

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
MEETING AGENDA**

Agenda subject to change

December 18, 2020

Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Suite 1, Canton, New York 13617

Call to Order

Roll Call

Public Notice December 14, 2020

Public Comment

Approval of Minutes October 9, 2020 1-2

Financial Report September & October 2020 3-18

Reports of Committees Governance Committee Meeting: November 6, 2020
Blevins (Chair), Hall, LaBaff

Staff Report Patrick Kelly

Old Business None

New Business Resolution: Annual Review: Conflict of Interest Policy19-21

 Resolution: Annual Review: (Revisions) Procurement Policy22-24

 Resolution: Annual Review: Investment Policy25-30

 Resolution: Annual Review: Sexual Harassment Policy31-42

 Resolution: Accepting Revisions to FOIL Policy43-53

 Resolution: Authorizing the Adoption of a Records Retention and
 Disposition Policy54-56

 Resolution: Authorizing a Loan of up to \$40,000 to Under Cover Storage
 57
 Underwriter Report (Confidential) separate attachment

 Annual Review: 2020 Assessment of the Effectiveness of Internal Controls
 58

Executive Session

Adjournment

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**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION**

Meeting of October 9, 2020

CALL TO ORDER: Chairman Staples requests that Mr. Hall (who is attending the meeting in person) direct the meeting. Mr. Hall calls the meeting to order at 9:45 AM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

| | | | |
|---------------|------------------------------|----------------------|---------|
| Blevins..... | Present | Reagen..... | Absent |
| Hall..... | Present | McMahon | Present |
| Morrill | Absent | LaBaff..... | Present |
| Staples | Present (via teleconference) | (via teleconference) | |

Mr. Hall announces there is a quorum.

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

PUBLIC NOTICE: Public notifications sent October 2, 2020 to, 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: Vaughn Golden, Reporter for the Watertown Daily Times, is in attendance. No comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 3, 2020 meeting by Mr. LaBaff seconded by Mr. McMahon. Motion carried unanimously.

FINANCIAL REPORTS: Motion to accept the August 2020 financial reports by Mr. McMahon, seconded by Mr. LaBaff. Ms. Gilbert highlights Community Development & Environmental Improvement Program expenses in the amount of \$4,278.08 paid to the St. Lawrence Power and Equipment Museum, which now completes all disbursements for their award. Motion carried unanimously.

COMMITTEE REPORTS: None

STAFF REPORT: Patrick Kelly reports the following:

Loan Portfolio: With the exception of a couple of companies making interest-only payments, all of the borrowers that took advantage of the COVID relief assistance 90-day moratorium option are now back on a regular payment schedule. We will continue to closely monitor the loans carefully as the crisis continues.

Seaway Timber Harvesting: A partial lien request for property owned by Seaway Timber Harvesting serving as a portion of the collateral for the company's line of credit has been received. The line is secured by numerous pieces of property which are added and removed periodically. After review, it appears the loan is still well collateralized. With no further questions from the board members, the request will be processed.

The St. Lawrence River Valley Redevelopment Agency and LDC recently approved several awards through the Community Development and Environmental Improvement Program. Mr. Kelly acknowledges an article that Vaughn Golden of the Watertown Daily Times wrote about the Program that demonstrates the level of need and appreciation felt by organizations when they receive such an award. Ms. Maggie McKenna from the St. Lawrence County Arts Council was quoted expressing her gratitude for the award in the article.

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-20-10-14: Adopting the FY2021 Budget: Mrs. Gilbert notes that the draft budget was made available for review and comment more than 30 days ago and is now ready for formal approval. She adds that a change to the tentative budget shows a line item for payroll expenditures, an increase of \$75,000. Mr. Kelly adds that staff for the IDA and IDA-LDC are down to 5.5 employees from 8 and we want to have a figure budgeted in the event we add additional staff. Also, the IDA-LDC recently received an award of \$500,000 from the Northern Border Regional Council for rehabilitation work on the former Newell Manufacturing building. A line item was added to the budget to account for expenses related to the award. Mr. LaBaff motions to accept Resolution LDC-20-10-14, seconded by Mr. Staples. The motion is approved by unanimous vote.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Staples. The meeting adjourns at 9:49 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary

**St. Lawrence County Industrial Development Agency
Local Development Corporation
Highlights for
September 2020**

Revenue

| | | |
|--------------------------|------------------|--------------|
| - Lot 19 Rent Revenues | 2,557.50 | |
| - Late Fees Received | 181.08 | |
| - Salary Stipend Revenue | 7,310.28 | |
| - Interest Income | <u>19,984.07</u> | |
| | | \$ 30,032.93 |

Expenses

| | | |
|------------------------------|------------------|--------------|
| - Building Expenses | 421.78 | |
| - Bank Charges (ACH Fees) | 25.00 | |
| - MED Admin Payment (RVRDA) | 2,500.00 | |
| - General Operating Expenses | 365.00 | |
| - Payroll Expenses | <u>16,033.72</u> | |
| | | \$ 19,345.50 |

Net Income \$ 10,687.43

St. Lawrence County IDALDC
Consolidated Balance Sheet
September 2020

| | BMRLF | General Fund | GMEDF | Loan Fund | Micro | RVRA | TOTAL |
|---|------------------|-------------------|---------------------|-------------------|-------------------|---------------------|----------------------|
| ASSETS | | | | | | | |
| Current Assets | | | | | | | |
| Checking/Savings | | | | | | | |
| 205 - BrasherFund | | | | | | | |
| 205-A - NBT - Brasher Fund | 72,347.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 72,347.41 |
| Total 205 - BrasherFund | 72,347.41 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 72,347.41 |
| 204 - Cash -MICRO | | | | | | | |
| 204A - Cash - MICRO NBT | 0.00 | 0.00 | 0.00 | 0.00 | 202,069.27 | 0.00 | 202,069.27 |
| Total 204 - Cash -MICRO | 0.00 | 0.00 | 0.00 | 0.00 | 202,069.27 | 0.00 | 202,069.27 |
| 200 - Cash - General Fund | | | | | | | |
| 200B - Cash - General Fund - KeyBank | | | | | | | |
| 200BG - Cash - General - Key Bank | 0.00 | 334,993.97 | 0.00 | 0.00 | 0.00 | 0.00 | 334,993.97 |
| Total 200B - Cash - General Fund - KeyBank | 0.00 | 334,993.97 | 0.00 | 0.00 | 0.00 | 0.00 | 334,993.97 |
| 200C - Cash - General - NBTBank | 0.00 | 89,556.04 | 0.00 | 0.00 | 0.00 | 0.00 | 89,556.04 |
| 200P2 - Cash - General -Comm Payroll | 0.00 | 48,042.00 | 0.00 | 0.00 | 0.00 | 0.00 | 48,042.00 |
| Total 200 - Cash - General Fund | 0.00 | 472,592.01 | 0.00 | 0.00 | 0.00 | 0.00 | 472,592.01 |
| 201 - Cash - Revolving Loan Fund | | | | | | | |
| 201D - Cash - RLF - KeyBank | 0.00 | 0.00 | 0.00 | 503,093.42 | 0.00 | 0.00 | 503,093.42 |
| 201F - Cash - RLF - NBT | 0.00 | 0.00 | 0.00 | 287,872.86 | 0.00 | 0.00 | 287,872.86 |
| 201Z - Cash - RLF - CD_NBT | 0.00 | 0.00 | 0.00 | 100,000.00 | 0.00 | 0.00 | 100,000.00 |
| Total 201 - Cash - Revolving Loan Fund | 0.00 | 0.00 | 0.00 | 890,966.28 | 0.00 | 0.00 | 890,966.28 |
| 202 - Cash - RVRA | | | | | | | |
| 202G - Cash - RVRA - Key Treasury | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,799,851.00 | 1,799,851.00 |
| 202D - Cash - RVRA - Key Gold MM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 84,341.36 | 84,341.36 |
| 202A - Cash - RVRA - NBT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,577,220.15 | 1,577,220.15 |
| 202C - Cash - RVRA - Key | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 239,028.68 | 239,028.68 |
| 202E - Cash - RVRA - Community Bank | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,584,675.31 | 1,584,675.31 |
| 202F - Cash - RVRA - NBT CDRS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,022,016.47 | 1,022,016.47 |
| Total 202 - Cash - RVRA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6,307,132.97 | 6,307,132.97 |
| 203 - Cash - GMEDF | | | | | | | |
| 203A - Cash - GMEDF - NBT | 0.00 | 0.00 | 2,417,978.87 | 0.00 | 0.00 | 0.00 | 2,417,978.87 |
| Total 203 - Cash - GMEDF | 0.00 | 0.00 | 2,417,978.87 | 0.00 | 0.00 | 0.00 | 2,417,978.87 |
| Total Checking/Savings | 72,347.41 | 472,592.01 | 2,417,978.87 | 890,966.28 | 202,069.27 | 6,307,132.97 | 10,363,086.81 |

St. Lawrence County IDALDC
Consolidated Balance Sheet
September 2020

| | BMRLF | General Fund | GMEDF | Loan Fund | Micro | RVRA | TOTAL |
|--|-----------|--------------|--------------|-------------|------------|--------------|---------------|
| Total Current Assets | 72,347.41 | 472,592.01 | 2,417,978.87 | 890,966.28 | 202,069.27 | 6,307,132.97 | 10,363,086.81 |
| Fixed Assets | | | | | | | |
| 101 - Massena Lot 19 (MIB19) RVRA | | | | | | | |
| 101A - MIB 19 - Building [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 340,200.00 | 340,200.00 |
| 101B - MIB 19 - Bldg Deprec [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -97,980.17 | -97,980.17 |
| 101C - MIB 19 - Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 92,540.01 | 92,540.01 |
| Total 101 - Massena Lot 19 (MIB19) RVRA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 334,759.84 | 334,759.84 |
| Total Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 334,759.84 | 334,759.84 |
| Other Assets | | | | | | | |
| Capital Lease Receivable[RVRA] | | | | | | | |
| 546 - Cap Lease Lot18 - Amtech[RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 370,460.01 | 370,460.01 |
| Total Capital Lease Receivable[RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 370,460.01 | 370,460.01 |
| Note Receivable [BMRLF] | | | | | | | |
| 545 - Russell's Grooming-BMRLF | 27,081.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,081.96 |
| Total Note Receivable [BMRLF] | 27,081.96 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27,081.96 |
| Note Receivable [MICRO] | | | | | | | |
| 634 - N/R - JAPES Pets [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | 20,000.00 |
| 605 - N/R - Gordon Frame2Finish[MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 18,875.41 | 0.00 | 18,875.41 |
| 626 - N/R - Shades Tanning [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 17,770.63 | 0.00 | 17,770.63 |
| 628 - N/R - Susans Stitches [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 3,829.42 | 0.00 | 3,829.42 |
| 627 - N/R - Waddington Auto [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 10,704.01 | 0.00 | 10,704.01 |
| 631 - N/R - Wright's Tool Sales [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 479.43 | 0.00 | 479.43 |
| 632 - N/R - BH Trailers [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 10,944.42 | 0.00 | 10,944.42 |
| 633 - N/R - Sharrows 2018 [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 14,453.58 | 0.00 | 14,453.58 |
| Total Note Receivable [MICRO] | 0.00 | 0.00 | 0.00 | 0.00 | 97,056.90 | 0.00 | 97,056.90 |
| Bad Debt Allowance | | | | | | | |
| 555-D - Bad Debt Allowance [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | -14,000.00 | 0.00 | -14,000.00 |
| 555-A - Bad Debt Allowance[RLF] | 0.00 | 0.00 | 0.00 | -108,000.00 | 0.00 | 0.00 | -108,000.00 |
| 555-B - Bad Debt Allowance[RVRDA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -189,500.00 | -189,500.00 |
| 555-C - Bad Debt Allowance[GMEDF] | 0.00 | 0.00 | -16,500.00 | 0.00 | 0.00 | 0.00 | -16,500.00 |
| Total Bad Debt Allowance | 0.00 | 0.00 | -16,500.00 | -108,000.00 | -14,000.00 | -189,500.00 | -328,000.00 |
| Mortgage Receivable [GMEDF] | | | | | | | |
| 413 - M/R - High Peaks Winery [GMEDF] | 0.00 | 0.00 | 23,604.43 | 0.00 | 0.00 | 0.00 | 23,604.43 |
| Total Mortgage Receivable [GMEDF] | 0.00 | 0.00 | 23,604.43 | 0.00 | 0.00 | 0.00 | 23,604.43 |

St. Lawrence County IDALDC
Consolidated Balance Sheet
September 2020

| | BMRLF | General Fund | GMEDF | Loan Fund | Micro | RVRA | TOTAL |
|--|-------|--------------|-------|--------------|-------|------------|--------------|
| Mortgage Receivable [RLF] | | | | | | | |
| 543 · M/R - Pro Sport Trailers | 0.00 | 0.00 | 0.00 | 43,643.70 | 0.00 | 0.00 | 43,643.70 |
| 501 · M/R - SLCIDACIB [RLF] | 0.00 | 0.00 | 0.00 | 573,848.71 | 0.00 | 0.00 | 573,848.71 |
| Total Mortgage Receivable [RLF] | 0.00 | 0.00 | 0.00 | 617,492.41 | 0.00 | 0.00 | 617,492.41 |
| Mortgage Receivables [RVRA] | | | | | | | |
| 551 · M/R - Structural Wood [RVR] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 288,496.10 | 288,496.10 |
| 544 · M/R - Pro Sport Trailers [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 43,643.72 | 43,643.72 |
| 414 · M/R - High Peaks Winery [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,816.33 | 23,816.33 |
| 500 · M/R - SLCIDACIB [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 512,821.53 | 512,821.53 |
| Total Mortgage Receivables [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 868,777.68 | 868,777.68 |
| N/R Revolving Loan Fund - [RLF] | | | | | | | |
| 549 · N/R - Johnson Newspaper [RLF] | 0.00 | 0.00 | 0.00 | 86,215.39 | 0.00 | 0.00 | 86,215.39 |
| 547 · N/R - AmTech Loan [RLF] | 0.00 | 0.00 | 0.00 | 185,102.68 | 0.00 | 0.00 | 185,102.68 |
| 542 · N/R - PSPInc., 2019 [RLF] | 0.00 | 0.00 | 0.00 | 91,297.93 | 0.00 | 0.00 | 91,297.93 |
| 538 · N/R - No Co Dairy 2018 [RLF] | 0.00 | 0.00 | 0.00 | 158,404.45 | 0.00 | 0.00 | 158,404.45 |
| 535 · N/R - NorthAmericanForest [RLF] | 0.00 | 0.00 | 0.00 | 368,595.90 | 0.00 | 0.00 | 368,595.90 |
| 533 · N/R - Kingston 2018 [RLF] | 0.00 | 0.00 | 0.00 | 50,536.44 | 0.00 | 0.00 | 50,536.44 |
| 531 · N/R - Bregg Winery [RLF] | 0.00 | 0.00 | 0.00 | 18,368.14 | 0.00 | 0.00 | 18,368.14 |
| 466 · N/R - Hacketts [RLF] | 0.00 | 0.00 | 0.00 | 50,571.08 | 0.00 | 0.00 | 50,571.08 |
| 488 · N/R - GilbertGreenCoClub [RLF] | 0.00 | 0.00 | 0.00 | 13,261.31 | 0.00 | 0.00 | 13,261.31 |
| 492 · N/R - CurranRenewable2012 [RLF] | 0.00 | 0.00 | 0.00 | 54,618.91 | 0.00 | 0.00 | 54,618.91 |
| 516 · N/R - Potsdam Spec. Paper[RLF] | 0.00 | 0.00 | 0.00 | 80,776.81 | 0.00 | 0.00 | 80,776.81 |
| 517 · N/R - Canexsys [RLF] | 0.00 | 0.00 | 0.00 | 93,151.07 | 0.00 | 0.00 | 93,151.07 |
| Total N/R Revolving Loan Fund - [RLF] | 0.00 | 0.00 | 0.00 | 1,250,900.11 | 0.00 | 0.00 | 1,250,900.11 |
| Notes Receivable - [RVRA] | | | | | | | |
| 548 · N/R - Pepsi-Cola [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 182,135.95 | 182,135.95 |
| 537 · N/R - No Co Dairy 2018 [RVR] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 633,599.91 | 633,599.91 |
| 536 · N/R - NorthAmericanForest [RVR] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 92,226.34 | 92,226.34 |
| 534 · N/R - Thew [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60,271.95 | 60,271.95 |
| 532 · N/R - Kingston Pharma 18 [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 66,245.38 | 66,245.38 |
| 487 · N/R - StructuralWood [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,505.66 | 22,505.66 |
| 498 · N/R - Riverside Iron [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 42,090.50 | 42,090.50 |
| 506 · N/R - Ansen 2015 [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 140,099.72 | 140,099.72 |
| 507 · N/R - Curran LOC [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 777,198.50 | 777,198.50 |

St. Lawrence County IDALDC
Consolidated Balance Sheet
September 2020

| | BMRLF | General Fund | GMEDF | Loan Fund | Micro | RVRA | TOTAL |
|---|------------------|-------------------|---------------------|---------------------|-------------------|----------------------|----------------------|
| 511 · N/R - Swift Labs [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,096.40 | 16,096.40 |
| 512 · N/R - BlastBoss 2017 [RVRDA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 21,924.54 | 21,924.54 |
| 514 · N/R - Atlantic Testing [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 119,800.87 | 119,800.87 |
| 519 · N/R - Canexsys [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 94,903.44 | 94,903.44 |
| 521 · N/R - Kingston Equip [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 43,372.27 | 43,372.27 |
| Total Notes Receivable - [RVRA] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,312,471.43 | 2,312,471.43 |
| Notes Receivable GMEDF | | | | | | | |
| 432 · N/R - CliftonFineHosp [GMEDF] | 0.00 | 0.00 | 64,873.56 | 0.00 | 0.00 | 0.00 | 64,873.56 |
| 434 · N/R - StructuralWood [GMEDF] | 0.00 | 0.00 | 22,505.66 | 0.00 | 0.00 | 0.00 | 22,505.66 |
| 437 · N/R - Riverside Iron [GMEDF] | 0.00 | 0.00 | 41,273.39 | 0.00 | 0.00 | 0.00 | 41,273.39 |
| 518 · N/R - Canexsys [GMEDF] | 0.00 | 0.00 | 94,903.44 | 0.00 | 0.00 | 0.00 | 94,903.44 |
| Total Notes Receivable GMEDF | 0.00 | 0.00 | 223,556.05 | 0.00 | 0.00 | 0.00 | 223,556.05 |
| 220 · Due from Affiliate | | | | | | | |
| 220-Ins · Due From Tenant for Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -286.63 | -286.63 |
| 220 · Due from Affiliate - Other | 0.00 | 0.00 | 0.00 | 129,925.91 | 0.00 | 52.91 | 129,978.82 |
| Total 220 · Due from Affiliate | 0.00 | 0.00 | 0.00 | 129,925.91 | 0.00 | -233.72 | 129,692.19 |
| Total Other Assets | 27,081.96 | 0.00 | 230,660.48 | 1,890,318.43 | 83,056.90 | 3,361,975.40 | 5,593,093.17 |
| TOTAL ASSETS | 99,429.37 | 472,592.01 | 2,648,639.35 | 2,781,284.71 | 285,126.17 | 10,003,868.21 | 16,290,939.82 |
| LIABILITIES & EQUITY | | | | | | | |
| Liabilities | | | | | | | |
| Long Term Liabilities | | | | | | | |
| 524 · Due to Affiliates | 0.00 | 0.00 | 0.00 | 5,964.00 | 0.00 | 0.00 | 5,964.00 |
| Total Long Term Liabilities | 0.00 | 0.00 | 0.00 | 5,964.00 | 0.00 | 0.00 | 5,964.00 |
| Total Liabilities | 0.00 | 0.00 | 0.00 | 5,964.00 | 0.00 | 0.00 | 5,964.00 |
| Equity | | | | | | | |
| 32000 · Unrestricted Net Assets | -655.09 | -60,391.11 | 17,205.19 | 25,781.12 | 6,854.88 | -995,314.53 | -1,006,519.54 |
| 3800 · Net Assets - No Restrictions | 0.00 | 350,399.70 | 0.00 | 0.00 | 0.00 | 0.00 | 350,399.70 |
| 3900 · Net Assets - Donor Restricted | 100,000.00 | 0.00 | 2,625,470.48 | 2,946,458.32 | 276,600.08 | 11,288,447.96 | 17,236,976.84 |
| Net Income | 508.89 | -42,416.58 | 5,963.68 | 28,081.27 | 1,671.21 | -289,265.22 | -295,456.75 |
| Total Equity | 99,853.80 | 247,592.01 | 2,648,639.35 | 3,000,320.71 | 285,126.17 | 10,003,868.21 | 16,285,400.25 |
| TOTAL LIABILITIES & EQUITY | 99,853.80 | 247,592.01 | 2,648,639.35 | 3,006,284.71 | 285,126.17 | 10,003,868.21 | 16,291,364.25 |

St. Lawrence County IDALDC
Budget Report
January 1 - September 30, 2020

| | 2020 Budget | Gen Fund Sept 2020 | Loan Fund Sept 2020 | GMEDF Sept 2020 | RVRDA Sept 2020 | MICRO Sept 2020 | BMRLF Sept 2020 | Combined Sept 2020 | YTD | Balance |
|---|-------------------|-----------------------|------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|-------------------|--------------------|
| OPERATING REVENUE | | | | | | | | | | |
| 2400 · Late Fees Received | 1,000.00 | 0.00 | 0.00 | 121.08 | 0.00 | 60.00 | 0.00 | 181.08 | 756.08 | 243.92 |
| 2409B · Interest Income - Banking | 64,575.00 | 0.00 | 12.80 | 39.71 | 279.07 | 3.55 | 0.00 | 335.13 | 27,092.21 | 37,482.79 |
| 2409L · Interest Income - Loans | 156,100.00 | 0.00 | 7,206.29 | 1,146.34 | 10,544.91 | 664.36 | 87.04 | 19,648.94 | 95,215.50 | 60,884.50 |
| 2412 · RVRDA Administrative Revenue | 300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 0.00 |
| 2421 · Salary Stipend Revenue | 12,650.00 | 7,310.28 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,310.28 | 7,310.28 | 5,339.72 |
| 2449 · Brasher Admin | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 2450 · Miscellaneous Income | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,300.00 | 1,700.00 |
| Total OPERATING REVENUE | 539,325.00 | 7,310.28 | 7,219.09 | 1,307.13 | 10,823.98 | 727.91 | 87.04 | 27,475.43 | 431,674.07 | 107,650.93 |
| MASSENA IND BLDG LOT19 | | | | | | | | | | |
| 2423 - MIB Lot 19 Rent | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 25,575.00 | 32,175.00 |
| Total Revenue for MIB19 | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 25,575.00 | 32,175.00 |
| 6487408 · MIB19 - Maintenance Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 320.00 | 0.00 | 0.00 | 320.00 | 760.00 | 240.00 |
| 6487411 · MIB19 - Insurance Expense | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 |
| 6487416 · MIB19 - Utility Expense | 100.00 | 0.00 | 0.00 | 0.00 | 101.78 | 0.00 | 0.00 | 101.78 | 963.03 | (863.03) |
| 6487499 · MIB19 - Miscellaneous Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 6487500 · MIB19 - Depreciation Expense | 16,058.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,058.00 |
| Total Expenditures for MIB19 | 21,158.00 | 0.00 | 0.00 | 0.00 | 421.78 | 0.00 | 0.00 | 421.78 | 1,723.03 | 19,434.97 |
| Total MIB 19 | 36,592.00 | 0.00 | 0.00 | 0.00 | 2,135.72 | 0.00 | 0.00 | 2,135.72 | 23,851.97 | 12,740.03 |
| MISCELLANEOUS PROJECTS | | | | | | | | | | |
| 2425 · NG Marketing Initiative Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2454 · MIB 18 & 19 Improvement Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| Total Revenue for Misc Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| 6420430 · Training Reimb Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420436 · NG Marketing Initiative Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420486 · Improvements on MIB 18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420487 · Improvements on MIB 19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses for Misc Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total MISCELLANEOUS PROJECTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| Total Building Revenues | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 25,575.00 | 32,175.00 |
| Total Building Expenditures | 21,158.00 | 0.00 | 0.00 | 0.00 | 421.78 | 0.00 | 0.00 | 421.78 | 1,723.03 | 19,434.97 |
| Total Building Net Income | 36,592.00 | 0.00 | 0.00 | 0.00 | 2,135.72 | 0.00 | 0.00 | 2,135.72 | 23,851.97 | 12,740.03 |
| Total Building Depreciation | 16,058.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,058.00 |
| Building Net Income without Depreciation | 52,650.00 | 0.00 | 0.00 | 0.00 | 2,135.72 | 0.00 | 0.00 | 2,135.72 | 23,851.97 | 28,798.03 |

St. Lawrence County IDALDC

Budget Report

January 1 - September 30, 2020

| | 2020 Budget | Gen Fund Sept 2020 | Loan Fund Sept 2020 | GMEDF Sept 2020 | RVRDA Sept 2020 | MICRO Sept 2020 | BMRLF Sept 2020 | Combined Sept 2020 | YTD | Balance |
|--|---------------------|-----------------------|------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------|---------------------|-----------------------|
| COMMUNITY DEVELOPMENT PROGRAM | | | | | | | | | | |
| 6460450-14 · CDEIP 2014 | 13,527.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,527.00 |
| 6460450-15 · CDEIP 2015 | 65,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 65,000.00 |
| 6460450-16 · CDEIP 2016 | 100,100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,100.00 |
| 6460450-17 · CDEIP 2017 | 117,616.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,027.50 | 117,616.00 |
| 6460450-18 · CDEIP 2018 | 51,535.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,000.00 | 51,535.00 |
| 6460450-19 · CDEIP 2019 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 47,055.07 | 100,000.00 |
| 6460450-20 · CDEIP 2020 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| Total MASSENA IND BLDG LOT19 | 547,778.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 86,082.57 | 547,778.00 |
| 6460411 · Insurance Expense | 1,950.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,950.00 |
| 6460417 · Bank Charges | 300.00 | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 225.00 | 275.00 |
| 6460418 · Underwriting Expense | 3,750.00 | 0.00 | 0.00 | 0.00 | 95.00 | 45.00 | 0.00 | 140.00 | 709.00 | 3,610.00 |
| 6460420 · Office Supplies Expense | 450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 290.00 | 450.00 |
| 6460427 · Professional Assoc. Expense | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 6460430 · Contractual Expenses to MED | 30,000.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 22,500.00 | 27,500.00 |
| 6460431 · IDALDC Admin Payment | 300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 300,000.00 |
| 6460432 · Other Legal Expense | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45.00 | 7,500.00 |
| 6460433 · Legal Expense - Retainer | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,875.00 | 7,500.00 |
| 6460434 · Accounting Expense - General | 16,725.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 775.00 | 16,725.00 |
| 6460435 · GMEDF Admin Fee | 7,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,200.00 |
| 6460436 · Marketing | 25,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,500.00 |
| 6460437 · Contracted Services (Intern) | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 6460442 · Meeting Expense | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 295.00 | 250.00 |
| 6460443 · Mileage Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 6460444 · Educational Workshop Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45.00 | 500.00 |
| 6460445 · Other Travel Expense | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.84 | 2,500.00 |
| 6460499 · Miscellaneous Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 225.00 | 0.00 | 225.00 | 240.09 | 775.00 |
| 6460503 · Payroll Expenses | | | | | | | | | | |
| 503A - Salaries & Wages | 126,000.00 | 14,782.08 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,782.08 | 137,186.62 | 111,217.92 |
| 503B - Employee Benefits | 750.00 | (7.20) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (7.20) | 252.00 | 757.20 |
| 503D - Payroll Tax Expenses | 10,000.00 | 1,148.86 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,148.86 | 10,829.09 | 8,851.14 |
| 503E- Payroll Processing Fees | 1,150.00 | 109.98 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 109.98 | 1,461.10 | 1,040.02 |
| 6460550 · IDA/ RVRDA Admin Payment | 200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200,000.00 | 200,000.00 |
| 6460555 · Bad Debt Expense | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 6460599 · Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 746,775.00 | 16,033.72 | 25.00 | 0.00 | 2,595.00 | 270.00 | 0.00 | 18,923.72 | 676,754.74 | 727,851.28 |
| Total Income | 597,075.00 | 7,310.28 | 7,219.09 | 1,307.13 | 13,381.48 | 727.91 | 87.04 | 30,032.93 | 469,103.59 | 127,971.41 |
| Total Expenses | 1,315,711.00 | 16,033.72 | 25.00 | 0.00 | 3,016.78 | 270.00 | 0.00 | 19,345.50 | 764,560.34 | 1,295,064.25 |
| Net Income | (718,636.00) | (8,723.44) | 7,194.09 | 1,307.13 | 10,364.70 | 457.91 | 87.04 | 10,687.43 | (295,456.75) | (1,167,092.84) |

St. Lawrence County Industrial Development Agency
Local Development Corporation
Cash and In Time Report
September-20

| Bank | Fund | Account Type | Balance |
|----------------|-------------|---------------------|-------------------------|
| NBT | BMRLF | Checking | \$ 72,347.41 |
| NBT | MICRO | Checking | \$ 202,069.27 |
| Key Bank | General | Money Market | \$ 334,993.97 |
| NBT | General | Money Market | \$ 89,556.04 |
| Community Bank | General | Payroll | \$ 48,042.00 |
| Key Bank | Loan Fund | Money Market | \$ 503,093.42 |
| NBT | Loan Fund | Checking | \$ 287,872.86 |
| NBT | Loan Fund | CD | \$ 100,000.00 |
| Key Bank | RVRA | US Treasuries | \$ 1,799,851.00 |
| Key Bank | RVRA | Money Market | \$ 84,341.36 |
| NBT | RVRA | Checking | \$ 1,577,220.15 |
| Key Bank | RVRA | MM Gold | \$ 239,028.68 |
| Community Bank | RVRA | Checking | \$ 1,584,675.31 |
| NBT | RVRA | CDRS | \$ 1,022,016.47 |
| NBT | GMEDF | Checking | \$ 2,417,978.87 |
| | | | <u>\$ 10,363,086.81</u> |

**St. Lawrence County Industrial Development Agency
Local Development Corporation
Highlights for
October 2020**

Revenue

| | | |
|------------------------|------------------|--------------|
| - Lot 19 Rent Revenues | 2,557.50 | |
| - Late Fees Received | 30.00 | |
| - Interest Income | <u>12,644.26</u> | |
| | | \$ 15,231.76 |

Expenses

| | | |
|-----------------------------|------------------|--------------|
| - Building Expenses | 27.26 | |
| - Bank Charges (ACH Fees) | 25.00 | |
| - MED Admin Payment (RVRDA) | 2,500.00 | |
| - CDEIP 2017 Expenses | 5,434.16 | |
| - Payroll Expenses | <u>25,803.85</u> | |
| | | \$ 33,790.27 |

Net Income \$ (18,558.51)

St. Lawrence County IDALDC
Consolidated Balance Sheet
January through October 2020

| | General Fund | Loan Fund | GMEDF | RVRA | Micro | BMRLF | TOTAL |
|--|--------------|--------------|--------------|--------------|------------|-----------|---------------|
| ASSETS | | | | | | | |
| Current Assets | | | | | | | |
| Checking/Savings | | | | | | | |
| 205 - BrasherFund | | | | | | | |
| 205-A - NBT - Brasher Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 73,618.31 | 73,618.31 |
| Total 205 - BrasherFund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 73,618.31 | 73,618.31 |
| 204 - Cash -MICRO | | | | | | | |
| 204A - Cash - MICRO NBT | 0.00 | 0.00 | 0.00 | 0.00 | 203,644.65 | 0.00 | 203,644.65 |
| Total 204 - Cash -MICRO | 0.00 | 0.00 | 0.00 | 0.00 | 203,644.65 | 0.00 | 203,644.65 |
| 200 - Cash - General Fund | | | | | | | |
| 200B - Cash - General Fund - KeyBank | | | | | | | |
| 200BG - Cash - General - Key Bank | 259,993.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 259,993.97 |
| Total 200B - Cash - General Fund - KeyBank | 259,993.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 259,993.97 |
| 200C - Cash - General - NBTBank | 38,727.04 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 38,727.04 |
| 200P2 - Cash - General -Comm Payroll | 26,889.94 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,889.94 |
| Total 200 - Cash - General Fund | 325,610.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 325,610.95 |
| 201 - Cash - Revolving Loan Fund | | | | | | | |
| 201D - Cash - RLF - KeyBank | 0.00 | 578,093.42 | 0.00 | 0.00 | 0.00 | 0.00 | 578,093.42 |
| 201F - Cash - RLF - NBT | 0.00 | 394,896.15 | 0.00 | 0.00 | 0.00 | 0.00 | 394,896.15 |
| 201Z - Cash - RLF - CD_NBT | 0.00 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| Total 201 - Cash - Revolving Loan Fund | 0.00 | 1,072,989.57 | 0.00 | 0.00 | 0.00 | 0.00 | 1,072,989.57 |
| 202 - Cash - RVRA | | | | | | | |
| 202G - Cash - RVRA - Key Treasury | 0.00 | 0.00 | 0.00 | 1,300,000.00 | 0.00 | 0.00 | 1,300,000.00 |
| 202D - Cash - RVRA - Key Gold MM | 0.00 | 0.00 | 0.00 | 584,349.87 | 0.00 | 0.00 | 584,349.87 |
| 202A - Cash - RVRA - NBT | 0.00 | 0.00 | 0.00 | 1,661,596.62 | 0.00 | 0.00 | 1,661,596.62 |
| 202C - Cash - RVRA - Key | 0.00 | 0.00 | 0.00 | 239,030.70 | 0.00 | 0.00 | 239,030.70 |
| 202E - Cash - RVRA - Community Bank | 0.00 | 0.00 | 0.00 | 1,584,702.16 | 0.00 | 0.00 | 1,584,702.16 |
| 202F - Cash - RVRA - NBT CDRS | 0.00 | 0.00 | 0.00 | 1,022,276.88 | 0.00 | 0.00 | 1,022,276.88 |
| Total 202 - Cash - RVRA | 0.00 | 0.00 | 0.00 | 6,391,956.23 | 0.00 | 0.00 | 6,391,956.23 |
| 203 - Cash - GMEDF | | | | | | | |
| 203A - Cash - GMEDF - NBT | 0.00 | 0.00 | 2,425,818.84 | 0.00 | 0.00 | 0.00 | 2,425,818.84 |
| Total 203 - Cash - GMEDF | 0.00 | 0.00 | 2,425,818.84 | 0.00 | 0.00 | 0.00 | 2,425,818.84 |
| Total Checking/Savings | 325,610.95 | 1,072,989.57 | 2,425,818.84 | 6,391,956.23 | 203,644.65 | 73,618.31 | 10,493,638.55 |

St. Lawrence County IDALDC
Consolidated Balance Sheet
January through October 2020

| | General Fund | Loan Fund | GMEDF | RVRA | Micro | BMRLF | TOTAL |
|--|--------------|--------------|--------------|--------------|------------|-----------|---------------|
| Total Current Assets | 325,610.95 | 1,072,989.57 | 2,425,818.84 | 6,391,956.23 | 203,644.65 | 73,618.31 | 10,493,638.55 |
| Fixed Assets | | | | | | | |
| 101 - Massena Lot 19 (MIB19) RVRA | | | | | | | |
| 101A - MIB 19 - Building [RVRA] | 0.00 | 0.00 | 0.00 | 340,200.00 | 0.00 | 0.00 | 340,200.00 |
| 101B - MIB 19 - Bldg Deprec [RVRA] | 0.00 | 0.00 | 0.00 | -97,980.17 | 0.00 | 0.00 | -97,980.17 |
| 101C - MIB 19 - Improvements | 0.00 | 0.00 | 0.00 | 92,540.01 | 0.00 | 0.00 | 92,540.01 |
| Total 101 - Massena Lot 19 (MIB19) RVRA | 0.00 | 0.00 | 0.00 | 334,759.84 | 0.00 | 0.00 | 334,759.84 |
| Total Fixed Assets | 0.00 | 0.00 | 0.00 | 334,759.84 | 0.00 | 0.00 | 334,759.84 |
| Other Assets | | | | | | | |
| Capital Lease Receivable[RVRA] | | | | | | | |
| 546 - Cap Lease Lot18 - Amtech[RVRA] | 0.00 | 0.00 | 0.00 | 368,762.27 | 0.00 | 0.00 | 368,762.27 |
| Total Capital Lease Receivable[RVRA] | 0.00 | 0.00 | 0.00 | 368,762.27 | 0.00 | 0.00 | 368,762.27 |
| Note Receivable [BMRLF] | | | | | | | |
| 545 - Russell's Grooming-BMRLF | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,414.73 | 26,414.73 |
| Total Note Receivable [BMRLF] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,414.73 | 26,414.73 |
| Note Receivable [MICRO] | | | | | | | |
| 634 - N/R - JAPES Pets [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 20,013.15 | 0.00 | 20,013.15 |
| 605 - N/R - Gordon Frame2Finish[MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 18,875.41 | 0.00 | 18,875.41 |
| 626 - N/R - Shades Tanning [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 17,711.06 | 0.00 | 17,711.06 |
| 628 - N/R - Susans Stitches [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 3,634.42 | 0.00 | 3,634.42 |
| 627 - N/R - Waddington Auto [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 10,704.01 | 0.00 | 10,704.01 |
| 632 - N/R - BH Trailers [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 10,721.84 | 0.00 | 10,721.84 |
| 633 - N/R - Sharrows 2018 [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | 14,122.27 | 0.00 | 14,122.27 |
| Total Note Receivable [MICRO] | 0.00 | 0.00 | 0.00 | 0.00 | 95,782.16 | 0.00 | 95,782.16 |
| Bad Debt Allowance | | | | | | | |
| 555-D - Bad Debt Allowance [MIC] | 0.00 | 0.00 | 0.00 | 0.00 | -14,000.00 | 0.00 | -14,000.00 |
| 555-A - Bad Debt Allowance[RLF] | 0.00 | -108,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | -108,000.00 |
| 555-B - Bad Debt Allowance[RVRDA] | 0.00 | 0.00 | 0.00 | -189,500.00 | 0.00 | 0.00 | -189,500.00 |
| 555-C - Bad Debt Allowance[GMEDF] | 0.00 | 0.00 | -16,500.00 | 0.00 | 0.00 | 0.00 | -16,500.00 |
| Total Bad Debt Allowance | 0.00 | -108,000.00 | -16,500.00 | -189,500.00 | -14,000.00 | 0.00 | -328,000.00 |
| Mortgage Receivable [GMEDF] | | | | | | | |
| 413 - M/R - High Peaks Winery [GMEDF] | 0.00 | 0.00 | 23,604.43 | 0.00 | 0.00 | 0.00 | 23,604.43 |
| Total Mortgage Receivable [GMEDF] | 0.00 | 0.00 | 23,604.43 | 0.00 | 0.00 | 0.00 | 23,604.43 |
| Mortgage Receivable [RLF] | | | | | | | |

St. Lawrence County IDALDC
Consolidated Balance Sheet
January through October 2020

| | General Fund | Loan Fund | GMEDF | RVRA | Micro | BMRLF | TOTAL |
|--|--------------|---------------------|-------------|-------------------|-------------|-------------|---------------------|
| 543 · M/R - Pro Sport Trailers | 0.00 | 43,643.70 | 0.00 | 0.00 | 0.00 | 0.00 | 43,643.70 |
| 501 · M/R - SLCIDACIB [RLF] | 0.00 | 571,993.98 | 0.00 | 0.00 | 0.00 | 0.00 | 571,993.98 |
| Total Mortgage Receivable [RLF] | 0.00 | 615,637.68 | 0.00 | 0.00 | 0.00 | 0.00 | 615,637.68 |
| Mortgage Receivables [RVRA] | | | | | | | |
| 551 · M/R - Structural Wood [RVR] | 0.00 | 0.00 | 0.00 | 286,289.06 | 0.00 | 0.00 | 286,289.06 |
| 544 · M/R - Pro Sport Trailers [RVRA] | 0.00 | 0.00 | 0.00 | 43,643.72 | 0.00 | 0.00 | 43,643.72 |
| 414 · M/R - High Peaks Winery [RVRA] | 0.00 | 0.00 | 0.00 | 23,816.33 | 0.00 | 0.00 | 23,816.33 |
| 500 · M/R - SLCIDACIB [RVRA] | 0.00 | 0.00 | 0.00 | 510,029.62 | 0.00 | 0.00 | 510,029.62 |
| Total Mortgage Receivables [RVRA] | 0.00 | 0.00 | 0.00 | 863,778.73 | 0.00 | 0.00 | 863,778.73 |
| N/R Revolving Loan Fund - [RLF] | | | | | | | |
| 549 · N/R - Johnson Newspaper [RLF] | 0.00 | 84,677.28 | 0.00 | 0.00 | 0.00 | 0.00 | 84,677.28 |
| 547 · N/R - AmTech Loan [RLF] | 0.00 | 185,102.68 | 0.00 | 0.00 | 0.00 | 0.00 | 185,102.68 |
| 542 · N/R - PSPInc., 2019 [RLF] | 0.00 | 83,594.89 | 0.00 | 0.00 | 0.00 | 0.00 | 83,594.89 |
| 538 · N/R - No Co Dairy 2018 [RLF] | 0.00 | 153,782.97 | 0.00 | 0.00 | 0.00 | 0.00 | 153,782.97 |
| 535 · N/R - NorthAmericanForest [RLF] | 0.00 | 368,595.90 | 0.00 | 0.00 | 0.00 | 0.00 | 368,595.90 |
| 533 · N/R - Kingston 2018 [RLF] | 0.00 | 49,342.97 | 0.00 | 0.00 | 0.00 | 0.00 | 49,342.97 |
| 531 · N/R - Bregg Winery [RLF] | 0.00 | 17,821.71 | 0.00 | 0.00 | 0.00 | 0.00 | 17,821.71 |
| 466 · N/R - Hacketts [RLF] | 0.00 | 50,571.08 | 0.00 | 0.00 | 0.00 | 0.00 | 50,571.08 |
| 488 · N/R - GilbertGreenCoClub [RLF] | 0.00 | 13,261.31 | 0.00 | 0.00 | 0.00 | 0.00 | 13,261.31 |
| 492 · N/R - CurranRenewable2012 [RLF] | 0.00 | 54,046.76 | 0.00 | 0.00 | 0.00 | 0.00 | 54,046.76 |
| 516 · N/R - Potsdam Spec. Paper[RLF] | 0.00 | 57,840.43 | 0.00 | 0.00 | 0.00 | 0.00 | 57,840.43 |
| 517 · N/R - Canexsys [RLF] | 0.00 | 91,405.65 | 0.00 | 0.00 | 0.00 | 0.00 | 91,405.65 |
| Total N/R Revolving Loan Fund - [RLF] | 0.00 | 1,210,043.63 | 0.00 | 0.00 | 0.00 | 0.00 | 1,210,043.63 |
| Notes Receivable - [RVRA] | | | | | | | |
| 548 · N/R - Pepsi-Cola [RVRA] | 0.00 | 0.00 | 0.00 | 182,135.95 | 0.00 | 0.00 | 182,135.95 |
| 537 · N/R - No Co Dairy 2018 [RVR] | 0.00 | 0.00 | 0.00 | 624,406.79 | 0.00 | 0.00 | 624,406.79 |
| 536 · N/R - NorthAmericanForest [RVR] | 0.00 | 0.00 | 0.00 | 92,226.34 | 0.00 | 0.00 | 92,226.34 |
| 534 · N/R - Thew [RVRA] | 0.00 | 0.00 | 0.00 | 60,271.95 | 0.00 | 0.00 | 60,271.95 |
| 532 · N/R - Kingston Pharma 18 [RVRA] | 0.00 | 0.00 | 0.00 | 63,163.56 | 0.00 | 0.00 | 63,163.56 |
| 487 · N/R - StructuralWood [RVRA] | 0.00 | 0.00 | 0.00 | 21,163.70 | 0.00 | 0.00 | 21,163.70 |
| 498 · N/R - Riverside Iron [RVRA] | 0.00 | 0.00 | 0.00 | 41,273.41 | 0.00 | 0.00 | 41,273.41 |
| 506 · N/R - Ansen 2015 [RVRA] | 0.00 | 0.00 | 0.00 | 136,077.79 | 0.00 | 0.00 | 136,077.79 |
| 507 · N/R - Curran LOC [RVRA] | 0.00 | 0.00 | 0.00 | 731,767.97 | 0.00 | 0.00 | 731,767.97 |
| 511 · N/R - Swift Labs [RVRA] | 0.00 | 0.00 | 0.00 | 16,096.40 | 0.00 | 0.00 | 16,096.40 |

St. Lawrence County IDALDC
Consolidated Balance Sheet
January through October 2020

| | General Fund | Loan Fund | GMEDF | RVRA | Micro | BMRLF | TOTAL |
|---|-------------------|---------------------|---------------------|----------------------|-------------------|-------------------|----------------------|
| 512 · N/R - BlastBoss 2017 [RVRA] | 0.00 | 0.00 | 0.00 | 20,579.21 | 0.00 | 0.00 | 20,579.21 |
| 514 · N/R - Atlantic Testing [RVRA] | 0.00 | 0.00 | 0.00 | 117,310.78 | 0.00 | 0.00 | 117,310.78 |
| 519 · N/R - Canexsys [RVRA] | 0.00 | 0.00 | 0.00 | 93,151.07 | 0.00 | 0.00 | 93,151.07 |
| 521 · N/R - Kingston Equip [RVRA] | 0.00 | 0.00 | 0.00 | 39,286.72 | 0.00 | 0.00 | 39,286.72 |
| Total Notes Receivable - [RVRA] | 0.00 | 0.00 | 0.00 | 2,238,911.64 | 0.00 | 0.00 | 2,238,911.64 |
| Notes Receivable GMEDF | | | | | | | |
| 432 · N/R - CliftonFineHosp [GMEDF] | 0.00 | 0.00 | 63,002.09 | 0.00 | 0.00 | 0.00 | 63,002.09 |
| 434 · N/R - StructuralWood [GMEDF] | 0.00 | 0.00 | 21,163.70 | 0.00 | 0.00 | 0.00 | 21,163.70 |
| 437 · N/R - Riverside Iron [GMEDF] | 0.00 | 0.00 | 40,458.00 | 0.00 | 0.00 | 0.00 | 40,458.00 |
| 518 · N/R - Canexsys [GMEDF] | 0.00 | 0.00 | 93,151.07 | 0.00 | 0.00 | 0.00 | 93,151.07 |
| Total Notes Receivable GMEDF | 0.00 | 0.00 | 217,774.86 | 0.00 | 0.00 | 0.00 | 217,774.86 |
| 220 · Due from Affiliate | | | | | | | |
| 220-Ins · Due From Tenant for Insurance | 0.00 | 0.00 | 0.00 | -582.63 | 0.00 | 0.00 | -582.63 |
| 220 · Due from Affiliate - Other | 0.00 | 129,925.91 | 0.00 | 52.91 | 0.00 | 0.00 | 129,978.82 |
| Total 220 · Due from Affiliate | 0.00 | 129,925.91 | 0.00 | -529.72 | 0.00 | 0.00 | 129,396.19 |
| Total Other Assets | 0.00 | 1,847,607.22 | 224,879.29 | 3,281,422.92 | 81,782.16 | 26,414.73 | 5,462,106.32 |
| TOTAL ASSETS | 325,610.95 | 2,920,596.79 | 2,650,698.13 | 10,008,138.99 | 285,426.81 | 100,033.04 | 16,290,504.71 |
| LIABILITIES & EQUITY | | | | | | | |
| Liabilities | | | | | | | |
| Long Term Liabilities | | | | | | | |
| 524 · Due to Affiliates | 0.00 | 16,807.22 | 1,423.00 | 1,430.90 | 0.00 | 0.00 | 19,661.12 |
| Total Long Term Liabilities | 0.00 | 16,807.22 | 1,423.00 | 1,430.90 | 0.00 | 0.00 | 19,661.12 |
| Total Liabilities | 0.00 | 16,807.22 | 1,423.00 | 1,430.90 | 0.00 | 0.00 | 19,661.12 |
| Equity | | | | | | | |
| 32000 · Unrestricted Net Assets | -60,391.11 | 25,781.12 | 17,205.19 | -995,314.53 | 6,854.88 | -656.32 | -1,006,520.77 |
| 3800 · Net Assets - No Restrictions | 350,399.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 350,399.70 |
| 3900 · Net Assets - Donor Restricted | 0.00 | 2,946,458.32 | 2,625,470.48 | 11,288,447.96 | 276,600.08 | 100,000.00 | 17,236,976.84 |
| Net Income | 35,602.36 | -68,449.87 | 6,599.46 | -286,425.34 | 1,971.85 | 689.36 | -310,012.18 |
| Total Equity | 325,610.95 | 2,903,789.57 | 2,649,275.13 | 10,006,708.09 | 285,426.81 | 100,033.04 | 16,270,843.59 |
| TOTAL LIABILITIES & EQUITY | 325,610.95 | 2,920,596.79 | 2,650,698.13 | 10,008,138.99 | 285,426.81 | 100,033.04 | 16,290,504.71 |

St. Lawrence County IDALDC
Budget Report
January 1 - October 31, 2020

| | 2020 Budget | Gen Fund Oct 2020 | Loan Fund Oct 2020 | GMEDF Oct 2020 | RVRDA Oct 2020 | MICRO Oct 2020 | BMRLF Oct 2020 | Combined Oct 2020 | YTD | Balance |
|---|-------------------|----------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-------------------|--------------------|
| OPERATING REVENUE | | | | | | | | | | |
| 2400 · Late Fees Received | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 0.00 | 30.00 | 786.08 | 213.92 |
| 2409B · Interest Income - Banking | 64,575.00 | 0.36 | 696.92 | 41.12 | 294.91 | 3.46 | 0.00 | 1,036.77 | 28,310.10 | 36,264.90 |
| 2409L · Interest Income - Loans | 156,100.00 | 0.00 | 2,796.94 | 594.66 | 7,769.48 | 267.18 | 179.23 | 11,607.49 | 106,822.99 | 49,277.01 |
| 2412 · RVRDA Administrative Revenue | 300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 0.00 |
| 2421 · Salary Stipend Revenue | 12,650.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,310.28 | 5,339.72 |
| 2449 · Brasher Admin | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 2450 · Miscellaneous Income | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,300.00 | 1,700.00 |
| Total OPERATING REVENUE | 539,325.00 | 0.36 | 3,493.86 | 635.78 | 8,064.39 | 300.64 | 179.23 | 12,674.26 | 444,529.45 | 94,795.55 |
| MASSENA IND BLDG LOT19 | | | | | | | | | | |
| 2423 - MIB Lot 19 Rent | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 28,132.50 | 29,617.50 |
| Total Revenue for MIB19 | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 28,132.50 | 29,617.50 |
| 6487408 · MIB19 - Maintenance Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 760.00 | 240.00 |
| 6487411 · MIB19 - Insurance Expense | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,500.00 |
| 6487416 · MIB19 - Utility Expense | 100.00 | 0.00 | 0.00 | 0.00 | 27.26 | 0.00 | 0.00 | 27.26 | 990.29 | (890.29) |
| 6487499 · MIB19 - Miscellaneous Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 6487500 · MIB19 - Depreciation Expense | 16,058.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,058.00 |
| Total Expenditures for MIB19 | 21,158.00 | 0.00 | 0.00 | 0.00 | 27.26 | 0.00 | 0.00 | 27.26 | 1,750.29 | 19,407.71 |
| Total MIB 19 | 36,592.00 | 0.00 | 0.00 | 0.00 | 2,530.24 | 0.00 | 0.00 | 2,530.24 | 26,382.21 | 10,209.79 |
| MISCELLANEOUS PROJECTS | | | | | | | | | | |
| 2425 · NG Marketing Initiative Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2454 · MIB 18 & 19 Improvement Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| Total Revenue for Misc Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| 6420430 · Training Reimb Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420436 · NG Marketing Initiative Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420486 · Improvements on MIB 18 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6420487 · Improvements on MIB 19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses for Misc Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total MISCELLANEOUS PROJECTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,854.52 | (11,854.52) |
| Total Building Revenues | 57,750.00 | 0.00 | 0.00 | 0.00 | 2,557.50 | 0.00 | 0.00 | 2,557.50 | 28,132.50 | 29,617.50 |
| Total Building Expenditures | 21,158.00 | 0.00 | 0.00 | 0.00 | 27.26 | 0.00 | 0.00 | 27.26 | 1,750.29 | 19,407.71 |
| Total Building Net Income | 36,592.00 | 0.00 | 0.00 | 0.00 | 2,530.24 | 0.00 | 0.00 | 2,530.24 | 26,382.21 | 10,209.79 |
| Total Building Depreciation | 16,058.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 16,058.00 |
| Building Net Income without Depreciation | 52,650.00 | 0.00 | 0.00 | 0.00 | 2,530.24 | 0.00 | 0.00 | 2,530.24 | 26,382.21 | 26,267.79 |

