

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LOCAL DEVELOPMENT CORPORATION
Meeting of December 21, 2021**

CALL TO ORDER: Chairman Staples calls the meeting to order at 9:25AM in the Thomas A. Plastino Conference Room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

Mr. Blevins announces there is a quorum.

Others: IDA Staff (Patrick Kelly, Kimberly Gilbert and Richard Williams)

PUBLIC NOTICE: Public notifications sent December 16, 2021, 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. Andrew Gardner, a representative with the Watertown Daily Times, is present.

APPROVAL OF MINUTES: Motion to accept the minutes of the November 12, 2021 meeting by Mr. LaBaff, seconded by Mr. Hall. Motion carried unanimously.

FINANCIAL REPORTS: *September 2021:* Ms. Gilbert refers to the highlight sheet for the September 2021 financials, pointing out that the RVRDA reimbursed the IDA for 50% of marketing expenses for 2021. A final reimbursement for the remainder of the marketing expenses expended during 2021 will be made at the end of the year.

October 2021: Ms. Gilbert notes that there were CDEIP expenses made during the month to the Town of Louisville for the golf course rehab as well as a payment to the SLC Arts council to assist with the purchase of the building on Raymond Street. Motion to accept financials of September and October 2021 by Mr. Hall, seconded by Mr. LaBaff. Motion carried unanimously.

REPORT OF COMMITTEES: The Governance Committee met on December 10, 2021. On behalf of the committee, Mr. Hall provides the following summary:

- **Conflict of Interest Policy** – After comparing the current policy to the ABO model policy, no changes are recommended at this time.
- **Assessment of the Effectiveness of Internal Controls** – After comparing the current policy to the ABO model policy guidelines, no changes are recommended at this time.
- **Procurement Policy** – There are no recommended changes needed at this time.
- **Mission Statement** – There are no recommended changes needed at this time.
- **Review of Sexual Harassment Policy** – As part of the annual review procedures, the committee reviewed the requirements established by New York State Law and determined there are no recommended changes to the current policy at this time. Staff have completed the annual training requirements.

STAFF REPORT: Patrick Kelly reports the following:

More project activity is expected in the first quarter of 2022. The pandemic does create starts and stops to projects and lags in the timeliness of projects moving forward.

Regulated In-Home Child Care Initiative: The SLCIDA-LDC has been asked to serve as funding allocation administrator for a proposed Regulated In-Home Childcare Development Initiative. If it is approved, the role of funding allocation administrator could potentially be filled by the IDA, the LDC, or CDC, depending on the funding and the requirements of administering. The goal of the proposed program is to assist in the creation of more in-home childcare options in the County. Several funding sources are being researched, including federal ARPA funds. The program would last three years and as proposed would cost \$200,000. Our role would be to hold, administer, and distribute any funds received in support of the program. More information will be provided if the initiative moves forward. The Board unanimously shows support for the funding administration role.

OLD BUSINESS: None

NEW BUSINESS:

The following four resolutions contain required annual policy reviews that were discussed by the Governance Committee on December 10, 2021.

Resolution LDC-21-12-18: Annual Review Conflicts of Interest Policy

Mr. LaBaff makes a motion to approve, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-21-12-19: Annual Review of Procurement Policy

Mr. LaBaff makes a motion to approve, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-21-12-20: Annual Review of Investment Policy

Mr. LaBaff makes a motion to approve, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution LDC-21-12-21: Annual Review of Sexual Harassment Prevention Policy

Mr. LaBaff makes a motion to approve, seconded by Mr. Staples. The motion is approved by unanimous vote.

EXECUTIVE SESSION: At 9:29AM a motion for executive session to discuss the credit history and financials of a specific company was made by Mr. Blevins and seconded by Mr. Hall. The motion is approved by unanimous vote.

At 9:38AM, a motion is made by Mr. Blevins to return to regular session.

Resolution LDC-21-12-22: Declaration of Uncollectible Debt: A Microenterprise loan made in 2012 to Gordon's Frame to Finish that has a remaining balance of \$19,863.84, and a Microenterprise loan made in 2018 to BH Trailers with a remaining balance of \$10,591.45 are both presented in this resolution with a request to be written off as uncollectible debt. Mr. Kelly points out that while writing off the balances of these loans removes them as assets on our balance sheet, it does not preclude future collection activities. A motion is made by Mr. Hall and seconded by Mr. LaBaff to approve Resolution IDA-21-12-xx. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. Hall and seconded by Mr. LaBaff. The meeting adjourns 9:39AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary