

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
MEETING AGENDA**

Agenda subject to change

October 28, 2022

Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Suite 1, Canton, New York 13617

Call to Order

Roll Call

Public Notice October 21, 2022

Public Comment

Approval of Minutes September 23, 2022..... 1-3

Financial Report: August and September 2022 4-15

Committee Reports

Staff Report Patrick Kelly

Old Business

New Business Resolution: Annual Review: Conflicts of Interest Policy 16-18
Resolution: Annual Review: Procurement Policy 19-21
Resolution: Annual Review: Investment Policy..... 22-27
Resolution: Annual Review: Harassment Prevention Policy 28-39
Resolution: Annual Review: Assessment of Internal Controls 40
Resolution: Adopting the FY2023 Final Budget..... 41-45
Resolution: Authorizing Standard Workday Reporting Resolutions 46-47
Resolution: Authorizing Resolution for St. Lawrence Suds, LLC 48-54

Executive Session

Adjournment

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ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Meeting of September 23, 2022

CALL TO ORDER: Chairman Staples calls the meeting to order at 11:08 AM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

Staples	Present	McMahon.....	Present
LaBaff.....	Absent	Morrill.....	Absent
Blevins.....	Present	Reagen	Present
Hall	Present		

A quorum is recognized.

Others: IDA Staff present: Patrick Kelly, Kimberly Gilbert, Lori Sibley, Bob Ahlfeld, and Richard Williams. Also, John Pinkerton from the SLCIDA-LDC.

PUBLIC NOTICE: Public notifications sent September 19, 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: Andrew Gardner, Reporter, Watertown Daily Times is in attendance via Zoom meeting and offers no comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the August 11, 2022 meeting by Mr. McMahon seconded by Mr. Reagen. Motion carried unanimously.

FINANCIAL REPORTS: Ms. Gilbert points to June 2022 financials and highlights the receipt of third quarter revenue from the County, fees received from five solar projects, and expenses associated with IT and buildings. In the July 2022 financials, Ms. Gilbert highlights incoming revenue and PILOT payments being made for the Canton Industrial Building. Motion to accept the June and July 2022 meeting minutes by Mr. Blevins, seconded by Mr. Hall. Motion carried unanimously.

COMMITTEE REPORTS: Mr. Kelly notes that the Governance Committee will meet next month.

STAFF REPORT: Mr. Kelly reports the following:

Corning: Mr. Kelly attended an event on August 29th at the Corning Canton plant at which U.S. Senator Chuck Schumer spoke to highlight the funding for semiconductor manufacturing as part of the CHIPS (“Creating Helpful Incentives to Produce Semiconductors for America”) Act.

American Rescue Plan Act (“ARPA”): A resolution will be presented later in the meeting for initial allocations.

Micro/Craft Breweries: A number of micro craft breweries have contacted us for assistance as part of either planned start up or expansions of these facilities in the county. We see a pathway to assisting these projects through the manufacturing/brewing aspects of the facilities. The operations will also hopefully develop connections as tourism assets and attractions for the region.

North American Forest Group (“NAFG”): Mr. Kelly outlines the list of \$350,000 in sawing equipment that is being purchased by the IDA to be leased to North American Forest Group through our award from the Northern Border Regional Commission (“NBRC”).

Marketing: The IDA co-sponsored a *Business-to-Business networking invent* with the St. Lawrence County and Ogdensburg Chambers of Commerce on the tall ship Nao Trinidad on Thursday, September 8th. Mr. Blevins and Mr. Reagen attended the event, along with IDA staff Mr. Ahlfeld, Ms. Sibley and IDA-LDC staff Mr. Pinkerton. The event drew 100 business representatives from around the County. In response to Chairman Staples inquiry about the significance of the ship, Mr. Reagen provided an overview of the history of the ship and the effort taken by the County Chamber Tourism director to request for the ship to stop in Ogdensburg as it was passing through the Great Lakes. Mr. Blevins added that he thought the event was very well attended and that staff did a fantastic job interacting with the businesses in attendance.

Radio Ads promoting the Come Back Here theme will be sponsored again this year by the IDA for both Clarkson and St. Lawrence University hockey games. Mr. Kelly mentions that this is a way of reinforcing the messaging that St. Lawrence County is a great place to return to and bring your business. Also, staff have returned to attending *tradeshows* in person and connecting with prospects. It was announced this week that the ArriveCAN app will not be required as of October 1st for people traveling to Canada.

Air Products: The company is proposing construction of a new facility for green hydrogen production in Massena. Staff continues to work with the company, the New York Power Authority, and Empire State Development on the project.

Reappointments: Mr. McMahon has received reappointment by the St. Lawrence County Board of Legislators for another three-year term.

Ethics Training: Mr. Kelly mentions that anyone who still needs to complete the Ethics refresher training may stay after the meetings today if time permits with their schedule.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-22-09-16: Accepting FY2023 Tentative Budget: Mr. Kelly mentions that in creating the tentative budget, staff has looked at the previous year's budget, year-to-date finances, and the potential for new revenue streams and have composed the proposed draft budget for FY2023. Mr. Kelly adds that the American Rescue Plan Act ("ARPA") funds from the County are included in the proposed budget. Mr. Blevins motions to approve Resolution IDA-22-09-16, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution IDA-22-09-17: Accepting an Application Submitted by Canexsys Networks, Inc., Authorizing the Undertaking of Financial Assistance in the Form of a Sales and Use Tax Exemption, and Adopting Findings with Respect to the Project Pursuant to SEQRA: Mr. Kelly points to the Cost Benefit Analysis and provides a brief overview of the proposed project. He mentions that Canexsys Networks, Inc. is expanding their current Ogdensburg operation into the 100 Paterson Street building where the Company will occupy 8,000 square feet with an option to expand to 38,000 square feet of space. The company currently has 14 employees and expect to add 10-12 more jobs over the next three years. The Sales and Use Tax exemption will not exceed \$12,000. This project marks a significant milestone taking a vacant building and returning it to productive use, the project also hits almost every goal on the list for the County's Comprehensive Economic Development Strategy ("CEDS").

Mr. Reagen thanks the IDA Board of Directors, the CEO and both IDA and IDA-LDC Staff for all their work making this project possible. He further states that the former Newell Manufacturing building is in the heart of Ogdensburg and has been in disarray for years and falling apart. He highlights that the IDA worked closely with the City of Ogdensburg to save the building and bring it back to new life as a productive manufacturing

center. With the building now ready for tenant occupancy, the IDA is helping a company relocate to this larger space so they can grow and expand into new markets and bring more jobs to Ogdensburg while building the tax base. This project has been a huge investment and he believes we are seeing it pay off and it is major win for not only Ogdensburg, but for St. Lawrence County. Mr. Reagen motions to approve Resolution IDA-22-09-17, seconded by Mr. Blevins. The motion is approved by unanimous vote.

EXECUTIVE SESSION: Blevins/McMahon motion for an Executive Session at 11:38 AM to discuss matters relating to the financial/credit history of a particular company or companies. Blevins/McMahon motion to return to Regular Session at 12:12 PM. The motion is approved by unanimous vote.

Resolution IDA-22-09-18: Authorizing Allocations Through the St. Lawrence County ARPA Economic Development & Tourism Funding Program: Mr. Kelly reviews the list of applicants and proposed awards that will be allocated through the first round of St. Lawrence County American Rescue Plan Act Economic Development and Tourism Funding Program being administered by the IDA for St. Lawrence County. Mr. Hall motions to accept the award allocations, seconded by Mr. Reagen. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. McMahon, seconded by Mr. Hall. The meeting adjourns at 12:14 PM by unanimous vote.

Mr. Lynn Blevins, Secretary

St. Lawrence County Industrial Development Agency
Highlights for
August 2022

Revenue

- Building Revenues	9,055.00
- Gain/Loss on Investments	255.76
- Project Fees (Sheesley Solar 2022 app fee)	5,000.00
- Interest Income/Investments	<u>4,584.37</u>

\$18,895.13

Expenses

- Building Expenses - Includes Canton Parking lot sealing	10,220.73
- Marketing Expenses	4,365.68
- Other Legal Expenses (Retainer)	1,375.00
- Travel Expenses (Select USA Costs for BN & BA)	2,405.26
- Other Operating Expenses	4,790.55
- Payroll Expenses	<u>62,556.83</u>

\$85,714.05

Net Income (\$66,818.92)

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Cash	1,278,221.09
200P · Cash - Payroll Checking Account	38,141.10
201 · Cash in Time Deposits	
201N · NBT Bank Cash in Time	2,421,585.01
201K · Key Bank Cash in Time	1,387,328.33
201 · Cash in Time Deposits	3,808,913.34
203 · Cash - Rental Deposits	9,058.15
Total Checking/Savings	<u>5,134,333.68</u>
Other Current Assets	
202 · Accrued Interest Receivable	6,189.00
211 · Special Reserve	
211A · Special Reserve-Key MM Treasury	2,000,000.00
211C · Special Reserve LPL Cash Acct	6,925.21
Total 211 · Special Reserve	<u>2,006,925.21</u>
220 · Due from Others	
220A · Misc. Due from Others	3,987.99
Total 220 · Due from Others	<u>3,987.99</u>
Total Other Current Assets	<u>2,017,102.20</u>
Total Current Assets	<u>7,151,435.88</u>
Fixed Assets	
111 · Gouverneur Industrial Park	
111-A · Gouverneur Industrial Park	74,139.65
Total 111 · Gouverneur Industrial Park	<u>74,139.65</u>
112 · Vehicles	
112-A · Vehicles	39,560.00
112-B · Vehicles Depreciation	-39,560.00
Total 112 · Vehicles	<u>0.00</u>
119 · Massena Industrial Park-Lot 12	40,963.08
122 · Furnishings	
122-A · Furnishing	25,880.04
122-B · Furnishing Depreciation	-25,880.04
Total 122 · Furnishings	<u>0.00</u>
128 · Canton Industrial Park	
128A · Canton Industrial Park - Land	166,250.00
128B · Canton Industrial Park - Imp-ND	176,990.00
128BD · Canton Ind Park - Imp Deprec	24,269.00
128-C · CIP Depreciation	-16,390.05
Total 128 · Canton Industrial Park	<u>351,118.95</u>
129 · Canton Industrial Building	
129-A · Canton Industrial Building	2,002,339.75
129-B · Canton Industrial Bldg Improv	180,397.87

Balance Sheet

As of August 31, 2022

	Aug 31, 22
129-C · Canton Ind Bldg - Depreciation	-523,027.49
Total 129 · Canton Industrial Building	1,659,710.13
Total Fixed Assets	2,125,931.81
Other Assets	
299 · Deferred Outflow - Pension	1,061,911.00
Capital Lease Receivable	
590 · L/R - Capital Lease OpTechLot20	77,430.46
592 · L/R - NY Power Tools - Lot 17	175,624.75
594 · L/R - From the Heart Cabinetry	558,983.41
Total Capital Lease Receivable	812,038.62
Notes Receivable (N/R)	
591 · N/R - LC Drives RDBG EquipLease	16,420.76
593 · N/R - LC Drives 2018 RDBG	18,819.54
Total Notes Receivable (N/R)	35,240.30
Total Other Assets	1,909,189.92
TOTAL ASSETS	11,186,557.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
526 · Deferred Grant Revenue(RDBG)	168,731.48
2100 · Deposit - Rental	9,057.70
522 · Prepaid Revenue	289,038.25
Total Other Current Liabilities	466,827.43
Total Current Liabilities	466,827.43
Long Term Liabilities	
511 · Deferred Inflow of Pension	844,610.00
510 · Net Pension Liability	1,288.00
Notes Payable (N/P)	
654 · N/P - SLCIDA-LDC CIB Loan	530,993.93
Total Notes Payable (N/P)	530,993.93
500 · Emp Compensated Time Accruals	296,628.67
501 · PostEmpBenft Other Than Pension	2,491,833.00
Total Long Term Liabilities	4,165,353.60
Total Liabilities	4,632,181.03
Equity	
3700 · Investment in Capital Assets	1,579,985.28
3800 · Net Assets - Assigned	2,000,000.00
3900 · Net Assets - Unassigned	1,757,025.23
Net Income	1,217,366.07
Total Equity	6,554,376.58
TOTAL LIABILITIES & EQUITY	11,186,557.61

St. Lawrence County Industrial Development Agency
Budget Report
January 1 - August 31, 2022

	2022 Budget	Aug-22	YTD	Balance
Operating Revenue				
2400 · Late Fees Received	100.00	0.00	0.00	100.00
2401B · Gain/Loss on Investment	35,000.00	255.76	8,166.11	26,833.89
2409B · Interest Income - Banking	500.00	167.03	748.25	(248.25)
2409L · Interest Income - Lease	32,500.00	4,417.34	19,265.69	13,234.31
2421 · St. Lawrence County Revenue	350,000.00	0.00	262,500.00	87,500.00
2422 · IDALDC Administrative Revenue	200,000.00	0.00	0.00	200,000.00
2423 · GMEDF Administrative Revenue	7,200.00	0.00	0.00	7,200.00
2999 · Miscellaneous Income	100.00	0.00	0.00	100.00
Total Operating Revenue	625,400.00	4,840.13	290,680.05	334,719.95
 2450 · Rental Income - CIB	 108,660.00	 9,055.00	 81,495.00	 27,165.00
Total Revenue for CIB	108,660.00	9,055.00	81,495.00	27,165.00
 6455408 · Maintenance Expense - CIB	 15,000.00	 8,929.80	 20,742.72	 (5,742.72)
6455411 · Insurance Expense - CIB	5,250.00	0.00	0.00	5,250.00
6455415 · Tax/PILOT Expense - CIB	0.00	0.00	21,666.82	(21,666.82)
6455416 · Utilities Expense - CIB	2,500.00	468.90	3,731.82	(1,231.82)
6455499 · Miscellaneous Expense - CIB	100.00	0.00	0.00	100.00
6455500 · Interest Expense - CIB	8,000.00	222.03	1,573.68	6,426.32
6455510 · Depreciation Expense - CIB	65,000.00	0.00	0.00	65,000.00
Total Expenditure for CIB	95,850.00	9,620.73	47,715.04	48,134.96
 Total Canton Industrial Building	 12,810.00	 (565.73)	 33,779.96	 (20,969.96)
Canton Industrial Park				
6456408 · Maintenance Expense - CIP	500.00	0.00	0.00	500.00
6456411 · Insurance Expense - CIP	1,000.00	0.00	0.00	1,000.00
6456499 · Miscellaneous Expense - CIP	250.00	0.00	0.00	250.00
6456510 · Depreciation Expense - CIP	250.00	0.00	0.00	250.00
 Total Canton Industrial Park	 (2,000.00)	 0.00	 0.00	 (2,000.00)
Total Expenditure for CIP	2,000.00	0.00	0.00	2,000.00
 Gouverneur Industrial Park				
6486408 · Maintenance Expense - GIP	4,000.00	600.00	1,800.00	2,200.00
6486411 · Insurance Expense - GIP	55.00	0.00	0.00	55.00
6486499 · Miscellaneous Expense - GIP	250.00	0.00	0.00	250.00
Total Expenditure for GIP	4,305.00	600.00	1,800.00	2,505.00
 Total Gouverneur Industrial Park	 (4,305.00)	 (600.00)	 (1,800.00)	 (2,505.00)
 Total Building Revenues	 108,660.00	 9,055.00	 81,495.00	 27,165.00
Total Building Expenses	102,155.00	10,220.73	49,515.04	52,639.96
Total Building Net Income	6,505.00	(1,165.73)	31,979.96	(25,474.96)

	2022 Budget	Aug-22	YTD	Balance
Miscellaneous Projects				
2413 · Project Fees	10,000.00	5,000.00	1,392,555.94	(1,382,555.94)
2406A - Grant Income RDBG LCDrives	15,068.00	0.00	0.00	15,068.00
2424 · NF Rail NBRC Revenue	234,155.00	0.00	0.00	234,155.00
2504 · CDC Project Revenue	100.00	0.00	0.00	100.00
2515 · Newell Bldg Revenue	5,000.00	0.00	0.00	5,000.00
6499 · Miscellaneous Income	500.00	0.00	0.00	500.00
Total Revenue for Misc. Projects	264,823.00	5,000.00	1,392,555.94	(1,127,732.94)
6420617 · NF Rail Rehab Expense	1,000.00	1,269.50	3,568.56	(2,568.56)
6420618 · NF Rail NBRC Expense	193,791.00	0.00	0.00	193,791.00
6475515 · CAP IMP Vehicle	35,000.00	0.00	0.00	35,000.00
Total Expenditure for Misc. Projects	229,791.00	1,269.50	3,568.56	226,222.44
Total Miscellaneous Projects	35,032.00	3,730.50	1,388,987.38	(1,353,955.38)
General Operating Expenses				
6460405 · Bank Fees	300.00	0.00	10.92	289.08
6460408 · Maintenance Expense	1,500.00	60.90	724.02	775.98
6460411 · Insurance Expense	7,500.00	619.20	619.20	6,880.80
6460416 · Utilities Expense	5,000.00	397.47	5,315.28	(315.28)
6460418 · Underwriting/Credit Report Exp	100.00	0.00	0.00	100.00
6460420 · Office Supplies Expense	2,500.00	298.03	1,143.74	1,356.26
6460421 · Office Equipment Expense	7,500.00	0.00	741.98	6,758.02
6460422 · Equipment Repair Expense	250.00	0.00	0.00	250.00
6460423 · Telephone Expense	7,500.00	992.93	4,757.27	2,742.73
6460424 · Postage Expense	500.00	6.96	313.12	186.88
6460425 · Printing and Copying Expense	2,000.00	74.95	1,238.00	762.00
6460426 · IT Expense	3,000.00	501.21	4,282.73	(1,282.73)
6460427 · Professional Associations Expense	1,500.00	0.00	3,335.00	(1,835.00)
6460432 · Other Legal Expense	5,000.00	0.00	4,772.32	227.68
6460433 · Legal Expense - Retainer	5,500.00	1,375.00	2,750.00	2,750.00
6460434 · Accounting Expense	8,125.00	0.00	0.00	8,125.00
6460436 · Promotion/Marketing Expense	25,000.00	4,365.68	14,970.58	10,029.42
6460440 · Auto Expense	2,000.00	128.83	903.21	1,096.79
6460441 · Subscriptions & Periodicals	500.00	98.00	503.20	(3.20)
6460442 · Meeting Expense	1,000.00	0.00	14.91	985.09
6460443 · Mileage Expense	1,000.00	163.57	692.01	307.99
6460444 · Education Workshops Expense	10,000.00	149.00	2,401.24	7,598.76
6460445 · Travel Expense	2,500.00	2,405.26	3,245.17	(745.17)
6460499 · Miscellaneous Expense	200.00	30.00	166.71	33.29
6460502 · Outside Contracted Expense	100.00	0.00	0.00	100.00
6460503 · Payroll Expenses				
503A · Salaries & Wages	448,500.00	36,132.44	307,484.09	141,015.91
503B · Employee Benefits	157,000.00	23,661.77	110,052.91	46,947.09
503C · Post Employment Benefits Expense	150,000.00	0.00	0.00	150,000.00
503D · Payroll Tax Expense	32,500.00	2,608.28	22,441.22	10,058.78
503E · Payroll Processing Fees	2,000.00	154.34	1,402.49	597.51
6460599 · Depreciation Expense	3,700.00	0.00	0.00	3,700.00
Total General Operating Expenses	893,775.00	74,223.82	494,281.32	399,493.68
Total Revenue	998,883.00	18,895.13	1,764,730.99	(765,847.99)
Total Expenses	1,225,721.00	85,714.05	547,364.92	678,356.08
Net Income	(226,838.00)	(66,818.92)	1,217,366.07	(1,444,204.07)

St. Lawrence County Industrial Development Agency
Cash and In Time Report
August 2022

Type of Account	Bank	Amount
Checking	NBT Bank	1,278,221.09
Payroll Account	NBT Bank	38,141.10
Savings	NBT Bank	2,421,585.01
Money Market	Key Bank	1,387,328.33
Tenant Security Deposit	NBT Bank	9,058.15
		\$5,134,333.68
NBT-LPL Investments	NBT	2,006,925.21
		\$2,006,925.21
		\$7,141,258.89

St. Lawrence County Industrial Development Agency
Highlights for
September 2022

Revenue

- Building Revenues	9,055.00
- Gain/Loss on Investments	2,535.93
- Project Fees (Canexsys, Cypress Creek, Potsdam Community Solar & TJA-NY-Canton app fees, Heuvelton Solar balance of fee)	101,857.74
- NBRC-Rail Revenue (Immediately sent to MANNR)	182,083.30
- Misc Revenue (\$1 to open ARPA acct)	1.00
- Interest Income/Investments	<u>2,236.96</u>

\$297,769.93

Expenses

- Building Expenses - Includes building insurance costs	9,031.58
- NF Rail Expenses	321.00
- Insurance Costs (Annual Auto and office policies)	6,740.26
- IT Expense (Egnyte annual renewal)	2,052.71
- NBRC-Rail Expense (Revenue sent to MANNR)	182,803.30
- NAFG - NBRC Expenses - Draw 1	350,000.00
- Other Operating Expenses	1,806.12
- Payroll Expenses	<u>37,758.31</u>

\$590,513.28

Net Income (\$292,743.35)

Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Cash	976,890.91
200P · Cash - Payroll Checking Account	36,398.39
201 · Cash in Time Deposits	
201N · NBT Bank Cash in Time	2,421,707.10
201K · Key Bank Cash in Time	1,387,328.33
201 · Cash in Time Deposits	3,809,035.43
202ARPA · NBT Account - ARPA Funding	1.00
203 · Cash - Rental Deposits	9,058.30
Total Checking/Savings	4,831,384.03
Other Current Assets	
202 · Accrued Interest Receivable	6,189.00
211 · Special Reserve	
211A · Special Reserve-Key MM Treasury	1,500,000.00
211C · Special Reserve LPL Cash Acct	509,461.14
Total 211 · Special Reserve	2,009,461.14
220 · Due from Others	
220A · Misc. Due from Others	14,050.03
Total 220 · Due from Others	14,050.03
Total Other Current Assets	2,029,700.17
Total Current Assets	6,861,084.20
Fixed Assets	
111 · Gouverneur Industrial Park	
111-A · Gouverneur Industrial Park	74,139.65
Total 111 · Gouverneur Industrial Park	74,139.65
112 · Vehicles	
112-A · Vehicles	39,560.00
112-B · Vehicles Depreciation	-39,560.00
Total 112 · Vehicles	0.00
119 · Massena Industrial Park-Lot 12	40,963.08
122 · Furnishings	
122-A · Furnishing	25,880.04
122-B · Furnishing Depreciation	-25,880.04
Total 122 · Furnishings	0.00
128 · Canton Industrial Park	
128A · Canton Industrial Park - Land	166,250.00
128B · Canton Industrial Park - Imp-ND	176,990.00
128BD · Canton Ind Park - Imp Deprec	24,269.00
128-C · CIP Depreciation	-16,390.05
Total 128 · Canton Industrial Park	351,118.95
129 · Canton Industrial Building	
129-A · Canton Industrial Building	2,002,339.75

Balance Sheet

As of September 30, 2022

	Sep 30, 22
129-B · Canton Industrial Bldg Improv	180,397.87
129-C · Canton Ind Bldg - Depreciation	-523,027.49
Total 129 · Canton Industrial Building	1,659,710.13
Total Fixed Assets	2,125,931.81
Other Assets	
299 · Deferred Outflow - Pension	1,061,911.00
Capital Lease Receivable	
590 · L/R - Capital Lease OpTechLot20	73,927.86
592 · L/R - NY Power Tools - Lot 17	175,624.75
594 · L/R - From the Heart Cabinetry	556,349.00
Total Capital Lease Receivable	805,901.61
Notes Receivable (N/R)	
591 · N/R - LC Drives RDBG EquipLease	16,420.76
593 · N/R - LC Drives 2018 RDBG	18,819.54
Total Notes Receivable (N/R)	35,240.30
Total Other Assets	1,903,052.91
TOTAL ASSETS	10,890,068.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
526 · Deferred Grant Revenue(RDBG)	
526 - A · Deferred Grant Rev - NAFG-NBRC	113,321.18
526 · Deferred Grant Revenue(RDBG) - Other	55,410.30
526 · Deferred Grant Revenue(RDBG)	168,731.48
2100 · Deposit - Rental	9,058.30
522 · Prepaid Revenue	289,038.25
Total Other Current Liabilities	466,828.03
Total Current Liabilities	466,828.03
Long Term Liabilities	
511 · Deferred Inflow of Pension	844,610.00
510 · Net Pension Liability	1,288.00
Notes Payable (N/P)	
654 · N/P - SLCIDA-LDC CIB Loan	527,247.99
Total Notes Payable (N/P)	527,247.99
500 · Emp Compensated Time Accruals	296,628.67
501 · PostEmpBenft Other Than Pension	2,491,833.00
Total Long Term Liabilities	4,161,607.66
Total Liabilities	4,628,435.69
Equity	
3700 · Investment in Capital Assets	1,579,985.28
3800 · Net Assets - Assigned	2,000,000.00
3900 · Net Assets - Unassigned	1,757,025.23
Net Income	924,622.72
Total Equity	6,261,633.23
TOTAL LIABILITIES & EQUITY	10,890,068.92

St. Lawrence County Industrial Development Agency
Budget Report
January 1 - September 30, 2022

	2022 Budget	Sep-22	YTD	Balance
Operating Revenue				
2400 · Late Fees Received	100.00	0.00	0.00	100.00
2401B · Gain/Loss on Investment	35,000.00	2,535.93	10,702.04	24,297.96
2409B · Interest Income - Banking	500.00	143.86	892.11	(392.11)
2409L · Interest Income - Lease	32,500.00	2,093.10	21,358.79	11,141.21
2421 · St. Lawrence County Revenue	350,000.00	0.00	262,500.00	87,500.00
2422 · IDALDC Administrative Revenue	200,000.00	0.00	0.00	200,000.00
2423 · GMEDF Administrative Revenue	7,200.00	0.00	0.00	7,200.00
2999 · Miscellaneous Income	100.00	1.00	1.00	99.00
Total Operating Revenue	625,400.00	4,773.89	295,453.94	329,946.06
2450 · Rental Income - CIB	108,660.00	9,055.00	90,550.00	18,110.00
Total Revenue for CIB	108,660.00	9,055.00	90,550.00	18,110.00
6455408 · Maintenance Expense - CIB	15,000.00	648.45	21,391.17	(6,391.17)
6455411 · Insurance Expense - CIB	5,250.00	5,623.00	5,623.00	(373.00)
6455415 · Tax/PILOT Expense - CIB	0.00	0.00	21,666.82	(21,666.82)
6455416 · Utilities Expense - CIB	2,500.00	721.41	4,453.23	(1,953.23)
6455499 · Miscellaneous Expense - CIB	100.00	0.00	0.00	100.00
6455500 · Interest Expense - CIB	8,000.00	441.72	2,015.40	5,984.60
6455510 · Depreciation Expense - CIB	65,000.00	0.00	0.00	65,000.00
Total Expenditure for CIB	95,850.00	7,434.58	55,149.62	40,700.38
Total Canton Industrial Building	12,810.00	1,620.42	35,400.38	(22,590.38)
Canton Industrial Park				
6456408 · Maintenance Expense - CIP	500.00	0.00	0.00	500.00
6456411 · Insurance Expense - CIP	1,000.00	953.00	953.00	47.00
6456499 · Miscellaneous Expense - CIP	250.00	0.00	0.00	250.00
6456510 · Depreciation Expense - CIP	250.00	0.00	0.00	250.00
Total Canton Industrial Park	(2,000.00)	(953.00)	(953.00)	(1,047.00)
Total Expenditure for CIP	2,000.00	953.00	953.00	1,047.00
Gouverneur Industrial Park				
6486408 · Maintenance Expense - GIP	4,000.00	600.00	2,400.00	1,600.00
6486411 · Insurance Expense - GIP	55.00	44.00	44.00	11.00
6486499 · Miscellaneous Expense - GIP	250.00	0.00	0.00	250.00
Total Expenditure for GIP	4,305.00	644.00	2,444.00	1,861.00
Total Gouverneur Industrial Park	(4,305.00)	(644.00)	(2,444.00)	(1,861.00)
Total Building Revenues	108,660.00	9,055.00	90,550.00	18,110.00
Total Building Expenses	102,155.00	9,031.58	58,546.62	43,608.38
Total Building Net Income	6,505.00	23.42	32,003.38	(25,498.38)

	2022 Budget	Sep-22	YTD	Balance
Miscellaneous Projects				
2413 · Project Fees	10,000.00	101,857.74	1,494,413.68	(1,484,413.68)
2406A - Grant Income RDBG LCDrives	15,068.00	0.00	0.00	15,068.00
2424 · NF Rail NBRC Revenue	234,155.00	182,083.30	182,083.30	52,071.70
2504 · CDC Project Revenue	100.00	0.00	0.00	100.00
2515 · Newell Bldg Revenue	5,000.00	0.00	0.00	5,000.00
6499 · Miscellaneous Income	500.00	0.00	0.00	500.00
Total Revenue for Misc. Projects	264,823.00	283,941.04	1,676,496.98	(1,411,673.98)
6420617 · NF Rail Rehab Expense	1,000.00	321.00	3,889.56	(2,889.56)
6420618 · NF Rail NBRC Expense	193,791.00	182,083.30	182,083.30	11,707.70
6420621 · Newell Project Expense	0.00	0.00	0.00	0.00
6420623 · NBRC-NAFG Project Expense	0.00	350,000.00	350,000.00	(350,000.00)
6490616 · PILOT Payment Expense	0.00	0.00	0.00	0.00
Total Expenditure for Misc. Projects	229,791.00	532,404.30	535,972.86	(306,181.86)
Total Miscellaneous Projects	35,032.00	(248,463.26)	1,140,524.12	(1,105,492.12)
General Operating Expenses				
6460405 · Bank Fees	300.00	0.00	10.92	289.08
6460408 · Maintenance Expense	1,500.00	0.00	724.02	775.98
6460411 · Insurance Expense	7,500.00	6,740.26	7,359.46	140.54
6460416 · Utilities Expense	5,000.00	491.41	5,806.69	(806.69)
6460418 · Underwriting/Credit Report Exp	100.00	0.00	0.00	100.00
6460420 · Office Supplies Expense	2,500.00	60.00	1,203.74	1,296.26
6460421 · Office Equipment Expense	7,500.00	0.00	741.98	6,758.02
6460422 · Equipment Repair Expense	250.00	0.00	0.00	250.00
6460423 · Telephone Expense	7,500.00	621.24	5,378.51	2,121.49
6460424 · Postage Expense	500.00	0.00	313.12	186.88
6460425 · Printing and Copying Expense	2,000.00	768.78	2,006.78	(6.78)
6460426 · IT Expense	3,000.00	2,052.71	6,335.44	(3,335.44)
6460427 · Professional Associations Expen	1,500.00	0.00	3,335.00	(1,835.00)
6460432 · Other Legal Expense	5,000.00	0.00	4,772.32	227.68
6460433 · Legal Expense - Retainer	5,500.00	0.00	2,750.00	2,750.00
6460434 · Accounting Expense	8,125.00	0.00	0.00	8,125.00
6460436 · Promotion/Marketing Expense	25,000.00	(704.68)	14,265.90	10,734.10
6460440 · Auto Expense	2,000.00	172.88	1,076.09	923.91
6460441 · Subscriptions & Periodicals	500.00	0.00	503.20	(3.20)
6460442 · Meeting Expense	1,000.00	0.00	14.91	985.09
6460443 · Mileage Expense	1,000.00	0.00	692.01	307.99
6460444 · Education Workshops Expense	10,000.00	1,050.00	3,451.24	6,548.76
6460445 · Travel Expense	2,500.00	0.00	3,245.17	(745.17)
6460499 · Miscellaneous Expense	200.00	66.49	233.20	(33.20)
6460502 · Outside Contracted Expense	100.00	0.00	0.00	100.00
6460503 · Payroll Expenses				
503A · Salaries & Wages	448,500.00	37,018.24	344,502.33	103,997.67
503B · Employee Benefits	157,000.00	(2,065.22)	107,987.69	49,012.31
503C · Post Employment Benefits Exp	150,000.00	0.00	0.00	150,000.00
503D · Payroll Tax Expense	32,500.00	2,650.95	25,092.17	7,407.83
503E · Payroll Processing Fees	2,000.00	154.34	1,556.83	443.17
6460599 · Depreciation Expense	3,700.00	0.00	0.00	3,700.00
Total General Operating Expenses	893,775.00	49,077.40	543,358.72	350,416.28
Total Revenue	998,883.00	297,769.93	2,062,500.92	(1,063,617.92)
Total Expenses	1,225,721.00	590,513.28	1,137,878.20	87,842.80
Net Income	(226,838.00)	(292,743.35)	924,622.72	(1,151,460.72)

St. Lawrence County Industrial Development Agency
Cash and In Time Report
September 2022

Type of Account	Bank	Amount
Checking	NBT Bank	976,890.91
Payroll Account	NBT Bank	36,398.39
Savings	NBT Bank	2,421,707.10
Money Market	Key Bank	1,387,328.33
MM - ARPA Funds	NBT Bank	1.00
Tenant Security Deposit	NBT Bank	9,058.30
		\$4,831,384.03
NBT-LPL Investments	NBT	2,009,461.14
		\$2,009,461.14
		\$6,840,845.17

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Resolution No. IDA-22-10-xx

Adopted: March 25, 2015

Governance Committee Review: October 28, 2022

October 28, 2022

ANNUAL REVIEW OF CONFLICTS OF INTEREST POLICY

WHEREAS, members of the Board and employees of the St. Lawrence County Industrial Development Agency (the “Authority”) are bound by the provisions of, among others, Public Authorities Law and Public Officers Law, and

WHEREAS, the Authority must protect its interests when contemplating entering into a transaction or arrangement that may benefit the private interests of an officer, director or employee of the Authority, and

WHEREAS, the Authority recognizes that it must not only comply with Ethics law, but it must maintain the public perception of compliance, in order to maintain and enforce the highest standards of integrity and fairness in all of its internal and external business dealings,

NOW, THEREFORE BE IT RESOLVED that the St. Lawrence County Industrial Development Agency has reviewed and authorizes the attached Conflicts of Interest Policy.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
October 28, 2022

ST. LAWRENCE CO. INDUSTRIAL DEVELOPMENT AGENCY
CONFLICTS OF INTEREST POLICY
RESOLUTION NO. IDA-22-10-XX
ADOPTED: MARCH 25, 2015
GOVERNANCE COMMITTEE REVIEW: OCTOBER 28, 2022
OCTOBER 28, 2022

Article 1. Background

The purpose of the conflicts of interest policy is to protect the interests of the St. Lawrence County Industrial Development Agency (hereinafter, the “Authority”) when it is contemplating entering into a transaction or arrangement that may benefit the private interests of an officer, director or employee of the Authority. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article 2. Definition

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence Authority policies or actions which involve or could ultimately harm or benefit financially: (a) the individual; (b) any family member (spouse, domestic partner, grandparents, parents, children, grandchildren, great grandchildren, brothers or sisters (whether whole or half blood, or step relationship), and spouses of these individuals); or (c) any organization in which he or a family member is a director, trustee, officer, member, partner of more than 10% of the total (combined) voting power. Service on the board of another not-for-profit corporation does not constitute a conflict of interest.

Article 3. Disclosure of Conflicts of Interest

A Director, officer or employee shall disclose a conflict of interest: (a) prior to voting on or otherwise discharging his duties with respect to any matter involving the conflict which comes before the Board or any committee; (b) prior to entering into any contract or transaction involving the conflict; (c) as soon as possible after the Director, officer or employee learns of the conflict; and (d) on the annual conflict of interest disclosure form.

The Secretary of the Authority shall cause to be distributed annually to all Directors, officers and employees, a form soliciting the disclosure of all conflicts of interest, including specific information concerning the terms of any contract or transaction with the Authority and whether the process for approval set forth in this policy was used. Such disclosure form may require disclosure of other relationships that may not constitute an actual conflict of interest, but which are required to be disclosed in order for the Authority to comply with its annual reporting requirements.

Article 4. Approval of Contracts and Transactions Involving Potential Conflicts of Interest

A Director or officer [or employee] who has or learns about a potential conflict of interest should disclose promptly to the Secretary [Chief Executive Officer] of the Authority the material facts surrounding any potential conflict of interest, including specific information concerning the terms of any contract or transaction with the Authority. All effort should be

made to disclose any such contract or transaction and have it approved by the Board before the arrangement is entered.

Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the proposed contract or transaction, including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the Authority and the arrangements are consistent with the best interests of the Authority. Fairness includes, but is not limited to, the concepts that the Authority should pay no more than fair market value for any goods or services which the Authority receives and that the Authority should receive fair market value consideration for any goods or services that it furnishes others. The Board shall set forth the basis for its decision with respect to approval of contracts or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the consideration to be paid is fair to the Authority.

Article 5. Validity of Actions

No contract or other transaction between the Authority and one or more of its Directors, officers or employees, or between the Authority and any other corporation, firm, association or other entity in which one or more of its Directors, officers or employees are directors, officers or employees, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Director or Directors, officer or officers, or employee or employees are present at the meeting of the Board of Directors, or of a committee thereof, which authorizes such contract or transaction, or that his or their votes are counted for such purpose, if the material facts as to such Director's, officer's or employee's interest in such contract or transaction and as to any such common directorship, officer ship or financial interest are disclosed in good faith or known to the Board or committee, and the Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such interested Director or officers. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or committee which authorizes such contract or transaction. At the time of the discussion and decision concerning the authorization of such contract or transaction, the interested Director, officer or employee should not be present at the meeting.

Article 6. Penalties:

Any director or employee that fails to comply with this policy may be penalized by the Authority in the manner provided for in law, rules or regulations of the State of New York.

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution No. IDA-22-10-xx
Governance Committee Review: October 28, 2022
October 28, 2022

ANNUAL REVIEW OF THE PROCUREMENT POLICY

WHEREAS, written procedures (the “Procurement Policy”) have been put into place which guide the St. Lawrence County Industrial Development Agency to procure goods and services in a manner which assures (i) compliance with all applicable provisions of law governing procurements by the SLCIDA, (ii) the acquisition of quality goods and services which meets the SLCIDA’s needs, (iii) fairness and open competition, (iv) the wise and prudent use of the SLCIDA’s resources and (v) the avoidance of favoritism, extravagance, fraud and corruption,

NOW, THEREFORE BE IT RESOLVED the St. Lawrence County Industrial Development Agency hereby approves and authorizes the revisions to the Procurement Policy (attached).