St. Lawrence County IDALDC

Budget Report

January 1 - October 31, 2020

| | 2020 Budget | Gen Fund Oct 2020 | Loan Fund Oct 2020 | GMEDF Oct 2020 | RVRDA Oct 2020 | MICRO Oct 2020 | BMRLF Oct 2020 | Combined Oct 2020 | YTD | Balance |
|--|---------------------|----------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|-----------------------|
| COMMUNITY DEVELOPMENT PROGRAM | | | | | | | | | | |
| 6460450-14 · CDEIP 2014 | 13,527.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,527.00 |
| 6460450-15 · CDEIP 2015 | 65,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 65,000.00 |
| 6460450-16 · CDEIP 2016 | 100,100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,100.00 |
| 6460450-17 · CDEIP 2017 | 117,616.00 | 0.00 | 0.00 | 0.00 | 5,434.16 | 0.00 | 0.00 | 5,434.16 | 9,461.66 | 112,181.84 |
| 6460450-18 · CDEIP 2018 | 51,535.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35,000.00 | 51,535.00 |
| 6460450-19 · CDEIP 2019 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 47,055.07 | 100,000.00 |
| 6460450-20 · CDEIP 2020 | 100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100,000.00 |
| Total MASSENA IND BLDG LOT19 | 547,778.00 | 0.00 | 0.00 | 0.00 | 5,434.16 | 0.00 | 0.00 | 5,434.16 | 91,516.73 | 542,343.84 |
| 6460411 · Insurance Expense | 1,950.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,950.00 |
| 6460417 · Bank Charges | 300.00 | 0.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25.00 | 250.00 | 275.00 |
| 6460418 · Underwriting Expense | 3,750.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 709.00 | 3,750.00 |
| 6460420 · Office Supplies Expense | 450.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 290.00 | 450.00 |
| 6460427 · Professional Assoc. Expense | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 |
| 6460430 · Contractual Expenses to MED | 30,000.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 25,000.00 | 27,500.00 |
| 6460431 · IDALDC Admin Payment | 300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 300,000.00 |
| 6460432 · Other Legal Expense | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45.00 | 7,500.00 |
| 6460433 · Legal Expense - Retainer | 7,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,875.00 | 7,500.00 |
| 6460434 · Accounting Expense - General | 16,725.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 775.00 | 16,725.00 |
| 6460435 · GMEDF Admin Fee | 7,200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,200.00 |
| 6460436 · Marketing | 25,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 25,500.00 |
| 6460437 · Contracted Services (Intern) | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 6460442 · Meeting Expense | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 295.00 | 250.00 |
| 6460443 · Mileage Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 |
| 6460444 · Educational Workshop Expense | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 45.00 | 500.00 |
| 6460445 · Other Travel Expense | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.84 | 2,500.00 |
| 6460499 · Miscellaneous Expense | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 240.09 | 1,000.00 |
| 6460503 · Payroll Expenses | | | | | | | | | | |
| 503A - Salaries & Wages | 126,000.00 | 23,090.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23,090.06 | 156,729.30 | 102,909.94 |
| 503B - Employee Benefits | 750.00 | 823.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 823.00 | 1,076.20 | (73.00) |
| 503D - Payroll Tax Expenses | 10,000.00 | 1,772.21 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,772.21 | 12,329.92 | 8,227.79 |
| 503E- Payroll Processing Fees | 1,150.00 | 118.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 118.58 | 1,575.28 | 1,031.42 |
| 6460550 · IDA/ RVRDA Admin Payment | 200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200,000.00 | 200,000.00 |
| 6460555 · Bad Debt Expense | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 6460599 · Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 746,775.00 | 25,803.85 | 25.00 | 0.00 | 2,500.00 | 0.00 | 0.00 | 28,328.85 | 701,261.63 | 718,446.15 |
| Total Income | 597,075.00 | 0.36 | 3,493.86 | 635.78 | 10,621.89 | 300.64 | 179.23 | 15,231.76 | 484,516.47 | 112,558.53 |
| Total Expenses | 1,315,711.00 | 25,803.85 | 25.00 | 0.00 | 7,961.42 | 0.00 | 0.00 | 33,790.27 | 794,528.65 | 1,280,197.70 |
| Net Income | (718,636.00) | (25,803.49) | 3,468.86 | 635.78 | 2,660.47 | 300.64 | 179.23 | (18,558.51) | (310,012.18) | (1,167,639.17) |

St. Lawrence County Industrial Development Agency
Local Development Corporation
Cash and In Time Report
October-20

| Bank | Fund | Account Type | Balance |
|----------------|-----------|---------------|-------------------------|
| NBT | BMRLF | Checking | \$ 73,618.31 |
| NBT | MICRO | Checking | \$ 203,644.65 |
| Key Bank | General | Money Market | \$ 259,993.97 |
| NBT | General | Money Market | \$ 38,727.04 |
| Community Bank | General | Payroll | \$ 26,889.94 |
| Key Bank | Loan Fund | Money Market | \$ 578,093.42 |
| NBT | Loan Fund | Checking | \$ 394,896.15 |
| NBT | Loan Fund | CD | \$ 100,000.00 |
| Key Bank | RVRA | US Treasuries | \$ 1,300,000.00 |
| Key Bank | RVRA | Money Market | \$ 584,349.87 |
| NBT | RVRA | Checking | \$ 1,661,596.62 |
| Key Bank | RVRA | MM Gold | \$ 239,030.70 |
| Community Bank | RVRA | Checking | \$ 1,584,702.16 |
| NBT | RVRA | CDRS | \$ 1,022,276.88 |
| NBT | GMEDF | Checking | \$ 2,425,818.84 |
| | | | <u>\$ 10,493,638.55</u> |

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION

Resolution No. LDC-20-12-xx

Governance Committee Review: November 6, 2020

December 18, 2020

ANNUAL REVIEW OF CONFLICTS OF INTEREST POLICY

WHEREAS, members of the Board and employees of the St. Lawrence County Industrial Development Agency Local Development Corporation (the “Authority”) are bound by the provisions of, among others, Public Authorities Law and Public Officers Law, and

WHEREAS, the Authority must protect its interests when contemplating entering into a transaction or arrangement that may benefit the private interests of an officer, director or employee of the Authority, and

WHEREAS, the Authority recognizes that it must not only comply with Ethics law, but it must maintain the public perception of compliance, in order to maintain and enforce the highest standards of integrity and fairness in all of its internal and external business dealings,

NOW, THEREFORE BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Local Development Corporation hereby adopts the attached Conflicts of Interest Policy.

| | | | | |
|-------------|------------|------------|----------------|---------------|
| Move: | | | | |
| Second: | | | | |
| VOTE | AYE | NAY | ABSTAIN | ABSENT |
| Blevins | | | | |
| Reagen | | | | |
| Hall | | | | |
| LaBaff | | | | |
| McMahon | | | | |
| Staples | | | | |
| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

December 18, 2020

ST. LAWRENCE CO. INDUSTRIAL DEVELOPMENT AGENCY LOCAL DEVELOPMENT CORPORATION
CONFLICTS OF INTEREST POLICY
RESOLUTION No. LDC-20-12-XX
GOVERNANCE COMMITTEE REVIEW: NOVEMBER 6, 2020
DECEMBER 18, 2020

Article 1. Background

The purpose of the conflicts of interest policy is to protect the interests of the St. Lawrence County Industrial Development Agency Local Development Corporation (hereinafter, the “Authority”) when it is contemplating entering into a transaction or arrangement that may benefit the private interests of an officer, director or employee of the Authority. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article 2. Definition

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence Authority policies or actions which involve or could ultimately harm or benefit financially: (a) the individual; (b) any family member (spouse, domestic partner, grandparents, parents, children, grandchildren, great grandchildren, brothers or sisters (whether whole or half blood, or step relationship), and spouses of these individuals); or (c) any organization in which he or a family member is a director, trustee, officer, member, partner of more than 10% of the total (combined) voting power. Service on the board of another not-for-profit corporation does not constitute a conflict of interest.

Article 3. Disclosure of Conflicts of Interest

A Director, officer or employee shall disclose a conflict of interest: (a) prior to voting on or otherwise discharging his duties with respect to any matter involving the conflict which comes before the Board or any committee; (b) prior to entering into any contract or transaction involving the conflict; (c) as soon as possible after the Director, officer or employee learns of the conflict; and (d) on the annual conflict of interest disclosure form.

The Secretary of the Authority shall cause to be distributed annually to all Directors, officers and employees, a form soliciting the disclosure of all conflicts of interest, including specific information concerning the terms of any contract or transaction with the Authority and whether the process for approval set forth in this policy was used. Such disclosure form may require disclosure of other relationships that may not constitute an actual conflict of interest, but which are required to be disclosed in order for the Authority to comply with its annual reporting requirements.

Article 4. Approval of Contracts and Transactions Involving Potential Conflicts of Interest

A Director or officer [or employee] who has or learns about a potential conflict of interest should disclose promptly to the Secretary [Chief Executive Officer] of the Authority the material facts surrounding any potential conflict of interest, including specific information concerning the terms of any contract or transaction with the Authority. All effort should

be made to disclose any such contract or transaction and have it approved by the Board before the arrangement is entered.

Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the proposed contract or transaction, including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the Authority and the arrangements are consistent with the best interests of the Authority. Fairness includes, but is not limited to, the concepts that the Authority should pay no more than fair market value for any goods or services which the Authority receives and that the Authority should receive fair market value consideration for any goods or services that it furnishes others. The Board shall set forth the basis for its decision with respect to approval of contracts or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the consideration to be paid is fair to the Authority.

Article 5. Validity of Actions

No contract or other transaction between the Authority and one or more of its Directors, officers or employees, or between the Authority and any other corporation, firm, association or other entity in which one or more of its Directors, officers or employees are directors, officers or employees, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Director or Directors, officer or officers, or employee or employees are present at the meeting of the Board of Directors, or of a committee thereof, which authorizes such contract or transaction, or that his or their votes are counted for such purpose, if the material facts as to such Director's, officer's or employee's interest in such contract or transaction and as to any such common directorship, officership or financial interest are disclosed in good faith or known to the Board or committee, and the Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such interested Director or officers. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or committee which authorizes such contract or transaction. At the time of the discussion and decision concerning the authorization of such contract or transaction, the interested Director, officer or employee should not be present at the meeting.

Article 6. Penalties:

Any director or employee that fails to comply with this policy may be penalized by the Authority in the manner provided for in law, rules or regulations of the State of New York.

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Resolution No. LDC-20-12-xx
Governance Committee Review: November 6, 2020
December 18, 2020

AUTHORIZING REVISIONS TO THE PROCUREMENT POLICY

WHEREAS, written procedures (the “Procurement Policy”) have been put into place which guide the St. Lawrence County Industrial Development Agency Local Development Corporation (the “SLCIDA-LDC”) to procure goods and services in a manner which assures (i) compliance with all applicable provisions of law governing procurements by the SLCIDA-LDC, (ii) the acquisition of quality goods and services which meets the SLCIDA-LDC’s needs, (iii) fairness and open competition, (iv) the wise and prudent use of the SLCIDA-LDC’s resources and (v) the avoidance of favoritism, extravagance, fraud and corruption,

NOW, THEREFORE BE IT RESOLVED the St. Lawrence County Industrial Development Agency Local Development Corporation hereby authorizes the revised Procurement Policy (attached).

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| McMahon | | | | |
| Staples | | | | |
| Reagen | | | | |
| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
December 18, 2020

ST. LAWRENCE COUNTY. INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
PROCUREMENT POLICY
RESOLUTION No. LDC-20-12-xx (DECEMBER 18, 2020)

A. Introduction

1. Scope: In accordance with Article 18-A of the General Municipal Law (the “IDA Act”), Section 104b of the General Municipal Law, and the Public Authorities Accountability Act of 2005, the St. Lawrence County Industrial Development Agency Local Development Corporation, (hereinafter “Local Authority”) is required to adopt procurement policies which will apply to the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the GML and paid for by a Local Authority for its own use and account.
2. Purpose: Pursuant to Section 104b of the GML, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.
3. The designated Contracting Officer (“CO”) shall be the Chief Executive Officer or his or her designee for specific contracts.
4. Any and all previously-approved Procurement policies of the Local Authority are hereby rescinded.

B. Procurement Policy

1. Items purchased in conjunction with St. Lawrence County purchasing procedures, including New York State contract pricing, shall meet Local Authority requirements.
2. Goods and services purchased from any Local, State or Federal government entity or any Agency/Authority thereof, qualify as meeting Local Authority requirements.
3. The Local Authority shall adhere to the following methods of competition for non-bid procurements:

| Purchase Contracts | Requirements |
|---|---------------------------|
| Under \$2,500 \$5,000 | CO Approval |
| \$2,501 – \$5,000 \$5,001 - \$15,000 | 3 Written Quotes |
| \$5,001 – \$9,999 \$15,001 or more | See Reference Notes A & B |
| Emergencies | See Reference Notes C |
| Insurance | See Reference Notes D |
| Professional Services | See Reference Notes E |

Reference Notes:

- A: All purchases of over ~~\$10,000~~ \$15,000 require advertised request for proposals.
- B: All expenditures over ~~\$10,000~~ \$15,000 require Local Authority approval even if a budget line item has been previously adopted for such expenditure.
- C: Even in the case of an emergency, public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise to the extent practicable under the circumstance. Documentation must be made showing the method and extent of competition.

Emergency provisions (goods and services) can be an exception to the RFP and competitive process if they must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the Local Authority.

- D: Insurance coverage is not subject to formal competitive bidding. Requests for Proposals, written or verbal quotations can serve as documentation of the process.
- E: Professional Services involve specialized expertise, use of professional judgment, and/or a high degree of creativity. They are not purchase contracts or contracts for public work, as those phrases are used in the bidding statutes, and therefore are not subject to the competitive bidding procedures. The individual or company may be chosen based on qualifications to include, but not limited to, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price.

