

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

---

**CALL TO ORDER:** Secretary Blevins calls the meeting to order at 12:28 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, 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:** None.

**APPROVAL OF MINUTES:** Motion to accept the minutes of the September 23, 2022 (meeting 1 of 2) and (meeting 2 of 2) by Mr. Hall, seconded by Mr. Staples. Motion carried unanimously.

**FINANCIAL REPORTS:** Ms. Gilbert reviews the highlights from the *August 2022* report noting the RVRDA expended \$10,500 in Community Development and Environmental Improvement Program expenses for 2016 and 2017 awards. This will now close out the program awards for both years. Ms. Gilbert also reviews the *September 2022* financials and highlights insurance costs for the RVRDA building, marketing expenses, and contract expenses paid by the RVRDA to MED. Motion to accept the August and September 2022 financials by Mr. Hall, 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-LDC 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-LDC 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:

Canexsys Networks, LLC: The Canexsys loan, with funds issued via the RVRDA and IDA-LDC, closed last Friday.

941 ACCO Way Acquisition: The closing for the 941 ACCO Way Acquisition is expected to close next week with funds issued via the RVRDA and IDA-LDC.

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

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

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

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

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

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

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

Mr. McMahon 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 a few minor changes made to the draft budget, including an increase to insurance and a decrease in CDEIP expenses. Mr. Hall motions to approve Resolution LDC-22-10-23, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution LDC-22-10-24: Authorizing an Allocation of St. Lawrence River Valley Redevelopment Agency funds of up to \$25,100 to the Village of Massena for the Acquisition of the Former Massena School of Business. An announcement is made that the St. Lawrence County IDA Board Members are the same as the St. Lawrence County IDA – Local Development Corporation Board Members. As part of the Downtown Revitalization Initiative for the Village of Massena, the IDA made a proposal to work with the Village to turn the former Massena School of Business into transitional space with a Main Street façade that will connect the Main Street commercial corridor with the parking and river walk space proposed behind Main Street. In order for the proposal to be eligible for DRI funding, the Village needs to secure ownership of the property. Mr. Kelly reviews the letter to the Village of Massena outlining the details and requesting funding for the acquisition of the property. The RVRDA approved providing the funds which now requires IDA-LDC approval. Mr. Kelly adds that the project will fit well within the CDEIP guidelines and is expected to improve the downtown corridor. Motion to accept Resolution LDC-22-10-24 by Mr. McMahon, seconded by Mr. Staples. Motion carries unanimously.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. Morrill. The meeting adjourns at 12:35 PM by unanimous vote.

---

Lynn Blevins, Secretary