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
October 28, 2022

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ST. LAWRENCE COUNTY. INDUSTRIAL DEVELOPMENT AGENCY
PROCUREMENT POLICY
JANUARY 7, 2010 (ADOPTED)
RESOLUTION NO. IDA-22-10-XX
OCTOBER 28, 2022

A. Introduction

1. Scope: In accordance with Article 18-A of the General Municipal Law (the “IDA Act”), Section 104b of the General Municipal Law and the Public Authorities Accountability Act of 2005, the St. Lawrence County Industrial Development Agency, (hereinafter “Local Authority”) is required to adopt procurement policies which will apply to the procurement of goods and services not subject to the competitive bidding requirements of §103 of the GML and paid for by a Local Authority for its own use and account.
2. Purpose: Pursuant to §104b of the GML, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.
3. The designated Contracting Officer (“CO”) shall be the Chief Executive Officer, or his or her designee for specific contracts.
4. Any and all previously-approved Procurement policies of the Local Authority are hereby rescinded.

B. Procurement Policy

1. Items purchased in conjunction with St. Lawrence County purchasing procedures, including New York State contract pricing, shall meet Local Authority requirements.
2. Goods and services purchased from any Local, State or Federal government entity, or any Agency/Authority thereof, qualify as meeting Local Authority requirements.
3. The Local Authority shall adhere to the following methods of competition for non-bid procurements:

Purchase Contracts	Requirements
Under \$5,000	CO Approval
\$5,001 - \$15,000	3 Written Quotes
\$15,001 or more	See Reference Notes A & B
Emergencies	See Reference Notes C
Insurance	See Reference Notes D
Professional Services	See Reference Notes E

Reference Notes:

A: All purchases of over \$15,000 require advertised request for proposals.

B: All expenditures over \$15,000 require Local Authority Board approval even if a budget line item has been previously adopted for such expenditure.

C: Even in the case of an emergency, public interest dictates that purchases are made at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise to the extent practicable under the circumstance. Documentation must be made showing the method and extent of competition.

Emergency provisions (goods and services) can be an exception to the RFP and competitive process if they must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, property or welfare of the Local Authority.

- D: Insurance coverage is not subject to formal competitive bidding. Requests for Proposals, written or verbal quotations can serve as documentation of the process.
- E: Professional Services involve specialized expertise, use of professional judgment, and/or a high degree of creativity. They are not purchase contracts or contracts for public work, as those phrases are used in the bidding statutes, and therefore are not subject to the competitive bidding procedures. The individual or company may be chosen based on qualifications to include, but not limited to, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price.

Professional or technical services shall include but not be limited to the following:

- Accounting (CPA)
- Architectural / Design Services
- Customized Software Programming Services
- Consultants
- Engineering
- Instructors / Teachers / Training
- Insurance Coverage and/or Insurance Broker
- Investment Management Services
- Laboratory Testing
- Legal
- Medical / Dental Services

Contracts for professional services are made in the best interest of the Local Authority, utilizing Requests for Quotations (RFQ), Requests for Proposals (RFP) or other competitive process. The process may consider inclusive factors such as price, staffing and suitability for needs, reliability, skill, education and training, experience, demonstrated effectiveness, judgment and integrity, and must include negotiations on a fair and equal basis.

- 4. The Local Authority shall capitalize all purchases in excess of \$5,000

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution No. IDA-22-10-xx
October 28, 2022

**ANNUAL REVIEW OF THE INVESTMENT POLICY AND
AUTHORIZATION OF DEPOSITORIES**

WHEREAS, pursuant to Title VII of New York State Public Authority Law, the St. Lawrence County Industrial Development Agency (the “Agency”) has established comprehensive investment guidelines (the “Investment Policy”) which detail the Agency’s operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Agency and which create a reasonable rate of return to the Agency in accordance with sound investment practices, and

WHEREAS, pursuant to the Investment Policy, the Agency “shall maintain a list of financial institutions and dealers approved for investment purposes” and

WHEREAS, pursuant to the Investment Policy, the Agency must designate “the banks and trust companies authorized for the deposit of moneys up to the maximum amounts” included as Appendix A of the Investment Policy, and

WHEREAS, the Agency must, on an annual basis, review and adopt its Investment Policy,

NOW, THEREFORE BE IT RESOLVED, the Board, after having reviewed the aforementioned documents, authorizes said policy (attached).

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

October 28, 2022

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
INVESTMENT POLICY
REVIEWED AND APPROVED OCTOBER 28, 2022
RESOLUTION NO. IDA-22-10-XX

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual. This policy shall be reviewed, in its entirety, on an annual basis. Any and all previously approved Investment policies of the St. Lawrence County Industrial Development Agency are hereby rescinded.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Chief Executive Officer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the St. Lawrence County Industrial Development Agency (hereinafter Agency) to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Agency to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling. Should funds exceed FDIC coverage at a specific financial institution, monies will be diversified and not more than 60% of the Corporation's total investments will be in any one institution.

VI. INTERNAL CONTROLS

It is the policy of the Agency for all moneys collected by any officer or employee of the government to transfer those funds to the Chief Financial Officer within three (3) business days of deposit.

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are listed in Appendix A.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Agency, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix B to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Agency or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Agency authorizes the Chief Executive Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit amounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Agency;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agency where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML §109-b;
- Obligations of this local government, by only with any moneys in a reserve fund established pursuant to GML §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- Certificates of Deposit obtained through a depository institution that has a main office or branch office in the State of New York and that contractually agrees to place the funds in federally insured depository institutions through a qualified Reciprocal Deposit program such as the Certificate of Deposit Account Registry Service, or CDARS.
- Savings and/or demand deposit accounts placed through a depository institution that has a main office or branch office in the State of New York and that contractually agrees to place the funds in federally insured depository institutions through a qualified Reciprocal Deposit program such as the savings option of the Insured Cash Sweep service, or ICS.

All investment obligations shall be payable or redeemable at the option of the Agency within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Agency within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Agency shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. No more than 60% of the Agency's total investments may be in any one institution. All financial institutions with which the local government conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Agency. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Financial Officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. The approved depositories are also authorized to act as agents for investment activities for the Agency subject to the guidelines set forth in this Investment Policy, said list of depositories is included as Appendix A.

XII. PURCHASE OF INVESTMENTS

The Chief Executive Officer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Agency by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A
Authorized Depositories

Depositories Authorized by the St. Lawrence County Industrial Development Agency

- Community Bank, NA
 - Upstate National Bank
 - NBT Bank
 - Key Bank, NA
-

APPENDIX B
Schedule of Eligible Securities

- ☐ (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government-sponsored corporation.
- ☐ (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- ☐ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of insurance or guaranty.
- ☐ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- ☐ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- ☐ (ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- ☐ (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.
- ☐ (xi) Zero coupon obligations of the United States government marketed as "Treasury Strips."

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Resolution No. 22-10-xx

Governance Review: October 28, 2022

October 28, 2022

ANNUAL REVIEW OF SEXUAL HARASSMENT POLICY

WHEREAS, the St. Lawrence County Industrial Development Agency (the “Agency”) is committed to maintaining a workplace free from sexual harassment, and

WHEREAS, the St. Lawrence County Industrial Development Agency (the “Agency”) has had in place since 2010 a policy outlining the prevention of sexual harassment of its employees and visitors, and

WHEREAS, Agency policies, standards and procedures undergo periodic review by the Agency’s Governance Committee, and

WHEREAS, new State mandates concerning sexual harassment prevention and training were recently made available as guidance, and

WHEREAS, staff participated in an annual training exercise that meets the guidelines established by the New York State Department of Labor;

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency’s Governance Committee, having reviewed the current Sexual Harassment Policy, does recommend acceptance by the Agency Board, the Policy and Complaint Form, as attached.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley
October 28, 2022

<p>Policy Guidance:</p> <h2>Sexual Harassment Policy</h2>
--

Original Policy (Date): October 1, 2010

Revised (Date): October 5, 2018

Annual Review – Governance Committee: October 28, 2022

Introduction

The St. Lawrence County Industrial Development Agency is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the St. Lawrence County Industrial Development Agency's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the St. Lawrence County Industrial Development Agency. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy Guidance:

1. The St. Lawrence County Industrial Development Agency's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the St. Lawrence County Industrial Development Agency. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The St. Lawrence County Industrial Development Agency will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the St. Lawrence County Industrial Development Agency who retaliates against anyone involved in a sexual harassment

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Workforce Development Specialist. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the St. Lawrence County Industrial Development Agency to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The St. Lawrence County Industrial Development Agency will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The St. Lawrence County Industrial Development Agency will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The St. Lawrence County Industrial Development Agency will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Workforce Development Specialist.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. The St. Lawrence County Industrial Development Agency cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Workforce Development Specialist. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Workforce Development Specialist.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Workforce Development Specialist.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The St. Lawrence County Industrial Development Agency will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Workforce Development Specialist will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the St. Lawrence County Industrial Development Agency but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the St. Lawrence County Industrial Development Agency employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the

alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the St. Lawrence County Industrial Development Agency does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

By my signature, below, I acknowledge that I have received a copy of the following policy. I understand that I am expected to read and understand the policy as it contains important information relative to my employment with the St. Lawrence County Industrial Development Agency.

Policy:	Sexual Harassment Policy
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Employee Signature: _____

Date: _____

Original: Employee File
Copy: For Employee

The St. Lawrence County Industrial Development Agency

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Workforce Development Specialist; 19 Commerce Lane, Suite 1, Canton, New York 13617; (submitted in person, electronically or postal delivery). Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

COMPLAINANT INFORMATION

Name: _____

Home Address: _____ Work Address: _____

Home Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: Email ☐ Phone ☐ In Person ☐

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last four questions are optional but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the St. Lawrence County Industrial Development Agency? If yes, when and to whom did you complain or provide information?

