

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
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..... 1-3

Financial Report:

Committee Reports

Staff Report Patrick Kelly

Old Business

New Business Resolution: Authorizing Allocations through the St. Lawrence County
American Rescue Plan Act Economic Development and
Tourism Funding Program 4

Executive Session

Adjournment

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ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Meeting of October 28, 2022

CALL TO ORDER: Secretary Blevins calls the meeting to order at 12:04 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

A quorum is recognized.

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

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: Celia Clark, Reporter for North Country Public Radio, joins the end of the meeting and offers no comment.

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

FINANCIAL REPORTS: *August 2022 Financial Report:* Ms. Gilbert reviews expenses such as the parking lot sealing for the Canton Building, expenses for the June 2022 Select USA tradeshow, and the retainer for the agency attorney. *September 2022 Financial Report:* Ms. Gilbert points to fees received for multiple projects, NBRC rail revenue which was immediately turned over to MANNR for expenses incurred for the Newton Falls rail project, and expenditures for the North American Forest Group wood products facility in the Town of Oswegatchie that will be reimbursed with NBRC funds. Motion to accept the August and September 2022 financials by Mr. Morrill, seconded by Mr. Staples. 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 IDA policy to the ABO model policy, no changes are recommended at this time.
- Assessment of the Effectiveness of Internal Controls – After comparing the current IDA 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 reports the following:

Facility Tours: A tour of Fort Tribute in Madrid was recently provided to RVRDA and IDA members and a tour of the Canton Corning facility was undertaken with members of the County Board of Legislators, local school officials, and the IDA. We worked with the Fort and Corning to provide board members and stakeholders a firsthand opportunity to see how their projects are progressing. Mr. Kelly notes that these tours were well received and that we will likely arrange additional similar tours in the future.

American Rescue Plan Act ("ARPA"): In addition to the first round of approved ARPA funds, four CDL Class A training awards totaling \$23,250 have been awarded. An internal review is currently underway for the latest round of applications. Board members will conduct a final review of the proposed awards in the second half of November.

Manufacturing Day: On October 14th staff served as tour guide assistants at various manufacturing facilities around St. Lawrence County to help introduce local high school students to real-world occupations in the manufacturing industry.

Canexsys Networks Inc.: The company is currently undertaking its move into the 100 Paterson Street Building in Ogdensburg.

Marketing: We are continuing with the *Come Here/Come Back Here* campaign and are sponsoring radio ads for both St. Lawrence University and Clarkson University hockey games to outreach business prospects from outside the area that have a connection to St. Lawrence County. Also, staff continue to attend tradeshow in person this year. Preparations are currently underway to attend the Select USA-Canada event on November 9th in Toronto, and the PackEx show on November 9-10th in Montreal. Additionally, staff have prepared an ESD grant application through Global NY to obtain matching funds to assist with costs associated with tradeshow and lead generation projects for marketing in Canada next year.

Unemployment and Workforce: The most recent unemployment rate for St. Lawrence County is 3.4%. According to the NYS Department of Labor, there are currently 41,500 employed individuals in the County and 1,500 seeking work. Mr. Kelly points out that this means our labor force is about 15% less than it was 10-20 years ago, an issue not unique to St. Lawrence County in upstate New York.

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 IDA-22-10-19: Annual Review Conflicts of Interest Policy

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

Resolution IDA-22-10-20: Annual Review of Procurement Policy

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

Resolution IDA-22-10-21: Annual Review of Investment Policy

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

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

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

Resolution IDA-22-10-23: 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 certain line items that needed to be modified, particularly Michels rental revenue since this will be reduced in 2023. Mr. McMahon motions to approve Resolution IDA-22-10-23, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-22-10-24: Standard Workday and Reporting Resolutions for Elected & Appointed Officials and Staff: As part of New York State reporting requirements, the forms will be available on the website for 30 days and sent to the Office of the New York State Comptroller. Mr. McMahon motions to accept Resolution IDA-22-10-24, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-22-10-25: Authorizing Resolution for St. Lawrence Suds, LLC: The proposed project includes reuse of the former McCarthy's Furniture Barn in the Village of Canton. The company will operate under the planned name of "Bent Beam Brewery." The business has submitted a Restore NY application for the restaurant component of the project. The proposed IDA incentives will benefit the manufacturing and food processing portion. There will likely be different project numbers associated with applications submitted by other resource partners because we are not including the retail portions of the project. Mr. Kelly refers to the Cost Benefit Analysis and Exhibit A of the resolution highlighting details surrounding the project. The employment numbers are full-time equivalent jobs for the brewing portion of the project once the facility is in operation. Mr. Kelly references the St. Lawrence County Comprehensive Economic Development Strategy and points to several strategic goals that are met with this project. Mr. Hall motions to accept Resolution IDA-22-10-25, seconded by Mr. McMahon. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. Morrill. The meeting adjourns at 12:25 PM by unanimous vote.

Mr. Lynn Blevins, Secretary

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution No. IDA-22-11-26
November 29, 2022

**AUTHORIZING ALLOCATIONS THROUGH THE
ST LAWRENCE COUNTY AMERICAN RESCUE PLAN ACT
ECONOMIC DEVELOPMENT AND TOURISM FUNDING PROGRAM**

WHEREAS, on August 1, 2022, the St. Lawrence County Board of Legislators approved accepting the County's American Rescue Plan Act ("ARPA") Committee's recommendation for the portion of American Rescue Plan Act Funds to be administered by the St. Lawrence County Industrial Development Agency ("IDA"), and

WHEREAS, the Board of Legislators declared that "economic development and tourism are essential to improving the services and activities available in St. Lawrence County" and allocated \$2,900,000 in ARPA funds to be distributed through the St. Lawrence County Industrial Development Agency ("IDA") to organizations impacted by the COVID-19 pandemic, and

WHEREAS, these recommendations included authorizing funds for Economic Development and Tourism as allowed within the scope of the ARPA Final Rule, and

WHEREAS, St. Lawrence County and the IDA have an existing economic development services agreement through which the IDA provides economic development services for the County and the allocation of these funds by the IDA is being performed within the scope of this existing economic development services agreement, and

WHEREAS, the St. Lawrence County Industrial Development Agency is now accepting applications for ARPA funding assistance, and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency, having exercised its own due diligence in the matter, authorizes the allocation of ARPA funds in the amounts as described in the attached document (Exhibit A),

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency authorizes the creation, execution and/or delivery of any and all documents and/or budget accounts that may be required to effectuate the transactions contemplated by this resolution.

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

November 29, 2022