

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

CALL TO ORDER: Vice Chairman LaBaff called the meeting to order at 10:35 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-CDC 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. Blevins, seconded by Mr. Hall. Mrs. Gilbert reports on the expenses from each month. 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:

St. Lawrence Gas: The public recently received an announcement via mail confirming the sale of St. Lawrence Gas to Liberty Utilities. It states that business will continue as usual.

As part of the Acknowledgement of Fiduciary Duties and Responsibilities, Mr. Kelly alerts the board members that some of the actions taken recently involving buildings/properties via the SLCIDA may require involvement by the SLCIDA-CDC as the projects move forward.

OLD BUSINESS: None

NEW BUSINESS:

Resolution CDC-19-10-09: Approving and Adopting FY2020 Budget and Authorizing the Chief Executive Officer to Make Line Item Changes: There are no proposed changes from the draft budget. Mr. Blevins motions to approve Resolution CDC-19-10-09, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-19-10-10: 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 CDC-19-10-10, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution CDC-19-10-11: 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. Hall motions to approve Resolution CDC-19-10-11, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution CDC-19-10-12: 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. Morrill motions to approve Resolution CDC-19-10-12, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Review of the Assessment of Internal Controls: Ms. Sibley notes the addition of text in reference to when a CD matures, *it is renewed for an additional term at the current institution*. Mr. Kelly points out that as a result of the internal controls structure, no single individual has control of the Agency's funds. Mr. Blevins motions to approve the change to the Assessment of Internal Controls, seconded by Mr. Morrill. The motion is approved by unanimous vote.

EXECUTIVE SESSION: None.

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

(Mr.) Lynn Blevins, Secretary