

**ST. LAWRENCE COUNTY
PROPERTY DEVELOPMENT CORPORATION
~ Meeting of October 18, 2018**

CALL TO ORDER: Chairman Staples called the meeting to order at 9:58 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		

SLC-PDC Chairman Mr. Staples announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Kimberly Gilbert, Richard Williams, and Lori Sibley); IDA-LDC Staff (Thomas Plastino); 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: None.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 28, 2018 meeting by Mr. Hall, seconded by Mr. LaBaff. Carried unanimously.

FINANCIAL REPORTS: Motion to accept the September 2018 financials by Mr. Blevins, seconded by Mr. LaBaff.

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 full board review and approval.

STAFF REPORT: Mr. Kelly reports that we are making progress toward the acquisition of the former Newton Falls Paper Mill. The remaining hold up at this point is ensuring we will have access to the warehouse across the existing bridge connecting the main mill site with the warehouse. Mr. Hall mentions that the access should cover the Route 60 entrance and extend all the way around to Brookfield Renewable site.

OLD BUSINESS: None

NEW BUSINESS:

Resolution PDC-18-10-05: **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 general operating expenses having to do with the recent audit services bid award. Mr. Blevins motions to approve Resolution PDC-18-10-05, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution PDC-18-10-06: **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. LaBaff motions to approve Resolution PDC-18-10-06, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution PDC-18-10-07: 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 PDC-18-10-07, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution PDC-18-10-08: Adopting a 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 suggests instituting a policy on Sexual Harassment Prevention. Mr. LaBaff motions to approve Resolution PDC-18-10-08, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution PDC-18-10-08: Adopting a Cellular Phone Usage Policy: Considering how common personal cell phones and other electronic devices have become in our daily lives, the Governance Committee recommends instituting a policy to include expectations for the use of personal cell phones and other electronic devices used by employees while at the workplace. Mr. LaBaff motions to approve Resolution PDC-18-10-08, 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 the words “payroll checks” instead of “payroll reports”. The changes in the document are approved unanimously.

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

(Mr.) Lynn Blevins, Secretary