248,906.34	(338,900.00)	(143,694.89)	(145,734.00)

**Army Sewer
BUDGET FYE 2025
APPENDIX A-1**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				(145,734.00)
PLUS DEPRECIATION & AMORTIZATION				570,300.00
- 25... LESS PRINCIPAL PAYMENTS				(386,566.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? ASL CAPITAL PROJECTS				<u>(38,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				(38,000.00)
CASH FLOW				<u><u>0.00</u></u>

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Account Description				
Customer Billings				
4001	\$2,240,677.29	\$2,147,895.00	\$1,338,797.56	\$3,006,989.00
	2,240,677.29	2,147,895.00	1,338,797.56	3,006,989.00
Grant Revenue				
4181	179,430.00	0.00	0.00	0.00
4183	0.00	0.00	0.00	5,000,000.00
	179,430.00	0.00	0.00	5,000,000.00
4185	0.00	0.00	0.00	0.00
Interest Income				
4108	9,685.83	16,900.00	12,923.43	21,700.00
420...	(4,778.13)	0.00	3,557.64	0.00
	4,907.70	16,900.00	16,481.07	21,700.00
	2,425,014.99	2,164,795.00	1,355,278.63	8,028,689.00
Salaries				
	79,208.26	75,985.00	71,590.84	94,571.00
	455.52	7,399.00	1,211.52	15,515.00
	301,967.86	362,862.00	210,285.34	435,586.00
500...	8,142.93	6,649.00	5,370.95	8,770.00
5005	3,120.00	3,840.00	3,180.00	3,840.00
	392,894.57	456,735.00	291,638.65	558,282.00
Fringe Benefits				
503...	27,832.09	28,545.00	22,290.12	35,352.00
503...	7,245.78	49,700.00	35,930.12	74,741.00
503...	856.43	1,368.00	1,040.26	0.00
503...	59,809.59	83,602.00	49,291.68	96,165.00
503...	7,163.09	21,125.00	5,874.34	22,884.00
503...	1,187.21	1,442.00	961.76	2,245.00
504...	24,605.25	34,490.00	19,279.08	41,343.00
	128,699.44	220,272.00	134,667.36	272,730.00
Operations & Maintenance				
5706	3,289.79	16,418.00	50.72	5,000.00
5902	3,913.09	5,000.00	1,983.00	5,000.00
	7,202.88	21,418.00	2,033.72	10,000.00
6004	743,121.13	817,052.00	534,128.13	769,630.00
Office & Administrative				
5053	26.39	300.00	0.00	0.00
5122	172.22	500.00	0.00	500.00
5202	760.79	2,295.80	2,290.56	3,000.00
5570	44.65	12,000.00	2,807.77	964.00
	1,004.05	15,095.80	5,098.33	4,464.00
Utilities				
5802	24,027.61	25,000.00	12,176.26	25,000.00
	24,027.61	25,000.00	12,176.26	25,000.00
Professional Fees				
5924	81.00	1,000.00	0.00	1,000.00
5926	546.62	741.00	239.42	744.00
5970	680.00	0.00	0.00	0.00
	1,307.62	1,741.00	239.42	1,744.00
Repairs & Maintenance				
5804	4,688.52	3,954.20	2,914.71	5,000.00
5808	6,706.85	13,750.00	6,941.50	30,000.00
5812	29,969.89	20,000.00	15,117.12	20,000.00
	41,365.26	37,704.20	24,973.33	55,000.00

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

Account Description	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
6114 Insurance	36,432.46	38,700.00	25,800.00	38,700.00
619... Admin Allocation	160,857.95	183,063.00	123,220.62	230,106.00
619... Engineering Allocation	10,724.76	14,117.00	9,074.73	14,363.00
6208 NYS Administrative Assessment	11,121.00	10,973.00	0.00	10,308.00
890... Water Quality Allocation	61,757.76	97,424.00	39,808.64	112,125.00
7032 Depreciation	419,768.23	626,300.00	277,137.70	779,500.00
6202 Interest Expense	0.00	225,500.00	90,798.55	230,268.00
7170 Debt Issuance Costs	20,000.00	0.00	50,500.00	50,000.00
Total Expenses	2,060,284.72	2,791,095.00	1,621,295.44	3,162,220.00
Change in Net Position	364,730.27	(626,300.00)	(266,016.81)	4,866,469.00

**Army Water Line
BUDGET FYE 2025
APPENDIX A-2**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
CHANGE IN NET ASSETS				4,866,469.00
PLUS DEPRECIATION & AMORTIZATION				779,500.00
- 25... LESS PRINCIPAL PAYMENTS				(645,969.00)
RESERVE/CAPITAL REQUIREMENTS				
- 14?? AWL CAPITAL PROJECTS				0.00
4183 AWL GRANT FUNDING				<u>(5,000,000.00)</u>
TOTAL RESERVE/CAPITAL REQUIRED				<u>(5,000,000.00)</u>
CASH FLOW				<u><u>0.00</u></u>

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Customer Billings				
4001 Customer Billings	\$100,733.03	\$118,497.00	\$75,024.09	\$129,572.00
4005 Capital Billings	275,812.04	271,130.00	180,753.38	286,518.00
Total Customer Billings	376,545.07	389,627.00	255,777.47	416,090.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Interest Income				
4102 Investment Interest Income	9,167.55	15,900.00	15,046.15	22,700.00
Total Interest Income	9,167.55	15,900.00	15,046.15	22,700.00
Total Income	385,712.62	405,527.00	270,823.62	438,790.00
Salaries				
Engineering Wages	13,473.34	9,553.00	10,922.81	10,462.00
WQ Wages	15,716.49	21,646.00	11,960.38	21,156.00
500... Overtime Wages	1,014.93	1,519.00	2,401.53	1,836.00
5005 On-Call Stipend	1,560.00	1,920.00	1,590.00	1,920.00
Total Salaries	31,764.76	34,638.00	26,874.72	35,374.00
Fringe Benefits				
503... FICA Expense	2,272.88	2,164.00	1,946.26	2,246.00
503... Pension Expense	566.11	3,870.00	2,961.33	4,775.00
503... VDC Expense	130.22	0.00	146.94	0.00
503... Health Insurance	5,665.77	6,354.00	3,784.17	6,016.00
503... Workers Comp	746.43	1,494.00	719.79	1,300.00
503... Disability Insurance	94.22	109.00	73.04	139.00
504... Post Retire Overhead	2,170.20	2,617.00	1,587.78	2,557.00
Total Fringe Benefits	11,645.83	16,608.00	11,219.31	17,033.00
Operations & Maintenance				
5815 Chemicals	2,700.00	3,300.00	1,865.70	3,200.00
5902 Lab Fees	3,350.84	4,830.00	3,084.00	3,600.00
6010 Cape Vincent Reserve	700.00	700.00	0.00	1,700.00
Total O & M	6,750.84	8,830.00	4,949.70	8,500.00
6004 Water Purchases	125,533.29	118,497.00	88,809.07	129,572.00
Office & Administrative				
5202 Employee Mileage Reimbursement	235.51	250.00	144.76	250.00
5570 Other General Expense	0.00	0.00	0.00	130.00
Total Office & Admin	235.51	250.00	144.76	380.00
Utilities				
5802 Gas & Electric	31,406.98	30,000.00	14,011.67	30,000.00
Total Utilities	31,406.98	30,000.00	14,011.67	30,000.00
Professional Fees				
5924 Legal	0.00	500.00	0.00	500.00
Total Professional Fees	0.00	500.00	0.00	500.00
Repairs & Maintenance				
5804 Building Maintenance & Repair	7,171.18	5,702.59	2,500.53	9,000.00
5808 Site Maint & Repair	3,451.44	3,500.00	1,204.65	3,500.00
5812 Pipeline Maintenance	17,592.34	34,922.41	32,248.41	20,000.00
Total Repairs & Maintenance	28,214.96	44,125.00	35,953.59	32,500.00
6114 Insurance	5,794.16	6,200.00	4,133.36	6,900.00
619... Admin Allocation	14,674.29	16,798.00	11,334.36	17,445.00
619... Engineering Allocation	2,130.94	2,492.00	1,103.05	2,258.00
6208 NYS Administrative Assessment	2,092.00	1,765.00	0.00	1,870.00
890... Water Quality Allocation	5,407.44	6,201.00	2,612.58	5,795.00
7032 Depreciation	134,907.18	139,000.00	89,938.12	151,000.00
7002 Amortization	30,456.19	30,400.00	21,063.76	31,596.00
6202 Interest Expense	54,107.28	51,302.00	8,532.99	48,456.00

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
Total Expenses	485,121.65	507,606.00	320,681.04	519,179.00
Change in Net Position	(99,409.03)	(102,079.00)	(49,857.42)	(80,389.00)

**Regional Water Line
BUDGET FYE 2025
APPENDIX A-3**

<u>Account Description</u>	<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
STATEMENT OF CASH FLOW FROM OPERATIONS				
(This presentation of Cash Flow does not take into account changes in accruals)				
				(80,389.00)
				182,596.00
- 25...				(84,707.00)
				RESERVE/CAPITAL REQUIREMENTS
3151				(17,500.00)
- 14??				0.00
				TOTAL RESERVE/CAPITAL REQUIRED
				(17,500.00)
				CASH FLOW
				0.00

