

ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION
Meeting of March 26, 2021

CALL TO ORDER: Chairman Staples requests that Mr. Hall (who is attending the meeting in person) direct the meeting. Mr. Hall calls the meeting to order at 9:44 AM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

Mr. Hall announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Kimberly Gilbert, and Lori Sibley)

PUBLIC NOTICE: Public notifications sent March 19, 2021 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 January 28, 2021 meeting by Mr. LaBaff seconded by Mr. Staples. Motion carried unanimously.

FINANCIAL REPORTS: None

COMMITTEE REPORTS: *Governance Committee:* Mr. Blevins (Chair of the Audit Committee), reports that the committee (including Mr. LaBaff and Mr. Hall) met March 16, 2021 and reviewed the policies contained in today's meeting packet and notes there were no substantial changes to the policies. The Review of Property shows the current value of assets is reflected in our inventory of Real Estate. Mr. Blevins also notes the Mission and Performance Review and Board Member Evaluations were also reviewed and there are no recommended changes at this time. *Audit Committee:* Mr. Hall notes an audit exit committee meeting was held this morning with the audit firm of Pinto, Mucenski, Hooper, VanHouse, & Co. and adds that there were no deficiencies in internal controls or issues with the audit.

STAFF REPORT: Patrick Kelly reports the following:

Former Newell Manufacturing Facility: Mr. Kelly reviews details about the lead paint clean up and notes that bids for the next phase (Phase IIB) of the project are due Tuesday March 30, 2021. A Pre-Bid walk thru was held at the site on Thursday March 18th. Five contractors and two subcontractors were in attendance. Mr. Staples expresses a desire to hire local contractors, Mr. Kelly confirms that all of the contractors in attendance were local. Additionally, Mr. Kelly reviews a program for a zero percent loan through National Grid to replace outdated lights in the building with modern, high efficiency LED lights. Mr. Blevins and Mr. Staples first/second a motion to apply for this program.

Mr. Reagen asks for an update regarding the timeframe for tenant occupancy. Mr. Kelly expects once the work on this phase (which includes building electrical, heat, plumbing, and basic office/entrance space) is completed, the building will be ready for specific tenant finishing work. Mr. Reagen suggests discussions begin soon to rename the building to get people thinking and associating the building with its potential future reuse, as opposed to its current and past states. Mr. Blevins suggests placing a sign in front of the building to show IDA involvement in the rehabilitation efforts.

Star Lake Grocery Store: Discussions regarding a potential purchase option are on-going. An environmental analysis on the building is being conducted this morning by the developer holding the purchase option on the building. Assuming the sale goes forward, it looks like a closing could occur in the early summer.

Newton Falls Paper Mill: We have received a couple of inquiries regarding the potential for a cannabis growing facility at the mill. Mr. Kelly mentions the owner of the rail bridge located on the property resides in Texas and has been unresponsive to receiving calls. Other options, including legal avenues, to secure access over the bridge are briefly discussed.

OLD BUSINESS: None

NEW BUSINESS:

Resolution PDC-21-03-02: Annual Review of Code of Ethics: Mr. Hall notes the Governance Committee has reviewed the policy. One suggested change was to replace the word “Director” with “Board Member” to keep the language consistent with other policies. Mr. LaBaff motions to approve Resolution PDC-21-03-02, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution PDC-21-03-03: Annual Review of Compensation, Reimbursement and Attendance Policy: Mr. Hall notes that the Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution PDC-21-03-03, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution PDC-21-03-04: Annual Review of Whistleblower Policy and Procedures Mr. Hall notes the Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution PDC-21-03-04, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution PDC-21-03-05: Annual Review of Defense and Indemnification Policy: Mr. Hall notes the Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution PDC-21-03-05, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution PDC-21-03-06: 2021 Review of Disposition of Real Property Guidelines and 2020 Report of Property: Mr. Hall notes that the current value of assets is reflected in our inventory of Real Estate and there is no need for changes at this time. Mr. LaBaff motions to approve Resolution PDC-21-03-06, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution PDC-21-03-07: Accepting FY2020 SLC-PDC Audit: Mrs. Gilbert notes that the Audit Committee met earlier in the morning and were able to discuss the Audit process and results with Mark Mashaw, from the audit firm of Pinto, Mucenski, Hooper, VanHouse, & Co. She notes that the audit encountered no problems and proceeded as expected. Mrs. Gilbert notes that majority of the expenses were associated with the Star Lake Property and will be reimbursed to the PDC upon the sale of the property with remaining proceeds split amongst the original lenders. The title for the former Newell Building was transferred into the St. Lawrence Property Development Corporation earlier this week and will be listed as an asset on our financial statements going forward. Mr. Hall asks if the City submitted everything that was needed to National Grid and New York State to secure the reimbursement of grant funds. Mr. Kelly confirms that they have submitted everything needed and that the IDA has received the \$300,000 from the National Grid grant and are waiting for the City to receive the \$1,000,000 in Restore NY funding and forward that amount on to the IDA. Mrs. Gilbert asks if there are any additional questions. With no further questions or comments, Mr. LaBaff motions to approve Resolution PDC-21-03-07, seconded by Mr. Morrill. The motion is approved by unanimous vote.

2020 Annual Report: Mr. Kelly reviews the Annual Report document, noting there was no project activity in 2020. Mr. McMahon and Mr. Staples motion/second to accept the report. The motion is approved by unanimous vote. Mr. Kelly adds that with this board approval, the Annual Report, Investment Report and Procurement Report will be certified with the Authorities Budget Office prior to the March 31st deadline.

2020 Mission and Performance Report: Although there was minimal activity in 2020, Mr. Kelly anticipates more activity from the SLCPCD in 2021. Building plans and specs have been sent to the town and the site plans were approved by the town for Star Lake Grocery. Mr. Kelly reviews the mission and goals contained in the 2020 Mission and Performance Report, which has been provided to the board, noting the report is sent annually to the Board of Legislators and is included in PARIS reporting to New York State. Mr. McMahon motions, and Mr. LaBaff seconds, to accept the report. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. Morrill, seconded by Mr. McMahon. The meeting adjourns at 10:02 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary