

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

**\*Agenda subject to change\***

November 29, 2022

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

Call to Order

Roll Call

Public Notice                      November 18, 2022

Public Comment

Approval of Minutes              October 28, 2022 ..... 1-2

Financial Report                  None

Reports of Committees

Staff Report                        Patrick Kelly

Old Business

New Business

Executive Session

Adjournment

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**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
CIVIC DEVELOPMENT CORPORATION**

**Meeting of October 28, 2022**

CALL TO ORDER: Secretary Blevins calls the meeting to order at 12:36 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

A quorum is recognized.

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

PUBLIC NOTICE: Public notifications sent October 21, 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: None.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 23, 2022 meeting by Mr. Morrill seconded by Mr. Hall. Motion carried unanimously.

FINANCIAL REPORTS: Ms. Gilbert reviews highlights from the financial reports, noting the net income for the months of August and September, specifically citing interest income. Motion made by Mr. Morrill to accept the August and September 2022 financial reports, seconded by Mr. McMahon. Motion carried unanimously.

COMMITTEE REPORTS: The Governance Committee met this morning. Blevins (Chair), LaBaff, and Hall. On behalf of the committee, Mr. Hall provides the following summary:

- Conflict of Interest Policy – After comparing the current CDC policy to the ABO model policy, no changes are recommended at this time.
- Assessment of the Effectiveness of Internal Controls – After comparing the current CDC policy to the ABO model policy guidelines, no changes are recommended at this time.
- Procurement Policy –The Policy was reviewed with the current ABO guidelines. Since the policy was updated last year to increase threshold limits there appear to be no other changes needed at this time.
- Investment Policy – After comparing the current Investment Policy and the ABO recommended guidelines there are no changes recommended at this time
- Review of Sexual Harassment Policy – As part of the annual review procedures, the committee reviewed the requirements established by New York State Law and determined there are no recommended changes to the current policy at this time. Staff will be participating in the required annual training this Fall.

STAFF REPORT: Mr. Kelly notes that the bond issuance for St. Lawrence University that was approved earlier this year is getting closer to closing.

OLD BUSINESS: None

NEW BUSINESS:

The following four resolutions are required annual reviews of our policies that were reviewed by the Governance Committee on October 28, 2022.

Resolution CDC-22-10-12: Annual Review Conflicts of Interest Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-22-10-13: Annual Review of Procurement Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-22-10-14: Annual Review of Investment Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-22-10-15: Annual Review of Sexual Harassment Prevention Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution CDC-22-10-16: Adopting FY2023 Final Budget: The draft budget for FY2023 was reviewed at the last meeting and made available for at least 20 days for public view and comment. There were no changes made from the draft budget. Mr. McMahon motions to approve Resolution CDC-22-10-16, seconded by Mr. Morrill. The motion is approved by unanimous vote.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. Morrill. The meeting adjourns at 12:43 PM by unanimous vote.

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Lynn Blevins, Secretary