

**St. Lawrence County Industrial Development Agency
Civic Development Corporation**

Mission Statement

Reviewed and Reaffirmed in Public Session on March 28, 2018

The IDA-CDC helps to support the operations of not-for-profit corporations within the County to increase employment opportunities for the residents of the County and provide financing through low-interest loans and the issuance of tax exempt and taxable bonds to projects of not-for-profit corporations, which is essential to the continued development, construction, improvement and operation of projects by not-for-profit operations.

The IDA-CDC may, using other assets under its control, also help to support not-for-profit corporations and for-profit corporations within the County to increase employment opportunities for the residents of the County by providing financial assistance to the St. Lawrence County Industrial Development Agency and/or the St. Lawrence County Industrial Development Agency Local Development Corporation, as permitted by law, to support these organizations' operations and/or their projects whose activities are essential to the continued development, construction, improvement and operation of projects by not-for-profit corporations and for-profit corporations.

Performance Goals

- *To create new employment opportunities for St. Lawrence County citizens through the attraction of or the creation of new businesses*
- *To create new employment opportunities for St. Lawrence County citizens through the expansion of existing businesses*
- *To retain existing employment opportunities*
- *To leverage the greatest level of private investment in St. Lawrence County enterprises*
- *To provide assistance to the numerous hospitals, colleges and other civic facilities that operate within the County through low-interest loans and the issuance by St. Lawrence County of tax-exempt civic facility bonds.*
- *To help to support not-for-profit corporations and for-profit corporations within the County to increase employment opportunities for the residents of the County.*
- *Work cooperatively with area economic development agencies to market County assets and economic development resources to potential new or expanding businesses.*
- *Ensure a transparent and accountable operation with responsibly-managed SLCIDA-CDC assets.*

2018 Performance Review (January 2018 – December 2018)

- *The IDA Civic Development Corporation ("IDA-CDC") approved a loan in the amount of \$130,000 for the Town of Oswegatchie/Oswegatchie Crematory. In 2015 the New York State Department of Cemeteries declared the Foxwood Memorial Park property in the Town of Oswegatchie abandoned and required, per NYSDOC law, that it be maintained by the Town.*

The Town constructed a crematory facility at Foxwood Memorial Park in late 2017 and is using all proceeds from the crematory to maintain the property. The Town applied to the IDA-CDC for a loan to assist with financing a second crematory chamber at the facility. The Town of Oswegatchie/Oswegatchie Crematory is the only facility providing cremation services within St. Lawrence County.

- *Parker Maple Farm, Inc. has completed the build-outs in its space in the Canton Industrial Park building. Finishes include necessary heating and plumbing work and office layouts that will make the building complete & finished as a mixed-use industrial space, with separating heating systems for the tenant spaces in the building. The IDA-CDC assisted the IDA by providing funds to offset the costs of materials for finishing the build-out of the space in the building. Parker Maple now leases all of the available space in the building, portions of which have been vacant since the building's construction five years ago.*
- *In September, the IDA-CDC received notice that the Internal Revenue Service ("IRS") will conduct an audit for bonds issued to St. Lawrence University in 2012. Bond, Shoeneck and King ("BS&K"), Bond Counsel for the transaction, have been retained as council to assist with the audit. A response was issued to the IRS by BS&K in November. A reply by the IRS has not yet been received by BS&K.*
- *At the IDACDC's Annual Meeting, the following officers were elected to a one-year term: Brian W. Staples (Chair); Ernest J. LaBaff (Vice-Chair); Lynn Blevins (Secretary), Patrick J. Kelly (CEO) and Kimberly A. Gilbert (CFO). The firm of Silver and Collins was reappointed as General Counsel.*
- *Appointments/Reappointments: Mark Hall and Lynn Blevins were each reappointed for 3-year terms, while Steven Morrill was newly appointed to serve on the IDACDC advisory board.*
- *As part of our Public Authority Law compliance program, we conduct annual policy reviews which included Conflicts of Interest, Procurement, Investment and Assessment of Internal Controls, Property Disposition, Investment of Funds, Whistleblower, Code of Ethics, Defense & Indemnification, and Compensation, Reimbursement & Attendance policies. In addition, the following policies were updated: Sexual Harassment Policy, Cellular Phone Usage Policy and Personnel Guidelines, as noted in the Employee Handbook. Additionally, the IDA-LDC accepted revisions to the Travel and Miscellaneous Expense Reimbursement Policy. Performance documents for 2017 were also reviewed.*
- *Board members approved the 2017 Independent Audit reports in March of 2018. The reports showed no findings. Legislators have been provided the reports electronically. In addition, the reports are available on our website at www.SLCIDA.com.*
- *Board members approved a 2019 budget, copies of which were forwarded to the Legislative Chair, County Treasurer, County Clerk and Authorities Budget Office. The budget is also available electronically at www.SLCIDA.com.*

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Additional Questions

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

ANS: Yes – the Board members reviewed and approved (by formal resolution) the mission statement and performance measures of the board.

2. Who has the power to appoint the management of the public authority?

ANS: Management is appointed by the board members of the authority.

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

ANS: The Board of the St. Lawrence County Industrial Development Agency Civic Development Corporation appoints its Chief Executive Officer and Chief Financial Officer. The Chief Executive Officer appoints management and staff.

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

ANS: The Board, with assistance of management, works to develop the authority's mission, and evaluate the authority's goals and performance.

Management ensures that the Board's mission and goals are carried out in a manner which achieves the intended public purpose - a process involving program evaluation, reporting, feedback and recommendation.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

ANS: The Board acknowledges its understanding of this document by formally approving the document in public session.