

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION
~ Meeting of March 26, 2018**

CALL TO ORDER: Chairman Staples called the meeting to order at 10:30 AM at the IDA office, Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

SLCIDA-CDC Chairman Staples announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Kimberly Gilbert, Richard Williams, and Lori Sibley); and IDA-LDC Staff (Thomas Plastino)

PUBLIC NOTICE: Public notifications sent March 18, 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 February 21, 2019 meeting by Mr. LaBaff, seconded by Mr. Reagen. Carried unanimously.

FINANCIAL REPORTS: Motion to accept the December 2018 financials by Mr. LaBaff, seconded by Mr. Reagen. Carried unanimously.

COMMITTEE REPORTS: *Audit Committee:* Mr. Staples references an audit committee meeting held this morning with the audit firm of Pinto, Mucenski, Hooper, VanHouse, & Co and adds that the audit was clean and complete with no issues. *Governance Committee:* In the absence of Mr. Blevins (Chairman of the Audit Committee), Mr. Hall reports that the committee met March 22nd and reviewed the policies contained in today's meeting packet.

Resolution CDC-19-03-01: Annual Review of Compensation, Reimbursement and Attendance Policy: Mr. Kelly notes that based on the report issued by Mr. Hall on behalf of the Governance Committee, the policy has been reviewed and minimal grammatical changes are recommended. Mr. LaBaff motions to approve the revised Compensation, Reimbursement and Attendance Policy Resolution CDC-19-03-01, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-02: Annual Review of Whistleblower Policy and Procedures Mr. Kelly notes the Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution CDC-19-03-02, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-03: Annual Review of Defense and Indemnification Policy: Mr. Kelly notes the Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution CDC-19-03-03, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-04: Annual Review of Code of Ethics: Mr. Kelly notes the Governance Committee has reviewed the policy and recommends no changes. Mr. LaBaff motions to approve Resolution CDC-19-03-04, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-05: Authorizing Modifications to the St. Lawrence County Industrial Development Agency Civic Development Corporation FY2018 Budget: Mrs. Gilbert notes that interest income increased due to the U.S. Treasuries. She adds that this is an annual modification and reviews the changes that will enable the budget to be in line with expenditures. Mr. LaBaff motions to approve Resolution CDC-19-03-05, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-06: 2019 Review of Disposition of Real Property Guidelines and 2018 Report of Property: Mr. LaBaff motions to approve Resolution CDC-19-03-06, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-19-03-07: Accepting FY2018 SLCIDA Audit: Mrs. Gilbert reviews the audit and asks if there are any additional questions. With no further questions or comments, Mr. LaBaff motions to approve Resolution CDC-19-03-07, seconded by Mr. Reagen. The motion is approved by unanimous vote.

2018 Mission and Performance Report: Mr. Kelly reviews the 2018 Mission and Performance Report, which has been provided to the board, noting the report is sent annually to the Board of Legislators and is included in PARIS reporting to the Authorities Budget Office. Mr. Hall and Mr. LaBaff motion to accept the report. The motion is approved by unanimous vote.

2018 Annual Report: Mr. Kelly reviews the Annual Report document, comparing job totals to projects and the overall status of the projects. Mr. Hall and Mr. LaBaff motion to accept the report. The motion is approved by unanimous vote. Mr. Kelly adds that with this board approval, the Annual Report, Investment Report and Procurement Report will be certified with the Authorities Budget Office prior to the March 31st deadline.

STAFF REPORT:

As reported in the last meeting, the Internal Revenue Service (“IRS”) has completed their audit for bonds issued to St. Lawrence University in 2012. The SLCIDA-CDC received a letter from the IRS stating the audit is complete and the bonds were suitably tax exempt.

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Reagen. The meeting adjourns at 10:50 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary