

ST. LAWRENCE COUNTY PROPERTY 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 11:30 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); SLCPCD 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. LaBaff, seconded by Mr. Hall. Mrs. Gilbert highlights interest income received and a salary stipend expense. 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: As Mr. Kelly reviews the particulars about potential projects, Mr. Staples asks about installing handicap access to the former Newell Manufacturing Facility. Mr. Kelly notes that this, and other building improvements, will likely be driven by code enforcement requirements as well as the requirements of future tenants.

OLD BUSINESS: None

NEW BUSINESS:

Resolution PDC-20-12-10: Accepting the Former Newell Manufacturing Building from the City of Ogdensburg: In 2017, the IDA entered into an MOU to take possession of the property for \$1.00 with the City of Ogdensburg. The City partnership is coming to end per the MOU which specifies that an affiliated corporation of the IDA may ultimately takes possession of the building. Although the City has not yet received (and, in turn, provided reimbursement to the IDA per the MOU) for the \$1 million Restore-NY Grant, Empire State Development has stated that transferring the property to the SLCPCD will not have an impact on the grant. Mr. Staples mentions that maintenance, security, and insurance will be the responsibility of the SLCPCD once the building is in our name, so carrying costs will be our responsibility.

A discussion ensues regarding the environmental status on the corner piece of the property. That part of the property remains untouched and may need to be parceled off in order to sell the building. Mr. Hall asks if the building has lead-based paint. Mr. Williams, Facilities Manager, answers “yes,” and that the next phase of work planned includes removing the paint. We will be utilizing previously awarded funds from our DANC and NBRC awards to work on building systems such as water, sewer, electric, and heat, as well as interior and exterior finishes and the build out of office and restroom space in order to make the property minimally suitable for lease or sale. Mr. Hall motions to approve Resolution PDC-20-12-10, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution PDC-20-12-11: 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. Hall motions to approve Resolution PDC-20-12-11, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution PDC-20-12-12: Annual Review of the Procurement Policy: Committee Chair, Mr. Blevins, reports that the policy was reviewed and the committee recommended an increase in the threshold limits as prices for goods and services have increased over time. Additionally, the policy names the Chief Executive Officer as the designated Contracting Officer. Mr. Hall motions to approve Resolution PDC-20-12-12, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution PDC-20-12-13: Annual Review of the Investment Policy and Authorization of Depositories: Mr. Blevins notes the policy is required as part of an annual review of internal documents and there are no changes recommended at this time. Mr. Hall motions to approve Resolution PDC-20-12-13, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution PDC-20-12-14: 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 SLCPCD 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. Hall motions to approve Resolution PDC-20-12-14, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution PDC-20-12-15: Authorizing the Adoption of a Records Retention and Disposition Policy: In an effort to identify, protect, and preserve archival records 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. Hall motions to approve Resolution PDC-20-12-15, seconded by Mr. LaBaff. 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. Morrill, seconded by Mr. LaBaff. The meeting adjourns at 12:00 PM by unanimous vote.

(Mr.) Lynn Blevins, Secretary