

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY

AGENDA

*-Agenda Subject to Change-*

**July 11, 2023 at 4:00 PM  
Town of Louisville Municipal Building**

Call to Order	<ul style="list-style-type: none"><li>▪ Robert McNeil, Chair</li></ul>
Roll Call/Quorum	
Public Notice	<ul style="list-style-type: none"><li>▪ July 7, 2023</li></ul>
Presentations	
Approval of Minutes	<ul style="list-style-type: none"><li>▪ May 9, 2023 ..... 1-3</li></ul>
Financial Reports	
Committee Reports	
Old Business	
New Business	<ul style="list-style-type: none"><li>▪ Resolution: Authorizing Funds through the CDEIP..... 4</li><li>▪ Resolution: Authorizing a Loan of up to \$322,000 to Atlantic Testing Laboratories, Limited ..... 5</li><li><i>Underwriter Report (Confidential) ..... separate attachment</i></li></ul>
IDA Report	
MED Report	
Public Comment	
Executive Session	
Adjournment	

## **St. Lawrence River Valley Redevelopment Agency**

Town of Louisville Municipal Offices

*Meeting Minutes of May 9, 2023*

Call to Order: The meeting was called to order at 4:14 PM by Mr. McNeil.

Roll Call/Determination of Quorum: In attendance at the Town of Louisville Municipal Offices are Messrs. McNeil, Clark, Forsythe, and Kramer, and Patricia Wilson from the New York Power Authority(NYPA). Patrick Kelly, Kimberly Gilbert, and John Pinkerton are in attendance from the St. Lawrence County IDA and the SLCIDA-LDC. Also present is Mr. McMahon from Massena Electric Department. Chairman McNeil announces there is a quorum. Mr. Strait arrives at 4:32 PM.

Public Notice: Public notifications were sent on May 3, 2023, at a minimum: St. Lawrence County's newspapers designated for the publication of local laws and other matters required by law to be published. Notifications are also sent to other local media sources and websites.

Public Comment: None

Approval of Minutes: Clark/Kramer motion/second to approve the February 7, 2023, meeting minutes. The motion passes unanimously.

Financial Report: Ms. Gilbert reviews the December 2022, January, February, and March 2023 financial reports and starts by stating the December 2022 financials correspond to the 2022 audit that will be reviewed with the resolution so will also be reviewed at that time.

January 2023 - Ms. Gilbert refers to page 10 of the meeting packet, the check register. In January, in addition to the typical deposits and expenses, there was an issuance of CDEIP funds to the Norwood Village Green Concert Series. This payment was made directly to the vendor to assist with the cash flow for the Concert Series. The administrative payment to the SLCIDA-LDC for the first half of 2023 was also issued.

February 2023 - Ms. Gilbert refers to page 14 of the meeting packet. In addition to the typical transactions, there was a CDEIP issuance to the Town of Potsdam for the pickle ball court creation and there were also two payments to Massena Electric Department for January and February contractual costs of \$2,500 for each month.

March 2023 - Ms. Gilbert refers to page 18 of the packet and notes that in March there was a CDEIP issuance to the Town of Louisville for the 2020 award to renovate the scoreboard in addition to the typical monthly transactions. Ms. Gilbert asks if there are any specific questions that she can answer, hearing none, Clark/Kramer motion/second to accept the financial reports. Motion passes unanimously.

New Business:

Resolution RVR-23-05-03 Accepting the 2022 Audit: Forsythe/Kramer motion/second. Ms. Gilbert begins by referring to page 15 of the audit. In the last paragraph it states, "during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses." Ms. Gilbert then points to the next page and reads the last sentence of the first paragraph, "The results of our audit tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards." Mr. McNeil adds that it was a typical, good audit. Ms. Gilbert states that she will go into as many details as the board would like and asks if there are any specific questions. Hearing none, the resolution is voted on. Motion passes unanimously.

Resolution RVR-23-05-04 Authorizing Building Lease with Michels Power, Inc. Forsythe/Kramer motion/second. Mr. Kelly explains that Michels Power, Inc. is looking to lease approximately 6,600 square feet of space in the Lot 19 building. He explains that the rate being charged to Michels Power, Inc. does include a calculated PILOT figure that will be collected and passed to the jurisdictions for the time frame that the space is leased. Mr. Forsythe asks if the rate is our standard rate. Mr. Kelly explains that it is slightly higher than the current tenant that occupies the other portion of the building. This is because Michels Power, Inc. is not directly creating additional jobs or manufacturing products, but only occupying space for warehousing and distribution purposes. Mr. Kramer asks if modifications will need to be made for Michels Power, Inc. to comfortably occupy the space. Mr. Kelly explains that there are no modifications needed. Hearing no additional questions, Mr. McNeil calls the resolution to vote. Motion passes unanimously.

IDA Staff Report: Mr. Kelly reports: There was a recent tour of the ACCO distribution center space now owned by the 941 Ogdensburg Partnership by members of the RVRDA, IDA, Ogdensburg Growth Fund, and Development Authority of the North Country. He states that many on the tour were surprised by just how large the facility is once you are inside of it. Mr. Kelly also informs the board the company has recently asked for an additional three months of interest only payments on their loan from 2022. Their foreign trade zone status has not yet been approved and it is causing delays in the leasing of some of the non-ACCO occupied space in the facility. The board is asked to vote on an approval on the 3-month extension. Forsythe/Clark motion/second and the approval passes unanimously. Mr. McNeil asks how far the foreign trade zone goes. Mr. Kelly explains that it would cover any business in the County. Mr. McNeil asks if we have other businesses ready to relocate to be within the foreign trade zone. Mr. Kelly explains that we do not as the benefits of the foreign trade zone only work in very specific circumstances, but we work with the zone's administrator, the Ogdensburg Bridge and Port Authority, and can make referrals to the program any time it may need to be utilized.

Mr. Kelly also reminds the board about a resolution that was already passed that will allow Pat Curran to draw on the active line of credit for acquiring sawmill equipment for the old ACCO manufacturing building in the Town of Oswegatchie. As the equipment purchases are now being completed, that line will be drawn upon in the near future. Mr. Kelly states that if any board members are interested in a tour of this building, he believes it would be well worth it for the board members to see the progress that has been made in that building as well.

A brief discussion ensues regarding the renovation work being undertaken at the St. Lawrence Centre Mall as the mall ownership continues to transition the facility from retail to warehousing and distribution, and hopefully even light manufacturing at some point.

Mr. Kelly informs the board that the Java Veterinary has ended its short-term lease of the office space in the Lot 19 building.

Mr. Kelly then points to the 2022 annual report to the St. Lawrence County Board of Legislators that he has given to each of the board members. The areas that had RVRDA involvement have been highlighted. Mr. Kelly informs the board the report demonstrates how important the RVRDA is to the overall economic development activities undertaken for the County. He also points out to the board that it does have the marketing activities summary that was completed for 2022 and a marketing plan for 2023, reminding the RVRDA board that they do pay for 50% of the marketing expenditures. Mr. Kelly also tells the board that we have an initial approval for a marketing grant from National Grid that will help us to enter into an agreement with a lead development firm to help with the Canadian market.

Mr. McMahon exits the meeting at 4:40PM.

ARPA – Mr. Kelly informs the board the administration of ARPA funding for the County is moving forward, we have made several awards and have more planned at upcoming meetings. So far, we have a Heavy Equipment Operator class, CDL-A classes, and Certified Clinical Medical Assistant classes in progress. We have also allocated funding through the Small Business and Non-Profit Assistance program, Facility and Infrastructure fund, Workforce Development and Training fund, and the Tourism Capacity and Promotion funds.

Executive Session Forsythe/Clark motion/second to go into executive session at 4:44 PM to discuss the financials of particular companies. Motion passes unanimously.

At 5:40 PM, Forsythe/Clark motion/second to return to regular session. Motion passes unanimously.

Adjournment: At 5:42 PM, Chairman McNeil declares the meeting adjourned.

DRAFT

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY  
Resolution No. RVR-23-07-xx  
July 11, 2023

**AUTHORIZING FUNDS THROUGH THE  
ST LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY'S  
COMMUNITY DEVELOPMENT & ENVIRONMENTAL IMPROVEMENT PROGRAM**

**WHEREAS**, the St. Lawrence River Valley Redevelopment Agency, in support of projects which enhance community development, environmental improvement, and employment opportunities in St. Lawrence County, set aside up to 5% of its unrestricted cash assets for a Community Development and Environmental Improvement Program ("CDEIP"), and

**WHEREAS**, the Agency has partnered with the St. Lawrence County Industrial Development Agency Local Development Corporation ("SLCIDA-LDC") for the purpose of providing assistance to such projects, and

**WHEREAS**, the St. Lawrence River Valley Redevelopment Agency accepted applications for CDEIP funding assistance until April 14, 2023, and

**WHEREAS**, said funding will assist communities, not-for-profit organizations, institutions and other incorporated entities that are planning to undertake a project that will provide a clear and demonstrable community benefit,

**NOW, THEREFORE, BE IT RESOLVED** the St. Lawrence River Valley Redevelopment Agency authorizes the SLCIDA-LDC to allocate funds in the amounts and for the projects described in the attached document (Exhibit A).

Move:				
Second:				
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
McNeil				
Clark				
Forsythe				
Kramer				
Strait				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

July 11, 2023

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY  
Resolution No. RVR-23-07-xx  
July 13, 2023

**AUTHORIZING A LOAN OF UP TO \$322,000  
TO ATLANTIC TESTING LABORATORIES, LIMITED**

**WHEREAS**, the St. Lawrence River Valley Redevelopment Agency (“RVRDA”) seeks to actively participate in economic development projects which result in the creation of jobs, and

**WHEREAS**, the RVRDA has partnered with the St. Lawrence County Industrial Development Agency Local Development Corporation (“SLCIDA-LDC”) as prescribed in certain agreements among multiple parties dated June 2, 2010 for the purpose of providing assistance to such projects, and

**WHEREAS**, Atlantic Testing Laboratories, Ltd. (the “Company”) has applied for financial assistance to acquire specialized Geoprobe drilling equipment (specifically a CME Rubber Track Drill, trailer, and associated equipment) to support the Company’s expanded focus into environmental, geotechnical, and exploration work, and

**WHEREAS**, the project is expected to assist in the retention of 24 and creation of 2 new full-time equivalent jobs over the next three years.

**NOW, THEREFORE, BE IT RESOLVED** that the RVRDA agrees to lend up to \$322,000 to the Company for the project, and

**BE IT FURTHER RESOLVED** that said loan of up to \$322,000 shall be subject to the following terms and conditions:

<b>Principal</b>	Up to \$322,000			
<b>Interest Rate</b>	½ of the US Prime Rate +1			
<b>Term</b>	Seven (7) year amortization schedule			
<b>Security</b>	First lien position on CME rubber track drill and ancillary equipment			
<b>Other</b>	<ul style="list-style-type: none"><li>• The Company agrees to retain 24 FTE jobs and create 2 FTE jobs at its Drilling Division in Canton, NY within the next three years</li><li>• Personal Guaranty of Marijean Remington and James Kuhn</li><li>• Evidence of at least 10% Company equity and \$46,500 in combined equity and bank financing</li><li>• Evidence of corporation borrowing authorization</li></ul>			

Move:				
Second:				
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Clark				
Forsythe				
Kramer				
McNeil				
Strait				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley  
July 11, 2023