

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Meeting of October 31, 2019**

CALL TO ORDER: Vice Chairman LaBaff called the meeting to order at 9:40 AM at the IDA office, Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

SLCIDA-LDC Vice Chairman LaBaff announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Kimberly Gilbert, Richard Williams and Lori Sibley); IDA-LDC Staff (John Pinkerton); Andrew Silver, Esq. (Attorney)

PUBLIC NOTICE: Public notifications sent October 25, 2019 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 September 27, 2019 meeting by Mr. Morrill seconded by Mr. Blevins. Motion carried unanimously.

FINANCIAL REPORTS: Motion to accept the August and September 2019 financial reports by Mr. Morrill, seconded by Mr. Blevins. Mrs. Gilbert reports on the revenues and expenses for the two months and that the final payment was received from the Workforce Development Board for executive services provided to that entity by Mr. Plastino. Motion carried unanimously.

COMMITTEE REPORTS: Governance Committee – Mr. Blevins (Chair), Mr. Hall and Mr. LaBaff. Mr. Blevins notes that the Governance Committee met on October 25th. Mr. Blevins adds that several policies listed on the agenda today under New Business were reviewed and discussed by the Committee.

STAFF REPORT: Patrick Kelly reports the following:

Potsdam Specialty Paper Inc.: The Company would like to resubordinate its loan as part of a refinancing arrangement with Key Bank. Attorney Silver has reviewed the documents and offered his comments to the board. Mr. Kelly has been given authority by the board members to sign the re-subordination agreement for the equipment loan.

Johnson’s Newspaper Corporation: The loan documents are ready for a closing to be scheduled any time.

Buildings: Mr. Kelly reports on the status of the maintenance work on the Massena buildings. He notes that AmTech Yarns is in Lot 18 where roof repair is underway. The expected costs for repair on this building will be \$8,700. The Lot 19 building maintenance work is completed. Fascia and soffit replacement work has been the majority of the work which cost \$9,152. Also, on the Lot 19 building both the interior and exterior lighting is being replaced with new LED fixtures. The cost of materials is \$11,830 but should be offset by a Massena Electric Department incentive program.

St. Lawrence River Valley Redevelopment Agency: At a recent meeting of the RVRDA, an extension was granted to the Village of Canton for their water fountain replacement project. Also, the Clark House in Waddington was

approved to use a 25% repayment reimbursement formula instead of 50% to assist in moving the renovation project of that facility forward. The Board confirms they have no issues with these changes.

EXECUTIVE SESSION: Hall/Blevins motion for Executive Session at 9:48 AM to discuss the financial history of a particular company. LaBaff/Morrill motion to return to Regular Session at 10:00 AM

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-19-10-22: Approving and Adopting FY2020 Budget and Authorizing the Chief Executive Officer to Make Line Item Changes: Mrs. Gilbert provides an overview of the budget with the suggested changes to the proposed insurance costs for the year. Mr. Blevins motions to approve Resolution LDC-19-10-22, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution LDC-19-10-23: 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. McMahon motions to approve Resolution LDC-19-10-23, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution LDC-19-10-24: Annual Review of the Procurement Policy: Committee Chair, Mr. Blevins, reports that the policy was reviewed by the committee and there are no changes recommended. Mr. Blevins motions to approve Resolution LDC-19-10-24, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution LDC-19-10-25: Annual Review of the Sexual Harassment Policy: Mr. Blevins, Governance Committee Chair, announces that the committee has reviewed the recommendations by the New York State Department of Labor in relation to the current IDA Sexual Harassment Policy and offers no changes to the policy at this time. Mr. Blevins adds that all staff participated in live, interactive training on September 19th which meets State requirements. Mr. Hall motions to approve Resolution LDC-19-10-25, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-19-10-26: Authorizing a Loan of up to \$200,000 to Pepsi-Cola Ogdensburg Bottlers, Inc.™ Mr. Kelly reports that the project will assist in the acquisition of equipment for the company's recycling operation in Ogdensburg and will assist in the creation of one new job in addition to the 44 jobs currently based at the company in Ogdensburg. Mr. Blevins motions to approve Resolution LDC-19-10-26, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Review of the Assessment of Internal Controls: Ms. Sibley notes minor changes in the language referencing the payroll service that is now Paychex versus Surepay, 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. Mr. McMahon motions to approve the change to the Assessment of Internal Controls, seconded by Mr. Morrill. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. Morrill, seconded by Mr. Blevins. The meeting adjourns at 10:35 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary