

**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