Professional or technical services shall include but not be limited to the following:

- Accounting (CPA)
- Architectural / Design Services
- Customized Software Programming Services
- Consultants
- Engineering
- Instructors / Teachers / Training
- Insurance Coverage and/or Insurance Broker
- Investment Management Services
- Laboratory Testing
- Legal
- Medical / Dental Services

Contracts for professional services are made in the best interest of the Local Authority, utilizing Requests for Quotations (RFQ), Requests for Proposals (RFP) or other competitive process. The process may consider inclusive factors such as price, staffing and suitability for needs, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity, and must include negotiations on a fair and equal basis.

4. The Local Authority shall capitalize all purchases in excess of ~~\$2,500~~—\$5,000

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION

Resolution No: LDC-20-12-xx

December 18, 2020

**ANNUAL REVIEW OF THE INVESTMENT POLICY
AND AUTHORIZATION OF DEPOSITORIES**

WHEREAS, pursuant to Title VII of New York State Public Authority Law, the St. Lawrence County Industrial Development Agency Local Development Corporation (the “Corporation”) has established comprehensive investment guidelines (the “Investment Policy”) which detail the Corporation’s operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Corporation and which create a reasonable rate of return to the Corporation in accordance with sound investment practices, and

WHEREAS, pursuant to the Investment Policy, the Corporation “shall maintain a list of financial institutions and dealers approved for investment purposes” and

WHEREAS, pursuant to the Investment Policy, the Corporation must designate “the banks and trust companies authorized for the deposit of moneys up to the maximum amounts” included as Appendix A of the Investment Policy, and

WHEREAS, the Corporation must, on an annual basis, review and adopt its Investment Policy,

NOW, THEREFORE BE IT RESOLVED, the Board, after having reviewed the aforementioned documents, authorizes said policy (attached).

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| LaBaff | | | | |
| McMahon | | | | |
| Staples | | | | |
| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

December 18, 2020

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
INVESTMENT POLICY
REVIEWED AND APPROVED DECEMBER 18, 2020
RESOLUTION No. LDC-20-12-XX**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual. This policy shall be reviewed, in its entirety, on an annual basis. Any and all previously-approved Investment policies of the St. Lawrence County Industrial Development Agency Local Development Corporation are hereby rescinded.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Chief Executive Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the St. Lawrence County Industrial Development Agency Local Development Corporation (hereinafter Corporation) to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Corporation to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. Should funds exceed FDIC coverage at a specific financial institution, monies will be diversified and not more than 60% of the Corporation's total investments will be in any one institution.

VI. INTERNAL CONTROLS

It is the policy of the Corporation for all moneys collected by any officer or employee of the government to transfer those funds to the Chief Financial Officer within three (3) business days of deposit.

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are listed in Appendix A.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Corporation, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix B to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Corporation or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Corporation authorizes the Chief Executive Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit amounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Corporation;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agency where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML §109-b;
- Obligations of this local government, by only with any moneys in a reserve fund established pursuant to GML §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- Certificates of Deposit obtained through a depository institution that has a main office or branch office in the State of New York and that contractually agrees to place the funds in federally insured depository institutions through a qualified Reciprocal Deposit program such as the Certificate of Deposit Account Registry Service, or CDARS.
- Savings and/or demand deposit accounts placed through a depository institution that has a main office or branch office in the State of New York and that contractually agrees to place the funds in federally insured depository institutions through a qualified Reciprocal Deposit program such as the savings option of the Insured Cash Sweep service, or ICS.

All investment obligations shall be payable or redeemable at the option of the Corporation within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Corporation within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Corporation shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. No more than 60% of the Corporation's total investments may be in any one institution. All financial institutions with which the local government conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Corporation. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Financial Officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. The approved depositories are also authorized to act as agents for investment activities for the Corporation subject to the guidelines set forth in this Investment Policy, said list of depositories is included as Appendix A.

XII. PURCHASE OF INVESTMENTS

The Chief Executive Officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Corporation by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A
Authorized Depositories

Depositories Authorized by the St. Lawrence County Industrial Development Agency Local Development Corporation

- Community Bank, NA
 - Upstate National Bank
 - NBT Bank
 - Key Bank, NA
-

APPENDIX B
Schedule of Eligible Securities

- ☐ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government-sponsored corporation.
- ☐ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- ☐ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of insurance or guaranty.
- ☐ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- ☐ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- ☐ (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
- ☐ (xi) Zero coupon obligations of the United States government marketed as "Treasury Strips."

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Resolution No. LDC-20-12-xx
Governance Review: November 6, 2020
December 18, 2020

ANNUAL REVIEW OF SEXUAL HARASSMENT POLICY

WHEREAS, the St. Lawrence County Industrial Development Agency – Local Development Corporation (the “Corporation”) is committed to maintaining a workplace free from sexual harassment, and

WHEREAS, State mandates concerning sexual harassment prevention and training were recently made available as guidance, and

WHEREAS, a policy outlining the prevention of sexual harassment of its employees is not only an important policy to be implemented by the Corporation but is also a requirement by law, and

WHEREAS, staff participated in a training exercise on September 19, 2019 that meets the guidelines established by the New York State Department of Labor;

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Local Development Corporation’s Governance Committee, having reviewed the Sexual Harassment Policy, does hereby authorize the policy and recommends acceptance by the Agency Board, the Policy and Complaint Form, as attached.

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| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
December 18, 2020

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| <p>Policy Guidance:</p> <h2>Sexual Harassment Policy</h2> |
|--|

Original Policy (Date): October 1, 2010

Revised (Date): October 5, 2018

Introduction

The St. Lawrence County Industrial Development Agency - Local Development Corporation is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the St. Lawrence County Industrial Development Agency - Local Development Corporation's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the St. Lawrence County Industrial Development Agency - Local Development Corporation. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy Guidance:

1. The St. Lawrence County Industrial Development Agency - Local Development Corporation's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the St. Lawrence County Industrial Development Agency - Local Development Corporation. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The St. Lawrence County Industrial Development Agency - Local Development Corporation will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the St.

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Lawrence County Industrial Development Agency - Local Development Corporation who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Administrative Services Coordinator. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the St. Lawrence County Industrial Development Agency - Local Development Corporation to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The St. Lawrence County Industrial Development Agency - Local Development Corporation will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The St. Lawrence County Industrial Development Agency - Local Development Corporation will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The St. Lawrence County Industrial Development Agency - Local Development Corporation will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Administrative Services Coordinator.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.”

Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The St. Lawrence County Industrial Development Agency - Local Development Corporation cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Administrative Services Coordinator. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Administrative Services Coordinator.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Administrative Services Coordinator.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The St. Lawrence County Industrial Development Agency - Local Development Corporation will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Administrative Services Coordinator will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the St. Lawrence County Industrial Development Agency - Local Development Corporation but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the St. Lawrence County Industrial Development Agency - Local Development Corporation employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the St. Lawrence County Industrial Development Agency - Local Development Corporation does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if

discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

By my signature, below, I acknowledge that I have received a copy of the following policy. I understand that I am expected to read and understand the policy as it contains important information relative to my employment with the St. Lawrence County Industrial Development Agency - Local Development Corporation.

| | |
|---------|--------------------------|
| Policy: | Sexual Harassment Policy |
|---------|--------------------------|

Employee Signature: _____

Date: _____

Original: Employee File
Copy: For Employee

The St. Lawrence County Industrial Development Agency Local Development Corporation

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Administrative Services Coordinator; 19 Commerce Lane, Suite 1, Canton, New York 13617; (submitted in person, electronically or postal delivery). Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name: _____

Home Address: _____ Work Address: _____

Home Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email ☐ Phone ☐ In Person ☐

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last four questions are optional but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the St. Lawrence County Industrial Development Agency-LDC? If yes, when and to whom did you complain or provide information?

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?

Yes ☐ No ☐

7. Have you instituted a legal suit or court action regarding this complaint?

Yes ☐ No ☐

8. Have you hired an attorney with respect to this complaint?

Yes ☐ No ☐

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that the St. Lawrence County Industrial Development Agency – LDC investigate this complaint of sexual harassment in a timely and confidential manner as outlined below and advise me of the results of the investigation.

Signature: _____

Date: _____

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Governance Committee: November 6, 2020
Resolution No. 20-12-xx
December 18, 2020

ADOPTING REVISED FREEDOM OF INFORMATION LAW GUIDELINES

WHEREAS, the St. Lawrence County Industrial Development Agency – Local Development Corporation (“SLCIDA-LDC”), formed under section 402 of the Not-For-Profit Corporation Law in New York State, is subject to laws relating to Freedom of Information, and

WHEREAS, the St. Lawrence County Industrial Development Agency – Local Development Corporation adopted a FOIL (“Freedom of Information Law”) policy in 2008, with provisions to the policy in 2012, and

WHEREAS, the SLCIDA-LDC wishes to reaffirm its commitment to practice Open Government by reviewing and updating its FOIL policy, and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Local Development Corporation does hereby authorize revisions to the Freedom of Information Law policy, including updated local supplemental procedures, attached hereto and made part hereof.

| | | | | |
|-------------|------------|------------|----------------|---------------|
| Move: | | | | |
| Second: | | | | |
| VOTE | AYE | NAY | ABSTAIN | ABSENT |
| Blevins | | | | |
| Hall | | | | |
| LaBaff | | | | |
| McMahon | | | | |
| Reagen | | | | |
| Staples | | | | |
| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

Lori Sibley
December 18, 2020

FREEDOM OF INFORMATION LAW
UPDATED December 18, 2020

PUBLIC OFFICERS LAW, ARTICLE 6, SECTIONS 84-90
FREEDOM OF INFORMATION LAW

| | |
|---------|---|
| Section | 84. Legislative declaration. |
| | 88. Access to state legislative records. |
| | 85. Short title. |
| | 89. General provisions relating to access to records. |
| | 86. Definitions certain cases. |
| | 87. Access to agency records. |
| | 90. Severability. |

§84. Legislative declaration.

The legislature hereby finds that a free society is maintained when government is responsive and responsible to the public, and when the public is aware of governmental actions. The more open a government is with its citizenry, the greater the understanding and participation of the public in government.

As state and local government services increase and public problems become more sophisticated and complex and therefore harder to solve, and with the resultant increase in revenues and expenditures, it is incumbent upon the state and its localities to extend public accountability wherever and whenever feasible.

The people's right to know the process of governmental decision-making and to review the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality. The legislature therefore declares that government is the public's business and that the public, individually and collectively and represented by a free press, should have access to the records of government in accordance with the provisions of this article.

§85. Short title.

This article shall be known and may be cited as the "Freedom of Information Law."

§86. Definitions.

As used in this article, unless the context requires otherwise.

1. "Judiciary" means the courts of the state, including any municipal or district court, whether or not of record.
2. "State legislature" means the legislature of the state of New York, including any committee, subcommittee, joint committee, select committee, or commission thereof.
3. "Agency" means any state or municipal department, board, bureau, division, commission, committee, public authority, public corporation, council, office or other governmental entity performing a governmental or proprietary function for the state or any one or more municipalities thereof, except the judiciary or the state legislature.
4. "Record" means any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms,

papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

5. "Critical infrastructure" means systems, assets, places or things, whether physical or virtual, so vital to the state that the disruption, incapacitation or destruction of such systems, assets, places or things could jeopardize the health, safety, welfare or security of the state, its residents or its economy.

§87. Access to agency records.

1. (a) Within sixty days after the effective date of this article, the governing body of each public corporation shall promulgate uniform rules and regulations for all agencies in such public corporation pursuant to such general rules and regulations as may be promulgated by the committee on open government in conformity with the provisions of this article, pertaining to the administration of this article.

(b) Each agency shall promulgate rules and regulations, in conformity with this article and applicable rules and regulations promulgated pursuant to the provisions of paragraph (a) of this subdivision, and pursuant to such general rules and regulations as may be promulgated by the committee on open government in conformity with the provisions of this article, pertaining to the availability of records and procedures to be followed, including, but not limited to:

- i. the times and places such records are available;
- ii. the persons from whom such records may be obtained; and
- iii. the fees for copies of records which shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute.

Records of the St. Lawrence County Industrial Development Agency Local Development Corporation ("SLCIDA-LDC") may be requested in writing, by fax or email from the agency's Records Access Officer as follows:

- **By regular mail at:**
Records Access Officer
St. Lawrence County Industrial Development Agency Local Development Corporation
19 Commerce Lane, Suite 1
Canton, NY 13669
- **By fax:** 315-386-2573
- **Or electronically at:** info@slcida.com

Please include a letter for your request (sample included on the last page of this document), including regular mailing address and telephone number in your request, even where the request is made electronically or by facsimile transmission.

Records are available for inspection during regular business hours (between 8:00 a.m. and 5:00 p.m., Monday through Friday, with the exception of Agency observed holidays.). You may contact the Records Access Officer at 315-379-9806 to make an appointment to review the records requested. The fee for copying records is \$0.25 per page or the actual cost of reproduction.