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?
Yes ☐ No ☐

7. Have you instituted a legal suit or court action regarding this complaint?
Yes ☐ No ☐

8. Have you hired an attorney with respect to this complaint?
Yes ☐ No ☐

If you have retained legal counsel and would like us to work with them, please provide their contact information.

I request that the St. Lawrence County Industrial Development Agency investigate this complaint of sexual harassment in a timely and confidential manner as outlined below and advise me of the results of the investigation.

Signature: _____

Date: _____

Purpose: The St. Lawrence County Industrial Development Agency (“SLCIDA”) is a public benefit corporation created under New York State General Municipal Law, Title 2, Section 914. Its mission is to promote, encourage, attract and develop job opportunities and economically sound commerce and industry in St. Lawrence County. To accomplish its mission, the SLCIDA constructs and owns industrial sites and buildings, administers loan packaging and industrial revenue bond financing, and provides a variety of tax-reduction incentives.

Internal Controls: The accounting, financial reporting, and cash management functions are carried out relying on a multitude of internal controls. A Financial Procedures manual details all aspects, if applicable, of the financial controls in place.

Examples of areas where risk is typically associated and some of the internal controls used are listed below:

- **Payroll** - Payroll for SLCIDA employees is processed externally by a payroll processing company, Paychex Payroll. The Chief Financial Officer enters the number of hours each employee works for the pay period on the Monday prior to the payday into an online Paychex website. A journal entry sheet is prepared by the Chief Financial Officer, signed and then entered into the QuickBooks system. This is then attached to an accompanying voucher, created from the QuickBooks system. Signatures are obtained on the journal entry sheet by either the Chief Financial Officer or Chief Executive Officer and by the Chairman or Vice-Chairman, thus authorizing the Chief Financial Officer to transfer online funds from the normal checking account to a payroll checking account. A printout from the online banking account is then attached to the voucher as verification of a correct transfer. To further safeguard funds, Paychex only has access to the funds in the Payroll checking account. Payroll direct deposit slips and accompanying back up reports are printed directly from the Paychex online program. The reports are reviewed first by the Chief Financial Officer and then given to the Workforce Development Specialist, who in turn checks the hours paid for accuracy and initials the document. A journal entry sheet is prepared by the Chief Financial Officer, signed and then entered into the QuickBooks system. – *Multiple persons, separate payroll account - low risk*
- **Accounts Payable** - A voucher process is utilized to safeguard SLCIDA finances. All SLCIDA vouchers require review and verification by the Chief Financial Officer, who prepares the voucher and check. Additional verification is required by two additional persons. A member of staff, the Chief Financial Officer or the Chief Executive Officer. Two signatures are required on all checks issued (typically the Chief Financial Officer and SLCIDA Chairman). – *Multiple persons signing off on the process makes this low risk.*
- **Accounts Receivable** - All monies received by SLCIDA are recorded into a main check register database by a staff member, who then stamp endorses all checks and delivers them to the Chief Financial Officer. The Chief Financial Officer ensures that all funds are expense categorized. Each check is entered into the QuickBooks system, a receipt generated, and a deposit created. The deposit receipt from the bank is then attached to the appropriate back up document for the deposit. – *Log records, bank verification & receipts make this low risk.*
- **Investments** - Certificates of deposit are typically bid out to the financial institutions recognized in SLCIDA’s Investment Policy. When a CD matures, it is renewed for an additional term at the current institution, or financial institutions are contacted, and bids are requested. The CD is awarded to the financial institution that can offer the highest interest rate and complete collateralization. Pursuant to SLCIDA’s Investment Policy no one financial institution may hold more than 60% of SLCIDA’s cash on deposit. Only persons authorized by the SLCIDA’s Board are allowed to open a CD. Typically, this responsibility falls to the Chief Financial Officer. – *Allocating cash at various financial institutions reducing the risk of loss and utilizing authorized signers makes this a low risk.*

The system of controls applicable to the SLCIDA was last reviewed by the SLCIDA’s Governance Committee on October 28, 2022 and the complete Board on October 28, 2022. The Board’s review affirmed that there are no material control weaknesses to be reported. SLCIDA undergoes an annual financial audit by an independent CPA firm. While auditors are not engaged to perform an audit of internal controls, auditors do provide management letter comments when they encounter internal weaknesses. No material weaknesses have been indentified by the independent auditors. If a weakness was noted, it would be addressed by the Audit & Finance Committee. A change in protocol would be made to lower the associated risk and reduce weakness in the internal control, and a solution then presented to the Board.

In summary, the present internal control structure appears to be sufficient to meet internal control objectives that pertain to the prevention and detection of errors and irregularities.

Reviewed by:

Chief Executive Officer - Date

Chief Financial Officer - Date

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Resolution No. IDA-22-10-xx

October 28, 2022

**APPROVING AND ADOPTING FY2023 BUDGET
and
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO MAKE LINE-ITEM CHANGES**

WHEREAS, the St. Lawrence County Industrial Development Agency (the “SLCIDA”) has caused to be prepared a Fiscal Year 2023 budget, and

WHEREAS, a tentative Budget, after acceptance by the SLCIDA on September 23, 2022, was made available for at least 20 days for public inspection and comment pursuant to Title 1 of Article 18-A, Section 861 of New York General Municipal Law, and

WHEREAS, SLCIDA has reviewed any and all comments received during the public comment period,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency approves and adopts the attached Fiscal Year 2023 Budget, and

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency does hereby confer authority to its Chief Executive Officer to make line item changes within the various components of the budget, provided that: (i) No line item change exceeds \$2,500; (ii) The change does not alter the "Total Expenses" of the relevant component Schedule, and (iii) the Chief Executive Officer must advise the SLCIDA Board of any such modifications at the SLCIDA meeting held immediately after such modification has been made, and

BE IT FURTHER RESOLVED that the SLCIDA shall cause to have copies of the Fiscal Year 2023 Budget forwarded to the St. Lawrence County Clerk, County Treasurer, County Administrator, Legislative Chair, and NYSABO, and to do all other things as may be required by statute.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
Hall				
LaBaff				
McMahon				
Morrill				
Reagen				
Staples				

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

/s/

Lori Sibley

October 28, 2022

	2021 Actual	2022 Budget	YTD 7/31/2022	2023 Budget
OPERATING REVENUE- Other				
2400 · Late Fees Received	0.00	100.00	0.00	100.00
2401 · Gain/Loss on Investments	(5,189.08)	35,000.00	7,910.35	35,000.00
2409B · Interest Income - Banking	6,672.62	500.00	386.65	725.00
2409L · Interest Income - Lease	31,798.26	32,500.00	14,409.37	26,000.00
2411 · Refund of Prior Years Exp	0.00	0.00	0.00	0.00
2421 · St. Law County Revenue	300,000.00	350,000.00	262,500.00	400,000.00
2422 · IDALDC Admin Revenue	200,000.00	200,000.00	0.00	0.00
2423 · GMEDF Admin Revenue	7,200.00	7,200.00	0.00	7,200.00
2505 · Gain/Loss on Sale of Asset	0.00	0.00	0.00	0.00
2999 · Miscellaneous Income	128,244.64	100.00	0.00	100.00
Total OPERATING REVENUE	668,726.44	625,400.00	285,206.37	469,125.00
Canton Industrial Bldg - CIB				
2450 · Rental Income - CIB	108,660.00	108,660.00	72,440.00	63,385.00
Total Revenue for CIB	108,660.00	108,660.00	72,440.00	63,385.00
6455408 · Maintenance Exp - CIB	9,681.94	15,000.00	11,812.92	15,000.00
6455411 · Insurance Expse - CIB	5,228.00	5,250.00	0.00	5,250.00
6455415 · Tax/PILOT Payment Exp-CIB	0.00	0.00	21,666.82	22,500.00
6455416 · Utilities Expense - CIB	8,867.15	2,500.00	3,262.92	2,500.00
6455499 · Miscellaneous Expense - CIB	0.00	100.00	0.00	100.00
6455500 · Interest Expense - CIB	7,643.39	8,000.00	1,351.65	2,566.00
6455510 · Depreciation Exp - CIB	67,207.92	65,000.00	0.00	67,208.00
Total Expenditure for CIB	98,628.40	95,850.00	38,094.31	115,124.00
Total Canton Industrial Bldg	10,031.60	12,810.00	34,345.69	(51,739.00)
Canton Industrial Park				
6456408 · Maintenance Expense - CIP	0.00	500.00	0.00	500.00
6456411 · Insurance Expense - CIP	946.00	1,000.00	0.00	1,000.00
6456499 · Miscellaneous Expense - CIP	0.00	250.00	0.00	250.00
6456510 · Depreciation Expense - CIP	2,753.57	250.00	0.00	2,755.00
Total Expenditure for CIP	3,699.57	2,000.00	0.00	4,505.00
Total Canton Industrial Park	(3,699.57)	(2,000.00)	0.00	(4,505.00)

	2021 Actual	2022 Budget	YTD 7/31/2022	2023 Budget
Gouverneur Industrial Park				
6486408 · Maintenance Expense - GIP	2,750.00	4,000.00	1,200.00	6,000.00
6486411 · Insurance Expense - GIP	44.00	55.00	0.00	55.00
6486499 · Miscellaneous Expense - GIP	0.00	250.00	0.00	250.00
Total Expenditure for GIP	2,794.00	4,305.00	1,200.00	6,305.00
Total Gouverneur Industrial Park	(2,794.00)	(4,305.00)	(1,200.00)	(6,305.00)
100 Paterson Street Building				
2485 · Rental Income - NIB	0.00	0.00	0.00	32,000.00
Total Revenue for 100 Paterson Street Building	0.00	0.00	0.00	32,000.00
6480408 · Maintenance Expense – 100 PSB	0.00	0.00	0.00	20,000.00
6480411 · Insurance Expense – 100 PSB	0.00	0.00	0.00	16,000.00
6480416 · Utility Expense – 100 PSB	0.00	0.00	0.00	7,500.00
6480499 · Misc Expense – 100 PSB	0.00	0.00	0.00	1,000.00
6480510 · Depreciation Expense · 100 PSB	0.00	0.00	0.00	70,000.00
Total Expenditure for 100 PSB	0.00	0.00	0.00	114,500.00
Total NIB	0.00	0.00	0.00	(82,500.00)
ARPA Funding				
2516 - Revenue from SLC in for ARPA	0.00	0.00	0.00	3,387,000.00
Total Revenue for ARPA Funding	0.00	0.00	0.00	3,387,000.00
6458.500 - Workforce Training & Development	0.00	0.00	0.00	900,000.00
6458.501 - Facility & Infrastructure Improvements	0.00	0.00	0.00	1,000,000.00
6458.502 - Small Business & Nonprofit Assistance	0.00	0.00	0.00	300,000.00
6458.503 - Travel, Tourism, & Hospitality Promotion	0.00	0.00	0.00	350,000.00
6458.504 - Travel, Tourism, & Hosp Capacity Bldg	0.00	0.00	0.00	350,000.00
6458.505 - CDL-A Program	0.00	0.00	0.00	287,000.00
6458.506 - Child Care Initiative	0.00	0.00	0.00	200,000.00
Total Expenditure for ARPA	0.00	0.00	0.00	3,387,000.00
Total ARPA	0.00	0.00	0.00	0.00

	2021	2022	YTD	2023
Miscellaneous Projects	Actual	Budget	7/31/2022	Budget
2413 · Project Fees	891,991.53	10,000.00	1,387,555.94	10,000.00
2406A · RBEG Revenue-LCDrives	10,044.88	15,068.00	0.00	0.00
2406B · RBEG Revenue-CDL	38,000.00	0.00	0.00	0.00
2407 · NBRC NAFG Revenue	0.00	0.00	0.00	0.00
2420 · PILOT Payments Received	119,774.01	0.00	0.00	335,000.00
2421 · COVID 19Grant-United Helpers	0.00	0.00	0.00	0.00
2424 · NF Rail NBRC Revenue	0.00	234,155.00	0.00	0.00
2455 · NF Rail Rehab Revenue	40,363.95	0.00	0.00	0.00
2456 · J&L Project Revenue	0.00	0.00	0.00	0.00
2504 · CDC Project Revenue	83,431.25	100.00	0.00	100.00
2507 · ALCOA Foundation Revenue	0.00	0.00	0.00	0.00
2515 · Newell Project Revenue	0.00	5,000.00	0.00	0.00
6499 · Miscellaneous Income	0.00	500.00	0.00	500.00
Total Revenue for Miscellaneous Projects	1,183,605.62	264,823.00	1,387,555.94	345,600.00
6420617 · NF Rail Rehab Expense	44,069.45	1,000.00	2,299.06	2,500.00
6420618 · NF Rail NBRC Expense	0.00	193,791.00	0.00	0.00
6420620B · J&L Project Expense II	0.00	0.00	0.00	0.00
6420621 · Newell Project Expense	0.00	0.00	0.00	0.00
6420622 · RDBG Adult Ed CDL Expense	38,000.00	0.00	0.00	0.00
6475515 · CAP IMP Vehicle	0.00	35,000.00	0.00	35,000.00
6490616 · PILOT Payments out	119,774.01	0.00	0.00	335,000.00
Total Expenditure for Miscellaneous Projects	201,843.46	229,791.00	2,299.06	372,500.00
Total Miscellaneous Projects	981,762.16	35,032.00	1,385,256.88	(26,900.00)

	2021	2022	YTD	2023
IDA General Operating Expenditures	Actual	Budget	7/31/2022	Budget
6460405 · Bank Fee Expense	1,329.42	300.00	10.92	250.00
6460408 · Maintenance Expense	3,460.69	1,500.00	663.12	1,500.00
6460411 · Insurance Expense	7,145.45	7,500.00	0.00	7,500.00
6460416 · Utilities Expense	6,574.88	5,000.00	4,917.81	8,400.00
6460418 · Underwriting/Credit Report Exp	0.00	100.00	0.00	100.00
6460420 · Office Supplies Expense	2,652.95	2,500.00	845.71	2,500.00
6460421 · Office Equipment Expense	2,386.34	7,500.00	741.98	7,500.00
6460422 · Equipment Repair Expense	0.00	250.00	0.00	250.00
6460423 · Telephone Expense	7,591.90	7,500.00	3,764.34	7,000.00
6460424 · Postage Expense	467.54	500.00	306.16	500.00
6460425 · Printing Expense	2,393.15	2,000.00	1,163.05	2,000.00
6460426 · IT Expense	6,124.90	3,000.00	3,781.52	3,000.00
6460427 · Professional Associations Expense	1,675.00	1,500.00	3,335.00	1,500.00
6460432 · Other Legal Expense	3,374.28	5,000.00	4,772.32	5,000.00
6460433 · Legal Expense - Retainer	6,600.00	5,500.00	1,375.00	5,500.00
6460434 · Accounting Expense	7,875.00	8,125.00	0.00	8,125.00
6460436 · Promotion/Marketing Expense	18,039.11	25,000.00	10,604.90	25,000.00
6460440 · Auto Expense	730.86	2,000.00	774.38	2,000.00
6460441 · Subscriptions & Periodicals	45.15	500.00	405.20	500.00
6460442 · Meeting Expense	110.33	1,000.00	14.91	1,000.00
6460443 · Mileage Expense	917.90	1,000.00	528.44	1,000.00
6460444 · Education Workshops Expense	7,205.06	10,000.00	2,252.24	10,000.00
6460445 · Travel Expense	509.26	2,500.00	839.91	2,500.00
6460499 · Miscellaneous Expense	1,493.95	200.00	121.71	500.00
6460502 · Outside Contracted Expense	0.00	100.00	0.00	100.00
6460503 · Payroll Expenses				
503A · Salaries & Wages	492,353.81	448,500.00	271,351.65	486,500.00
503B · Employee Benefits	117,654.54	157,000.00	86,391.14	177,250.00
503C · Post-Employment Benefits Expense	126,647.00	150,000.00	0.00	160,000.00
503D · Payroll Tax Expense	32,530.67	32,500.00	19,832.94	36,250.00
503E · Payroll Processing Fees	2,485.32	2,000.00	1,248.15	2,000.00
6460599 · Depreciation Expense	3,898.33	3,700.00	0.00	3,700.00
Total IDA General Operating Expenditures	864,272.79	893,775.00	420,042.50	968,925.00
Total Revenue	1,960,992.06	998,883.00	1,745,202.31	4,297,110.00
Total Expenditures	1,171,238.22	1,225,721.00	461,635.87	4,968,859.00
Net Income	789,753.84	(226,838.00)	1,283,566.44	(671,749.00)

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the St. Lawrence County Industrial Development Agency hereby established the following standard work days for these titles and will

(Name of Employer)

(Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Patrick Kelly	xxxx	xxxx	CEO	07/2022 - 07/2023	7		<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
Kimberly Gilbert	xxxx	xxxx	CFO	07/2022 - 07/2023	7		<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, _____, secretary/clerk of the governing board of the _____, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the _____ day of _____, 20____
on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____,
(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, _____ being duly sworn, deposes and says that the posting of the Resolution began on
(Name of Secretary or Clerk)

_____ and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☐ Employer's website at: _____

☐ Official sign board at: _____

☐ Main entrance Secretary or Clerk's office at: _____

(seal)

Standard Work Day Resolution for Employees*

Received Date

Please type or print clearly
in blue or black ink

Employer Location Code

See Instructions for completing form on reverse side

RS 2418

(Rev. 12/19)

BE IT RESOLVED, that the St. Lawrence County IDA, Location code , hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Project Manager	7 hours/day
Business Development Specialist	7 hours/day
Workforce Development Specialist	7 hours/day

On this _____ day of _____, 20__

(Signature of Clerk)

Date enacted: _____

I, _____, clerk of the governing board of the _____
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20__ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto
Set my hand and the seal of the

(Name of Employer)

(seal)

*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions – See Back Page



ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
PROJECT AUTHORIZING RESOLUTION
St. Lawrence Suds, LLC [*Project Number 4001-22-07*]
Resolution No. IDA-22-10-__
October 28, 2022

A regular meeting of the St. Lawrence County Industrial Development Agency (the “SLCIDA”) was convened on October 28, 2022 at 12:00 PM, local time, in the Main Conference Room of the Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Canton, New York.

The meeting was called to order by the Chairman, and upon roll being called, the following members of the SLCIDA were:

MEMBER	PRESENT	ABSENT
Blevins, Lynn		
Hall, Mark C.		
LaBaff, Ernest		
McMahon, Andrew		
Morrill, Steven		
Reagen, James		
Staples, Brian W.		

The following persons were ALSO PRESENT: IDA Staff (Patrick Kelly, Kimberly Gilbert, Richard Williams, and Lori Sibley);

After the meeting had been duly called to order, the Chairman announced that, among the purposes of the meeting, was to consider and take action on certain matters pertaining to proposed project for the benefit of St. Lawrence Suds, LLC.

