

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
LOCAL DEVELOPMENT CORPORATION  
Meeting of March 26, 2021**

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**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 9:04 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. McMahon. 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. The Mission and Performance Review and Board Member Evaluations were also reviewed with 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. The audit was clean and complete with no issues.

**STAFF REPORT:** Patrick Kelly reports the following:

**St. Lawrence County Reopening Task Force:** By continuing to assist the County Reopening Task Force with the vaccine rollout, staff is better positioned to assist companies that have questions regarding the process. Some of the larger employers in the County are interested in hosting a vaccine camp at their facilities to make it easier for their employees to receive the COVID-19 vaccine. As the process continues, staff will keep employers informed of opportunities available so there is a consistent stream of communication. While the Reopening Task Force is meeting this afternoon, the group is assembling less frequently as the guidelines loosen and as more people become vaccinated. Mr. Reagen expresses appreciation, on behalf of the County Administrator, for the assistance received by the IDA-Local Development Corporation and John Pinkerton's leadership in setting up the vaccination clinics. Mr. Kelly mentions the recent article in USA Today which applauds SUNY Potsdam for the college's role as one of the predominant vaccination sites in New York State. McMahon adds that the Massena airport has seen an increase in air travel since SUNY Potsdam opened their campus as a vaccination POD. People are coming to St. Lawrence County from all over the state to get their COVID vaccination.

LC Drives: Mr. LaBaff mentions a story in the news last evening regarding LC Drives interest in potentially moving out of New York State. The Company has received thousands of dollars in incentives from New York State, including incentives that were awarded by the St. Lawrence County IDA, the IDA – Local Development Corporation, and the St. Lawrence River Valley Redevelopment Agency.

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-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 LDC-21-03-02, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-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 LDC-21-03-03, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-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 LDC-21-03-04, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-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 LDC-21-03-05, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-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 LDC-21-03-06, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-21-03-07: Authorizing an Equipment Loan of up to \$344,500 to Atlantic Testing Laboratories, Limited: Mr. Kelly reviews an extensive history with the Company. The most recent loan that was awarded to the Company in 2017 reflects full and consistent payments in a timely manner with two jobs created as a result of that project. The project presented today will create two more jobs and attract new revenue projects for the Company. It is anticipated that this will be a strong loan for a stable company. The St. Lawrence River Valley Redevelopment Agency approved the loan at their March 11<sup>th</sup> meeting. Mr. Morrill motions to approve Resolution LDC-21-03-07, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-21-03-08: Authorizing Application for Grant Funds Through Northern Border Regional Commission: Mr. Kelly briefly discusses the project, noting the company’s many years of success in St. Lawrence County. For several years, we have had discussions with the Company regarding the need for repairs to the rail spur that connects to Dunn Paper. The IDA-LDC will apply for Federal Funding to request the appropriation of funds for necessary infrastructure improvements. Mr. LaBaff motions to approve Resolution LDC-21-03-08, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-21-03-09: Accepting FY2020 SLCIDA-LDC Audit: After receiving a thorough review of the audit by Mr. Mashaw, Mrs. Gilbert asks if there are any additional questions. With no further questions or comments, Mr. LaBaff motions to approve Resolution LDC-21-03-09, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution LDC-21-03-10: Authorizing Curran Renewable Energy, LLC to Draw Up To \$350,000 From Existing Line of Credit: Mr. Kelly reviews the efforts by Curran Renewable Energy to pay down their initial line of credit from \$1,500,000 to \$596,000 and the need to seek up to \$350,000 from that line of credit for working capital that will help sustain the company's goals of moving forward with the North American Forest Group sawmill in the Town of Oswegatchie, and ongoing operations of the pellet mill in Massena, as well as the Company's related Seaway Timber Harvesting business. Winter ended rather abruptly in the North Country and this does not bode well for businesses that supply resources for heating your home. The St. Lawrence River Valley Redevelopment Agency approved a resolution at their March 11, 2021 meeting. Mr. LaBaff motions to approve Resolution LDC-21-03-10, seconded by Mr. Staples. The motion is approved by unanimous vote.

2020 Annual Report: Mr. Kelly reviews the Annual Report document, noting the number of grant and loan projects, and discussing the job totals to projects, incentives and overall performance of the projects. Mr. Kelly adds that we spent much of 2020 in a global pandemic. All things considered, performance was very strong and the loan fund is healthy. Mr. Morrill and Mr. LaBaff 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 31<sup>st</sup> deadline.

2020 Mission and Performance Report: In addition to the numerical and statistical performance contained in the Annual Report, the IDA-LDC is required to provide a review of our mission and goals. Mr. Kelly reviews the 2020 Mission and Performance Report in detail, 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 the Authorities Budget Office. One of the many items highlighted in the report is the COVID-19 moratorium that was offered early to IDA-LDC loan clients. Being proactive really helped keep businesses operational. Mr. Kelly also mentions the CDL-A program and adds that this was a great opportunity to be involved in collaborative efforts with our development partners. 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. Reagen. The meeting adjourns at 9:34 AM by unanimous vote.

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(Mr.) Lynn Blevins, Secretary