

**ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION**  
**Meeting of December 21, 2021**

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**CALL TO ORDER:** Chairman Staples calls the meeting to order at 9:40AM 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 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 and October 2021: Motion to accept financials of September and October 2021 by Mr. Hall seconded by Mr. LaBaff. Ms. Gilbert refers to the highlight sheet for the September 2021 financials, pointing out that there were approximately \$249,000 of expenses during the month for the Newell Building Rehabilitation project.

Ms. Gilbert notes that there were revenues received from the NBRC grant of about \$75,000 towards the costs for rehabilitating the Newell Building as October highlights. There was also approximately \$220,000 of costs for rehabilitating the Newell Building during October.

Mr. Hall asks if the reimbursement process from the NBRC is proceeding smoothly. Ms. Gilbert informs the board that majority of the reimbursement has been received, a small balance remains that will be reimbursed at the project completion. Mr. Williams then states that the form for substantial completion is ready, basically all that is left of the rehabilitation project is a small punch list of items. Ms. Gilbert asks if there are any additional specific questions, hearing none, Mr. Blevins calls the motion, which passes 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: None

OLD BUSINESS: None

NEW BUSINESS:

The following resolutions are required annual reviews of our policies that were reviewed by the Governance Committee on December 10, 2021.

Resolution: Annual Review Conflicts of Interest Policy

Mr. LaBaff motions to approve Resolution seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution: Annual Review of Procurement Policy

Mr. LaBaff motions to approve Resolution seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution: Annual Review of Investment Policy

Mr. LaBaff motions to approve Resolution seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution: Annual Review of Sexual Harassment Prevention Policy

Mr. LaBaff motions to approve Resolution seconded by Mr. Hall. The motion is approved by unanimous vote.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. Hall and seconded by Mr. Morrill. The meeting adjourns 9:44AM by unanimous vote.