Records Access Officer: Chief Financial Officer of the SLCIDA-LDC

- (c). In determining the actual cost of reproducing a record, an agency may include only:
- i. an amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record;
 - ii. the actual cost of the storage devices or media provided to the person making the request in complying with such request;
 - iii. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy; and
 - iv. preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

2. Each agency shall, in accordance with its published rules, make available for public inspection and copying all records, except that such agency may deny access to records or portions thereof that:

- a. are specifically exempted from disclosure by state or federal statute;
if disclosed would constitute an unwarranted invasion of personal privacy under the provisions of subdivision two of section eighty-nine of this article;
if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
- b. are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;
- c. are compiled for law enforcement purposes and which, if disclosed, would:
 - i. interfere with law enforcement investigations or judicial proceedings;
 - ii. deprive a person of a right to a fair trial or impartial adjudication;
 - iii. identify a confidential source or disclose confidential information relating to a criminal investigation; or
 - iv. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- d. if disclosed could endanger the life or safety of any person;
- e. are inter-agency or intra-agency materials which are not:
 - i. statistical or factual tabulations or data;
 - ii. instructions to staff that affect the public;
 - iii. final agency policy or determinations; or
 - iv. external audits, including but not limited to audits performed by the comptroller and the federal government; or
- f. are examination questions or answers which are requested prior to the final administration of such questions;
- g. if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures; or
- h. are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-a of the vehicle and traffic law.

3. Each agency shall maintain:

- (a) a record of the final vote of each member in every agency proceeding in which the member votes;
- (b) a record setting forth the name, public office address, title and salary of every officer or employee of the agency; and
- (c) a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article.

4. (a) Each state agency which maintains records containing trade secrets, to which access may be denied pursuant to paragraph (d) of subdivision two of this section, shall promulgate regulations in conformity with the provisions of subdivision five of section eighty-nine of this article pertaining to such records, including, but not limited to the following:

- (1) the manner of identifying the records or parts;
- (2) the manner of identifying persons within the agency to whose custody the records or parts will be charged and for whose inspection and study the records will be made available;
- (3) the manner of safeguarding against any unauthorized access to the records.

(b) As used in this subdivision the term "agency" or "state agency" means only a state department, board, bureau, division, council or office and any public corporation the majority of whose members are appointed by the governor.

§88. Access to state legislative records.

1. The temporary president of the senate and the speaker of the assembly shall promulgate rules and regulations for their respective houses in conformity with the provisions of this article, pertaining to the availability, location and nature of records, including, but not limited to:

- (a) the times and places such records are available;
- (b) the persons from whom such records may be obtained;
- (c) the fees for copies of such records, which shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by law.

2. The state legislature shall, in accordance with its published rules, make available for public inspection and copying:

- (a) bills and amendments thereto, fiscal notes, introducers' bill memoranda, resolutions and amendments thereto, and index records;
- (b) messages received from the governor or the other house of the legislature, and home rule messages;
- (c) legislative notification of the proposed adoption of rules by an agency;
- (d) transcripts or minutes, if prepared, and journal records of public sessions including meetings of committees and subcommittees and public hearings, with the records of attendance of members thereat and records of any votes taken;
- (e) internal or external audits and statistical or factual tabulations of, or with respect to, material otherwise available for public inspection and copying pursuant to this section or any other applicable provision of law;
- (f) administrative staff manuals and instructions to staff that affect members of the public;
- (g) final reports and formal opinions submitted to the legislature;

- (h) final reports or recommendations and minority or dissenting reports and opinions of members of committees, subcommittees, or commissions of the legislature;
- (i) any other files, records, papers or documents required by law to be made available for public inspection and copying.

3. Each house shall maintain and make available for public inspection and copying:

- (a) a record of votes of each member in every session and every committee and subcommittee meeting in which the member votes;
- (b) a record setting forth the name, public office address, title, and salary of every officer or employee; and
- (c) a current list, reasonably detailed, by subject matter of any records required to be made available for public inspection and copying pursuant to this section.

§89. General provisions relating to access to records; certain cases.

The provisions of this section apply to access to all records, except as hereinafter specified:

1. (a) The committee on open government is continued and shall consist of the lieutenant governor or the delegate of such officer, the secretary of state or the delegate of such officer, whose office shall act as secretariat for the committee, the commissioner of the office of general services or the delegate of such officer, the director of the budget or the delegate of such officer, and seven other persons, none of whom shall hold any other state or local public office except the representative of local governments as set forth herein, to be appointed as follows: five by the governor, at least two of whom are or have been representatives of the news media, one of whom shall be a representative of local government who, at the time of appointment, is serving as a duly elected officer of a local government, one by the temporary president of the senate, and one by the speaker of the assembly. The persons appointed by the temporary president of the senate and the speaker of the assembly shall be appointed to serve, respectively, until the expiration of the terms of office of the temporary president and the speaker to which the temporary president and speaker were elected. The four persons presently serving by appointment of the government for fixed terms shall continue to serve until the expiration of their respective terms. Thereafter, their respective successors shall be appointed for terms of four years. The member representing local government shall be appointed for a term of four years, so long as such member shall remain a duly elected officer of a local government. The committee shall hold no less than two meetings annually, but may meet at any time. The members of the committee shall be entitled to reimbursement for actual expenses incurred in the discharge of their duties.
- (b) The committee shall:
 - i. furnish to any agency advisory guidelines, opinions or other appropriate information regarding this article;
 - ii. furnish to any person advisory opinions or other appropriate information regarding this article;
 - iii. promulgate rules and regulations with respect to the implementation of subdivision one and paragraph (c) of subdivision three of section eighty-seven of this article;
 - iv. request from any agency such assistance, services and information as will enable the committee to effectively carry out its powers and duties; and

- v. report on its activities and findings regarding articles six and seven of this chapter, including recommendations for changes in the law, to the governor and the legislature annually, on or before December fifteenth.
- 2.
 - (a) The committee on open government may promulgate guidelines regarding deletion of identifying details or withholding of records otherwise available under this article to prevent unwarranted invasions of personal privacy. In the absence of such guidelines, an agency may delete identifying details when it makes records available.
 - (b) An unwarranted invasion of personal privacy includes, but shall not be limited to:
 - i. disclosure of employment, medical or credit histories or personal references of applicants for employment;
 - ii. disclosure of items involving the medical or personal records of a client or patient in a medical facility;
 - iii. sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes;
 - iv. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it;
 - v. disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency; or
 - vi. information of a personal nature contained in a workers' compensation record, except as provided by section one hundred ten-a of the workers' compensation law.
 - (c) Unless otherwise provided by this article, disclosure shall not be construed to constitute an unwarranted invasion of personal privacy pursuant to paragraphs (a) and (b) of this subdivision:
 - i. when identifying details are deleted;
 - ii. when the person to whom a record pertains consents in writing to disclosure;
 - iii. when upon presenting reasonable proof of identity' a person seeks access to records pertaining to him.

2-a. Nothing in this article shall permit disclosure which constitutes an unwarranted invasion of personal privacy as defined in subdivision two of this section if such disclosure is prohibited under section ninety-six of this chapter.

3. Each entity subject to the provisions of this article, within five business days of the receipt of a written request for a record reasonably described, shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgment of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision five of this section. If an agency determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the agency shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part. Upon payment of, or offer to pay, the fee prescribed therefor, the entity shall provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, shall certify that it does not have possession of such record or that such record cannot be found after diligent search.

Nothing in this article shall be construed to require any entity to prepare any record not possessed or maintained by such entity except the records specified in subdivision three of section eighty-seven and subdivision three of section eighty-eight.

4. (a) Except as provided in subdivision five of this section, any person denied access to a record may within thirty days appeal in writing such denial to the head, chief executive or governing body of the entity, or the person therefor designated by such head, chief executive, or governing body, who shall within ten business days of the receipt of such appeal fully explain in writing to the person requesting the record the reasons for further denial, or provide access to the record sought. In addition, each agency shall immediately forward to the committee on open government a copy of such appeal when received by the agency and the ensuing determination thereon. Failure by an agency to conform to the provisions of subdivision three of this section shall constitute a denial.
 - (b) Except as provided in subdivision five of this section, a person denied access to a record in an appeal determination under the provisions of paragraph (a) of this subdivision may bring a proceeding for review of such denial pursuant to article seventy-eight of the civil practice law and rules. In the event that access to any record is denied pursuant to the provisions of subdivision two of section eighty-seven of this article, the agency involved shall have the burden of proving that such record falls within the provisions of such subdivision two. Failure by an agency to conform to the provisions of paragraph (a) of this subdivision shall constitute a denial.
 - (c) The court in such a proceeding may assess, against such agency involved, reasonable attorney's fees and other litigation costs reasonably incurred by such person in any case under the provisions of this section in which such person has substantially prevailed, provided, that such attorney's fees and litigation costs may be recovered only where the court finds that:
 - i. the record involved was, in fact, of clearly significant interest to the general public; and
 - ii. the agency lacked a reasonable basis in law for withholding the record.
5. (a) (1) A person acting pursuant to law or regulation who, subsequent to the effective date of this subdivision, submits any information to any state agency may, at the time of submission, request that the agency except such information from disclosure under paragraph (d) of subdivision two of section eighty-seven of this article. Where the request itself contains information which if disclosed would defeat the purpose for which the exception is sought, such information shall also be excepted from disclosure.
- (1-a) A person or entity who submits or otherwise makes available any records to any agency, may, at any time, identify those records or portions thereof that may contain critical infrastructure information, and request that the agency that maintains such records except such information from disclosure under subdivision two of section eighty-seven of this article. Where the request itself contains information which if disclosed would defeat the purpose for which the exception is sought, such information shall also be excepted from disclosure.

- (2) The request for an exception shall be in writing and state the reasons why the information should be excepted from disclosure.
- (3) Information submitted as provided in subparagraphs one and one-a of this paragraph shall be excepted from disclosure and be maintained apart by the agency from all other records until fifteen days after the entitlement to such exception has been finally determined or such further time as ordered by a court of competent jurisdiction.
- (b) On the initiative of the agency at any time, or upon the request of any person for a record excepted from disclosure pursuant to this subdivision, the agency shall:
- i. inform the person who requested the exception of the agency's intention to determine whether such exception should be granted or continued;
 - ii. permit the person who requested the exception, within ten business days of receipt of notification from the agency, to submit a written statement of the necessity for the granting or continuation of such exception;
 - iii. within seven business days of receipt of such written statement, or within seven business days of the expiration of the period prescribed for submission of such statement, issue a written determination granting, continuing or terminating such exception and stating the reasons therefor; copies of such determination shall be served upon the person, if any, requesting the record, the person who requested the exception, and the committee on open government.
- (c) A denial of an exception from disclosure under paragraph (b) of this subdivision may be appealed by the person submitting the information and a denial of access to the record may be appealed by the person requesting the record in accordance with this subdivision.
- (1) Within seven business days of receipt of written notice denying the request, the person may file a written appeal from the determination of the agency with the head of the agency, the chief executive officer or governing body or their designated representatives.
 - (2) The appeal shall be determined within ten business days of the receipt of the appeal. Written notice of the determination shall be served upon the person, if any, requesting the record, the person who requested the exception and the committee on public access to records. The notice shall contain a statement of the reasons for the determination.
- (d) A proceeding to review an adverse determination pursuant to paragraph (c) of this subdivision may be commenced pursuant to article seventy-eight of the civil practice law and rules. Such proceeding, when brought by a person seeking an exception from disclosure pursuant to this subdivision, must be commenced within fifteen days of the service of the written notice containing the adverse determination provided for in subparagraph two of paragraph (c) of this subdivision.
- (e) The person requesting an exception from disclosure pursuant to this subdivision shall in all proceedings have the burden of proving entitlement to the exception.

- (f) Where the agency denies access to a record pursuant to paragraph (d) of subdivision two of section eighty-seven of this article, the agency shall have the burden of proving that the record falls within the provisions of such exception.
- (g) Nothing in this subdivision shall be construed to deny any person access, pursuant to the remaining provisions of this article, to any record or part excepted from disclosure upon the express written consent of the person who had requested the exception.
- (h) As used in this subdivision the term "agency" or "state agency" means only a state department, board, bureau, division, council or office and any public corporation the majority of whose members are appointed by the governor.

6. Nothing in this article shall be construed to limit or abridge any otherwise available right of access at law or in equity of any party to records.

7. Nothing in this article shall require the disclosure of the home address of an officer or employee, former officer or employee, or of a retiree of a public employees' retirement system; nor shall anything in this article require the disclosure of the name or home address of a beneficiary of a public employees' retirement system or of an applicant for appointment to public employment; provided however, that nothing in this subdivision shall limit or abridge the right of an employee organization, certified or recognized for any collective negotiating unit of an employer pursuant to article fourteen of the civil service law, to obtain the name or home address of any officer, employee or retiree of such employer, if such name or home address is otherwise available under this article.

8. Any person who, with intent to prevent public inspection of a record pursuant to this article, willfully conceals or destroys any such record shall be guilty of a violation.

§90. Severability.

If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.

For further information, contact:
Committee on Open Government
NYS Department of State
41 State Street
Albany, NY 12231

Application for Public Access to Records

Records Access Officer
St. Lawrence County Industrial Development Agency Local Development Corporation
19 Commerce Lane, Suite 1
Canton, New York 13617

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following):

(Please identify the records in which you are interested in obtaining, as clearly as possible)

If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at **phone Number:** _____ If there are any fees for copying the records requested, please inform me before filling the request (or: . . . please supply the records without informing me if the fees are not in excess of **dollar amount: \$** _____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

For Agency Use Only

☐ Approved

☐ Denied (for the reason(s) checked below)

☐ Confidential Disclosure ☐ Part of Investigatory Files

☐ Unwarranted Invasion of Personal Privacy

☐ Record of which this Agency is legal custodian cannot be found

☐ Exempted by Statute other than the Freedom of Information Act

☐ Other (specify) _____

Signature _____

Date _____

Title _____

Notice: You have a right to appeal a denial of this application to the Chairman of the Agency, St. Lawrence County IDA Local Development Corporation, 19 Commerce Lane, Suite 1, Canton, New York 13617, who must fully explain the reasons for such denial in writing ten (10) days of receipt of an appeal.

