

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Meeting of October 18, 2018**

CALL TO ORDER: Chairman Staples called the meeting to order at 9:13 AM at the IDA office, Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

Blevins	Present	Hooper	Present
Hall.....	Present	LaBaff.....	Present
McMahon	Absent	Staples.....	Present
Morrill	Present		

SLCIDA-LDC Chairman Mr. Staples announces there is a quorum.

Others: SLCIDA Staff (Patrick Kelly, Kimberly Gilbert, Richard Williams and Lori Sibley); SLCIDA-LDC Staff (Thomas Plastino); Agency General Council (Andrew Silver, Esq.)

PUBLIC NOTICE: Public notifications sent October 11, 2018 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: Mr. Sanford Newvine is in attendance. He is interested in learning more about economic development in St. Lawrence County.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 28, 2018 meeting by Mr. LaBaff seconded by Mr. Blevins. Carried unanimously.

FINANCIAL REPORTS: Motion to accept the September 2018 financial reports by Mr. LaBaff, seconded by Mr. Hall. Ms. Gilbert reviews the highlights from the September financial reports and notes \$50,000 was provided to the Frederic Remington Art Museum, the Town of Waddington and the St. Lawrence County Trails (through the St. Lawrence County Chamber) through the St. Lawrence River Valley Redevelopment Agency Community Development and Environmental Improvement Program. She adds that the final FY2019 budget has been provided and will be discussed later in the meeting.

COMMITTEE REPORTS: Mr. Blevins, Chairman of the Governance Committee, reports that many of the resolutions on today's agenda were reviewed by the Committee at its October 15th meeting and are now being brought forward for full board review and approval.

STAFF REPORT: Mr. Kelly reports the following:

Thew Associates, LLC loan closed last week.

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-18-10-22: Approving and Adopting FY2019 Budget and Authorizing the Chief Executive Officer to Make Line Item Changes: Mrs. Gilbert provides an overview of the budget. The only change from the draft is an update to include the new figures from the recent audit services bid award. Mr. Blevins motions to approve Resolution LDC-18-10-22, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution LDC-18-10-23: Annual Review of Conflicts of Interest Policy: Mr. Blevins, Chairman of the Governance Committee, reports that the policy was reviewed by the committee and there are no changes recommended. Mr. Blevins motions to approve Resolution LDC-18-10-23, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-18-10-24: Authorizing Amendments to the Procurement Policy: Committee Chair, Mr. Blevins, explains a modification to the policy, noting the sentence clarifying that goods and services purchased from another authority (local, state or federal government) will qualify as meeting local authority requirements. Mr. LaBaff motions to approve Resolution LDC-18-10-24, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-18-10-25: Adopting a Sexual Harassment Policy: Mr. Blevins, Governance Committee Chair, announces that New York State recently enacted certain mandates, and now makes it a requirement, for all businesses to have a policy outlining Sexual Harassment Prevention in the workplace, along with a complaint form and annual training exercises. The committee has reviewed the recommendations and suggests instituting a policy on Sexual Harassment Prevention. Mr. Blevins motions to approve Resolution LDC-18-10-25, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-18-10-26: Adopting a Cellular Phone Usage Policy: Considering how common personal cell phones and other electronic devices have become in our daily lives, the Governance Committee recommends instituting a policy to include expectations for the use of personal cell phones and other electronic devices used by employees while at the workplace. Mr. Blevins motions to approve Resolution LDC-18-10-26, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-18-10-27: Agreeing to Provide Administrative Services to the Town of Brasher for the Town of Brasher Microenterprise Revolving Loan Fund: In order to create a municipal loan fund, the Town of Brasher would have to create a new local development corporation and would then incur the ongoing costs and challenges involved with operating an LDC. The Town of Brasher has tribal compact money they would like to use towards a loan fund and has asked for the assistance of the IDA-LDC to enter into an agreement to help administer the fund. Mr. Staples questions if there will be any political influences on how the money is spent or it will be solely up to the IDA-LDC to approve the loans. Mr. Kelly states the Town of Brasher may make referrals to the IDA-LDC, but ultimately we will manage the fund and will be solely responsible for authorizing the approval of any potential loans based on the loan criteria and the board's review. Mr. Hall acknowledges the partnership is good for the Brasher and asks if the fee structure is set to adequately compensate the IDA-LDC for administrative time and resources. Ms. Gilbert confirms that with the size of the fund and expected activity we have structured the proposed agreement with the Town so that the IDA-LDC will be fairly compensated for our efforts. Mr. Hall motions to approve Resolution LDC-18-10-27, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-18-10-28: Authorizing a Loan of up to \$100,000 to North American Forest Group, Inc.: The St. Lawrence River Valley Redevelopment Agency approved a loan Tuesday night for the \$2 million project. With the \$100,000 loan approved by the RVRDA, the company now has all of the financing approvals in place to proceed with the project. Mr. Kelly mentions that the equipment used to clear the land will be arriving on site soon to begin site preparation. Mr. LaBaff inquires as to the reason for Mr. Clark's abstention in voting on the RVRDA resolution. Mr. Kelly notes that Mr. Clark has a family member currently employed by the parent company of North American Forest Group, Inc. Mr. hall motions to approve Resolution LDC-18-10-28, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Review of the Assessment of Internal Controls: Mrs. Gilbert notes minor changes in the language referencing the words “payroll checks” instead of “payroll reports”. The changes in the document are approved unanimously.

EXECUTIVE SESSION: A motion for executive session to discuss the credit/financial history of a particular corporation is made by Mr. LaBaff and seconded by Mr. Blevins at 9:23 AM. A motion to return to regular session at 9:45 AM is made by Mr. Blevins and seconded by Mr. LaBaff.

Mr. Hall mentions that Mr. Randy Lockwood from LKR Enterprises recently spoke at an event in Star Lake where he praised the SLCIDA-LDC for the assistance he received in helping his businesses with its finances. He said if not for the IDA-LDC, he would not be in business.

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. Morrill. The meeting adjourns at 9:46 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary