MINUTES
PROJECT DEVELOPMENT COMMITTEE MEETING
Thursday, December 20, 2018 – 10:15 AM
State Office Building – Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Project Development Committee met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Thursday, December 20, 2018 at 10:15 am.

Committee Members Present
Alex MacKinnon, Chairman
Tom Hefferon
James Hollenbeck
Stephen Hunt
Dennis Mastascusa
Margaret Murray
Mary Doheny

Staff Present
Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Brian Nutting, Manager, Water Quality
Patricia Pastella, Manager, Materials Management
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
James Wright, Executive Director
Laurie Marr, Director of Communications and Public Affairs
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Committee Members Absent

Other Board Members Present
Al Calligaris
Fred Carter
John Johnson
Gary Turck

Guests

1. Chairman MacKinnon opened the meeting at 10:31 AM. A. MacKinnon then turned the meeting over to M. Capone.

2. Resolution No. 2018-12-135, authorizes the Executive Director to execute an extension with the U.S. Export Import Bank to continue participation in their Regional Export Promotion Program, and authorizes the Executive Director to execute all of the necessary documentation.

   Upon a motion by M. Murray, and seconded by S. Hunt, Resolution No. 2018-12-135, Extend Agreement, Regional Export Promotion Program, United States Export Import Bank, was unanimously approved by the Project Development Committee.

3. Resolution No. 2018-12-136, authorizes the Executive Director to execute a memorandum of understanding with Fort Drum Garrison for GIS Data Sharing, and to implement said agreement.

   Upon a motion by S. Hunt, and seconded by M. Murray, Resolution No. 2018-12-136, Memorandum of Understanding, Fort Drum Garrison, GIS Data Sharing, was unanimously approved by the Project Development Committee.
4. Resolution No. 2018-12-137, ratifies the grant/loan commitment in the amount of up to $250,000 ($125,000 loan/$125,000 grant) from the North Country Redevelopment Fund to Gervera, Inc. at the terms and conditions outlined within the Term Sheet, consistent with the Empire State Development program requirements and further authorizes the Executive Director to execute all documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review (SEQRA) and is considered an exempt activity requiring no further action.

J. Wright stated a full disclosure, Ms. Gervera was his neighbor and had been his realtor on several occasions.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2018-12-137, North Country Redevelopment Loan Fund, Gervera, Inc., Redevelop Building at 114 Court Street, Watertown, Ratifying Loan, was unanimously approved by the Project Development Committee.

5. Resolution No. 2018-12-138, approves the loan modification for MCM Development Malone, LLC for an additional two months of interest payments only beginning with the January 1, 2018 payment and ending with the February 1, 2019 payment with the loan reamortizing to be repaid over the remaining term, and authorizing the Executive Director to execute all necessary documentation.

M. Capone would recommend extending this for another two months with full payments beginning March 1st, 2019 because that would be one year of interest-only payments. After the year timeframe MCM Development is going to begin making principle and interest payments whether the Authority releases the funds or not.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2018-12-138, North Country Redevelopment Loan Fund, MCM Development Malone, LLC, Loan Modification, was unanimously approved by the Project Development Committee.

6. Resolution No. 2018-12-139, authorizing the Executive Director to execute a grant in the amount of up to $40,000 through National Grid’s Strategic Outreach Program in support of the Drum County Business regional economic development marketing initiative, and to implement such grant.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2018-12-139, Executive Grant Agreement, National Grid Strategic Outreach Program, Drum Country Business Regional Marketing, was unanimously approved by the Project Development Committee.

7. Resolution No. 2018-12-140, establishing the Economic Development Fund with existing Authority funds, segregated from state funds for authorized projects for participating counties, as defined by enabling legislation. The Community Development Loan Fund, which is funded by New York State, shall remain segregated from the Authority’s Economic Development Fund. The Development Authority reaffirms the funding authorized in Resolution No. 2018-05-66 (Lewis County) and Resolution No. 2018-05-65 (St. Lawrence County) projects and assigns said economic development projects funding to the Economic Development Fund.
Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2018-12-140, Community Development Loan Fund, Economic Development Fund, was unanimously approved by the Project Development Committee.

8. Resolution No. 2018-12-141, authorizing a loan from the Community Development Loan Fund in an amount up to $100,000 to the Thompson Park Conservancy, Inc. at the terms and conditions outlined in the Term Sheet and authorizes the Executive Director or Comptroller to execute all appropriate documents necessary to make the loan. This is considered a Type II Action under the State Environmental Quality Review Act (SEQRA) and is considered an exempt activity requiring no further action.

M. Capone stated this money would be coming out of the State financing, as was referenced in Resolution 2018-12-140.

Upon a motion by A. Calligaris, and seconded by M. Murray, Resolution No. 2018-12-141, Community Development Loan Fund, Thompson Park Conservancy, Inc., Bridge Financing, was unanimously approved by the Project Development Committee.

9. Update – Grown and Certified Agriculture Producers Grant Program

M. Capone reported on the New York State Grown and Certified Research Grant Program. Since the last board meeting there have been four projects approved to go through. Chad Carter and Marcia Gokey were both approved. There is currently an email out to the committee regarding Hopenhagen Farm and Harmony Hills Farmstead. To date almost $225,000 has been committed in grant funding, leaving about $215,000 still available.

There is no resolution for this action. It is only an update to the Project Development Committee, with the requirement that the actions of the committee would be reported as per M. Capone.

The meeting was adjourned at 10:40 AM.

Respectfully submitted,

Alex MacKinnon  
Chairman, Project Development Committee