

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC 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 10:48 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. Staples, seconded by Mr. Reagen. Motion carried unanimously.

FINANCIAL REPORTS: Motion to accept the September and October 2020 financial reports by Mr. Staples, seconded by Mr. Morrill. Mrs. Gilbert highlights a salary stipend to the CEO for the first 6 months and interest income. 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: Revenue was generated through the bond amendment for the 2010 Canton-Potsdam Hospital bonds.

OLD BUSINESS: None

NEW BUSINESS:

Resolution CDC-20-12-12: **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. Morrill motions to approve Resolution CDC-20-12-12, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-20-12-13: **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 for purchase limits to meet the increase in 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. Morrill motions to approve Resolution CDC-20-12-13, seconded by Mr. Hall. The motion is approved by unanimous vote.

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

Resolution CDC-20-12-15: 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. Morrill motions to approve Resolution CDC-20-12-15, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-20-12-16: 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. Morrill motions to approve Resolution CDC-20-12-16, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-20-12-17: Authorizing the Adoption of a Records Retention and Disposition Policy: 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. Morrill motions to approve Resolution CDC-20-12-17, seconded by Mr. Hall. 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 11:30 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary