

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**  
**Meeting of June 29, 2020**

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**CALL TO ORDER:** Chairman Staples called the meeting to order at 3:06 PM via teleconference. Due to COVID-19 restrictions, the meeting is live streamed and a recording is available on the SLCIDA website.

**ROLL CALL:**

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

SLCIDA Chairman Staples announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Richard Williams, Kimberly Gilbert, and Lori Sibley)

**PUBLIC NOTICE:** Public notifications sent June 24, 2020 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, 2020 meeting by Mr. LaBaff seconded by Mr. McMahon. Motion carried unanimously.

**FINANCIAL REPORTS:** Motion to accept the December 2019, January 2020, February 2020 and March 2020 financial reports by Mr. Blevins, seconded by Mr. LaBaff. Ms. Gilbert reports that the *December 2019* financials reconcile back to the 2019 audit. *January 2020*, administrative revenue was received from the IDALDC/RVRDA and expenses are recorded for the former Newell rehabilitation project. *February 2020* highlights include additional expenses for the Newell building rehabilitation project and the first quarter retainer for legal services was paid. *March 2020* highlights include a final payment of just over \$100,000 to the contractor for rail expenses, as well as payroll expenses. Motion carried unanimously. Mr. Morrill enters the meeting via teleconference at 3:12 PM.

**COMMITTEE REPORTS:** *Governance Committee:* Mr. Blevins (Chair of the Audit Committee), reports that the committee (including Mr. LaBaff and Mr. Hall) met June 25, 2020 and reviewed the policies contained in today's meeting packet. *Nominating Committee:* Mr. LaBaff (Chair of the Nominating Committee) reports the committee (including Mr. Hall and Mr. Reagen) discussed the potential slate of officers and offers the following: Brian W. Staples (Chairman), Ernest LaBaff (Vice-Chairman) and Lynn Blevins (Secretary). There were no other nominations from the floor and the nominees are elected by unanimous vote. The Board also unanimously approved the following: Patrick Kelly (Chief Executive Officer), Kimberly Gilbert (Chief Financial Officer) and the Law Firm of Silver and Collins (Agency General Counsel).

**Reappointments:** The terms of both Brian Staples and Ernest LaBaff will expire in August 2020. Mr. Blevins/Mr. Reagen motion/second to recommend to the County Board of Legislators that both Mr. Staples and Mr. LaBaff be reappointed for another term. Carried Unanimously

**STAFF REPORT:** Patrick Kelly reports the following:

Staff has been working diligently supporting as many businesses as possible during the COVID pandemic.

St. Lawrence County Reopening Task Force: Mr. Kelly is Chairman of the task force that is helping to coordinate the economic and public health responses to the pandemic during this time. Along with the County Legislative Chairman and County Administrator there are 3 County Legislators, the Director of the County Public Health Department, the Chief Medical Officer for the County, the Executive Director of the County Chamber, the Executive Director of the Small Business Development Center, the Executive Director of Cornell Cooperative Extension, and IDA staff participating on the task force. The goal is to reopen the County safely and provide businesses and residents with the best information and guidance possible to reopen the local economy.

Empire State Mines (former St. Lawrence Zinc): Globally zinc prices are down to 92.7 cents. Prices for many commodities are depressed right now, including zinc and aluminum. There are many issues at play right now, even while businesses are slowly reopening.

Renewable Energy (Solar): We continue to be involved in discussions regarding numerous potential solar projects (over 20).

Arconic: Staff continues to work with Arconic on plans for the conceptual development of a business park on excess Arconic property in Massena. The CFA we submitted last year was approved and will assist in providing a comprehensive feasibility analysis for the concept.

Newell Building: Over the winter a small part of the roof collapsed from excess snow, covering approximately 1,000 square feet of former office space in the building. The City of Ogdensburg is working with its insurance firm and is in the process of getting bids to repair the roof and is working with its insurance company. We are waiting to hear on the application submitted to the NBRC for assistance with some of the additional work to be completed in the building.

Parker Maple: The lease terminated at the end of the year. The business has moved out of the building. We are currently showing the vacant space.

Ad Campaign: Beginning in March we made phone calls to over 500 businesses in the County to make direct contact in order to assist during the pandemic crisis. Those contact efforts are ongoing. We also ran ads on the various radio stations, in print and on-line. The message is continuously changing in response to the evolving challenges and needs during the crisis. We have been working with the Reopening Task Force and our local development partners to coordinate the response effort.

New York State Authorities Budget Office: The ABO announced that they will offer a three (3) month extension on Public Authorities Reporting requirements. The reports are ready to be submitted through the PARIS system after they receive a final review/approval later in this meeting.

CN Rail Acquisition: The sale of the CSX rail that runs from Syracuse to Montreal was placed on pause. We are anticipating that discussions will resume soon.

Mr. Kelly notes that staff has been staying in contact with companies to assist them through these difficult times, while also working to develop new project activity in order to help move the economy forward. He thanks the staff for their ability to stay focused and be responsive during the last few months. Whenever the staff was called upon to help out, they were always available and attentive to the needs of the businesses.

In a question posted by Mr. Staples, Mr. Kelly responds that the Task Force has been meeting weekly for nearly two months now.

Mr. Staples also inquires about the payment moratorium offered to companies and asks how that is working. Mr. Kelly notes that a 90-day payment moratorium was offered early on so companies could plan accordingly for the short-term needs of their business. The offer was made to those having IDA leases or IDA-LDC loans. It seems to have been effective. Most of the companies are back on regular payments now, with only a couple of businesses still on month-to-month moratorium agreements.

Mr. Staples adds that many of the manufacturing facilities in the County were able to remain open during the required “pause”. Mr. Kelly adds that the State had a series of guidelines that businesses were required to meet. Staff reached out to businesses and provided technical assistance to companies to see how we could assist them in order to qualify as an essential business in order to remain open. Mr. Staples asks how many hundreds of jobs were maintained during this time. Mr. Kelly responds that well over 1,000 jobs that were deemed essential and those jobs kept the economy going during this time. Mr. Staples adds that this number is a very modest estimate.

NCA Emergency Loan Fund: In an effort to assist companies during the pandemic the IDA worked with the North Country Alliance to create an emergency loan fund for businesses in the region. This fund has been used to supplement the federal programs and other local and regional funds that have also been made available.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-20-06-04: Authorizing RDBG Application for CDL Training: This application will assist at least 12 adults as they work to obtain their Class A Commercial Driver’s License through the CREST Center at SUNY Canton. The rate for attending the course is much lower than if the student were to attend the class in Syracuse, which is the next closest location, but still comes with a cost that can be a barrier for potential applicants. The grant will cover approximately \$4,750 per student. Each student will then be responsible for the balance of the class cost which is approximately \$1,500. The total estimated cost for training in the application is \$75,000, with \$57,000 provided through the grant and \$18,000 from participants or other sources. Mr. Blevins motions to approve Resolution IDA-20-06-04, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-06-05: Authorizing a Commitment of Funds to the Drum Country Business Regional Marketing Initiative: This initiative has recently help us fund our COVID advertising and provides a way of marketing Fort Drum and the surrounding counties, including St. Lawrence County, on regional basis. Mr. LaBaff motions to approve Resolution IDA-20-06-05, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution IDA-20-06-06: Authorizing Modifications to the FY2019 Budget: This is a modification that is historically completed at the end of each year to balance the budget lines. Some factors that have influenced the modification include tenants vacating spaces, increased interest income earned on investments, and journal entry accruals resulting from the annual audit process. Mr. LaBaff motions to approve Resolution IDA-20-06-06, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-20-06-07: Accepting the FY2019 Audit: Besides the typical expenses, the audit shows \$1.3 million in outstanding expenses from the Newell Project and \$1.8 million from the Newton Falls Rail Rehabilitation Grant. We have now received \$300,000 of the \$1.3 million outstanding on the Newell Project (from National Grid). Additionally, From The Heart Cabinetry’s Capital Lease on the Potsdam Commerce Park Building is reflected in the audit. There were no major or minor issues with the audit. Mr. LaBaff motions to approve Resolution IDA-20-06-07, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution IDA-20-06-08: Annual Review of Code of Ethics: Mr. Blevins notes that while the Governance Committee had a great deal of discussion pertaining to the guidelines instructing that no director, officer or employee of the Authority shall accept other employment which will impair his or her independence of judgment in the exercise of his/her official duties. The committee felt these are guidelines to follow and each instance will be considered on an individual basis. With that statement, the Governance Committee has reviewed the policy and recommends no changes at this time. Mr. Blevins motions to approve Resolution IDA-20-06-08, seconded by Mr. McMahan. The motion is approved by unanimous vote.

Resolution IDA-20-06-09: Annual Review of Compensation, Reimbursement and Attendance Policy: Mr. Blevins, on behalf of the Governance Committee, notes the policy has been reviewed and no changes are recommended. Mr. Blevins motions to Resolution IDA-20-06-09, seconded by Mr. McMahan. The motion is approved by unanimous vote.

Resolution IDA-20-06-10: Annual Review of Whistleblower Policy: The Governance Committee has reviewed this policy and recommends no changes. Mr. Blevins motions to approve Resolution IDA-20-06-10, seconded by Mr. McMahan. The motion is approved by unanimous vote.

Resolution IDA-20-06-11: Annual Review of Defense and Indemnification Policy: After review by the Governance Committee, there are no recommended changes to this policy. Mr. Blevins motions to approve Resolution IDA-20-06-11, seconded by Mr. McMahan. The motion is approved by unanimous vote.

Resolution IDA-20-06-12: 2020 Review of Disposition of Real Property Guidelines and 2019 Report of Property: Mr. Blevins reminds the members about the disposition of property involving the transition of the Potsdam Commerce Park Building to From The Heart Cabinetry. Mr. Staples adds that the company will be paying PILOT payments and eventually the building will be put back on the tax rolls. Mr. Blevins motions to approve Resolution IDA-20-06-12, seconded by Mr. McMahan. The motion is approved by unanimous vote.

2019 Mission and Performance Report: Mr. Kelly reviews the 2019 highlights from the 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. Due to extenuating circumstances surrounding the COVID crisis, the New York State Authorities Budget Office offered an extension from March 31<sup>st</sup> until June 30<sup>th</sup> to receive reports. Mr. Kelly informs the members that it was a busy year with a lot of activity generated throughout the County. The Mission and Performance Report, in its entirety, will be submitted through the New York State Authorities Budget Office reporting system and made available to the public on our website prior to the June 30<sup>th</sup> deadline. Mr. Blevins and Mr. McMahan motion to accept the report. The motion is approved by unanimous vote.

2019 Annual Report: Mr. Kelly reviews the Annual Report document and asks if there are any individual questions surrounding the contents of the report. In this review, Mr. Kelly mentions there are 26 projects that were reported with approximately \$1.2 million in exemptions and \$310,000 in PILOT payments. The report reflects an increase of 300 jobs with an overall positive performance of the projects. Mr. Blevins and Mr. McMahan 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 extended June 30<sup>th</sup> deadline.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Reagen. The meeting adjourns at 3:47 PM by unanimous vote.

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(Mr.) Lynn Blevins, Secretary