

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

CALL TO ORDER: Chairman Staples called the meeting to order at 8:34 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 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 was in attendance and states that his interest in attending the meeting is to learn 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. Hall. Carried unanimously.

FINANCIAL REPORTS: Motion to accept the September 2018 financial reports by Mr. Blevins, seconded by Mr. LaBaff. Ms. Gilbert reviews the highlights from the September financial reports and notes revenue was received from the County for the fourth quarter per the terms of our economic development services agreement with the County. She also references a loan with DANC for the J&L Remediation Project and notes that there is currently \$11,600 left to draw down on the loan. 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 consideration by the full board.

STAFF REPORT: Mr. Kelly reports the following:

AmTech Yarns: A resolution for a PILOT for the AmTech Yarns Project in Massena will be presented at the November meeting.

Maxam: With job numbers not meeting the expectations as outlined in the application, and after several discussions with company officials, Maxam has been informed that the IDA will take action before the end of the year to terminate the company's PILOT agreement. The company understands the reasoning for the termination and acknowledges that the job creation from the project has differed from their original expectations.

Former Newell Building: The final engineering report confirms construction estimates are within the \$1.2 - \$2.2 million range depending on the level of rehabilitation work that will be undertaken. A brief discussion ensues regarding the grant facilitation and rehabilitation process for the project.

Marketing: Tradeshow/Events: On October 16th staff attended a logistics event in Merrickville, Ontario. There are similar issues finding truck drivers in Ontario as there are in the U.S. Connections were made with several Canadian companies in attendance at the event.

The SLCIDA was a co-sponsor for the “Cultivating Careers” event held on October 12th in the County. The goal of the event was to help bring an awareness to the opportunities which exist in the agricultural industry. Workshops and tours to local farms were highlights of the full-day event.

Next month the IDA is scheduled to exhibit at the Advanced Design and Manufacturing Expo in Montreal and will be holding a business development event at the Counsel General’s residence as part of a coordinated effort to promote the County while we are in town for the trade show.

Sites and Buildings: With much of the space in our current buildings nearly filled-to-capacity, we are adding a number of privately-owned sites to the current list of sites and buildings profiled on our website.

Sales and Use Tax Review: To ensure our documents are consistent with the modifications made in 2016 to the Sales and Use Tax laws, Mr. Kelly proposes hiring a former employee to do a review and assessment of the SLCIDA’s Sales and Use Tax Documents and project files. He recommends hiring Natalie Sweatland as an independent contractor for the project due to her experience working with these documents while she was employed by the SLCIDA prior to her retirement. The board is in favor of the recommendation to hire Ms. Sweatland up to a maximum of 40 hours to complete the project.

Awards/Recognition: At the recent St. Lawrence Democratic Party Fall Harvest Dinner IDA Vice Chairman Ernest J. LaBaff received the Silas Wright Award. During his acceptance speech, he complimented the IDA staff and Board of Directors for their efforts. The board members congratulate Mr. LaBaff and thank him for including his comments about the IDA as part of his remarks.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-18-10-25: Approving and Adopting FY2019 Budget and Authorizing the Chief Executive Officer to Make Line Item Changes: Mrs. Gilbert provides an overview of the budget with the suggested changes which involve updated J&L Project revenues and expenses. Additionally, the general operating costs have been updated to include the prices from the recent audit services bid award. Mr. LaBaff motions to approve Resolution IDA-18-10-25, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-18-10-26: 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 IDA-18-10-26, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-18-10-27: Authorizing Amendments to the Procurement Policy: Committee Chair, Mr. Blevins, explains a modification to the policy, noting the sentence which pertains to 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 IDA-18-10-27, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-18-10-28: Authorizing Updates to the 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 offered changes to the IDA's current Sexual Harassment Policy in order to be consistent with the policy set forth by New York State. Mr. Blevins motions to approve Resolution IDA-18-10-28, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-18-10-29: Authorizing Revisions to the Cellular Phone Usage Policy: Mr. Blevins refers to the current IDA Cellphone Usage Policy and notes that it mainly addresses the use of company cell phones. Considering how common personal cell phones and other electronic devices have become in our daily lives, the Governance Committee recommends certain modifications to the policy to include expectations regarding the use of personal cell phones and other electronic devices by employees while at the workplace. Mr. Hall motions to approve Resolution IDA-18-10-29, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution IDA-18-10-30: Authorizing Updates to Personnel Guidelines: With the recent policy updates noted above, the Governance Committee has reviewed the Employee Handbook and suggests revising information contained in the handbook to be consistent with the policy modifications. Mr. Blevins motions to approve Resolution IDA-18-10-30, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-18-10-31: Authorizing Financial Assistance to North Country Dairy, LLC and Accepting Findings with the Project Pursuant to SEQRA: In 2011, North Country Dairy, LLC acquired the former Kraft/Coolbrands/Healthy Food Holdings yogurt production facility in North Lawrence. At the time, the St. Lawrence County Industrial Development Agency provided a Mortgage Recording Tax Exemption for the project. At the time, the company agreed to create 55 jobs. They have surpassed that requirement and now employ 73 people at the North Lawrence Facility. The company is now planning an expansion which will include the acquisition and installation of processing equipment and machinery for the production of a new specialty yogurt at the plant. The board reviews the Cost/Benefit analysis for the project. With this expansion, the Company plans to add 17 full-time jobs with benefits. Mr. Hall points out a correction to the Cost Benefit Analysis, where it states 15 new jobs will be added instead of 17. Mr. Hall adds that the template used for the Cost Benefit Analysis is easy to read and offers very good information about the project. Mr. LaBaff adds that when the company first acquired the plant, the Teamsters Union helped negotiate the deal with the company that made the project possible and helped the employees obtain good wages and benefits. Mr. LaBaff motions to approve Resolution IDA-18-10-31, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Review of the Assessment of Internal Controls: Mrs. Gilbert notes minor changes in the language referencing payroll checks rather than payroll reports, as was noted in last year's policy. The changes in the policy are approved unanimously. Mr. Kelly points out that as a result of the internal controls structure, no single individual has control of the Agency's funds.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Hall. The meeting adjourns at 9:10 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary