

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

CALL TO ORDER: Chairman Staples calls the meeting to order at 9:55 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.

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. Additionally, while IDA employees will continue to work a standard 35-hour work week, an additional stipend will be paid by an affiliated agency of the IDA to each employee for 2.5 hours of additional work to be performed each week. This is for work above and beyond the work done for the IDA by each worker. The affiliated Agency to pay the stipend will be the IDALDC.

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. It was a clean and positive audit. Mr. Hall then defers to Mrs. Gilbert (IDA-LDC Chief Financial Officer) and she adds that there was one adjustment needed for recording Northern Border Regional Council ("NBRC") revenue. Mr. LaBaff motions to accept the Committee Reports, seconded by Mr. Hall. Motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

Resolution LDC-22-03-02: 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 LDC-22-03-02, seconded by Mr. LaBaff. Motion is approved by unanimous vote.

Resolution LDC-22-03-03: 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 LDC-22-03-03, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-22-03-04: Annual Review of Whistleblower Policy: The Governance Committee has reviewed this policy and recommends no changes. Mr. Blevins motions to approve Resolution LDC-22-03-04, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-22-03-05: 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 LDC-22-03-05, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-22-03-06: 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 LDC-22-03-06, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution LDC-22-03-07: Accepting the FY2021 Audit: Mrs. Gilbert provides a brief summary of the audit. Mr. LaBaff motions to approve Resolution LDC-22-03-07, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution LDC-22-03-08: Authorizing a Loan in an Amount of up to \$6,500 to Eshelman’s Home and Lawn Services: A business that performs mowing, maintenance, and cleaning services, the microenterprise loan will be used for the purpose of purchasing a trailer to transport mowing equipment to and from job sites. Mr. LaBaff motions to approve Resolution LDC-22-03-08, seconded by Mr. Blevins. The motion is approved by unanimous vote.

Resolution LDC-22-03-09: Authorizing a Loan of up to \$195,000 to Potsdam Specialty Paper Inc.: Potsdam Specialty Papers, Inc. is seeking financing to buy a new quality control system that will trim waste and operate more efficiently. Mr. Kelly notes that PSPI recently completed paying back another \$400,000 loan. There are 76 full-time workers that will be retained as a result of the loan, and they are aggressively seeking additional workers. Mr. LaBaff adds that the assistance that has been provided to PSPI is one of the proudest things he has done while serving as a board member. Mr. LaBaff motions to approve Resolution LDC-22-03-09, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Mission and Performance Report and FY2021 Annual Report for PARIS: Mr. Kelly notes that there are currently 35 outstanding projects that were reported in 2021 and 2 more were approved today. SLCIDA-LDC employee, John Pinkerton, was actively involved in helping the County and employers with Covid vaccination coordination efforts. Mr. Kelly provides a snapshot of 2021 as he reviews the highlights contained with the report and notes that it was a very active year. He adds that each of these reports reviewed today will be forwarded to the St. Lawrence County Board of Legislators. The report is ready to be certified in PARIS. Mr. Staples adds that much of the flexibility to take on these loans is due to the RVRDA fund. There are not that many LDC’s that have this much flexibility. Mr. Kelly states that for a relatively small, rural county, this is a robust and active loan portfolio. We are fortunate to have locally directed programs and take the best advantage of our assets. Mr. LaBaff motions to accept the Mission and Performance Report

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

EXECUTIVE SESSION: None

STAFF REPORT: Patrick Kelly reports the following:

Riverside Iron company closed on their loan last month.

2021 St. Lawrence River Valley Redevelopment Agency Community Development and Environmental Improvement Program applications are due on April 15th.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Morrill. The meeting adjourns at 10:14 AM by unanimous vote.

(Mr.) Lynn Blevins, Secretary