**Water Sewer Contracts
BUDGET FYE 2025
APPENDIX A-4**

Account Description	FYE 3/31/2023 Actual	FYE 3/31/2024 Amended Budget	Actual 11/30/2023	FYE 3/31/2025 Budget
Customer Billings				
4001 Customer Billings	\$1,612,245.89	\$1,921,277.00	\$1,228,720.44	\$1,967,643.00
Total Customer Billings	1,612,245.89	1,921,277.00	1,228,720.44	1,967,643.00
Other Income				
4164 Miscellaneous	0.00	0.00	1,797.60	0.00
4185 Grant Recapture	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	1,797.60	0.00
Total Income	1,612,245.89	1,921,277.00	1,230,518.04	1,967,643.00
Salaries				
Engineering Wages	76,317.93	19,700.00	37,060.24	22,183.00
MMF Wages	963.78	7,399.00	161.28	6,770.00
WQ Wages	717,917.78	978,895.00	568,645.48	958,625.00
500... Overtime Wages	110,061.87	23,419.00	76,646.34	25,108.00
5005 On-Call Stipend	7,800.00	7,800.00	5,400.00	7,800.00
Total Salaries	913,061.36	1,037,213.00	687,913.34	1,020,486.00
Fringe Benefits				
503... FICA Expense	64,312.76	63,835.00	50,158.38	64,591.00
503... Pension Expense	16,782.94	114,268.00	79,673.90	138,261.00
503... VDC Expense	435.41	0.00	380.51	0.00
503... Health Insurance	128,019.52	192,997.00	108,451.67	176,160.00
503... Workers Comp	41,407.38	58,378.00	37,128.03	50,278.00
503... Disability Insurance	2,573.15	3,532.00	2,141.36	4,294.00
504... Post Retire Overhead	67,539.00	84,428.00	52,380.75	79,091.00
Total Fringe Benefits	321,070.16	517,438.00	330,314.60	512,675.00
Operations & Maintenance				
5706 Shop Tools	0.00	29,383.00	1,065.49	0.00
8090 Purchases for Resale	20,933.36	46,000.00	26,731.20	50,000.00
Total O & M	20,933.36	75,383.00	27,796.69	50,000.00
Office & Administrative				
5118 Other Communications	0.00	2,000.00	0.00	0.00
5202 Employee Mileage Reimbursement	5,304.40	5,000.00	2,548.01	5,000.00
5204 Empl. Meals & Incidental	39.50	0.00	0.00	0.00
5270 Travel & Meeting Expense	3.25	0.00	0.00	0.00
Total Office & Admin	5,347.15	7,000.00	2,548.01	5,000.00
Insurance	35,668.14	37,300.00	24,866.64	46,400.00
619... Admin Allocation	32,872.68	38,626.00	26,069.01	41,821.00
619... Engineering Allocation	14,919.46	11,075.00	4,184.81	10,625.00
6208 NYS Administrative Assessment	5,033.00	7,749.00	0.00	9,221.00
890... Water Quality Allocation	153,791.79	201,034.00	85,977.30	271,148.00
Total Expenses	1,502,697.10	1,932,818.00	1,189,670.40	1,967,376.00
Change in Net Position	109,548.79	(11,541.00)	40,847.64	267.00

**APPENDIX B
WATER QUALITY MANAGEMENT CAPITAL PROJECTS**

ARMY SEWER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Security Cameras	Rev	\$ 38,000	\$ -	\$ -	\$ -	\$ -
	Army Sewer Line (ASL) Alternate Source for Wastewater Treatment	Rev	\$ -	\$ 500,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Remote Terminal Unit (RTU) Replacement	Rev	\$ -	\$ 12,000	\$ -	\$ -	\$ -
	Warneck Pump Station (WPS) Washer Compactor and Panel Replacements	Rev	\$ -	\$ -	\$ 5,000	\$ 93,000	\$ -
	Warneck Pump Station 12" By-Pass Pump Replacement	Rev	\$ -	\$ -	\$ 5,000	\$ 207,510	\$ -
	Vacuum Trailer Replacement	Rev	\$ -	\$ -	\$ 116,000	\$ -	\$ -
	Closed Circuit Television (CCTV) Sewer Camera Replacement	Rev	\$ -	\$ -	\$ -	\$ 211,000	\$ -
	Utility Trailer Replacements	Rev	\$ -	\$ -	\$ -	\$ 12,000	\$ -
	Pump 3 VFD Replacement	Rev	\$ -	\$ -	\$ -	\$ -	\$ 12,000

TOTAL ARMY SEWER LINE \$ 38,000 \$ 512,000 \$ 126,000 \$ 523,510 \$ 12,000

ARMY WATER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
	Army Water Line (AWL) Alternate Source for Water Supply	Rev	\$ -	\$ 530,450	\$ -	\$ -	\$ -
	Army Water Line (AWL) Acoustic Testing of AWL	Rev	\$ -	\$ 50,000	\$ -	\$ -	\$ -
	City of Watertown Remote Terminal Unit (RTU) Replacement	Rev	\$ -	\$ -	\$ 12,000	\$ -	\$ -
	Army Water Line (AWL) Pipeline Replacement - Phase 2	Bonding/Grant	\$ -		\$ 14,815,000		
	Army Water Line (AWL) Bridge Crossing Inspection	Rev	\$ -	\$ -	\$ -	\$ 30,000	\$ -

TOTAL ARMY WATER LINE \$ - \$ 580,450 \$ 14,827,000 \$ 30,000 \$ -

REGIONAL WATER LINE

Project Number	Project Description	Fund	Budget FYE 2025	Budget FYE 2026	Budget FYE 2027	Budget FYE 2028	Budget FYE 2029
43-113	Regional Water Line (RWL) Perch River Bridge Crossing Improvements	Debt	\$ 110,000	\$ -	\$ -	\$ -	\$ -
	Town of Cape Vincent (TOCV) Water Meter Replacement	Debt	\$ 15,000		\$ -	\$ -	\$ -
	Town of Cape Vincent (TOCV) Pump Station Remote Terminal Unit (RTU) and Human Machine Interface (HMI) Upgrade	CR	\$ -	\$ 19,000	\$ -	\$ -	\$ -
	Regional Water Line Pump	CR	\$ -	\$ 45,000	\$ -	\$ -	\$ -
	Regional Water Line (RWL) Air Relief Valves & Meter Replacement	CR	\$ -	\$ -	\$ 30,000	\$ -	\$ -
	Regional Water Line (RWL) Limerick Booster Pump Station (LBPS) Genset Replacement	CR	\$ -	\$ -	\$ -	\$ 151,000	\$ -
	Regional Water Line (RWL) Pumps & Surge Relief Valves	CR	\$ -	\$ -	\$ -	\$ 70,000	\$ -
	Regional Water Line (RWL) Bridge Inspections	CR	\$ -	\$ -	\$ -	\$ -	\$ 60,000
	Regional Water Line (RWL) LBPS Controls Improvements	CR	\$ -	\$ -	\$ -	\$ -	\$ 63,000

TOTAL REGIONAL WATER LINE \$ 125,000 \$ 64,000 \$ 30,000 \$ 221,000 \$ 123,000

APPENDIX C
Development Authority of the North Country
Army Sewer Line/Army Water Line/Regional Water Line
2024-2025 User Charges Schedule

	2023-2024	2024-2025	Change
<u>Army Sewer</u>	6.09	7.45	1.35
<u>Army Water</u>	6.67	9.91	3.24
<u>Sewer Connection Rates:</u>			
Town of LeRay - Sanford Corners	3.59	3.86	0.27
Town of Pamela SD9	3.63	3.91	0.27
Town of LeRay - North Entry	3.59	3.86	0.27
Town of Leray SD 4	4.00	4.27	0.27
Town of Pamela SD3	3.59	3.86	0.27
Route 3 Sewer	3.63	3.91	0.28
Route 12	3.59	3.86	0.27
<u>Water Connection Rates:</u>			
Pamela District #2, LeRay District #1	3.33	3.64	0.32
Pamela District #1	3.42	3.75	0.33
Pamela District #4 & #5	3.50	3.85	0.35
LeRay District #2	3.86	4.21	0.35
Champion	4.53	4.96	0.43

Regional Water Line (COST COMPARISON FY24/ FY25)

Municipality	FY 2024	FY2024	FY 2025	FY2025
	Quarterly Fixed Cost	Variable Cost / KGAL	Quarterly Fixed Cost	Variable Cost / KGAL
T/Cape Vincent (WD 2,3)	\$ 1,361.09	\$ 2.29	\$ 1,438.34	\$ 2.50
Lyme (incl Bus Garage)	\$ 11,569.31	\$ 2.29	\$ 12,225.92	\$ 2.50
Chaumont	\$ 10,888.76	\$ 2.29	\$ 11,506.75	\$ 2.50
Dexter	\$ 8,847.12	\$ 2.29	\$ 9,349.23	\$ 2.50
T/Brownville (incl GBHS)	\$ 16,741.46	\$ 2.29	\$ 17,691.63	\$ 2.50
V/Brownville	\$ 18,374.78	\$ 2.29	\$ 19,417.64	\$ 2.50



Board Resolution No. 2024-02-11
February 22, 2024

**APPROVING FISCAL YEAR 2025
NORTH COUNTRY ECONOMIC DEVELOPMENT FUND BUDGET**

Whereas, the Development Authority of the North Country has caused to be prepared and has reviewed Fiscal Year 2025 North Country Economic Development Fund Budget, said proposed Budget being attached to this resolution as Appendix A, and

Whereas, **Resolution No. 2014-08-12** authorizes the execution of Program Agreement to establish the North Country Economic Development Fund with \$10 million that the New York Power Authority (NYPA) received from Alcoa, and

Whereas, pursuant to **Resolution No. 2014-08-14**, the Authority Board authorized the creation of a new Authority Division in order to budget and account for North Country Economic Development Funds accordingly, and

Whereas, the North Country Economic Development Fund Board ratified the FY 2025 Budget at its meeting on February 9, 2024, and

RESOLVED, that the Development Authority of the North Country approves and adopts the Fiscal Year 2025 North Country Economic Development Fund Budget and line items contained therein, as proposed and set forth in Appendix A.

**North Country EDF
BUDGET FYE 2025
APPENDIX A**

<u>Account Description</u>		<u>FYE 3/31/2023 Actual</u>	<u>FYE 3/31/2024 Amended Budget</u>	<u>Actual 11/30/2023</u>	<u>FYE 3/31/2025 Budget</u>
4104	Loan Interest Income	\$0.00	\$90,000.00	\$72,879.18	\$160,000.00
	Other Income				
4185	Grant Recapture	0.00	0.00	0.00	0.00
4190	Recovery of Bad Debts	0.00	3,600.00	0.00	3,600.00
	Total Other Income	0.00	3,600.00	0.00	3,600.00
	Interest Income				
4102	Investment Interest Income	0.00	151,600.00	111,885.76	129,700.00
420...	Mark to Market Adjustment	0.00	0.00	7,352.50	0.00
	Total Interest Income	0.00	151,600.00	119,238.26	129,700.00
	Total Income	0.00	245,200.00	192,117.44	293,300.00
	Professional Fees				
5924	Legal	0.00	1,000.00	0.00	1,000.00
5926	Investment Banking Fees	0.00	4,171.00	1,519.04	3,983.00
5970	Consulting	0.00	8,000.00	8,000.00	8,000.00
	Total Professional Fees	0.00	13,171.00	9,519.04	12,983.00
	Total Expenses	0.00	13,171.00	9,519.04	12,983.00
	Change in Net Position	0.00	232,029.00	182,598.40	280,317.00

Development Authority of the North Country
 Technical Services Summary Report
 February 2024

NON-LEWIS COUNTY CONTRACTS

Company	Customer	Contract Type	Description of Services/Contract Title	Current Agreement (\$)	New Agreement / Amendment (\$)	Total Agreement	Start Date	End Date	County
11	St. Lawrence County	SUB	CDBG Funding for CHRP Round #5	\$ -	\$ 104,800.00	\$ 104,800.00	12/14/2023	1/13/2026	St. Lawrence
11	Town of Gouverneur	SUB	CDBG Funding for Housing	\$ -	\$ 47,000.00	\$ 47,000.00	12/14/2023	1/13/2026	St. Lawrence
60	Town of Lawrence	TSA	NBRC Grant Administration (NBRC23GEDA03)		\$ 15,000.00	\$ 15,000.00	3/1/2024	3/31/2026	St. Lawrence
60	Village of Clayton	TSA	Amendment No 1 REDI Improvement Project	\$ 50,000.00	\$ 7,500.00	\$ 57,500.00	11/25/2019	10/1/2024	Jefferson
60	Village of Hammond	TSA	Wastewater Treatment Facility Drainage Improvement Project		\$ 7,500.00	\$ 7,500.00	3/1/2024	9/30/2024	St. Lawrence
60	Village of Rensselaer Falls	TSA	Wastewater Interconnection Feasibility Study	\$ -	\$ 8,000.00	\$ 8,000.00	3/1/2024	12/31/2024	St. Lawrence
60	Franklin County	GIS	GIS Web-Based Hosting Services Agreement Updated at County's request for additional services (5 Year Renewal	\$ -	\$ 29,000.00	\$ 29,000.00	1/1/2024	12/31/2028	Franklin
44	Jefferson County	O&M	Amendment No 1 for Water/Wastewater Operations and Maintenance	\$ 35,168.00	\$ (920.00)	\$ 34,248.00	1/1/2024	12/31/2024	Jefferson
44	Town of Pamelaia	O&M	Amendment No 1 for Operation and Maintenance Agreement for Wastewater Facilities	\$ 237,936.00	\$ 4,466.00	\$ 242,402.00	1/1/2024	12/31/2026	Jefferson
44	Village of Heuvelton	O&M	Operations & Maintenance Service Agreement (5 Year Renewal)		\$ 239,915.00	\$ 239,915.00	12/1/2023	5/31/2029	St. Lawrence

LEWIS COUNTY CONTRACTS

Company	Customer	Contract Type	Description of Services/Contract Title	Current Agreement (\$)	New Agreement / Amendment (\$)	Total Agreement	Start Date	End Date	County

Contract Types

GIS - GIS Services
 MS - WQ Management Services
 O&M - WQ Operations & Maintenance
 SSA - SCADA Services

SUB - Subrecipient
 TSA - Technical Services
 WSA - Water Service Agreement

Contract Criteria

Board Resolution No 2021-03-63 authorized staff replacing individual resolutions and agreement with a Technical Services Summary Report for contracts meeting the following criteria:

- 1) Annual Contract amount is less than \$100K or renewal of an existing service, and
- 2) Service requested is within the Authority's Tri-County Area

Board Resolution No 2021-03-64 authorized the ED to execute GIS Contracts. The ED shall report such agreements on the Technical Services Summary Report.

Board Resolution No 2016-08-93 authorized ED to enter into contracts as the NBRC LDD in Jefferson, Lewis, St Lawrence and Franklin Counties. The ED shall report such contract to the Board



Board Resolution No. 2024-02-12
February 22, 2024

**TECHNICAL SERVICES AGREEMENT
TOWN OF LONG LAKE
JENNINGS POND PARK INFRASTRUCTURE IMPROVEMENTS**

Whereas, the Town of Long Lake (Town) has been in contract with the Development Authority since December 2016 to develop and provide GIS hosting and maintenance services for municipal infrastructure, and

Whereas, the Town experienced a flash flood on July 11, 2023 that caused significant damage throughout the Town to several roads and ultimately eroded a section of the earthen embankment that damaged the existing spillway on Jennings Park Pond. The Pond has been a local landmark since it was built in 1933. The Town declared a state of emergency in response to this damage, and

Whereas, the Federal Emergency Management Agency was subsequently contacted to assist with the replacement of the embankment and dam on Jennings Park Pond. The Engineering firm of CHA was contracted to provide an initial assessment of the damage and an estimated replacement cost for the embankment and dam, in order to restore Jennings Park Pond. The construction costs including engineering were estimated to be \$3.4 Million, and

Whereas, the Town is desirous of undertaking the project of restoring the spillway and dam to restore Jennings Park Pond, and

Whereas, the Town of Long Lake has determined the Development Authority is qualified and equipped to provide technical assistance and project management services and desires to engage the Development Authority to assist with planning and management for an infrastructure capital improvement project, and

Whereas, it is the intent of the Town to retain an engineering firm and bid the construction work, with the Development Authority working in an advisory capacity to the Town Supervisor and Board, and

Whereas, the total cost of the services to be provided by the Development Authority through completion of the funding, design, and bid phase of the project shall not exceed \$15,000.

Now, therefore be it

RESOLVED, that the Technical Services Agreement, by and between the Development Authority of the North Country and the Town of Long Lake, is hereby approved. The Executive Director is hereby authorized and directed to execute said Agreement.

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
ENGINEERING TECHNICAL SERVICES AGREEMENT FOR
JENNINGS PARK POND INFRASTRUCTURE IMPROVEMENT PROJECT**

WITH THE

TOWN OF LONG LAKE

This Agreement entered into this ____ day of _____ 20__, by and between:

TOWN OF LONG LAKE, a municipal corporation of the State of New York having an office building and principal place of business located at 1130 Deerland Road, Long Lake, New York 12847, herein after referred to as "Town",

And

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 317 Washington Street, Watertown, New York 13601, hereinafter referred to as the "Authority".

