

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

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

February 28, 2023

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

Call to Order

Roll Call

Public Notice                      February 22, 2023

Public Comment

Approval of Minutes              December 16, 2022 ..... 1-2

Financial Reports                  October and November 2022 ..... 3-16

Report of Committees

Staff Report                         Patrick Kelly

Old Business

New Business                      Resolution: Authorizing Amendments to the Standard Workday Reporting  
Resolution.....17

Resolution: Authorizing a Commitment of Funds for the Drum Country  
Business Regional Marketing Initiative ..... 18-21

Resolution: Authorizing Allocations Through the St. Lawrence County  
American Rescue Plan Act Economic Development and  
Tourism Funding Program .....22

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and connected 13 different companies to another pipeline of workers. Businesses were provided with information that will connect them with valuable programs offered at BOCES, and student-led tours that introduced employers to the skills students are learning that are preparing them for the workforce. There are two more events scheduled at Seaway Tech in Norwood on January 18<sup>th</sup> and Northwest Tech in Ogdensburg on February 15<sup>th</sup>.

Transition Services at Fort Drum: Staff will be attending the next Career Fair at Fort Drum on February 2<sup>nd</sup>, along with the St. Lawrence County Chamber of Commerce, to talk to soldiers who will be transitioning from the military soon and seeking employment opportunities.

EXECUTIVE SESSION: A motion is made by Mr. Hall, seconded by Mr. LaBaff to go into executive session at 11:23 AM to discuss the financial history of certain companies. Mr. Hall/Mr. LaBaff motion to return to regular session at 11:48 AM.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-22-12-27 Authorizing the Designation of Newspapers for Publication of Legal Notices: We have designated North Country This Week and the Watertown Daily Times as the official publications to conform to the requirements of the governing statute. If a project is in a community that has its own newspaper affiliation, we will advertise in that community paper as well. Mr. LaBaff motions to accept Resolution IDA-22-12-27, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-22-12-28: Authorizing Allocations through the St. Lawrence County ARPA Economic Development and Tourism Funding Program: This third round of ARPA applications total over \$700,000 in awards. There is now about \$3.4 million available for future allocations. Mr. Hall motions to accept Resolution IDA-22-12-28, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Hall. The meeting adjourns at 11:50 AM by unanimous vote.

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Mr. Lynn Blevins, Secretary

St. Lawrence County Industrial Development Agency  
Highlights for  
**October 2022**

Revenue

- Building Revenues	9,055.00
- Gain/Loss on Investments	339.83
- Project Fees (St Law Suds)	2,000.00
- Interest Income/Investments	<u>2,661.17</u>

\$14,056.00

Expenses

- Building Expenses	1,844.15
- NF Rail Expenses	680.00
- ARPA Program Expenses	52,400.00
- Other Operating Expenses	1,620.89
- Payroll Expenses	<u>51,370.97</u>

\$107,916.01

Net Income (\$93,860.01)

# Balance Sheet

As of October 31, 2022

Oct 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

200 · Cash	1,025,076.46
200P · Cash - Payroll Checking Account	33,765.58
201 · Cash in Time Deposits	
201N · NBT Bank Cash in Time	2,421,829.20
201K · Key Bank Cash in Time	1,387,892.52
201 · Cash in Time Deposits	<u>3,809,721.72</u>
202ARPA · NBT Account - ARPA Funding	147,603.45
203 · Cash - Rental Deposits	<u>9,058.45</u>

**Total Checking/Savings** 5,025,225.66

**Other Current Assets**

211 · Special Reserve	
211A · Special Reserve-Key MM Treasury	2,000,000.00
211C · Special Reserve LPL Cash Acct	<u>9,800.97</u>
<b>Total 211 · Special Reserve</b>	<u>2,009,800.97</u>
220 · Due from Others	
220-I · Due from Others for Insurance	10,253.60
220A · Misc. Due from Others	<u>2,857.43</u>
<b>Total 220 · Due from Others</b>	<u>13,111.03</u>

**Total Other Current Assets** 2,022,912.00

**Total Current Assets** 7,048,137.66

**Fixed Assets**

111 · Gouverneur Industrial Park	
111-A · Gouverneur Industrial Park	<u>74,139.65</u>
<b>Total 111 · Gouverneur Industrial Park</b>	<u>74,139.65</u>

112 · Vehicles	
112-A · Vehicles	39,560.00
112-B · Vehicles Depreciation	<u>-39,560.00</u>
<b>Total 112 · Vehicles</b>	0.00

119 · Massena Industrial Park-Lot 12 40,963.08

122 · Furnishings	
122-A · Furnishing	25,880.04
122-B · Furnishing Depreciation	<u>-25,880.04</u>
<b>Total 122 · Furnishings</b>	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	<u>-16,390.05</u>
<b>Total 128 · Canton Industrial Park</b>	<u>351,118.95</u>

129 · Canton Industrial Building

129-A · Canton Industrial Building	2,002,339.75
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# Balance Sheet

As of October 31, 2022

	<u>Oct 31, 22</u>
129-B · Canton Industrial Bldg Improv	180,397.87
129-C · Canton Ind Bldg - Depreciation	-523,027.49
<b>Total 129 · Canton Industrial Building</b>	<u>1,659,710.13</u>
<b>Total Fixed Assets</b>	2,125,931.81
<b>Other Assets</b>	
299 · Deferred Outflow - Pension	1,061,911.00
<b>Capital Lease Receivable</b>	
590 · L/R - Capital Lease OpTechLot20	70,449.32
592 · L/R - NY Power Tools - Lot 17	165,267.92
594 · L/R - From the Heart Cabinetry	552,899.55
<b>Total Capital Lease Receivable</b>	<u>788,616.79</u>
<b>Notes Receivable (N/R)</b>	
591 · N/R - LC Drives RDBG EquipLease	16,420.76
593 · N/R - LC Drives 2018 RDBG	33,934.54
<b>Total Notes Receivable (N/R)</b>	<u>50,355.30</u>
<b>Total Other Assets</b>	<u>1,900,883.09</u>
<b>TOTAL ASSETS</b>	<u><u>11,074,952.56</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
526 · Deferred Grant Revenue(RDBG)	
526 - A · Deferred Grant Rev - NAFG-NBRC	49,401.73
526 · Deferred Grant Revenue(RDBG) - Other	55,410.30
526 · Deferred Grant Revenue(RDBG)	104,812.03
2100 · Deposit - Rental	9,058.30
522 · Prepaid Revenue	289,038.25
<b>Total Other Current Liabilities</b>	<u>402,908.58</u>
<b>Total Current Liabilities</b>	402,908.58
<b>Long Term Liabilities</b>	
511 · Deferred Inflow of Pension	844,610.00
510 · Net Pension Liability	1,288.00
<b>Notes Payable (N/P)</b>	
654 · N/P - SLCIDA-LDC CIB Loan	527,247.99
<b>Total Notes Payable (N/P)</b>	<u>527,247.99</u>
500 · Emp Compensated Time Accruals	296,628.67
501 · PostEmpBenft Other Than Pension	2,491,833.00
524 · Due to Affiliates	25.90
<b>Total Long Term Liabilities</b>	<u>4,161,633.56</u>
<b>Total Liabilities</b>	4,564,542.14
<b>Equity</b>	
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	1,173,399.91
<b>Total Equity</b>	<u>6,510,410.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>11,074,952.56</u></u>

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

	2022 Budget	Oct-23	YTD	Balance
<b>Operating Revenue</b>				
2400 · Late Fees Received	100.00	0.00	0.00	100.00
2401B · Gain/Loss on Investment	35,000.00	339.83	4,852.87	30,147.13
2409B · Interest Income - Banking	500.00	411.56	1,596.46	(1,096.46)
2409L · Interest Income - Lease	32,500.00	2,249.61	22,172.88	10,327.12
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	1.00	99.00
<b>Total Operating Revenue</b>	<b>625,400.00</b>	<b>3,001.00</b>	<b>291,123.21</b>	<b>334,276.79</b>
<b>2450 · Rental Income - CIB</b>				
	108,660.00	9,055.00	99,605.00	9,055.00
<b>Total Revenue for CIB</b>	<b>108,660.00</b>	<b>9,055.00</b>	<b>99,605.00</b>	<b>9,055.00</b>
<b>6455408 · Maintenance Expense - CIB</b>				
	15,000.00	370.00	13,561.17	1,438.83
<b>6455411 · Insurance Expense - CIB</b>				
	5,250.00	0.00	5,623.00	(373.00)
<b>6455415 · Tax/PILOT Expense - CIB</b>				
	0.00	0.00	21,666.82	(21,666.82)
<b>6455416 · Utilities Expense - CIB</b>				
	2,500.00	874.15	5,327.38	(2,827.38)
<b>6455499 · Miscellaneous Expense - CIB</b>				
	100.00	0.00	0.00	100.00
<b>6455500 · Interest Expense - CIB</b>				
	8,000.00	0.00	2,015.40	5,984.60
<b>6455510 · Depreciation Expense - CIB</b>				
	65,000.00	0.00	0.00	65,000.00
<b>Total Expenditure for CIB</b>	<b>95,850.00</b>	<b>1,244.15</b>	<b>48,193.77</b>	<b>47,656.23</b>
<b>Total Canton Industrial Building</b>	<b>12,810.00</b>	<b>7,810.85</b>	<b>51,411.23</b>	<b>(38,601.23)</b>
<b>Canton Industrial Park</b>				
6456408 · Maintenance Expense - CIP	500.00	0.00	0.00	500.00
6456411 · Insurance Expense - CIP	1,000.00	0.00	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
<b>Total Canton Industrial Park</b>	<b>(2,000.00)</b>	<b>0.00</b>	<b>(953.00)</b>	<b>(1,047.00)</b>
<b>Total Expenditure for CIP</b>	<b>2,000.00</b>	<b>0.00</b>	<b>953.00</b>	<b>1,047.00</b>
<b>Gouverneur Industrial Park</b>				
6486408 · Maintenance Expense - GIP	4,000.00	600.00	3,000.00	1,000.00
6486411 · Insurance Expense - GIP	55.00	0.00	44.00	11.00
6486499 · Miscellaneous Expense - GIP	250.00	0.00	0.00	250.00
<b>Total Expenditure for GIP</b>	<b>4,305.00</b>	<b>600.00</b>	<b>3,044.00</b>	<b>1,261.00</b>
<b>Total Gouverneur Industrial Park</b>	<b>(4,305.00)</b>	<b>(600.00)</b>	<b>(3,044.00)</b>	<b>(1,261.00)</b>
Total Building Revenues	108,660.00	9,055.00	99,605.00	9,055.00
Total Building Expenses	102,155.00	1,844.15	52,190.77	49,964.23
Total Building Net Income	6,505.00	7,210.85	47,414.23	(40,909.23)



	2022 Budget	Oct-23	YTD	Balance
<b>ARPA Revenue</b>				
2480 · ARPA Revenues from SLC	0.00	0.00	0.00	0.00
<b>Total Revenue for ARPA</b>	0.00	0.00	0.00	0.00
6458502 · ARPA - Small Business & NP	0.00	10,000.00	10,000.00	(10,000.00)
6458504 · ARPA - Tourism Capacity	0.00	40,000.00	40,000.00	(40,000.00)
6458505 · ARPA - CDLA Program	0.00	2,400.00	2,400.00	(2,400.00)
<b>Total Expenditure for ARPA</b>	0.00	52,400.00	52,400.00	(52,400.00)
<b>Total ARPA Programs</b>	0.00	(52,400.00)	(52,400.00)	52,400.00
<b>Miscellaneous Projects</b>				
2413 · Project Fees	10,000.00	2,000.00	1,496,413.68	(1,486,413.68)
2406A - Grant Income RDBG LCDrives	15,068.00	0.00	0.00	15,068.00
2424 · NF Rail NBRC Revenue	234,155.00	0.00	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
<b>Total Revenue for Misc. Projects</b>	264,823.00	2,000.00	1,678,496.98	(1,413,673.98)
6420616 · CIP Improvements	0.00	0.00	8,200.00	(8,200.00)
6420617 · NF Rail Rehab Expense	1,000.00	680.00	4,569.56	(3,569.56)
6420618 · NF Rail NBRC Expense	193,791.00	0.00	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	0.00	0.00	0.00
6490616 · PILOT Payment Expense	0.00	0.00	0.00	0.00
<b>Total Expenditure for Misc. Projects</b>	229,791.00	680.00	194,852.86	34,938.14
<b>Total Miscellaneous Projects</b>	35,032.00	1,320.00	1,483,644.12	(1,448,612.12)

**General Operating Expenses**

6460405 · Bank Fees	300.00	0.05	10.97	289.03
6460408 · Maintenance Expense	1,500.00	150.90	874.92	625.08
6460411 · Insurance Expense	7,500.00	0.00	7,359.46	140.54
6460416 · Utilities Expense	5,000.00	505.45	6,312.14	(1,312.14)
6460418 · Underwriting/Credit Report Exp	100.00	0.00	0.00	100.00
6460420 · Office Supplies Expense	2,500.00	159.20	1,362.94	1,137.06
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	283.02	5,661.53	1,838.47
6460424 · Postage Expense	500.00	0.00	344.19	155.81
6460425 · Printing and Copying Expense	2,000.00	252.71	2,259.49	(259.49)
6460426 · IT Expense	3,000.00	120.71	6,456.15	(3,456.15)
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	0.00	14,265.90	10,734.10
6460440 · Auto Expense	2,000.00	148.85	1,224.94	775.06
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	0.00	3,451.24	6,548.76
6460445 · Travel Expense	2,500.00	0.00	3,245.17	(745.17)
6460499 · Miscellaneous Expense	200.00	0.00	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	36,739.32	381,241.65	67,258.35
503B · Employee Benefits	157,000.00	11,808.05	119,795.74	37,204.26
503C · Post Employment Benefits Exp	150,000.00	0.00	0.00	150,000.00
503D · Payroll Tax Expense	32,500.00	2,629.62	27,721.79	4,778.21
503E · Payroll Processing Fees	2,000.00	193.98	1,750.81	249.19
6460599 · Depreciation Expense	3,700.00	0.00	0.00	3,700.00
<b>Total General Operating Expenses</b>	<b>893,775.00</b>	<b>52,991.86</b>	<b>596,381.65</b>	<b>297,393.35</b>
Total Revenue	998,883.00	14,056.00	2,069,225.19	(1,070,342.19)
Total Expenses	1,225,721.00	107,916.01	895,825.28	329,895.72
<b>Net Income</b>	<b>(226,838.00)</b>	<b>(93,860.01)</b>	<b>1,173,399.91</b>	<b>(1,400,237.91)</b>

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

<b>Type of Account</b>	<b>Bank</b>	<b>Amount</b>
Checking	NBT Bank	1,025,076.46
Payroll Account	NBT Bank	33,765.58
Savings	NBT Bank	2,421,829.20
Money Market	Key Bank	1,387,892.52
MM - ARPA Funds	NBT Bank	147,603.45
Tenant Security Deposit	NBT Bank	9,058.45
		<b>\$5,025,225.66</b>
NBT-LPL Investments	NBT	2,009,800.97
		<b>\$2,009,800.97</b>
		<b>\$7,035,026.63</b>

St. Lawrence County Industrial Development Agency  
 Highlights for  
**November 2022**

Revenue

- Gain/Loss on Investments	36.13
- Project Fees (Cypress Creek)	5,000.00
- Interest Income/Investments	<u>2,660.49</u>

\$7,696.62

Expenses

- Building Expenses	1,659.81
- NF Rail Expenses	736.00
- ARPA Program Expenses	27,100.00
- Marketing Expenses	1,290.24
- Office Equipment Expense ( New Laptops)	2,581.62
- Other Operating Expenses	4,736.14
- Payroll Expenses	<u>50,132.16</u>

\$88,235.97

Net Income (\$80,539.35)

# Balance Sheet

As of November 30, 2022

**Nov 30, 22**

**ASSETS**

**Current Assets**

**Checking/Savings**

200 · Cash	917,603.78
200P · Cash - Payroll Checking Account	31,693.10
201 · Cash in Time Deposits	
201N · NBT Bank Cash in Time	2,421,829.20
201K · Key Bank Cash in Time	1,388,337.47
201 · Cash in Time Deposits	3,810,166.67
202ARPA · NBT Account - ARPA Funding	120,505.68
203 · Cash - Rental Deposits	9,058.60

**Total Checking/Savings** 4,889,027.83

**Other Current Assets**

210 · Prepaid Expenses	61,383.13
211 · Special Reserve	
211A · Special Reserve-Key MM Treasury	2,000,000.00
211C · Special Reserve LPL Cash Acct	9,837.10

**Total 211 · Special Reserve** 2,009,837.10

220 · Due from Others	
220-I · Due from Others for Insurance	9,867.60
220A · Misc. Due from Others	2,932.26

**Total 220 · Due from Others** 12,799.86

**Total Other Current Assets** 2,084,020.09

**Total Current Assets** 6,973,047.92

**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
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**Total 112 · Vehicles** 0.00

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593 · N/R - LC Drives 2018 RDBG	33,934.54
<b>Total Notes Receivable (N/R)</b>	<u>50,355.30</u>
<b>Total Other Assets</b>	<u>1,894,849.34</u>
<b>TOTAL ASSETS</b>	<u><u>10,993,829.07</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
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526 - A · Deferred Grant Rev - NAFG-NBRC	49,401.73
526 · Deferred Grant Revenue(RDBG) - Other	55,410.30
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3800 · Net Assets - Assigned	2,000,000.00
3900 · Net Assets - Unassigned	1,757,025.23
Net Income	1,092,860.56
<b>Total Equity</b>	<u>6,429,871.07</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>10,993,829.07</u></u>

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

	2022 Budget	Nov-22	YTD	Balance
<b>Operating Revenue</b>				
2400 · Late Fees Received	100.00	0.00	0.00	100.00
2401B · Gain/Loss on Investment	35,000.00	36.13	4,889.00	30,111.00
2409B · Interest Income - Banking	500.00	464.13	2,060.59	(1,560.59)
2409L · Interest Income - Lease	32,500.00	2,196.36	24,369.24	8,130.76
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	1.00	99.00
<b>Total Operating Revenue</b>	<b>625,400.00</b>	<b>2,696.62</b>	<b>293,819.83</b>	<b>331,580.17</b>
<b>2450 · Rental Income - CIB</b>				
	108,660.00	0.00	99,605.00	9,055.00
<b>Total Revenue for CIB</b>	<b>108,660.00</b>	<b>0.00</b>	<b>99,605.00</b>	<b>9,055.00</b>
<b>6455408 · Maintenance Expense - CIB</b>				
	15,000.00	522.95	14,084.12	915.88
<b>6455411 · Insurance Expense - CIB</b>				
	5,250.00	268.00	5,891.00	(641.00)
<b>6455415 · Tax/PILOT Expense - CIB</b>				
	0.00	0.00	21,666.82	(21,666.82)
<b>6455416 · Utilities Expense - CIB</b>				
	2,500.00	349.17	5,676.55	(3,176.55)
<b>6455499 · Miscellaneous Expense - CIB</b>				
	100.00	0.00	0.00	100.00
<b>6455500 · Interest Expense - CIB</b>				
	8,000.00	219.69	2,235.09	5,764.91
<b>6455510 · Depreciation Expense - CIB</b>				
	65,000.00	0.00	0.00	65,000.00
<b>Total Expenditure for CIB</b>	<b>95,850.00</b>	<b>1,359.81</b>	<b>49,553.58</b>	<b>46,296.42</b>
<b>Total Canton Industrial Building</b>	<b>12,810.00</b>	<b>(1,359.81)</b>	<b>50,051.42</b>	<b>(37,241.42)</b>
<b>Canton Industrial Park</b>				
6456408 · Maintenance Expense - CIP	500.00	0.00	0.00	500.00
6456411 · Insurance Expense - CIP	1,000.00	286.00	1,239.00	(239.00)
6456499 · Miscellaneous Expense - CIP	250.00	0.00	0.00	250.00
6456510 · Depreciation Expense - CIP	250.00	0.00	0.00	250.00
<b>Total Canton Industrial Park</b>	<b>(2,000.00)</b>	<b>(286.00)</b>	<b>(1,239.00)</b>	<b>(761.00)</b>
<b>Total Expenditure for CIP</b>	<b>2,000.00</b>	<b>286.00</b>	<b>1,239.00</b>	<b>761.00</b>
<b>Gouverneur Industrial Park</b>				
6486408 · Maintenance Expense - GIP	4,000.00	0.00	3,000.00	1,000.00
6486411 · Insurance Expense - GIP	55.00	14.00	58.00	(3.00)
6486499 · Miscellaneous Expense - GIP	250.00	0.00	0.00	250.00
<b>Total Expenditure for GIP</b>	<b>4,305.00</b>	<b>14.00</b>	<b>3,058.00</b>	<b>1,247.00</b>
<b>Total Gouverneur Industrial Park</b>	<b>(4,305.00)</b>	<b>(14.00)</b>	<b>(3,058.00)</b>	<b>(1,247.00)</b>
Total Building Revenues	108,660.00	0.00	99,605.00	9,055.00
Total Building Expenses	102,155.00	1,659.81	53,850.58	48,304.42
Total Building Net Income	6,505.00	(1,659.81)	45,754.42	(39,249.42)

	2022 Budget	Nov-22	YTD	Balance
<b>ARPA Revenue</b>				
2480 · ARPA Revenues from SLC	0.00	0.00	0.00	0.00
<b>Total Revenue for ARPA</b>	0.00	0.00	0.00	0.00
6458501 · ARPA - Facility&Infrastructure	0.00	5,000.00	5,000.00	(5,000.00)
6458502 · ARPA - Small Business & NP	0.00	0.00	10,000.00	(10,000.00)
6458504 · ARPA - Tourism Capacity	0.00	0.00	40,000.00	(40,000.00)
6458505 · ARPA - CDLA Program	0.00	22,100.00	24,500.00	(24,500.00)
<b>Total Expenditure for ARPA</b>	0.00	27,100.00	79,500.00	(79,500.00)
<b>Total ARPA Programs</b>	0.00	(27,100.00)	(79,500.00)	79,500.00
<b>Miscellaneous Projects</b>				
2413 · Project Fees	10,000.00	5,000.00	1,501,413.68	(1,491,413.68)
2406A - Grant Income RDBG LCDrives	15,068.00	0.00	0.00	15,068.00
2424 · NF Rail NBRC Revenue	234,155.00	11,707.75	193,791.05	40,363.95
2504 · CDC Project Revenue	100.00	0.00	0.00	100.00
2515 · Newell Bldg Revenue	5,000.00	(11,707.75)	(193,791.05)	198,791.05
6499 · Miscellaneous Income	500.00	0.00	0.00	500.00
<b>Total Revenue for Misc. Projects</b>	264,823.00	5,000.00	1,501,413.68	(1,236,590.68)
6420616 · CIP Improvements	0.00	0.00	8,200.00	(8,200.00)
6420617 · NF Rail Rehab Expense	1,000.00	736.00	5,305.56	(4,305.56)
6420618 · NF Rail NBRC Expense	193,791.00	0.00	0.00	193,791.00
6420621 · Newell Project Expense	0.00	0.00	0.00	0.00
6420623 · NBRC-NAFG Project Expense	0.00	0.00	0.00	0.00
6490616 · PILOT Payment Expense	0.00	0.00	0.00	0.00
<b>Total Expenditure for Misc. Projects</b>	229,791.00	736.00	13,505.56	216,285.44
<b>Total Miscellaneous Projects</b>	35,032.00	4,264.00	1,487,908.12	(1,452,876.12)