On motion duly made by Mr. _____ and seconded by Mr. _____, the following resolution was placed before members of the St. Lawrence County Industrial Development Agency:

- (i) **ACCEPTING AN APPLICATION SUBMITTED BY THE COMPANY WITH RESPECT TO A CERTAIN PROJECT;**
- (ii) **ACCEPTING AND ADOPTING FINDINGS WITH RESPECT TO THE PROJECT PURSUANT TO SEQRA.**
- (iii) **DESCRIBING THE FORMS OF FINANCIAL ASSISTANCE BEING CONTEMPLATED BY THE SLCIDA WITH RESPECT TO THE PROJECT;**
- (iv) **AUTHORIZING THE UNDERTAKING OF FINANCIAL ASSISTANCE TO ST. LAWRENCE SUDS, LCC FOR A PROJECT DESCRIBED HEREIN IN THE FORM OF (a) A SALES TAX EXEMPTION FOR PURCHASES AND RENTALS RELATED TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE PROJECT; (b) A MORTGAGE RECORDING TAX EXEMPTION FOR THE FINANCING RELATED TO THE PROJECT**

WHEREAS, the St. Lawrence County Industrial Development Agency (the "SLCIDA") is authorized and empowered by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "State") as amended, and Chapter 358 of the Laws of 1971 of the State, as amended (collectively, the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, and recreation facilities, including industrial pollution control facilities, railroad facilities and certain horse racing facilities, for the purpose of promoting, attracting, encouraging and developing recreation and economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State, to improve their recreation opportunities, prosperity and standard of living, and to prevent unemployment and economic deterioration, and

WHEREAS, St. Lawrence Suds, LLC. (the "Company") has submitted an application (the "Application") to the SLCIDA requesting the SLCIDA's assistance with the project, the terms and conditions of which are described in Exhibit A, attached hereto and made a part thereof, and as may be more thoroughly described within the Application, and

WHEREAS, there has been enacted into law Article 8 of the New York Environmental Conservation Law, Chapter 612 of the 1975 Laws of the State of New York, as amended (the "Environmental Act"), which provides for the review of certain "actions" undertaken by State and local agencies for purposes of regulating such activities in order for proper consideration be given to the prevention of environmental damage,

WHEREAS, on September 21, 2022 Village of Canton determined the Project is a "Type II" action under Article 8 of the Environmental Conservation Law and Regulations adopted pursuant thereto by the Department of Environmental Conservation of the State (collectively, "SEQRA") which is attached hereto as Exhibit B, and

WHEREAS, it is contemplated that prior to taking any action the SLCIDA will (i) accept the Company's application for financial assistance in the form of a Sales and Use Tax Exemption; (ii) accept and adopt findings pursuant to SEQRA affirming the findings of the Village of Canton;

NOW, THEREFORE, BE IT RESOLVED by the members of the St. Lawrence County Industrial Development Agency as follows:

Section 1. The Company has presented an Application in a form acceptable to the SLCIDA. Based upon the representations made by the Company to the SLCIDA in the Company's application, the SLCIDA hereby finds and determines that:

(A) By virtue of the Act, the SLCIDA has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(B) The SLCIDA has the authority to take the actions contemplated herein under the Act; and

(C) The action to be taken by the SLCIDA will induce the Company to develop the Project in St. Lawrence County, New York, and otherwise furthering the purposes of the SLCIDA as set forth in the Act; and

(D) The Project will not result in the removal of a civic, commercial, industrial, or manufacturing plant of the Company or any other proposed occupant of the Project from one area of the State of New York (the “State”) to another area of the State or result in the abandonment of one or more plants or facilities of the Company or any other proposed occupant of the Project located within the State; and the SLCIDA hereby finds that, based on the Company’s application, to the extent occupants are relocating from one plant or facility to another, the Project is reasonably necessary to discourage the Project occupants from removing such other plant or facility to a location outside the State and/or is reasonably necessary to preserve the competitive position of the Project occupants in their respective industries.

Section 2. The SLCIDA has reviewed the SEQR assessment and its findings for the Project and hereby confirms and determines that the Project will not result in any significant adverse environmental impacts.

Section 3. Subject to the execution of an Agency Compliance Agreement and the delivery to the SLCIDA of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the SLCIDA, the SLCIDA hereby authorizes the Company to proceed with the undertaking of the Project and hereby appoints the Company, and their respective agents and other designees, as the true and lawful agent of the SLCIDA: (i) to acquire, construct and equip the Project; (ii) to make, execute, acknowledge and deliver any contracts, orders, receipts, writings and instructions, as the stated agent for the SLCIDA with the authority to delegate such agency, in whole or in part, to agents, subagents, contractors, and subcontractors of such agents and subagents and to such other parties as the Company chooses; and (iii) in general, to do all things which may be requisite or proper for completing the Project, all with the same powers and the same validity that the SLCIDA could do if acting in its own behalf.

Section 4. The form and substance of a proposed Agency Compliance Agreement by and between SLCIDA and the Company with respect to the Sales and Use Tax Exemption is hereby approved, and the Chairman, Vice Chairman and/or Chief Executive Officer is authorized to execute and deliver said Agency Compliance Agreement and related documents.

Section 5. The Agency Compliance Agreement shall expire on **December 31, 2023** unless extended pursuant to the terms of the Agency Compliance Agreement.

Section 6. The public hearing, concerning the nature and location of the Facility and the contemplation of the provision of financial assistance is not required;

Section 7. The SLCIDA hereby authorizes the creation, execution and delivery of any and all Lease Agreements along with the issuance of a Payment in Lieu of Taxes agreement to the Company.

Section 8. The officers, employees and agents of the SLCIDA are hereby authorized and directed for and in the name and on behalf of the SLCIDA to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the SLCIDA with all of the terms, covenants and provisions of the documents executed for and on behalf of the SLCIDA.

Section 9. These Resolutions shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Member	Aye	Nay	Abstain	Absent
Blevins, Lynn				
Hall, Mark C.				
LaBaff, Ernest				
McMahon, Andrew				
Morrill, Steven				
Reagen, James				
Staples, Brian W.				

The resolution was thereupon declared duly adopted.

EXHIBIT A

1.	Applicant Name/Project Number: St. Lawrence Suds, LLC. - Project [#4001-22-07]	
2.	Project Description (the “Project”): Assistance in the form of an exemption from sales and use tax on purchases and rentals of goods and services related to the undertaking of a certain project, as the Company constructs new facilities and makes improvements at <u>41 WEST MAIN STREET, Canton, NY</u> being more particularly described as TMID No <u>88.041-2-25.1</u> in the Village of Canton, St. Lawrence County, New York, together with new and existing buildings thereon (the “Existing Improvements”) acquisition and construction and, (collectively, the “Improvements”), the acquisition in and around the Land and Improvements and of certain items of equipment and other tangible personal property and equipment (the “Equipment” and, collectively with the Land and the Improvements, the “Facility”).	
3.	Type of Financial Assistance Requested:	Exemption from sales and use taxes on purchases and rentals of goods and services relating to the undertaking of the “Project” as described, above.
4.	Total Amount of Project:	\$780,000
5.	Benefited Project Amount:	\$242,500
6.	Estimated value of NYS Sales & local sales and use tax exemption to be provided to the Company for this Project:	\$19,400
7.	PILOT Structure	N/A
8.	Mortgage Recording Tax Exemption	\$1,818.75 (based on a MRT exemption provided on a maximum mortgage amount of \$242,500)
9.	Full-time Equivalent Jobs to be Retained as a Result of the Project:	0
10.	Full-Time Equivalent Jobs to be Created as a Result of the Project:	0 (3PT)
11.	Expiration of the Financial Assistance:	12/31/2023

RESOLUTION
SEQRA – TYPE II ACTION

WHEREAS, the Village of Canton intends to make a Restore NY funding application to assist the St. Lawrence Suds project to be located at 41 West Main Street in Canton, New York; and

WHEREAS, the project includes renovation of the building and the addition of utilities necessary to have a working business. New electric service will be installed along with hookups to the Village's existing sewer and water infrastructure. The roof will be re-sheeted and finished with new shingles. The exterior siding will be replaced with wood, metal, or cement board in keeping with the barn aesthetic. Windows will be replaced in accord with architectural plans being developed. Interior improvements will include the addition of floor drains in the brewing area, installation of new wiring to code, and plumbing, insulation, and interior finishes as determined by the engineer and architectural plans. Site improvements will include a new driveway and parking per code, as well as landscaping. Renovations are to be completed per plans and specs subject to review of the Village Planning Board. When finished there will be approximately 4,500 square feet of space for the brewery, restaurant and serving areas on two floors; and

WHEREAS, the Village Board of Trustees has considered whether the project is subject to review under provisions of the State Environmental Quality Review Act (*SEQRA*) and has been advised that actions that have been determined not to have a significant impact on the environment are not subject to *SEQRA* review. Such actions are known as "Type II Actions". Examples are listed at 6 NYCRR §617.5 and include the following:

§617.5(c)(2):

Replacement, rehabilitation, or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in §617.4¹; and

§617.5(c)(13):

extension of utility distribution facilities, including gas, electric, telephone, cable, water, and sewer connections to render service in approved subdivisions or in connection with any action on this list...

NOW, THEREFORE, based on its consideration of the proposed project and applicable environmental regulations, it is hereby

RESOLVED, that the St. Lawrence Suds project proposed for the property at 41 West Main Street in the Village of Canton, does not meet or exceed any applicable Type I thresholds identified at 6 NYCRR §617.4, nor is it deemed likely to have a significant adverse impact on the environment. The restoration project involves renovation and restoration consistent with Type II actions described at 6 NYCRR §617.5(c)(2) and 6 NYCRR §617.5(c)(13) and is deemed as not subject to *SEQRA* review.

¹ 6 NYCRR §617.4 lists examples of Type I actions, which are presumed likely to have a significant adverse impact on the environment and may require the preparation of an Environmental Impact Statement (EIS).

I, Sally Noble, do certify that this resolution was passed at a meeting of the Village of Canton Board of Trustees held on September 21, 2022 on file as part of the minutes of such a meeting, and that said resolution has not been altered, amended, or revoked and is in full force and effect.

September 21, 2022

Date

SECRETARY'S CERTIFICATION

STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE) SS.:

The undersigned, being the Secretary of the St. Lawrence County Industrial Development Agency, DOES HEREBY CERTIFY THAT:

I have compared the foregoing extract of the minutes of the meeting of the St. Lawrence County Industrial Development Agency (the "Agency") including the resolution contained therein, held on October 28, 2022 with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject in matters therein referred to.

I FURTHER CERTIFY that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Agency this 28th day of October 2022.

Mr. Lynn Blevins