Recitals

1. The Town has been in contract with the Authority since December 2016 to develop and provide GIS hosting and maintenance services for municipal infrastructure.
2. The Town experienced a flash flood on July 11, 2023 that caused significant damage throughout the Town to several roads and ultimately eroded a section of the earthen embankment that damaged the existing spillway on Jennings Park Pond. The Pond has been a local land mark since it was built in 1933. The Town declared a state of emergency in response to this damage.
3. The Federal Emergency Management Agency was subsequently contacted to assist with the replacement of the embankment and dam on Jennings Park Pond. The Engineering firm of CHA was contracted to provide an initial assessment of the damage and an estimated replacement cost for the embankment and dam, in order to restore Jennings Park Pond. The construction costs including engineering were estimated to be \$3.4 Million.
4. The Town is desirous of undertaking the project of restoring the spillway and dam to restore Jennings Park Pond.
5. The Town has requested technical assistance from the Authority to assist the Town with this project.
6. At its board meeting held on _____, 20__, the Town Board selected the Authority to assist the Town by providing these services. A copy of this Resolution is attached as Exhibit A.

7. This Agreement is authorized under Section 2704(17) of the Public Authorities Law.

Agreement

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. The scope of services that will be performed by the Authority in two phases. Phase 1 consists of five tasks: a) Project Management; b) Design Phase Services; and c) Funding Assistance. Phase 2 consists of two tasks: d) Construction Administration; and e) Project Close-Out. A description of each of these tasks follows.

Phase 1

a. Project Management:

The Authority will coordinate aspects of the project during each phase. This task will include coordinating with the Town's project engineer-of-record, communicating with the Town Board, attending Town Board meetings (as requested) to report on project status, coordinating with Town staff prior to and during the project, and coordinating with the Town's funding and legal consultants and regulatory agencies throughout the project to assist in obtaining proper approvals.

b. Design Phase:

The Authority will serve as the Town's technical representative to review engineering design and bidding documents for compliance with operational needs of the municipality. Conduct and lead project progress meetings including the various professional service representatives, as required.

c. Funding Assistance:

The Authority will work with Town Staff and their Engineering Consultant to provide assistance with budgets, financial report preparation, progress reports, MWBE reporting, preparation of drawdown requests, review of supporting documentation, and other mandatory funding agency requirements.

Phase 2 – Project Implementation

d. Construction Administration:

The Authority will provide assistance to the Town Supervisor, Clerk/Treasurer, and Board members with various project related tasks including coordination with legal and bond counsel, engineers, funding agencies, regulatory agencies, fiscal consultants and other interested parties for the compilation of required documentation, submittal of disbursement requests, maintenance of project budgets, compilation and submittal of M/WBE reports, and generally facilitate Town reimbursement in accordance with the terms of their funding agreements.

e. Project Close-Out:

The Authority will provide assistance to coordinate the conversion of short-term/interim financing to long-term financing and administrative project close-out

2. The Authority will conduct work under the sole direction of a single, primary point of contact of the Town
3. The Town shall pay the Authority for such services at the labor hour burdened rate for the specific job classification performing the services as indicated in Table 1 below. The Authority reserves the right to update the hourly rates annually effective April 1, i.e. the beginning of the Authority's fiscal year. The Authority will provide an updated rate table at that time; noting however, the total cost of these services through completion of Phase 1 shall not exceed \$15,000. Should the Town elect to proceed with additional services related to Phase 2, the Authority will provide an amendment to this agreement with a not to exceed estimate for those services. The Authority shall submit monthly invoices properly itemized and supported. The Town shall make payment thereof within 30 days of receipt of each invoice.

TABLE 1 – FYE 2024 HOURLY RATES

Employee Wage Rate	Standard	Overtime
Director of Engineering	\$132	NA
Assistant Director of Engineering	\$100	NA
Controls Engineer	\$95	NA
Project Engineer	\$85	NA
GIS Supervisor	\$85	NA
GIS Analyst	\$78	NA
Director of Water Quality Management	\$110	NA
Assistant Director of Water Quality Management	\$105	NA
Water Quality Supervisor - Operations	\$87	NA
Water Quality Supervisor - Management Services	\$83	NA
Water Quality Senior Operator	\$70	\$89
Water Quality Coordinator	\$70	NA
Water Quality Operator	\$63	\$80
Administrative Specialist	\$62	\$80
Water Quality Technician	\$55	\$71

4. The Authority will complete the work specified in Phase 1 twelve months after authorization to proceed, with an estimated completion date of March 28, 2025; however, the Authority reserves the right to request an amendment for justifiable causes outside of the Authority's control requiring additional services.
5. The Town shall provide the reasonable support services of its attorney, clerk and other staff as appropriate to assist in implementing the project.

6. The Town shall carry general liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Authority as additional insured on the liability policy. The Authority shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Town as additional insured on the liability policy.
7. The Town will at all times indemnify and save harmless the Authority against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance, intentional or negligent acts or omissions, of the Town, its officers, agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement. The Authority will at all times indemnify and save harmless the Town against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance, or negligent acts or omissions, of the Authority, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement.
8. The Authority shall use reasonable diligence to provide the services herein required, but shall not be liable to the Town for damages, breach of contract, or otherwise, for failure, suspension, diminution, or other variations of service occasioned by any cause beyond the control of the Authority. The Town will not be liable in the event of a breach beyond their control. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the government in its sovereign or contractual capacity, fires, floods, epidemics, riots, strikes, civil disturbance, quarantine, restrictions, or inability to obtain equipment or supplies.
9. All accounts, reports and other records generated by the Authority or required under this Agreement, in the performance hereof, shall be open to inspection and audit at all reasonable times by the Town. Such records shall be retained by the Authority for a minimum of seven years following the expiration or earlier termination of this Agreement or an extended Agreement.
10. The parties acknowledge that the Authority has undertaken and may undertake various projects unrelated to this Agreement. It is the intent of the parties that this Agreement, the service provided hereunder and all payments, accounts receivable and equipment resulting from or required by such service shall be separate from and independent of all unrelated projects and activities of the Authority. The Town shall have no right to, or claim upon, the assets, insurance proceeds or income of the Authority other than those associated with the performance of this Agreement, in satisfaction of any claim by the Town arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
11. The Authority is an independent contractor with the Town and this Agreement does not create and shall not be construed as creating a relationship of principal and agent, landlord and tenant, or employer and employee.

12. No waiver by Town or Authority of any breach of any term, covenant or condition contained in this Agreement shall operate as a waiver of such term, covenant or condition itself, or of any subsequent breach thereof.
13. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. If any provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.
14. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
15. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid to the addresses indicated above.
16. The Town and/or Authority may terminate this Agreement with or without cause upon 30 days prior written notice provided however, that the Town shall pay the Authority all costs incurred by the Authority to the date of termination.

All of the above is established by the signatures of the authorized representatives of the parties set forth below.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

TOWN OF LONG LAKE

By: _____
Carl E. Farone, Jr.
Executive Director

By: _____
Clay Arsenault
Supervisor

Date: _____

Date: _____



Board Resolution No. 2024-02-13
February 22, 2024

WATER QUALITY DIVISION
REGIONAL WATER LINE
FY 2024 OPERATING BUDGET AMENDMENT

Whereas, the Development Authority of the North Country adopted an Operating Budget for the Regional Water Line for FY 2024 pursuant to **Resolution No. 2023-02-11**, and

Whereas, the budget authorized expenditures of \$118,497 for the purchase of approximately 51,000 kgallons of water, and

Whereas, an increase in the cost per kgallon of water from the Village of Cape Vincent is estimated to increase the budget for Water Purchases from \$118,497 to \$125,000, and

Whereas, the additional expenses for Water Purchases will be paid from Regional Waterline Reserves; as customer rates will not be adjusted until April 1, 2024.

Now, therefore be it

RESOLVED, that the Development Authority of the North Country hereby amend the FY 2024 Regional Water Line Budget as follows:

	<u>Current Budget</u>	<u>Amended Budget</u>
Water Purchase	\$ 118,497	\$ 125,000

BE IT FURTHER RESOLVED, that such additional expenditures be funded from Regional Waterline Reserves.



Board Resolution No. 2024-02-14
February 22, 2024

ECONOMIC DEVELOPMENT FUND
REGIONAL WATER LINE
LOAN

Whereas, the Development Authority owns and operates a 22 mile water pipeline which provides potable water to municipalities between Cape Vincent and the Village of Glen Park (Regional Water Line), and

Whereas, the Development Authority purchases potable water from the Village of Cape Vincent to sell to the towns of Cape Vincent, Lyme and Brownville, and the Villages of Chaumont, Dexter and Brownville. The Regional Water Line serves these municipal residents in a cost effective manner and provides the means for the municipalities to pursue growth opportunities, and

Whereas, the FY 2025 Budget for the Regional Water Line includes two capital projects at a total estimated cost of \$125,000. The two projects are the Perch River Bridge Crossing Improvements (\$110,000) and the Water Meter Replacement in the Town of Cape Vincent (\$15,000), and

Whereas, to minimize rate impact, the Authority proposes to lend the Regional Waterline \$125,000 to complete such projects and amortize the repayments at 2% interest for a term of 10 years.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve the use of \$125,000 from the Economic Development Fund in the form of a loan at the attached Terms and Conditions for improvements to the Regional Water Line, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

TERM SHEET

Borrower: Development Authority of the North Country (Internal Loan)
Loan Fund: Economic Development Fund
Loan Amount: \$125,000.00
Term: 10 years
Rate: 2%
Payment: Annual principal and interest payments



Board Resolution No. 2024-02-15
February 22, 2024

AFFORDABLE RENTAL HOUSING PROGRAM
DGGL PROPERTIES LLC
CONIFER BATEMAN ASSOCIATES
LOAN EXTENSION #2

Whereas, **Resolution No. 2021-06-94** approved a \$1,000,000 loan to DGGL Properties LLC to acquire and renovate the property of Conifer Bateman Associates (“The Bateman”) in Lowville and Woodcreek Villages in Gouverneur. Additionally, **Resolution No. 2021-06-94** authorized the assumption of the existing loans of Conifer Bateman Associates to DGL Properties LLC, and

Whereas, **Resolution No. 2023-08-66** extended the term of the Conifer Bateman Associates loans for an additional 6 months to March 1, 2024, and

Whereas, **Resolution No. 2023-09-73** extended the term of the DGGL Properties LLC loan for an additional six months to March 1, 2024, and

Whereas, there are two loans to Conifer Bateman Associates of which one has a balance of \$70,000 and the other a balance of \$755,090.43, and

Whereas, DGGL Properties has been unable to convert to permanent financing until they reach 95% occupancy, and

Whereas, the projects met 95% occupancy in late December 2023 and requires three months of stabilized operations achieving a 1.05 debt service coverage ratio until it can convert to permanent financing, and

Whereas, staff recommends an additional 6 months of interest only on these loans in order to convert to permanent financing, and

Whereas, all other terms and conditions of the loans will stay the same.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby extend the term of the DGGL Properties LLC loan for an additional 6 months to September 1, 2024, or upon conversion to permanent financing, whichever occurs first subject to the existing terms and conditions, and further be it

RESOLVED, the Development Authority of the North Country does hereby extend the terms of the two existing Conifer Bateman Associates loans for an additional 6 months to September 1, 2024, or upon conversion to permanent financing, whichever occurs first subject to the existing terms and conditions.



Board Resolution No. 2024-02-16
February 22, 2024

ECONOMIC DEVELOPMENT FUND
HAND IN HAND EARLY CHILDHOOD CENTER INC.
LOAN

Whereas, Hand In Hand Early Childhood Center Inc. is requesting up to \$250,000 in a revolving line of credit to bridge a Northern Border Regional Commission (NBRC) Catalyst grant in order to increase the number of early childhood daycare slots in Lewis County, and

Whereas, Hand In Hand was awarded \$2,966,422.80 from NBRC to add childcare slots within the Harrisville and South Lewis Central School Districts, as well as to extend their existing childcare center in Lowville to add two classrooms, and

Whereas, Lewis County is a childcare desert meaning that it does not have enough early childcare slots to meet demand and this project will help address this issue, and

Whereas, the Authority is the Local Development District for the NBRC grant and Regional Development staff is providing technical services to Hand In Hand to implement the grant.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a revolving line of credit of \$250,000 to the Hand In Hand Early Childhood Center Inc. from the Economic Development Fund at the attached terms and conditions, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

Borrower: Hand In Hand Early Childhood Center Inc.

Loan Fund: Economic Development Fund

Loan Amount: Revolving line of credit-\$250,000.00

Term: 24 months

Rate: ½ Wall Street Journal Prime plus 1 set at closing

Payment: Monthly interest payments

Collateral: Assignment of payments from Northern Border Regional Commission Grant

Conditions: Northern Border Regional Commission grant

Economic Development Fund

BORROWER: Hand In Hand Early Childhood Center, Inc.

BUSINESS LOCATION: 5780 Brookside Circle, Lowville, NY 13367

PROJECT LOCATION: 5780 Brookside Circle, Lowville, NY 13367

OWNERSHIP: 501 C 3 not for profit

OFFICERS:

Amanda Eaves	President
Tricia Burker	Vice President
Rachel Brown	Treasurer
Christine Clemens	Secretary

AMOUNT: \$250,000.00 (principal outstanding will never exceed \$250,000 at any given time)

TERM: Revolving line of credit, 24 months

RATE: ½ Wall Street Journal Plus 1 fixed at closing (5.25% as of 1/31/2024)

PAYMENTS: Interest Only

COLLATERAL: Assignment of Grant Proceeds

GUARANTORS: None

USE OF FUNDS:

SOURCES OF FUNDS		USES OF FUNDS	
NBRC Catalyst Grant	\$2,996,422	Personnel/Fringes	\$ 874,972
		Classroom Supplies	\$ 26,200
		Admin/Legal	\$ 15,000
		A/E	\$ 115,000
		Construction	\$1,915,250
		Equipment	<u>\$ 50,000</u>
Total Sources	<u>\$2,996,422</u>	Total Uses	\$2,996,422

DANC EDF loan will provide bridge funding for the grant.

PROJECT:

Hand In Hand Early Childhood Center, Inc. (HIH) is a not-for-profit corporation providing high quality care and early education for all children in Lewis County. HIH was the recipient of a

Hand In Hand Early Childhood Center Inc.

Economic Development Fund

Northern Border Regional Commission Catalyst Grant of \$2,996,422.80 to grow childcare slots in Lewis County. The project is as follows:

- Renovate space within Harrisville Central School District and South Lewis Central School District to accommodate approximately 16 infant, 20 toddler, and 28 pre-school slots between the two locations. The school satellite locations are expected to add 12 full-time teaching positions and 6 part-time teaching positions. The grant has funding for teaching salaries for the first 3 years, as well as for improvements, supplies, and playground equipment. The Harrisville facility should be operational by April 2024, the South Lewis facility will likely be operational by June 2026. The South Lewis facility is interwoven with a capital improvement project.
- 1,546 s/f addition to the Lowville HIH childcare campus which will add 2 classrooms to accommodate 10 toddler and 14 preschool slots. This project should add 4 full-time teaching positions and 1 part-time teaching position. This project should be completed by end of 2024/early 2025.
- 2,160 s/f addition to the Lowville HIH parking lot to accommodate 8 new spots.

DANC is the LDD for the NBRC grant. Regional Development staff is assisting HIH through a technical services agreement with implementing the project, along with Lewis County Planning Office staff. In regard to the NBRC grant, HIH will be able to make monthly draws from NBRC for eligible costs. There is no match requirement for this grant. The request for \$250,000 in the form of a revolving line of credit seems reasonable considering the ability to make monthly draws.

Hand In Hand Early Childhood Center has been in existence since 1993 and has provided a developmentally appropriate program which enriches and enhances the individual physical, cognitive, emotional, and creative needs of the child at his/her developmental level. HIH is licensed by the New York State Office of Children and Family Services (OCFS). The Center is inspected annually by the Fire Department and the Department of Health. The Office of Children and Family Services formally inspects the Center every two years and makes quarterly surprise inspections.

In Lewis County, HIH provides:

- An after-school program for elementary and middle school students at Lowville Academy and South Lewis Central School;
- A childcare program for children ages six weeks to school age in Lowville;
- A school age after school child care program for elementary school children at Lowville Academy, Glenfield Elementary School, Port Leyden Elementary School, and at their Lowville site;
- A summer care program for school age children.

The grant must be expended by September 30, 2026, however it may be extended upon approval by NBRC. The loan will be repaid from grant proceeds.

Hand In Hand Early Childhood Center Inc.

Economic Development Fund

FINANCIALS:

Historical (Without donor restrictions)

	2022	2023	11/30/2023
Support & Revenue	\$878,477	\$1,036,710	\$534,603
Expenses			
Payroll & Payroll Taxes	\$737,968	\$894,526	\$518,486
Employee Benefits	\$25,713	\$28,175	\$0
Insurance	\$10,461	\$9,611	\$4,035
Occupancy	\$18,141	\$18,171	\$9,349
Interest	\$1,502	\$5,938	\$0
Office Expense	\$5,510	\$6,544	\$803
Telephone and Internet	\$3,799	\$3,990	\$1,686
Program Expense	\$20,549	\$22,714	\$6,261
Tuition Assistance	\$7,245	\$0	\$0
Conferences, Training, Travel	\$3,864	\$2,944	\$598
Food Purchases	\$34,309	\$40,751	\$16,486
Advertising	\$800	\$809	\$230
Professional Fees	\$4,965	\$5,115	\$555
Contract Fees	\$4,113	\$1,633	\$6,223
Repairs and Maintenance	\$6,779	\$20,129	\$4,154
Bank and Credit Card Fees	\$4,492	\$2,283	\$2,085
Bad Debts	\$561	\$3,488	\$0
Miscellaneous	\$8,207	\$1,951	\$1,334
Depreciation	\$15,999	\$12,724	\$0
Amortization	<u>\$145</u>	<u>\$869</u>	<u>\$0</u>
Total Expenses	\$915,122	\$1,082,365	\$572,285
 Increase in Net Assets	 (\$36,645)	 (\$45,655)	 (\$37,682)
 Add back: Depreciation/Amort One Time Income/(Expense)	 \$16,144	 \$13,593	 \$0
Cash Available for Debt	<u>(\$20,501)</u>	<u>(\$32,062)</u>	<u>(\$37,682)</u>

- The historical financial information for 2022 and 2023 was from the independent audit. The interim financial information was internally prepared by the applicant.
- Fiscal year-end is 6/30.
- The major sources of income are Tuition and Registration Fees, \$570,134 in 2022 and \$644,221 in 2023, and Grant Revenue, \$285,430 in 2022 and \$370,632 in 2023. Fundraising Income was \$9,105 in 2022 and \$9,539 in 2023. Weekly tuition is currently: \$295 for infants, \$275 for toddlers and \$253 for 3-5 years. Tuition Assistance may be available for those that qualify.
- Primary expenses are Payroll and Payroll Taxes, Employee Benefits, Food Purchases, and Program Expenses. The Occupancy Expense includes utilities, landscape, and rent.
- HIH will have sufficient cash flow to make monthly interest only payments. It is unlikely that it will need to draw the full amount of the loan down, and if it does, it will be for a

Economic Development Fund

short period of time. DANC staff will work with them to minimize the amount and duration of funds drawn at any given time to reduce the amount of interest that they need to pay.

Balance Sheet

	2022	2023	11/30/2023
Current Assets	\$124,535	\$43,425	\$47,555
Fixed Assets	\$322,907	\$324,616	\$332,290
Other Assets	\$8,542	\$7,673	\$0
Total Assets	\$455,984	\$375,714	\$379,845
Current Liabilities	\$92,101	\$62,644	\$135,049
Long-Term Liabilities	\$139,733	\$134,575	\$134,575
Total Liabilities	\$231,834	\$197,219	\$269,624
Net Assets	\$224,150	\$178,495	\$110,221
Total Liabilities & Net Assets	\$455,984	\$375,714	\$379,845

- 2022 and 2023 information from FYE 2023 audit. 11/30/2023 information was internally prepared.
- Cash decreased by \$88,300 in 2023 over 2022, while accounts receivable increased by \$6,041. Other Assets are amortization of closing costs.
- Accrued Payroll and Related Expenses increased in 2023 over 2022 by \$6,834, deferred revenue decreased by \$37,344 over the same time. Deferred Revenue is income from grants received in advance and recognized over the periods to which the grants relate.
- Long-term liabilities did not change between 11/30/2023 and 6/30/2023. This appears to be an internal accounting issue, as HIH is making regular monthly payments on the mortgage. Per the audit, they will reduce principal by \$3,510 in 2024.
- Net Assets are entirely without donor restrictions-undesignated. They decreased by \$45,655 in 2023 over 2022.

Credit:

The Logic Score is a high risk score of 55, with a warning business failure assessment. There are no days beyond terms reported either currently, or historically. It has no derogatory public records, collection accounts, or pending lawsuits.

STAFF RECOMMENDATION:

Staff recommends a revolving line of credit loan not to exceed \$250,000 in outstanding principal at any time to Hand In Hand Early Childhood Center, Inc. at the terms and conditions listed above.



Board Resolution No. 2024-02-17
February 22, 2024

HOUSING REVOLVING LOAN FUND
BROWNSTONE LODGE LLC
LOAN

Whereas, Brownstone Lodge LLC is requesting up to \$600,000 in construction financing and \$300,000 in permanent financing in funds from the Housing Revolving Loan Fund to make improvements to properties in downtown Chaumont, Jefferson County, and

Whereas, Brownstone Lodge is the recipient of a RESTORE NY grant of \$994,172 to make improvements to four properties in the Village of Chaumont, and

Whereas, the project will create 7 market rate rental housing units and new commercial space in Chaumont, and

Whereas, the developer has significant experience in redeveloping historic, blighted buildings, including the former Lewis and Clinch property in Watertown utilizing funding through the North Country Redevelopment Fund, and

Whereas, the funds will be used for market rate rental housing units which meets the criteria of the Housing Revolving Loan Fund.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a \$600,000 construction loan to be paid down to a \$300,000 permanent loan from the Housing Revolving Loan Fund to Brownstone Lodge LLC at the attached terms and conditions, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents, and be it further

RESOLVED, this is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

TERM SHEET

Borrower:	Brownstone Lodge LLC
Loan Fund:	Housing Revolving Loan Fund
Loan Amount:	Construction loan \$600,000.00, paid down to \$300,000 upon conversion to permanent financing
Term:	18 months construction; 240 months term/360 month amortization upon conversion to permanent financing
Rate:	½ Wall Street Journal Prime plus 1 set at closing
Payment:	Interest only payment during construction; then monthly principal and interest payments
Collateral:	<ul style="list-style-type: none">- Assignment of payments from RESTORE NY grant to pay construction loan down to \$300,000.- Second mortgage on 12119 NYS Route 12E, 27428 Mill Street, White Building, and Woodshop Building in Chaumont, NY 13622 behind Watertown Savings Bank.- Assignment of Leases and Rents- Second lien on all assets associated with projects.
Conditions:	<ul style="list-style-type: none">- Watertown Savings Bank financing of \$1,000,000 during construction and \$600,000 permanent financing.- Owner equity of \$294,172 during construction phase.- 1% processing fee paid on \$600,000 loan due at construction loan closing.- All required permits and approvals- As completed appraisal with a minimum value of \$900,000 for a 1:1 LTV.- Copy of RESTORE NY Award letter- Lease between hardware store and Brownstone Lodge LLC- Personal Guaranty of Reginald Schweitzer Jr.

HOUSING REVOLVING LOAN FUND

BORROWER: Brownstone Lodge LLC

BORROWER ADDRESS: 12166 NYS Route 12E, Chaumont, NY 13622

PROJECT LOCATIONS: 12119 NYS Route 12E, Chaumont, NY 13622 (#61.43-1-7)
 27428 Mill Street, Chaumont, NY 13622 (#61.51-1-26)
 (White Bldg) Mill St., Chaumont, NY 13622 (#61.51-1-27.1)
 (Workshop) Mill St., Chaumont, NY 13622 (#61.51-1-27.2)

OWNERSHIP: Reginald Schweitzer-100%

AMOUNT: \$600,000 – construction loan
 \$300,000-permanent loan

TERM: Construction loan of up to 18 months to convert to permanent loan with term of 20 years/amortized over 30 years

RATE: ½ Wall Street Journal Prime plus 1 fixed at loan closing

CONSTRUCTION PAYMENTS: Monthly interest payments

PERMANENT PAYMENTS: Monthly principal and interest payments

COLLATERAL: Second mortgage position on real estate

USE OF FUNDS: Improvements to facilities

SOURCES OF FUNDS		USES OF FUNDS	
Development Authority-New	\$ 300,000.00	Acquisition	\$ 160,000.00
Watertown Savings Bank	\$ 600,000.00	Partner Buy-Out	\$ 200,000.00
RESTORE NY	\$ 994,172.00	Architect/Engineer	\$ 85,215.00
		Site Imprv/Infrast.	\$ 120,700.00
		Construction	\$1,170,433.00
		Contingency	\$ 132,824.00
		Soft Costs	\$ <u>25,000.00</u>
Total Sources	<u>\$1,894,172.00</u>	Total Uses	\$1,894,172.00

Construction Financing:

Watertown Savings Bank	\$1,000,000
DANC-	\$ 600,000
Owner Equity-	\$ <u>294,172</u>
Total Construction Financing	\$1,894,172

PROJECT:
 Brownstone Lodge LLC is the recipient of a RESTORE NY grant in the amount of \$994,172 to renovate several properties in Chaumont. The Applicant owns the buildings with the exception of 12119 NYS Rte 12E. As part of the project, Mr. Schweitzer will utilize \$200,000 in bank financing to pay-out his partner in the hardware store. The property would then be transferred to Brownstone

HOUSING REVOLVING LOAN FUND

Lodge LLC. Upon permanent financing, the bank will also be providing equity to Mr. Schweitzer of \$160,000 which was used to purchase the Mill St. corner property.



Projects:

Upon completion, the project will result in 1 efficiency, 5 one-bedroom, and 1 two-bedroom units in Chaumont. These would all be new, upper level apartments. It will also result in 5,776 s/f of commercial space, as well as site improvements to all 4 parcels. One of the commercial spaces is committed to be a new café/bistro which is ready to operate.

The applicant proposes to renovate the existing historic facades of each of the parcels in consultation with NYS SHPO. The project will have a positive impact on the village of Chaumont with the redevelopment of three parcels which have largely sat vacant for decades. The new business located in the corner white building will offer a different dining experience than is currently in the area, however with an entrepreneur with many years of experience and commitment to the community. The apartment units are a welcome addition and a positive way to utilize the upper floors of the subject buildings.

The following outlines each project and estimated construction budget with work to be completed. Mr. Schweitzer feels it is likely that the budget will be higher and he is prepared to put his own resources into the project.

White Building Café and Apartments-Parcel #61.51-1-27.1-Est. construction budget, \$604,113

- \$60,000- Foundational aspects, demolition, site work, and utilities including the removal of extant partitions, site paving, and the installation of new water and sanitary services.



HOUSING REVOLVING LOAN FUND

- \$16,530- Concrete component, a linchpin in construction, will facilitate the installation of a new kitchen slab and mechanical pads. Contrarily, masonry has no allocation, indicating its non-requirement for this project.
- \$1,200-Metals, specifically miscellaneous steel materials, for structural reinforcement.
- \$31,055-General carpentry with a scope that includes: miscellaneous rough carpentry, the final cleaning, the punch list, and the installation of cabinets, vanities, and countertops. Wood stairs connecting the first and second floors of the apartments are also factored into this budget.
- \$67,682-Exterior finishes cover the imperative aspects of thermal and moisture protection, notably the installation of EPDM roofing and new clapboard siding. Insulation work extends from wall and ceiling insulation to fire separation insulation, supplemented by miscellaneous caulking.
- \$72,650-Fenestration, encompassing doors and windows, entails a wide range of elements, from commercial storefront entries to residential interior doors.
- \$164,183-Interior finishes covering framing, gypsum wallboard installations, flooring for residential and commercial spaces, and painting.
- \$46,813- Additional components like stair treads, toilet accessories, and equipment such as residential appliances and commercial hoods.
- \$2,000-Pre-construction costs consist solely of the building permit.
- \$34,000- Heating, ventilation, and air conditioning systems.
- \$26,000- Plumbing systems.
- \$48,500- Sprinkler system
- \$33,500-Electrical installations, including security cameras.

The Woodshop Building-Parcel #61.51-1-27.2, Est. Construction Budget, \$52,354

- \$8,000-Demolition and site work, chiefly for public sidewalks and curbs.
- \$4,500-Masonry work, focused on exterior wall repairs.
- \$3,000-Carpentry tasks.
- \$8,422-Thermal and moisture protection
- \$6,900-Doors and windows
- \$12,782-Interior finishes
- \$250- Pre-construction permit
- \$4,500-HVAC
- \$4,000-Electrical systems



Hardware Building-Parcel #61.43-1-7-Est. Construction Budget, \$401,378

- \$38,700-Demolition, site work, and utilities. This phase will see the removal of existing original wall partitions and the renovation of entry areas. New public sidewalks, a tenant parking lot, and new water service utilities will be established.



HOUSING REVOLVING LOAN FUND

- \$5,550-Concrete work involves miscellaneous floor cuts and patching in the basement, specifically for sanitary rerouting. Mechanical pads will also be installed under this heading.
- \$300-Masonry work, metals, chiefly miscellaneous steel material,
- \$30,010-Carpentry work encompassing rough carpentry, cabinets, vanities, countertops, wood stairs, final cleaning, and punch list items.
- \$44,580-Exterior finishes, thermal and moisture protection. Here, new clapboard siding and various types of insulation, such as wall, ceiling, and fire separation, are significant components.
- \$29,820-Doors and windows covering interior doors and hardware, windows, and specialty doors like access doors and residential entrances.
- \$151,625-Interior finishes covering framing and drywall, flooring, and painting.
- \$1,493-Specialties, such as stair treads and toilet accessories
- \$5,800-Equipment costs, mainly for appliances.
- \$2,000- Pre-construction costs like building permits.
- \$26,000-HVAC
- \$12,000-Plumbing
- \$35,000-Sprinkler system
- \$18,500-Electrical work

The work scope is designed to transform the existing hardware store into a multifunctional space featuring apartments, requiring a complex blend of aesthetic, functional, and safety considerations. The budget allocates resources judiciously across these various needs to ensure a cohesive and successful project completion.

Silver Building-Parcel #61.51-1-26-Est. construction budget, \$233,289

Specifically, the renovation of the Silver George Brothers Building, colloquially known as “the Silver Building,” involves multiple considerations due to its historic nature. Built in 1899 and listed in the National Registry of Historic Places, the Silver Building serves as an emblematic example of a bygone architectural era. Therefore, the budget for its renovation is not merely a financial plan but a blueprint for the preservation of historical, architectural, and cultural heritage.



- \$26,000-Demolition, sitework, and utilities includes tenant parking, new public sidewalks and curbs, and essential utilities like water and sanitary services. This allocation ensures the building’s surrounding environment is conducive to residential and commercial use while respecting and complementing its historical context.
- \$12,330-Carpentry budget to cover miscellaneous rough carpentry, final cleaning, and the installation of cabinets, vanities, and countertops.
- \$45,260-Exterior Finishes, including EPDM roofing, siding, and insulation. These are crucial for ensuring the building’s longevity and enhancing its aesthetic appeal.
- \$28,900-Doors and Windows for renovating various types of doors and windows, crucial for functional and aesthetic considerations.

HOUSING REVOLVING LOAN FUND

- \$56,820-Interior finishes for framing, walls, and flooring, among others. This particular allocation serves the dual purpose of making the apartments aesthetically pleasing while also ensuring they are structurally sound.
- \$63,979-Specialties, Equipment, Pre-construction, HVAC, Plumbing, Sprinkler, and Electrical. These elements include essential services and finishing touches, such as installing a new rear deck, appliances, building permits, and an HVAC system, all contributing to making the space livable and in line with contemporary standards.

MANAGEMENT: Reginald Schweitzer Jr. has over 20 years of experience in redeveloping residential and commercial properties. He is also the Executive Director of Neighbors of Watertown, a Neighborhood Preservation Corporation. Privately, Mr. Schweitzer has been responsible for redeveloping over 100 residential apartment units, of which he still owns and operates 39 units among 15 properties. In addition, Mr. Schweitzer, along with various partners, is also responsible for the development of several commercial properties/businesses, including Chaumont Hardware (2008); Maggie’s on the River (2010), a 9,000 sq ft restaurant in a three-story historic building; How Kool, LLC (2017) a redevelopment of an 8,000 sq ft machine shop into Garland City Beer Works; Maggie’s on the Mountain (2018), a restaurant on Fort Drum military base; and Brownstone Lodge, LLC (2014-present), which has acquired/is acquiring three of the four properties for this application.

Brownstone Lodge LLC registered with NYS on September 9, 2013. Reg Schweitzer Jr. is 100% owner of LLC. The entity owns 21 properties in Jefferson County, of which 14 are rentals, 6 are vacant properties/land, and one is a hunting camp. The total value of the properties is \$3,586,000 with mortgages totaling \$1,548,600.

If funded, prior to the loan closing, Mr. Schweitzer would use bank financing to pay-out his partner in the Chaumont Hardware Store. The property would then be free and clear of the mortgage on it and the property would be transferred to Brownstone Lodge LLC.

FINANCIALS:

Brownstone Lodge LLC

	2021	2022
Rents Received	\$186,811	\$224,311
Expenses	\$129,727	\$230,067
Other Income/(Expense)	\$0	\$0
Total Income	\$57,084	(\$5,756)
Depreciation	\$19,078	\$26,075

- 2021 and 2022 figures from the IRS form 1065 and 2023 information internally prepared. 2023 tax information was not available.
- In 2022 rents received were \$224,311. Primary expenses were cleaning and maintenance, \$91,730, mortgages, \$31,085, utilities, \$26,064, and taxes, \$24,006.

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- As mentioned, there are 21 properties in the LLC. All are rolled into the financials for Brownstone Lodge. This is reported on Mr. Schweitzer's personal tax return under Schedule E Supplemental Income and Loss.

George Brothers Projects

	Year One	Year Two	Year Three
Sales	\$128,852	\$131,429	\$134,058
Gross Profit	\$128,852	\$131,429	\$134,058
Expenses	\$128,367	\$129,575	\$130,818
Other Income/(Expense)	\$0	\$0	\$0
Total Income	\$485	\$1,854	\$3,240
Add: Debt Service	\$77,329	\$77,329	\$77,329
Total Cash for Debt	\$77,814	\$79,183	\$80,569
DANC	\$19,879	\$19,879	\$19,879
WSB	\$58,003	\$58,003	\$58,003
Total Debt	\$77,882	\$77,882	\$77,882
DSC Ratio	1.0	1.02	1.03

DANC Loan-\$1,656.61/month

WSB Loan-\$4,833.56/month

- Projections prepared by the Applicant.
- Year one revenues assume 1 studio at \$800/month; 5 one-bedrooms at \$850/month; 1 two-bedroom unit at \$1000/month. He assumes a 10% vacancy rate. Net rental income in year one is \$65,340.
- Commercial revenues in Year One assumes the following: Hardware Store, \$6/SF @ 4300 SF; Café Bakery Space, \$14/SF @ 1435 SF; Corner Building space, \$12/SF @ 770 SF; Garage/Woodshop space, \$5/SF @ 1218 SF; and Silver Building space, \$9/SF @ 1500 SF. He assumes a 15% vacancy rate. Net commercial income in year one is \$63,512. The hardware store and café are leased or will be leased. There is no potential tenant at this time for the other two commercial spaces.
- Revenues projected to increase by 2% in years two and three.
- Primary operating expenses in year one are: debt service, \$77,882, real estate taxes, \$17,245, insurances, \$12,400, and utilities, \$4,280. He is also capitalizing a Replacement Reserve with \$2,000 annually and an Operating Reserve with \$1,000 annually.
- Expenses are projected to increase by 1% annually. This seems low.

Cashflow

- The Applicant provided the projections for the specific buildings that WSB/DANC will have mortgages on even though they are going to be part of the larger Brownstone Lodge LLC. Based on the operations of these buildings, there will be sufficient cash flow to repay debt. Looking at the tax returns, it looks like each property owned by Brownstone is operated separately with net income/loss rolled into the income/loss of the LLC.

HOUSING REVOLVING LOAN FUND

Balance Sheet-Brownstone Lodge LLC

	At Closing
Current Assets	0
Fixed Assets	3,586,000
Other Assets	0
Total Assets	3,586,000
Current Liabilities	0
Long Term Liabilities	2,448,600
Total Liabilities	2,448,600
Equity	1,137,400
Total Liabilities and Equity	3,586,000

- The other assets are the market values for all of the properties held by Brownstone Lodge LLC.
- There are no current liabilities as they will not be paying principal during the construction phase.
- Long term debt is comprised of mortgage balances on properties plus the new \$900,000 long term debt.

CREDIT ANALYSIS:

Mr. Schweitzer shows total assets of \$6.4 million and total liabilities of \$2.2 million. Primary assets are in IRA and Other Retirement Accounts, \$538,000, and real estate, \$5,551,000. His primary liabilities are in mortgages on real estate, \$2,256,836. He reports a salary of \$135,000, real estate income, \$98,991, and other income, \$20,000. Mr. Schweitzer has a TransUnion credit score of 730. He has outstanding balances of \$673,165 primarily in mortgages, \$636,795. He has one derogatory comment showing a 30 days late in 2019 on a closed account with no loss. There were no comments on public record.

Brownstone Lodge LLC has a Logic Score of 55 which is a medium risk score, with a warning of business failure assessment. There are no days beyond terms reported, either current, or historical. It has no derogatory public records, collection accounts, or pending lawsuits.

COLLATERAL ANALYSIS (Upon Permanent Financing):

- Second mortgage on 12119 NYS Route 12E, 27428 Mill Street, White Building, and Woodshop Building in Chaumont, NY 13622 behind Watertown Savings Bank.
- Assignment of Leases and Rents
- Second lien on all assets associated with projects.

	<u>Market Value</u>	<u>Discount</u>
12119 NYS Rte 12E	\$181,862	
Discounted @ 70%		\$127,303
27428 Mill St.	\$68,924	
Discounted @ 70%		\$48,247
White Bldg	\$92,866	

HOUSING REVOLVING LOAN FUND

Discounted @ 70%		\$65,006
Woodshop	\$18,742	
Discounted @ 70%		\$13,120
Improvements	\$1,291,133	
Discounted @ 70%		\$903,793
Total Collateral	\$1,653,527	\$1,157,469
Watertown Savings Bank	\$600,000	\$600,000
Collateral Available	\$1,053,527	\$557,469
DANC	\$300,000	\$300,000
LTV	.28	.54

Market value from the County's tax records. Improvements totaling \$1,291,133 added to valuation. With the improvements, there would be sufficient loan to value to cover the Authority's loan in a second mortgage position. An as completed appraisal with a minimum value of \$900,000 needed for a 1:1 loan to value. During construction, the Authority will have a mortgage on the properties as well as an assignment on grant proceeds behind the bank.

CONDITIONS:

- Watertown Savings Bank financing of \$1,000,000 during construction and \$600,000 permanent financing.
- Owner equity of \$294,172 during construction phase.
- 1% processing fee paid on \$600,000 loan due at construction loan closing.
- All required permits and approvals
- As completed appraisal with a minimum value of \$900,000 for a 1:1 LTV.
- Copy of RESTORE NY Award letter
- Lease between hardware store and Brownstone Lodge LLC
- Personal Guaranty of Reginald Schweitzer Jr.

STAFF RECOMMENDATION:

Staff recommends a construction loan of \$600,000 at ½ Wall Street Journal Prime plus 1 for up to 18 months to be paid down to \$300,000 when converted to permanent financing over a term of 240 months/amortized over 360 months, with the above conditions.



Board Resolution No. 2024-02-18
February 22, 2024

**NORTH COUNTRY VALUE ADDED AGRICULTURE
REVOLVING LOAN FUND
TUG HILL VINEYARDS, LLC
LOAN SUBORDINATION #2**

Whereas, **Resolution No. 2020-10-118** approved a loan from the North Country Value Added Agriculture Fund in the amount of \$300,000 to Tug Hill Vineyards, LLC, and

Whereas, **Resolution No. 2023-02-16** approved subordinating the Authority loan of \$300,000 to an additional \$100,000 from Farm Credit East increasing its line of credit from \$170,000 to \$270,000, and

Whereas, Tug Hill Vineyards, LLC is requesting to increase their line of credit with Farm Credit East from \$270,000 to \$370,000 in order to complete improvements to the facility and provide for working capital, and

Whereas, upon completion of an updated collateral analysis, based on the current mortgage amounts and the increase to the line of credit, the loan-to-value is favorable to the Development Authority, and

Whereas, the Borrower is exceeding all operating projections and is current on its loan with the Development Authority, and

Whereas, there are no changes to the existing terms and conditions for the loan.

Now, therefore be it

RESOLVED, Development Authority of the North Country does hereby approve the request by Tug Hill Vineyards, LLC to subordinate its existing \$300,000 loan from the North Country Value Added Agriculture Fund to an additional \$100,000 in debt to Farm Credit East with total mortgages not to exceed \$1,370,000, and further authorizes the Executive Director or the Chief Financial Officer to execute all necessary documents.

TO: Board of Directors
FROM: Michelle Capone
DATE: February 2, 2024
SUBJECT: Tug Hill Vineyards LLC-Subordination Request #2

Resolution No. **2020-10-118** approved a loan of \$300,000 to Tug Hill Vineyards, LLC. The Authority was in a second position behind \$1,100,000 in debt from Farm Credit East. When the appraisal came in less than what was needed to have a 1:1 loan to value, the Authority took a second mortgage on personal property at 10663 St. Route 126, Castorland and 10646 State Route 126, Castorland as well. With this additional collateral, DANC had a loan to value of 62.3%

Resolution No. **2023-02-16** approved a subordination of the DANC loan to an additional \$170,000 from Farm Credit East to Tug Hill Vineyards bringing the total line of credit to \$270,000.

Tug Hill Vineyards has recently asked Farm Credit East to increase their line of credit by an additional \$100,000 for improvements to the facility and for working capital. This would bring the line of credit to \$370,000. They will use \$50,000 for an outdoor pavilion area to host group events. This will allow for additional revenue, as at full-capacity they will be able to host 2 groups and still operate the first floor restaurant. The other \$50,000 will be available for working capital as the business is growing.

Updated Collateral Analysis

	<u>Market</u>	<u>Current Mortgage Balances</u>
Commercial Property	\$1,000,000	\$1,000,000
M&E Assets	\$238,100	\$238,100
10663 St. Rte. 126, Castorland	\$240,000	\$240,000
10646 St. Rte. 126, Castorland	\$125,000	\$125,000
Total Collateral Available	\$1,603,100	\$1,603,100
Farm Credit East (+\$100,000)	(\$1,370,000)	(\$1,216,000)
Collateral Available to DANC	\$233,100	\$387,100
N.C. Value Added Ag Fund	(\$300,000)	(\$266,620)
Loan to Value	129%	68.9%

Farm Credit’s current balance owed on the line of credit is \$247,000 and its outstanding indebtedness on the mortgage is \$846,000. Assuming they draw the entire \$370,000 line of credit plus the \$846,000 mortgage, they could, in theory, have \$1,216,000 in total debt. The balance on the DANC loan is \$266,620. They have always paid as agreed. The business is performing extremely well and far exceeding historical operations.

Based on the revised collateral analysis, DANC still has a good loan to value at 68.9% based on the declining principal balances on the senior and DANC mortgages.

Staff Recommendation: Staff recommends that DANC subordinate to the additional \$100,000 on the line of credit for a new line of credit not to exceed \$370,000.



Board Resolution No. 2024-02-19
February 22, 2024

COMMUNITY DEVELOPMENT LOAN FUND
NORTH COUNTRY ALLIANCE
GRANT

Whereas, the North Country Alliance Local Development Corporation (NCA) applied for and was awarded a \$750,000 loan from the U.S. Department of Agriculture's Intermediary Relending Loan Program, and

Whereas, the NCA is required to provide \$50,000 in non-federal funds as match in order to close with USDA, and

Whereas, the NCA has received commitments of \$40,000 toward the \$50,000 match requirement leaving a gap of \$10,000, and

Whereas, the NCA has limited funds to lend until it closes on its loan with USDA, and

Whereas, the NCA Revolving Fund is a significant source of gap financing for businesses in Jefferson, Lewis and St. Lawrence Counties, and

Whereas, providing \$10,000 as match will leverage \$790,000 in other public funds for gap financing for area businesses, and

Whereas, the NCA is considered a public authority by the Authorities Budget Office and complies with the Public Authorities Accountability Act.

Now, therefore be it

RESOLVED, the Development Authority of the North Country does hereby approve a grant of \$10,000 to the North Country Alliance Local Development Corporation from the Community Development Loan Fund, and authorizes the Executive Director or Chief Financial Officer to execute all necessary documents.