**General Operating Expenses**

6460405 · Bank Fees	300.00	0.15	11.12	288.88
6460408 · Maintenance Expense	1,500.00	0.00	874.92	625.08
6460411 · Insurance Expense	7,500.00	137.00	7,496.46	3.54
6460416 · Utilities Expense	5,000.00	489.50	6,801.64	(1,801.64)
6460418 · Underwriting/Credit Report Exp	100.00	0.00	0.00	100.00
6460420 · Office Supplies Expense	2,500.00	409.51	1,772.45	727.55
6460421 · Office Equipment Expense	7,500.00	2,581.62	3,323.60	4,176.40
6460422 · Equipment Repair Expense	250.00	0.00	0.00	250.00
6460423 · Telephone Expense	7,500.00	652.71	6,314.24	1,185.76
6460424 · Postage Expense	500.00	7.85	352.04	147.96
6460425 · Printing and Copying Expense	2,000.00	146.31	2,405.80	(405.80)
6460426 · IT Expense	3,000.00	669.41	7,125.56	(4,125.56)
6460427 · Professional Associations Expense	1,500.00	0.00	3,335.00	(1,835.00)
6460432 · Other Legal Expense	5,000.00	500.00	5,272.32	(272.32)
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	1,290.24	15,556.14	9,443.86
6460440 · Auto Expense	2,000.00	93.31	1,318.25	681.75
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	584.84	1,276.85	(276.85)
6460444 · Education Workshops Expense	10,000.00	250.00	3,701.24	6,298.76
6460445 · Travel Expense	2,500.00	789.05	4,034.22	(1,534.22)
6460499 · Miscellaneous Expense	200.00	6.50	239.70	(39.70)
6460502 · Outside Contracted Expense	100.00	0.00	0.00	100.00
6460503 · Payroll Expenses				
503A · Salaries & Wages	448,500.00	36,893.32	418,134.97	30,365.03
503B · Employee Benefits	157,000.00	10,415.24	130,210.98	26,789.02
503C · Post Employment Benefits Expen:	150,000.00	0.00	0.00	150,000.00
503D · Payroll Tax Expense	32,500.00	2,629.62	30,351.41	2,148.59
503E · Payroll Processing Fees	2,000.00	193.98	1,944.79	55.21
6460599 · Depreciation Expense	3,700.00	0.00	0.00	3,700.00
<b>Total General Operating Expenses</b>	<b>893,775.00</b>	<b>58,740.16</b>	<b>655,121.81</b>	<b>238,653.19</b>
Total Revenue	998,883.00	7,696.62	1,894,838.51	(895,955.51)
Total Expenses	1,225,721.00	88,235.97	801,977.95	423,743.05
<b>Net Income</b>	<b>(226,838.00)</b>	<b>(80,539.35)</b>	<b>1,092,860.56</b>	<b>(1,319,698.56)</b>

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

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<b>Type of Account</b>	<b>Bank</b>	<b>Amount</b>
Checking	NBT Bank	917,603.78
Payroll Account	NBT Bank	31,693.10
Savings	NBT Bank	2,421,829.20
Money Market	Key Bank	1,388,337.47
MM - ARPA Funds	NBT Bank	120,505.68
Tenant Security Deposit	NBT Bank	9,058.60
		<b>\$4,889,027.83</b>
NBT-LPL Investments	NBT	2,009,837.10
		<b>\$2,009,837.10</b>
		<b>\$6,898,864.93</b>

Received Date

# Standard Work Day Resolution for Employees\*

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)
Chief Executive Officer	7
Chief Financial Officer	7
Project Manager	7
Business Development Specialist	7
Workforce Development Specialist	7

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ Date enacted: \_\_\_\_\_  
 (Signature of Clerk)

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

Resolution No. IDA-23-02-XX

February 28, 2023

**AUTHORIZING A COMMITMENT OF FUNDS TO THE DRUM COUNTRY BUSINESS REGIONAL MARKETING INITIATIVE**

**WHEREAS**, since 2007, the St. Lawrence County Industrial Development Agency (the “SLCIDA”), the Fort Drum Regional Liaison Organization, the Development Authority of the North Country, the Jefferson County Local Development Corporation and the Lewis County Office of Economic Development and Planning (the “Partnering Agencies”) have partnered to undertake a regional marketing initiative (“Drum Country Business Regional Marketing Initiative”) for business attraction purposes, and

**WHEREAS**, the Partnering Agencies each have committed \$5,000 annually to the marketing campaign known as Drum Country Business for the purposes of promoting the region to site selectors and developers; the primary people responsible for locating businesses, as well as new residents to start and support businesses and to add to the regional workforce, and

**WHEREAS**, the Partnering Agencies have identified additional tasks it must undertake to continue to move this initiative forward; and

**WHEREAS**, the most effective and efficient way to continue to move this regional marketing initiative forward is by a Memorandum of Understanding (attached); and

**WHEREAS**, the Participating Economic Development Agencies have each agreed to commit another \$5,000 for the 2023, 2024 and 2025 calendar years to extend the Drum Country Business Regional Marketing Initiative: and

**NOW, THEREFORE, BE IT RESOLVED** by the St. Lawrence County Industrial Development Agency the following:

1. This initiative will work to further the mission of the SLCIDA, and
2. SLCIDA commits \$5,000.00 annually for the 2023, 2024 and 2025 calendar years, and
3. SLCIDA authorizes its Chief Executive Officer to execute and deliver any and all documents required to affect the transactions contemplated by this resolution.

Move:				
Second:				
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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  
February 28, 2023

“DRUM COUNTRY NY”  
**Regional Marketing Initiative**

Memorandum of Understanding

I. Background: In 2007, the Fort Drum Regional Liaison Organization, Development Authority of the North Country, St. Lawrence County Industrial Development Agency, Jefferson County Local Development Corporation, and the Lewis County Economic Development/IDA [hereinafter collectively referred to as the “Partnering Agencies”], entered into a Memorandum of Understanding each committing to contribute \$5,000 annually to undertake a unique three-county regional marketing initiative known as Drum Country Business. In 2019, the IP address for Drum Country Business was sold and a new brand was created, Drum Country NY.

Drum Country NY is a three-county marketing initiative to attract businesses to the region recognizing Fort Drum as the economic impetus. The primary focus of this marketing campaign is on promoting the region to site selectors and developers; the primary people responsible for locating businesses. To accomplish this, the Partnering Agencies have met regularly; leveraged their financial contributions with private funds from National Grid; and have engaged a highly respected marketing firm to further this marketing initiative. To date, the Partnering Agencies have:

1. Developed the brand, Drum Country NY, and the associated website, [www.drumcountryny.com](http://www.drumcountryny.com).
2. Updated logo, website, and branding. Created marketing banners.
3. Attended national trade shows on behalf of Drum Country NY.
4. Social media and digital marketing campaign to promote three-county region, targeted marketing effort to Soldier and families and veterans to grow economic activity in three counties.

The Partnering Agencies have identified additional tasks it must undertake to move this initiative forward. The list is not limited to these tasks alone.

1. Continue to advertise and market the region externally to site selectors, CEOs, and developers to attract workforce and businesses.
2. Continue to promote the campaign within the three counties to increase awareness and usage of the materials, and to grow economic activity.
3. Continue to enhance the Drum Country NY website to be a regional asset for attracting/retaining workers and business to the region.
3. Work with Empire State Development, National Grid, and others to utilize resources to attract businesses to Drum Country.

The most effective and efficient way to continue to move this regional marketing initiative forward is by a Memorandum of Understanding with the Partnering Agencies.

- II. Statement of Understanding: In order to continue the Drum Country NY Marketing Initiative, the parties agree as follows:
1. The Chief Executive Officers (or equivalent), or their designees, of the St. Lawrence County Industrial Development Agency, the Lewis County Office of Economic Development, the Jefferson County Local Development Corporation, the Development Authority of the North Country, and the Fort Drum Regional Liaison Organization shall comprise the Committee.
  2. All members of the Committee will participate. It is agreed that initial prospectus and lead management will emphasize the three County region, not individual counties or municipalities inside the region. Initial lead management will be undertaken by the Development Authority of the North Country on behalf of Partnering Agencies.
  3. Each Partnering Agency (DANC, JCLDC, SLCIDA, and LCIDA) will obtain a commitment of \$5,000 annually for the 2023, 2024 and 2025 calendar years, to be paid no later than February 15 to the FDRLO. The intent of this agreement is to extend the Drum Country NY Regional Marketing Initiative an additional three years.
  4. The FDRLO will be the administrative partner in the effort. All funding arrangements between the Partnering Agencies, and the Partnering Agencies and any vendors or consultants will be managed by FDRLO, unless otherwise agreed upon by the Committee.
  5. The marketing tasks and strategies undertaken by the Committee will be agreed upon by the members of the Committee by general consensus or a simple majority vote as required.
  6. The Committee utilizes professional marketing services to develop the Drum Country NY Marketing Initiative and intends, to the extent possible, to continue to use these services to maximize the results of the initiative.
  7. It is the intent of the Partnering Agencies to leverage local annual funding commitments with outside grants or other public dollars to maximize the results of the Drum Country NY Marketing Initiative.
  8. Additional Partners may be added to the Committee upon a majority vote by the Partnering Agencies to this Agreement.
  9. A report will be provided annually to the Partnering Agencies on the accomplishments of the initiative during the year. The first report will be due to partners no later than 30 days after the calendar year end, 12/31.

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Jefferson County Local Development  
Corporation

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St. Lawrence County Industrial  
Development Agency

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Lewis County IDA

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Development Authority of the North  
Country

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
 Resolution No. IDA-23-02-xx  
 February 28, 2023

**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,

**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), and

**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:				
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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.

\_\_\_\_\_  
 Lori Sibley February 28, 2023