I HEREBY APPEAL:

Signature _____

Date _____

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION

Res. No. LDC-20-12-xx

Governance Committee Review: November 6, 2020

December 18, 2020

**AUTHORIZING THE ADOPTION OF A RECORDS RETENTION AND
DISPOSITION POLICY**

WHEREAS, the St. Lawrence County Industrial Development Agency – Local Development Corporation (“the Corporation”) was formed as a local development corporation of the State of New York pursuant to Section 1411 of the Not-for-Profit Corporation Law to relieve and reduce unemployment; promote and provide for additional and maximum employment; better and maintain job opportunities; to instruct or train individuals to improve or develop their capabilities for jobs; carry on scientific research for the purpose of aiding the community of St. Lawrence County, New York by attracting industry to the community and by encouraging the development of, or retention of, an industry in the community; lessen the burdens of government and act in the public interest and administer the St. Lawrence County Revolving Loan Fund; and

WHEREAS, the Corporation would like to adopt a Records Retention and Disposition Policy to identify, protect and preserve archival records in a manner that promotes efficient administration, management and disposal of important records and to ensure continued compliance with the current Best Practices in governance and applicable law, including without limitation, the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009; and

WHEREAS, the Corporation would also like to adopt the *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, adopted for use by all officers in legally disposing of valueless records listed therein; and

WHEREAS, that in accordance with Article 57-A: a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein; b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods;

THEREFORE, BE IT RESOLVED, that the St. Lawrence County Industrial Development Agency-Local Development Corporation authorizes the following policy guidelines:

RECORDS RETENTION AND DISPOSITION POLICY

Governance Committee Review: November 6, 2020

December 18, 2020

Section 1: In accordance with Article 57-A of the Arts Law Records Retention and Disposition Schedule M1-1 (“the schedule”), containing legal minimum retention periods for local government records, is hereby adopted for use by all officers and employees of the Corporation in legally disposing of valueless records listed in the Schedule; and

Section 2: In accordance with Article 57-A of the Arts Law, (a) only those records will be disposed of that are described in the schedule after they have met the minimum retention periods described therein, and (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimal periods;

Section 3: The Corporation hereby determines that the proposed action of a Type II action pursuant to Article 8 of the New York Environmental Conservation Law (including the regulations thereunder, (“SEQRA”) involving “continuing agency administration” which does not involve “new programs or major reordering of priorities that may affect the environment (6 NYCRR §617.5(c)(20)), and therefore no findings or determination of significance are required under SEQRA;

Section 4: The Corporation hereby authorizes the Chairman, the Chief Executive Officer, and the Chief Financial Officer, to take all steps necessary to implement the matters described herein. The Chief Financial Officer is hereby appointed the Records Management Officer of the Agency.

Section 5: This Resolution shall not preclude the Corporation from adopting other or further policies relating to governance and other activities relating to the Corporation as determined from time-to-time as they relate to the members of the Corporation.

Section 6: This Resolution shall take effect immediately.

| | | | | |
|-------------|------------|------------|----------------|---------------|
| Move: | | | | |
| Second: | | | | |
| VOTE | AYE | NAY | ABSTAIN | ABSENT |
| Blevins | | | | |
| Hall | | | | |
| LaBaff | | | | |
| McMahon | | | | |
| Morrill | | | | |
| Reagen | | | | |
| Staples | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
December 18, 2020

Record Retention Schedule
Consistent with Retention and Disposition Schedule for New York Local Government Records, or LGS-1

| Type of Record | LGS-01 Reference | Retention Period (Years) |
|--|-----------------------|---|
| FISCAL | | |
| Audit | pg. 119[472] | Permanent |
| Audit Background Documentation | pg. 119[472] | 6 Years |
| Banking (statements, reconciliations, etc) | pg. 119[475] | 6 Years |
| Bonds and Notes | pg. 121 [485] | 6 Years after bond issue retired |
| Budget | pg. 122 [490 a b c d] | Permanent* |
| Budget Preparation File | pg. 122 [489] | 6 Years |
| General Ledger | pg. 124[502] | 6 Years |
| Subsidiary Ledger | pg. 124 [503] | 6 Years after last entry |
| Past Due Account Fiscal Records | pg. 125 [510] | 6 Years after account satisfied or otherwise closed |
| Billing Records | pg. 126[514] | 6 Years after last entry |
| Invoices | pg. 132[550] | 6 Years |
| Periodic Reports (fiscal) | pg. 133 [555] | 6 Years |
| Annual Fiscal Reports | pg. 133 [556] | Permanent* |
| Local Development Corporations | | |
| Business/industry Loan Case File | pg. 160 [612] | 6 Years after Denial/10 years after final payment on loan |
| Master Summary Record | pg. 160 [613] | Permanent |
| Monthly or Periodic Reports On Loan Status | pg. 161 [619] | 1 Year After Superseded or Obsolete |
| Organizational and Establishment Records | pg. 161 [620] | Permanent |
| Election Records | pg. 161 [621] | Permanent |
| Membership Records (lists of members) | pg. 161 [622] | Permanent |
| Records of Dues Collection and Receipt | pg. 161 [622] | 6 Years |
| Federal and State Tax Exemption Records | pg. 161 [623] | Permanent |
| Dissolution Records | pg. 161 [624] | Permanent |
| Copies of Federal Income Tax Returns | pg. 161 [625 a] | 6 Years |
| Registration as a CHAR w/NYS AG | pg. 161 [625 b] | 6 Years after no longer in effect |
| Insurance | | |
| Insurance Policies (when no claims) | pg. 150 [579] | 6 Years after expiration |
| Certificate of Insurance | pg. 151 [582] | 6 Years after expiration |
| Legal | | |
| Legal Case File* | pg. 22 [a b c] | 6 Years after case close, or 0 after any minor involved attains age 21, whichever is later* |
| General | | |
| Official Minutes and Hearing Proceedings | pg. 9[47] | Permanent |
| Resolutions | pg. 7[30] | Permanent |
| Legal Opinion | pg. 6 [29] | Permanent |
| Legal Agreement | pg. 7 [32] | 6 Years after expiration or termination or 6 years after final payment under contract, whichever is later |
| Manual of Procedures | pg. 11 [52a] | Permanent |
| Correspondence-Significant Events | pg. 11 [53 a] | Permanent |
| Correspondence-Routine legal, fiscal, admin | pg. 11[53 b] | 6 Years |
| Correspondence-no fiscal, legal, admin value | pg. 11 [53 c] | 0 after no longer needed |
| Annual Report | | Permanent |
| Grant Program File | pg. 12 [55 a b] | 6 Years after renewal or close of grant |

*Refer to manual for guidance.

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Resolution No. IDALDC-20-12-XX
December 18, 2020

AUTHORIZING A LOAN OF UP TO \$40,000 TO UNDER COVER STORAGE

WHEREAS, Under Cover Storage (“Company” or “Borrower”), a business that rents storage units, has applied for loan financing in an amount not to exceed \$40,000, which will be used for the purpose of purchasing mobile storage units for its business located at 607 State Highway 11C, Winthrop, NY, and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Local Development Corporation agrees to lend funds in an amount not to exceed \$40,000, the funds will be in an amount not to exceed \$10,000 from the Microenterprise Revolving Loan Fund and in an amount not to exceed \$30,000 from the Town of Brasher Microenterprise Revolving Loan Fund to Under Cover Storage and

WHEREAS, the Town of Brasher Microenterprise Revolving Loan Fund (TBMRLF) was established by the Town of Brasher to provide loans for the start-up or expansion of microenterprise businesses located in the Town of Brasher, doing business in, and/or providing services to the residents in the Town of Brasher, and

WHEREAS, Under Cover Storage rents storage units to the residents of Brasher

BE IT RESOLVED that said loan shall be subject to the following terms and conditions:

| | |
|----------------------|--|
| Principal | Up to \$40,000 |
| Interest Rate | 4% |
| Term | Sixty (60) month term consisting of an initial three (3) months of interest-only payments followed by a fifty-seven (57) month amortization |
| Security | <ul style="list-style-type: none">• First position on a mortgage on the property located at 607 State Highway 11C, Winthrop, NY• First lien position on machinery & equipment, furniture & fixtures, inventory, accounts receivables, and all general intangibles of Under Cover Storage |
| Other | <ul style="list-style-type: none">• Unlimited Personal Guarantee of Daniel A. Pike• Unlimited Personal Guarantee of Bridgette M. Pike• Borrower agrees to meet with the NYS Small Business Development Center, as the Microenterprise Revolving Loan Fund deems necessary, to discuss current business operations• Borrower agrees to make available to the IDA Local Development Corporation all documents necessary to secure liens on collateral as described above; this includes, but is not limited to, providing serial numbers of machinery and equipment, allowing photographs thereof, and periodic inspection and inventory of collateral• Evidence of public liability insurance coverage in an amount to be determined by Counsel• The Company agrees to retain 1FTE and create 1 FTE position |

| | | | | |
|-------------|------------|------------|----------------|---------------|
| Move: | | | | |
| Second: | | | | |
| VOTE | AYE | NAY | ABSTAIN | ABSENT |
| Blevins | | | | |
| Hall | | | | |
| Reagan | | | | |
| LaBaff | | | | |
| McMahon | | | | |
| Staples | | | | |
| Morrill | | | | |

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

December 18, 2020

Purpose: The St. Lawrence County Industrial Development Agency Local Development Corporation (“SLCIDA-LDC”) is a local development corporation created under Section 402 and 1411 of Not-For-Profit Corporation Law of New York State. Its mission is to stimulate the growth of private-sector employment in St. Lawrence County. To accomplish its mission, the SLCIDA-LDC provides financial assistance to new and expanding industries, and to certain retail/market-driven facilities.

Internal Controls: The accounting, financial reporting, and cash management functions are carried out relying on a multitude of internal controls. A Financial Procedures manual details all aspects, if applicable, of the financial controls in place.

Examples of areas where risk is typically associated and some of the internal controls used are listed below:

- Payroll for SLCIDA-LDC employees is processed externally by a payroll processing company, Paychex Payroll. The Chief Financial Officer enters the number of hours each employee works for the pay period on the Monday prior to the payday into an online Paychex website. A journal entry sheet is prepared by the Chief Financial Officer, signed and then entered into the QuickBooks system. This is then attached to an accompanying voucher, created from the QuickBooks system. Signatures are obtained on the journal entry sheet by either the Chief Financial Officer or Chief Executive Officer and by the Chairman or Vice-Chairman, thus authorizing the Chief Financial Officer to transfer online funds from the normal checking account to a payroll checking account. A printout from the online banking account is then attached to the voucher as verification of a correct transfer. To further safeguard funds, Paychex only has access to the funds in the Payroll checking account. Payroll checks and accompanying backup reports are printed from the Paychex online program. The reports are reviewed first by the Chief Financial Officer and then given to the Administrative Services Coordinator, who in turn checks the hours paid for accuracy and initials the document. A journal entry sheet is prepared by the Chief Financial Officer, signed and then entered into the QuickBooks system. – *Multiple persons, separate payroll account - Low Risk*
- **Accounts Payable** - A voucher process is utilized to safeguard SLCIDA-LDC finances. All SLCIDA-LDC vouchers require review and verification by the Chief Financial Officer, who prepares the voucher and check. Additional verification is required by two additional persons. A member of staff, the Chief Financial Officer or the Chief Executive Officer. Two signatures are required on all checks issued (typically the Chief Financial Officer and SLCIDA-LDC Chairman). – *Multiple persons signing off on the process makes this low risk.*
- **Accounts Receivable** - All monies received by SLCIDA-LDC are recorded into a main check register database by a staff member, who then stamp endorses all checks and delivers them to the Chief Financial Officer. The Chief Financial Officer ensures that all funds are coded (categorized). Each check is entered into the QuickBooks system, a receipt generated, and a deposit created. The deposit receipt from the bank is then attached to the appropriate back up document for the deposit. – *Log books, bank verification & receipts make this low risk.*
- **Investments** - Certificates of deposit are typically bid out to the financial institutions recognized in SLCIDA-LDC’s Investment Policy. When a CD matures, it is renewed for an additional term at the current institution, or financial institutions are contacted, and bids are requested. The CD is awarded to the financial institution that can offer the highest interest rate and complete collateralization. Pursuant to the SLCIDA-LDC’s Investment Policy no one financial institution may hold more than 60% of the SLCIDA-LDC’s cash on deposit. Only persons authorized by the SLCIDA-LDC’s Board are allowed to open CDs. Typically, this responsibility falls to the Chief Financial Officer. – *Allocating cash at various financial institutions reducing the risk of loss and utilizing authorized signers makes this a low risk.*

The system of controls applicable to the SLCIDA-LDC was last reviewed by the SLCIDA-LDC’s Governance Committee on November 6, 2020 and the complete Board on December 18, 2020. The Board’s review affirmed that there are no material control weaknesses to be reported. The SLCIDA-LDC undergoes an annual financial audit by an independent CPA firm. While auditors are not engaged to perform an audit of internal controls, auditors do provide management letter comments when they encounter internal weaknesses. No material weaknesses have been identified by the independent auditors. If a weakness was noted, it would be addressed by the Audit and Finance Committee. A change in protocol would be made to lower the associated risk and reduce weakness in the internal control, and a solution then presented to the Board.

In summary, the present internal control structure appears to be sufficient to meet internal control objectives that pertain to the prevention and detection of errors and irregularities.

Reviewed by:

Chief Executive Officer - Date

Chief Financial Officer - Date