

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Meeting of March 29, 2022

CALL TO ORDER: Chairman Staples calls the meeting to order at 9:05 AM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

Mr. Staples announces there is a quorum.

Others: IDA Staff present: Patrick Kelly, Richard Williams, Kimberly Gilbert, and Lori Sibley. Robert Ahlfeld via Zoom

PUBLIC NOTICE: Public notifications sent March 24, 2022 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: Andy Gardner, Reporter with the Watertown Daily Times is in attendance and has no comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the February 22, 2022 meeting by Mr. LaBaff seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: Mrs. Gilbert reports that the *December* highlights contain end-of-year entries and correspond with information provided in the audit. Motion to accept the December 2022 financial reports by Mr. LaBaff, seconded by Mr. Morrill. Motion carried unanimously.

COMMITTEE REPORTS: *Governance Committee:* Mr. Blevins (Chair of the Audit Committee) mentions that the committee met March 22, 2022 and reviewed the policies contained in today’s meeting packet and notes there were no substantial changes to the policies. Mr. Blevins mentions one suggested change in the Code of Ethics by changing the word “Director” to “Board Member” to be consistent with other policies. Also, the committee reviewed the Employee Handbook and suggested a change to include both exempt and non-exempt classifications and to modify paid leave time to reflect accruals in days versus hours. *Audit Committee:* Mr. Hall reports for Mr. McMahon (Chair of the Audit Committee) and notes an audit exit committee meeting was held today, prior to this board meeting with the audit firm of Pinto, Mucenski, Hooper, VanHouse, & Co. and adds that there were no difficulties, no disagreements with management and a positive audit. Mr. Hall then defers to Mrs. Gilbert (IDA Chief Financial Officer) and she adds that the audit was “clean” and complete with no issues. Mr. LaBaff motions to accept the Committee Reports, seconded by Mr. McMahon. Motion carried unanimously.

STAFF REPORT: Patrick Kelly reports the following:

Ogdensburg Correctional Facility (“OCF”): The Ogdensburg Correctional Facility closed on March 10, 2022 Staff continue to work with stakeholders to find a productive reuse for the facility. A binder of data facts, community support, and alternative ideas was delivered to Governor Hochul’s office in Albany earlier this month. The closure resulted in the loss of 270 jobs and a \$25 million payroll.

Renewable Energy Projects: A public hearing was held on March 24, 2022 for the LF Bioenergy LFI, LLC renewable natural gas project proposed at the Stauffer Farm in the town of Lawrence. There were no comments from the public.

Request for Quotes: Rail Construction: Erdman Anthony was the sole respondent in the request for proposals for rail construction needed for the Alcoa Track Rehabilitation and Grade Crossing Safety Improvement Project approved through the NYS Department of Transportation 2021 Passenger and Freight Rail Assistance Program. We have utilized Erdman Anthony's services in the past and have had success with them. We will engage with their services for this project and the work will be funded through the NYS Department of Transportation grant program. Exterior Lighting: An RFQ to replace the lights outside the Commerce Park Building in Canton with more high efficiency lighting was released with responses due by April 14th.

Massena Downtown Revitalization Initiative: A call for projects were due last Friday for projects to be potentially included as part of the Strategic Investment Plan for the DRI. The review process is in the early stages right now. Our agency submitted a proposal for potential rehabilitation work in one of the downtown blocks within the DRI boundary.

Marketing: As part of the *Business Connections: Spotlight on BOCES services*, business tours and informational sessions have been conducted at both the Ogdensburg (Northwest Technical Center) and Norwood (Seaway Technical Center) locations in February and March. The next event is scheduled for April 28th in Fowler (at Southwest Technical Center). The events help to showcase the workforce connections available through the local tech centers. Networking events will resume again, beginning in May, with an event scheduled in Massena, followed by events in the Morristown and Star Lake areas.

NYS Economic Development Council (NYSEDC): The next virtual IDA Academy is scheduled for April 12th. Mr. Kelly asks if there are any board members that are interested in registering for the event. He adds that this is an opportunity for board members to see the changes to regulations required of IDAs. The Annual Meeting is scheduled for May 25-27 in Cooperstown.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-22-03-03: Annual Review of Code of Ethics: As mentioned earlier, the Governance Committee reviewed the policy and suggests that the word "director" be changed to "board member" to keep the terminology consistent among policies. Mr. Blevins motions to approve Resolution IDA-22-03-03, seconded by Mr. LaBaff. Motion is approved by unanimous vote.

