

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

CALL TO ORDER: Chairman Staples requests that Mr. Blevins (who is attending the meeting in person) run the meeting. Mr. Blevins calls the meeting to order at 9:07 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, Richard Williams, Kimberly Gilbert and Lori Sibley); Andrew Silver, Esq. (IDA Attorney); Christopher C. Canada, Esq., Hodgson Russ, LLP (Transaction Counsel for IDA Solar Projects)

PUBLIC NOTICE: Public notifications sent December 14, 2020 to, at a minimum: newspapers designated for the publication of local laws and other matters required by law to be published; additional local media sources and websites.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Motion to accept the minutes of the 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. Staples. Mrs. Gilbert reports that the September highlights include revenues received from the In-Law Brewing project application fee, fourth quarter income from the Economic Development Services Contract with the County, and interest income. Expenses include tuition costs paid up-front for the Adult Ed CDL-A Training Classes offered through SUNY Canton's CREST Center which will be reimbursed in 2021 as part of the USDA Rural Development Business Grant awarded to the IDA earlier this year. In October there were five NexAmp Solar Projects that generated application fees, and there was J&L project revenue as part of payment received from Empire State Development. Expenses include costs for the Former Newell Manufacturing Facility Rehabilitation Project. Mr. Hall asks for a status report that highlights the expenses associated with the J&L project. Mrs. Gilbert offers to send the report to the members since the information was not at her disposal at the meeting. Mr. Hall also requests expenses from the Newton Falls Railroad Project and Former Newell Manufacturing Rehabilitation Project as well.

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. Staples poses a question concerning the threshold revisions that are being suggested in the Procurement Policy. Mr. Kelly explains that the policy was reviewed last year, and it was suggested that the staff do research to compare our policy with those of other IDAs. Mr. Staples is pleased to hear that the information used to establish the recommendations were the result of comparing policies and providing a reasonable explanation for the suggested changes, so we are not criticized for our policy being vastly different from other Industrial Development Agencies. Mr. LaBaff/Mr. Staples motion/second to accept the Governance Committee Report.

STAFF REPORT: Patrick Kelly reports the following:

St. Lawrence County Reopening Task Force: With the recent increases in COVID cases, we continue to put out messaging concerning the five pillars of prevention utilizing the resources of our new social media presence via the web. This runs consecutively with the County's messaging through various advertisements that include tips and pointers as we navigate through the holidays. As we move into the vaccine rollout process and understanding that this process will play a critical role in keeping our economy moving forward, Mr. Kelly has offered the services of the IDA to the County to assist with availing the vaccine to the public.

Lake Ontario Business Resiliency Program: The Lake Ontario Business Resiliency Program has been developed to support the 2019 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. REDI is moving forward, and we have been working with some of the St. Lawrence County REDI-awarded businesses to help them submit their projects for the program. We are also working to assist businesses to obtain matching funds (via loans or other financing) to qualify for the REDI awards. The funding will help to address the immediate and long-term resiliency needs of these areas while also enhancing economic development opportunities.

Empire State Mines (former St. Lawrence Zinc): Zinc prices have increased to \$1.29. Prices have been as low as \$0.89 throughout the pandemic. It is important to note that aluminum prices have increased as well.

NextEra Solar Projects: Due to COVID gathering restrictions, NextEra planned two virtual Town Hall meetings to discuss the North Side Center solar (180 MW) Project. Mr. Williams attended one session and Mr. Kelly attended the other. The sessions mentioned the IDA's potential involvement with the project.

Former Newell Manufacturing Building: The City met earlier this month and approved the transfer of the former Newell Manufacturing Building to the SLCIDA. The next phase of the project has begun, which includes seeking contractors to do paint removal, work on interior and exterior finishes as well as building electric, heat, water, and sewer connections.

Newton Falls Land Reclamation: National Grid recently announced a grant award from the company's Brownfield Redevelopment Program in the amount of \$22,300 to Mr. Andy Leroux for a project that is expected to cost a total of \$89,500 to cleanup and repurpose land which was once owned by the former Newton Falls Fine Paper mill. Mr. Leroux worked at the facility, so he is familiar with the property that he purchased behind the mill buildings that was once used for wastewater treatment processes. With cleanup efforts now complete, Mr. Leroux will build a Christmas Tree Farm on the property, with proposed future plans for a maple syrup retail outlet, a fishing and hunting lodge and a campground to follow. Mr. Leroux expressed appreciation for the assistance provided by the SLCIDA when referring him to the National Grid program. Mr. Kelly distributes a picture book and thank you letter, including the National Grid press release, that Mr. Leroux shared with the IDA.

Dairy Processing Industry Recruitment: Mr. Kelly mentions that we have engaged the Elder Group (low bidder from the RFP process) to provide outreach to prospective companies in the milk processing/dairy industry with a focus on attracting companies in the Midwest and New England area. As we continue to work on new and future project activity, we've had a number of discussions with large farms in the County as well as with the Cornell Cooperative Extension regarding resource that the local supply of milk could provide as a means to attract additional processors to the County.

CDL-A Training Course: The next class is underway at the SUNY Canton CREST Center. This is the 3rd session that has been offered since the program began. The IDA provides scholarship money to applicants via an award by the USDA Rural Business Development Grant Program.

COVID-19 Emergency Grant Program: Mr. Kelly mentions that this is a new program that will be discussed under New Business.

Reappointment: The term of Steven Morrill will expire in February 2021. Mr. Kelly adds that several agriculture related issues have come up during the COVID pandemic and it has been valuable to the IDA staff to have a board member with Mr. Morrill's experience as a resource. Mr. LaBaff/Mr. McMahon motion/second to recommend to the County Board of Legislators that Mr. Morrill be reappointed for another term. Carried Unanimously.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-20-12-25: 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. McMahon motions to approve Resolution IDA-20-12-25, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-26: Annual Review of the Procurement Policy: Committee Chair, Mr. Blevins, reports that the policy was reviewed, and the committee recommends increasing the threshold limits for purchases as prices for goods and services continue to increase. Additionally, the policy names the Chief Executive Officer as the designated Contracting Officer. Mr. McMahon motions to approve Resolution IDA-20-12-26, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-27: 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. McMahon motions to approve Resolution IDA-20-12-27, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-28: 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. McMahon motions to approve Resolution IDA-20-12-28, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-29: 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. McMahon motions to approve Resolution IDA-20-12-29, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-30: 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 disposition of important records, 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. McMahon motions to approve Resolution IDA-20-12-30, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-20-12-31: Authorizing a Lease for the Canton Mixed-Use Building with Michels Corporation: Mr. Kelly references the terms of the 2-year lease and notes Michels Corporation is a contractor for the NYPA SmartPath Project. Mr. McMahon asks if the company had occupancy at another location

prior to locating in this building. Mr. Kelly responds the company has leased a number of locations along the SmartPath project area and did not leave another location to locate to this building. Mr. LaBaff motions to approve Resolution IDA-20-12-31, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-20-12-32: Approving Resolution: Omni Navitas Renewables, LLC. GSPP County Route 31, LLC Project: Mr. Kelly advises the members that the PILOT schedule is similar to other solar projects that have recently been approved. He adds that there has been discussion regarding solar projects and how they affect the value of agricultural property, as mentioned in a recent article in the Watertown Daily Times. Mr. Hall asks if this project is consistent with other solar projects. Mr. Kelly states that this project received the same review process as other projects and was approved by each of the local taxing jurisdictions. Mr. LaBaff motions to approve Resolution IDA-20-12-32, seconded by Mr. Staples. 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 because of the internal controls structure, no single individual has control of the Agency'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.

Resolution IDA-20-12-33: Authorizing COVID-19 Disaster Emergency Grant to the Society of the United Helpers: Mr. Kelly explains that legislation passed recently that enables emergency grants from an IDA for COVID-related expenses. He adds that we stay mindful of our mission when we are considering grant opportunities for businesses and the importance of preserving resources for our core mission work. There is a significant and unique need and hardship with United Helpers at the present time. As has been widely reported to date there have been 17 deaths relating to COVID-19 in the United Helpers health care facilities. United Helpers has put out a request for assistance from the general public and has applied to the IDA as the organization is in desperate need for personal protective equipment. The cap for the grant is \$10,000 and it is recommended that they receive the full amount of the grant to fulfill the need for equipment as noted in the description provided by the company in its application to the IDA. Mr. LaBaff motions to approve Resolution IDA-20-12-33, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-20-12-34: Authorizing Sub-Award Contract with the Lake Champlain-Lake George Regional Planning Board: The Lake Champlain - Lake George Regional Planning Board ("LCLGRP") has been awarded a \$2,940,000 Revolving Loan Fund CARES Act grant from the Economic Development Administration to assist small businesses within Clinton, Essex, Hamilton, Warren, Washington, Jefferson, Lewis, and St. Lawrence Counties that have been impacted by the COVID-19 pandemic. The LCLGRP wishes to engage the services of the IDA for the IDA to act as the primary contact in St. Lawrence County to promote the fund and partner with the LCLGRP to provide our companies with another avenue for recovery financing. Mr. Kelly responds to a question posed by Mr. Blevins and states that several different types of industries are eligible for this loan fund including hospitality, tourism, retail, and restaurants. Mr. Hall motions to approve Resolution IDA-20-12-34, seconded by Mr. McMahon. The motion is approved by unanimous vote.

EXECUTIVE SESSION: Hall/Morrill motion for an Executive Session at 9:22 AM to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. The motion is approved by unanimous vote.

Hall/Morrill motion to return to Regular Session. The motion is approved by unanimous vote. The Agency returns to Regular Session at 10:07 AM.

A motion is made by Mr. LaBaff and seconded by Mr. Hall to approve a new employment contract for the Chief Executive Officer that shall be effective January 1, 2021. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Hall. The meeting adjourns at 10:08 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary