

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

Agenda subject to change

January 28, 2021

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

Call to Order

Roll Call

Public Notice January 25, 2021

Public Comment

Approval of Minutes December 18, 2020 1-3

Financial Report

Reports of Committees

Staff Report Patrick Kelly

Old Business None

New Business Resolution: Authorizing Reappropriation of Funds from the St. Lawrence
River Valley Redevelopment Agency CDEIP4-6
(*RVRDA Approved Resolution*)..... *attached*

Executive Session

Adjournment

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**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Meeting of December 18, 2020**

CALL TO ORDER: Chairman Staples requests that Mr. Blevins (who is attending the meeting in person) direct the meeting. Mr. Blevins calls the meeting to order at 10:09 AM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

Mr. Blevins 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 December 14, 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: None

APPROVAL OF MINUTES: Motion to accept the minutes of the October 9, 2020 meeting by Mr. LaBaff seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: Motion to accept the September and October 2020 financial reports by Mr. McMahon, seconded by Mr. Morrill. Ms. Gilbert reviews the September highlights noting rent revenues, salary stipends for the CEO, and general operating expenses. The October highlights include rent revenue and Community Development & Environmental Improvement Program expenses in the amount of \$5,434.16 paid to the Village of Canton for the Fountain Restoration Project. Motion carried unanimously.

COMMITTEE REPORTS: The Governance Committee (consisting of Mr. Blevins – Chair, Mr. LaBaff, and Mr. Hall) met on November 6, 2020 and reviewed several of the policies that are included in today’s agenda. Mr. Blevins briefly mentions a few of the recommended policy changes as part of the annual review process. Mr. Labaff/Mr. Staples motion/second to accept the Governance Committee Report.

STAFF REPORT: Patrick Kelly reports the following:

Loan Portfolio: At the onset of the COVID pandemic, there were several companies that were included in the COVID loan portfolio taking advantage of the moratorium option. There is now only one company still making interest-only payments for an additional two-month period. All other borrowers that took advantage of the COVID relief payment moratorium are now back on a regular payment schedule. Staff will continue to closely monitor the loans carefully as the crisis continues. Mr. Staples asks for the total amount of loan payments that were deferred due to the moratorium. Mrs. Gilbert offers to research and provide this information to the members. Mr. Kelly explains that the report will show the amounts that were subject to the outstanding balance and well as the amount of deferred interest.

Community Development and Environmental Improvement Program: Projects that have received awards in the past are continuing to move forward even through the COVID pandemic.

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-20-12-15: Annual Review of Conflicts of Interest Policy: Mr. Blevins, Chairman of the Governance Committee, reports that the policy was reviewed by the committee and there are no changes recommended. Mr. LaBaff motions to approve Resolution LDC-20-12-15, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-16: Annual Review of the Procurement Policy: Committee Chair, Mr. Blevins, reports that the policy was reviewed by the Governance Committee and a recommendation is being made to increase in the threshold limits for purchases in light of the increased prices for goods and services. Mr. Blevins adds that the current threshold limits have remained the same for several years. Additionally, the policy names the Chief Executive Officer as the designated Contracting Officer. Mr. LaBaff motions to approve Resolution LDC-20-12-16, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-17: Annual Review of the Investment Policy and Authorization of Depositories: Mr. Blevins notes the policy review is required as part of an annual review of internal documents and there are no changes recommended at this time. Mr. LaBaff motions to approve Resolution LDC-20-12-17, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-18: Annual Review of the Sexual Harassment Policy: Mr. Blevins, Governance Committee Chair, announces that the committee has reviewed the recommendations by the New York State Department of Labor in relation to the current IDA Sexual Harassment Policy and offers no changes to the policy at this time. Mr. Blevins adds that all staff participated in interactive training in October, which meets State requirements. Mr. LaBaff motions to approve Resolution LDC-20-12-18, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-19: Accepting Revisions to FOIL Policy: Mr. Blevins reports a periodic review of the FOIL policy indicates revisions are necessary that will reflect the current address of the SLCIDA. Mr. LaBaff motions to approve Resolution LDC-20-12-19, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-20: Authorizing the Adoption of a Records Retention and Disposition Policy: In an effort to identify, protect, and preserve archival records in a manner that promotes the efficient administration, management, and disposal of important records and to ensure continued compliance with the current Best Practices in governance and applicable law as it relates to PAAA of 2005 and PARA of 2009, and in accordance with Article 57-A as it relates to the Retention and Disposition Schedule for New York Local Government Records, the Governance Committee recommends adopting a Records Retention and Disposition Policy and Schedule. Mr. LaBaff motions to approve Resolution LDC-20-12-20, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-20-12-21: Authorizing a Loan of up to \$40,000 to Under Cover Storage: The company, located in Winthrop, serves customers in the Brasher Falls area and is eligible to apply through the Brasher Microenterprise Revolving Loan Fund administered by the SLCIDA-LDC. The cap for the maximum loan amount cannot exceed \$30,000 from the Brasher Fund, so the St. Lawrence County IDA – Local Development Corporation is being asked to lend the remaining \$10,000 for the company to purchase mobile storage units through the LDC's own microenterprise revolving loan fund. Mr. Hall asks if the full \$40,000 is needed. In his response, Mr. Kelly notes that the company has demonstrated a need for the full amount requested and the company has also agreed to meet with the Small Business Development Corporation to discuss current business operations. Mr. Hall motions to approve Resolution LDC-20-12-21, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Assessment of the Effectiveness of Internal Controls. The Assessment of the Effectiveness of Internal Controls is reviewed on an annual basis. Mr. Kelly points out that as a result of the internal controls structure, no single individual has control of the Corporation's funds. No changes are recommended at this time. Mr. LaBaff motions to approve the 2020 review of the Assessment of the Effectiveness of Internal Controls, seconded by Mr. Hall. The motion is approved by unanimous vote.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. LaBaff. The meeting adjourns at 10:48 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary

DRAFT

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Resolution Nos. LDC-21-01-xx
January 28, 2021

AUTHORIZING AN ALLOCATION OF RVRDA COMMUNITY DEVELOPMENT AND ENVIRONMENTAL IMPROVEMENT PROGRAM FUNDS OF UP TO \$31,000 AS A LOCAL MATCH FOR THE LAKE ONTARIO BUSINESS RESILIENCY PROGRAM

WHEREAS, the St. Lawrence County Industrial Development Agency Local Development Corporation (the "SLCIDA-LDC") was formed by the St. Lawrence County Industrial Development Agency to relieve and reduce unemployment, to promote and to provide for additional and maximum employment, to better and maintain job opportunities, to instruct or train individuals to improve or to develop their capabilities for jobs, to 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, and to lessen the burdens of government and to act in the public interest, thus performing an essential governmental function, and

WHEREAS, the SLCIDA-LDC entered in an Agreement with the St. Lawrence River Valley Redevelopment Agency (the "RVRDA"), and

WHEREAS, pursuant to Section II (1) NYPA Allocation Agreement, "...nothing herein shall cause the (Corporation) to undertake any act or participate in any portion of the Allocation Program unless approved by the (Corporation)." and

WHEREAS, the St. Lawrence County Industrial Development Agency has been working on a project with Empire State Development ("ESD") to assist local businesses which have received awards from ESD's Lake Ontario Business Resiliency Program, and

WHEREAS, \$607,585 of funds from this program have been awarded to businesses in St. Lawrence County to support the 2019 New York State Resiliency and Economic Development Initiative ("REDI"), which was created in response to the extended pattern of flooding along the shores of Lake Ontario and the St. Lawrence River, and

WHEREAS, in order to receive the REDI awards, each business is required to procure a contribution equal to at least 5% of the State grant amount awarded from a local government source ("Local Matching Contribution"), which may include various forms of financial assistance provided by an industrial development agency, county, municipality, local development corporation or other governmental entity ("Local Partner"), and

WHEREAS, the total amount of local matching contributions required for the awards in St. Lawrence County is \$30,379, and

WHEREAS, CDEIP funds can be provided from previous years' CDEIP awards to projects which have been completed and whose expenditures have come in under budget,

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section II (1) of the NYPA Allocation Agreement, the St. Lawrence River Valley Redevelopment Agency authorizes the allocation of up to \$30,379 of previous years' CDEIP funds to be used as local matching contributions for St. Lawrence County Lake Ontario REDI award recipients and authorizes the creation, execution and/or delivery of any and all documents and/or budget accounts that may be required to effectuate the

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 LOCAL DEVELOPMENT CORPORATION
 Resolution Nos. LDC-21-01-xx
 January 28, 2021

AUTHORIZING AN ALLOCATION OF RVRDA COMMUNITY DEVELOPMENT AND ENVIRONMENTAL IMPROVEMENT PROGRAM FUNDS OF UP TO \$31,000 AS A LOCAL MATCH FOR THE LAKE ONTRARIO BUSINESS RESILIENCY PROGRAM

transaction contemplated by this resolution.

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

January 28, 2021

ST. LAWRENCE RIVER VALLEY REDEVELOPMENT AGENCY
 Resolution No. RVR-21-01-01
 January 19, 2021

AUTHORIZING AN ALLOCATION OF RVRDA COMMUNITY DEVELOPMENT AND ENVIRONMENTAL IMPROVEMENT PROGRAM FUNDS OF UP TO \$31,000 AS A LOCAL MATCH FOR THE LAKE ONTRARIO BUSINESS RESILIENCY PROGRAM

WHEREAS, the St. Lawrence River Valley Redevelopment Agency (the “Agency”), in support of projects which enhance community development, environmental improvement, and employment opportunities in St. Lawrence County, set aside up to 5% of its unrestricted cash assets for a Community Development and Environmental Improvement Program (“CDEIP”), and

WHEREAS, the Agency has partnered with the St. Lawrence County Industrial Development Agency Local Development Corporation (“IDA-LDC”) for the purpose of providing assistance to such projects, and

WHEREAS, the St. Lawrence County Industrial Development Agency has been working on a project with Empire State Development (“ESD”) to assist local businesses which have received awards from ESD’s Lake Ontario Business Resiliency Program, and

WHEREAS, \$607,585 of funds from this program have been awarded to businesses in St. Lawrence County to support the 2019 New York State Resiliency and Economic Development Initiative (“REDI”), which was created in response to the extended pattern of flooding along the shores of Lake Ontario and the St. Lawrence River, and

WHEREAS, in order to receive the REDI awards, each business is required to procure a contribution equal to at least 5% of the State grant amount awarded from a local government source (“Local Matching Contribution”), which may include various forms of financial assistance provided by an industrial development agency, county, municipality, local development corporation or other governmental entity (“Local Partner”), and

WHEREAS, the total amount of local matching contributions required for the awards in St. Lawrence County is \$30,379, and

WHEREAS, CDEIP funds can be provided from previous years’ CDEIP awards to projects which have been completed and whose expenditures have come in under budget,

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section II (1) of the NYPA Allocation Agreement, the St. Lawrence River Valley Redevelopment Agency authorizes the allocation of up to \$30,379 of previous years’ CDEIP funds to be used as local matching contributions for St. Lawrence County Lake Ontario REDI award recipients and authorizes the creation, execution and/or delivery of any and all documents and/or budget accounts that may be required to effectuate the transaction contemplated by this resolution.

Move:	Strait			
Second:	Forsythe			
VOTE	AYE	NAY	ABSTAIN	ABSENT
Clark	X			
Forsythe	X			
McNeil	X			
Murphy	X			
Strait	X			

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 01/19/21