Resolution IDA-22-03-04: Annual Review of Compensation, Reimbursement, and Attendance Policy: Mr. Blevins, on behalf of the Governance Committee, notes the policy has been reviewed and no changes are recommended. Mr. Blevins motions to approve Resolution IDA-22-03-04, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-22-03-05: Annual Review of Whistleblower Policy: The Governance Committee has reviewed this policy and recommends no changes. Mr. Blevins motions to approve Resolution IDA-22-03-05, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-22-03-06: Annual Review of Defense and Indemnification Policy: After review by the Governance Committee, there are no recommended changes to this policy. Mr. Blevins motions to approve Resolution IDA-22-03-06, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-22-03-07: 2022 Review of Disposition of Real Property Guidelines and 2021 Report of Property: Upon review, the Governance Committee has determined no need for revisions at this time. Mr. Blevins motions to approve Resolution IDA-22-03-07, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-22-03-08: Resolution IDA-22-03-08: Accepting the FY2021 Audit: Mrs. Gilbert provides a brief summary of the audit and notes that grant money was received from the City of Ogdensburg for the Newell Rehabilitation Project, the Canton Industrial Park IDA loan was paid in full, Community Development and Environmental Improvement Program application money was received, building rent was received and project fees increased over the year. Mr. Blevins motions to approve Resolution IDA-22-03-08, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-22-03-09: Authorizing Updates to the Personnel Guidelines: In an effort to distinguish the difference between Exempt and Non-Exempt classifications and revising the hourly pay structure to a salary pay structure, the Governance Committee had suggested changes for the employee handbook. Mr. LaBaff motions to approve Resolution IDA-22-03-09, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution IDA-22-03-10: Authorizing the Signing of a Letter of Intent for a Purchase Option for Land in the Gouverneur Industrial Park: A private property developer has expressed interest in purchasing 2 acres of land in the Gouverneur Industrial Park to build a 10,000 square foot mental health services building. Within the park, the IDA owns 24 acres of land, 16 of which is considered “developable.” The property has been vacant for quite some time now. After speaking with local officials, it appears there is support for the proposed project at this location and both the Gouverneur Mayor and Town Supervisor indicated that the service would be valuable to the area. The prospective tenant for the building is not able to expand at their current location in Gouverneur. The option would be for the outright sale of the property and does not include the provision of IDA incentives. Discussion ensues surrounding the details of the sale of the property and its use. Mr. Williams, IDA Project Manager, mentions that the developer will have to get zoning and planning approval for the project before the project can move forward.

EXECUTIVE SESSION: LaBaff/Blevins motion for an Executive Session at 9:29 AM to discuss matters leading to the proposed acquisition, sale or lease of real property. Blevins/Morrill motion to return to Regular Session. The motion is approved by unanimous vote. The Agency returns to Regular Session at 9:44 AM.

Mr. Blevins motions to approve Resolution IDA-22-03-10, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Mission and Performance Report: Mr. Kelly notes that 2021 was another busy year. There were continuing efforts related to the Covid pandemic, with an emphasis on helping the county and local employers with vaccination coordination efforts. Mr. Kelly reviews the highlights contained with the report, expressing the close partnerships that continued between this Agency and other economic development partners, as we assisted businesses with obtaining help through various SBA and other programs. Mr. Kelly adds that the focus was not only on businesses, but also community and infrastructure projects, and a growing effort to help develop the workforce pipeline. He adds that each of these reports reviewed today will be forwarded to the St. Lawrence County Board of Legislators. Mr. LaBaff motions to accept the Mission and Performance Report, seconded by Mr. Morrill. The motion is approved by unanimous vote

FY2021 Annual Report for PARIS: Prior to today’s meeting, a draft copy of the PARIS report was provided to each board member. The Annual Report indicates that there were 37 projects that were completed or that continued to make progress last year and 260 jobs were added across the board. Mr. Kelly reviews the project performance summary with the board. The report is ready to be certified in PARIS. Mr. LaBaff motions to

accept the FY2021 Annual Report for PARIS, seconded by Mr. Morill. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Morrill. The meeting adjourns at 9:54 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary