

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
CIVIC DEVELOPMENT CORPORATION  
~ Meeting of September 29, 2017**

CALL TO ORDER: Chairman Staples called the meeting to order at 9:11 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
Weekes .....	Absent		

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

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

PUBLIC NOTICE: Public notifications sent September 22, 2017 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: None

APPROVAL OF MINUTES: Motion to accept the minutes of the June 28, 2017 meeting by Mr. LaBaff, seconded by Mr. Blevins. Carried unanimously.

FINANCIAL REPORTS: Motion to accept the June, July and August 2017 financial reports by Mr. LaBaff, seconded by Mr. Blevins. Carried unanimously.

COMMITTEE REPORTS:

Chairman of the Governance Committee, Mr. Lynn Blevins, reports that the committee met on August 25<sup>th</sup> and among many items for review included the annual policy resolutions. Many of the items in today's packet are brought forward for full board action by this Committee.

STAFF REPORT: Mr. Kelly reports the following:

St. Lawrence University: As part of a municipal derivatives settlement, through bonds administered by the IDA-CDC, St. Lawrence University was issued a refund of approximately \$806 last year. Recently, another check was issued, as part of a municipal derivatives settlement, in the amount of \$570.00. The net proceeds will be forwarded to St. Lawrence University as soon as a bill is received by the IDA-CDC for attorney's fees.

Foxwood Memorial: The Town of Oswegatchie recently assumed ownership of Foxwood Memorial when it was determined by the State that the business was abandoned. The Town of Oswegatchie would like to invest money in installing a crematorium at the memorial, as the closest crematorium is in Jefferson County. The CDC is working with the Town to determine if there is a way to assist with this project.

Mr. Williams notes that the Independent Living Center is interested in leasing about 1,500 – 1,600 sq ft space in the Canton Industrial Building. However, for insurance purposes, sprinkler systems inside the

building may have to be upgraded, due to the additional office space. The costs may range from \$40,000 to \$45,000. Mr. Williams enquires into the possibility of CDC funds helping to offset some of the build out costs. The Board discusses the issues and believes such an investment would be a worthwhile undertaking should it be necessary.

Mr. Hall suggests utilizing funds available in the CDC to help pay for the purchase of the Newton Falls Paper Mill. Discussion ensues about the details of such an investment, as more information is needed. The idea is left to be fully considered at a future time.

St. Lawrence County Chamber of Commerce: Recently paid off a revolving line of credit issued in 2014 for \$40,000.

OLD BUSINESS: None

NEW BUSINESS:

Resolution CDC-17-09-13: Authorizing Amendments to the Procurement Policy. Governance Committee Chair, Mr. Blevins, notes the dollar amounts for purchase contracts have been reviewed and recommendations to increase the current dollar amounts seek approval by the board members. As noted in the revised policy, purchase contracts below \$2,500 will not require a verbal or written quote. However, purchase contracts between \$2,501 - \$5,000 will require three (3) verbal quotes [note: this field is revised from the resolution included in the meeting packet which indicated \$2,500 - \$5,000]. Lastly, those purchase contracts between \$5,001 - \$9,999 will require three (3) written quotes [note: this field has been revised from the resolution included in the meeting packet which reflected an amount of \$5,000 - \$9,999]. Mr. Blevins motions to approve the amendments to the resolution, seconded by Mr. Hall. Mr. Hall motions to approve Resolution CDC-17-09-13 as revised, seconded by Mr. Hooper. The motion is approved by unanimous vote.

Resolution CDC-17-09-14: 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. Hall motions to approve Resolution CDC-17-09-14, seconded by Mr. Hooper. The motion is approved by unanimous vote.

Resolution CDC-17-09-15: Authorizing the Chief Executive Officer and Chief Financial Officer to Make Monetary Transfers. Mr. Blevins notes the Governance Committee has reviewed this policy and recommends minor changes and reference to the St. Lawrence County IDA – Local Development Corporation. The resolution has been modified to reflect the removal of reference to the IDA-LDC to more clearly distinguish policies between the IDA and the IDA-LDC. Mr. Hall motions to approve the revised plan contained in Resolution CDC-17-09-15, seconded by Mr. Hooper. The motion is approved by unanimous vote.

Resolution CDC-17-09-16: Authorizing Amendments to the Electronic Technology – Usage and Monitoring Policy: Mr. Blevins reports that the policy was reviewed by the committee and notes minor changes are recommended primarily for grammatical errors. Mr. Hall motions to approve Resolution CDC-17-09-16, seconded by Mr. Hooper. The motion is approved by unanimous vote.

Resolution CDC-17-09-17: Accepting FY 2018 Tentative Budget: Mrs. Gilbert provides an overview of the projected budget. After a brief discussion, Mr. Blevins motions to approve Resolution CDC-17-09-17, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Review of the Assessment of Internal Controls: 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.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Hooper. The meeting adjourns at 9:15 AM by unanimous vote.

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(Mr.) Lynn Blevins, Secretary