

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION
~ Meeting of September 30, 2016**

CALL TO ORDER: Chairman Staples called the meeting to order at 9:47 AM at the IDA office, Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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|---------------|---------|--------------|---------|
| Blevins..... | Present | Burke | Present |
| Hall | Present | LaBaff..... | Present |
| McMahon | Absent | Staples..... | Present |
| Weekes | Absent | | |

SLCIDA-CDC Chairman Brian Staples announces there is a quorum.

Others: SLCIDA Staff (Patrick Kelly, Thomas Plastino, Kimberly Gilbert, Lori Sibley and Richard Williams); Andrew W. Silver, Esq., Counsel.

PUBLIC NOTICE: Public notifications sent September 23, 2016 to, at a minimum: newspapers designated for the publication of local laws and other matters required by law to be published; additional local media sources and websites.

PUBLIC COMMENT: No comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 15, 2016 meeting by Mr. LaBaff, seconded by Mr. Hall. Carried unanimously.

FINANCIAL REPORTS: None.

REPORTS OF COMMITTEES: Mr. Staples reports that the Governance Committee held a meeting on September 20th to review policies which will be discussed under new business.

STAFF REPORT: Mr. Kelly refers to resolution CDC-10-10-17, adopted by the SLCIDA-CDC on October 26, 2010, whereas the St. Lawrence County Industrial Development Agency Civic Development Corporation authorizes the transfer to the St. Lawrence County Industrial Development Agency of 50% of any and all Project/Bond Fees the Corporation receives. Since the resolution has not been referenced in almost six (6) years and with two (2) bond approvals so far this year, Mr. Kelly reviews the details of the resolution with the board. After review, the Board agrees that, as per resolution CDC-10-10-17, an amount totaling \$364,225 which is 50% of the bond fees acquired this year by the SLCIDA-CDC, will be provided to the SLCIDA.

Assessment of the Effectiveness of Internal Controls: At the recent Governance Committee Meeting, inserting the words “if applicable”, as it pertains to the detailed financial controls in the Financial Procedures Manual, was a recommendation brought forward by the Committee. Mr. Kelly reviews the internal controls structure and acknowledges there is structure within the process, whereby no single individual has control of the Corporation’s funds.

NEW BUSINESS:

Resolution CDC-16-09-16: Review of Procurement Policy. After conducting an annual review of the policy, Mr. Staples notes that a request for further review of the dollar amounts will be conducted by staff, particularly recent proposals for the purchase of goods and services, and it may be determined that the dollar amounts may have to change at a later date. Motion to approve resolution CDC-16-09-16 by Mr. LaBaff, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-16-09-17: Authorizing Amendments to the Conflicts of Interest Policy. During the Governance Committee meeting, as part of its annual policy review, it was determined that a modification to the existing policy is necessary, to model that of the current Authorities Budget Office. Section 6, titled “Penalties” is added to the policy of the SLCIDA-CDC. Motion to approve amendments to resolution CDC-16-09-17 by Mr. Blevins, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

ADJOURNMENT: Hall/LaBaff motion to adjourn the meeting at 9:50 AM. The motion is approved by unanimous consent.

(Mr.) Lynn Blevins, Secretary