

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Meeting of February 28, 2023

CALL TO ORDER: Mr. Blevins calls the meeting to order at 1:05PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

Staples	Absent	LaBaff	Absent
McMahon	Present	Hall	Present
Morrill	Present	Reagen	Present
Blevins	Present via Zoom		

A quorum is recognized.

Others present: IDA staff Patrick Kelly, Kimberly Gilbert, and Richard Williams. IDA Attorney Andrew Silver.

PUBLIC NOTICE: Public notifications sent February 22, 2023 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: No comment, Andrew Gardner Watertown Daily Times is also present.

APPROVAL OF MINUTES: Motion to accept the minutes of the December 16, 2022 meeting by Mr. Hall, seconded by Mr. McMahon. Motion carried unanimously.

FINANCIAL REPORTS: Mr. Hall motions and Mr. Morrill seconds the financial reports for October and November of 2022.

Ms. Gilbert references page three of the IDA meeting packet and reviews the October 2022 highlight sheet. She reports that \$52,400 of ARPA (American Rescue Plan Act) funds have been expended. Awards have been provided to the Cranberry Lake Mountaineers snowmobile club, numerous Small Business and Nonprofit Assistance Program applicants, and to the CREST center at SUNY Canton for the CDL-A program. Ms. Gilbert notes that all other transactions for the month fall within the typical revenues and expenditures. She asks if any members have specific questions, and hearing none, moves to the November financials. For November, Ms. Gilbert summarizes ARPA program expenses and the normal revenues and expenditures. There are no additional questions. The financials are accepted unanimously.

COMMITTEE REPORTS: Audit & Finance Committee: Mr. Hall reports that the committee met with the audit team on February 15th to discuss the audit process and ask any questions that the committee may have had. The audit is in progress and will be completed before the end of March.

STAFF REPORT: Mr. Kelly reports the following:

100 Paterson Street Building: Request for Proposals for ongoing improvements for the property are due tomorrow, March 1st. This includes general building and roof work to the 1946 section as well as electrical upgrades and other improvements needed for the current and future tenants. The current tenant is utilizing 8,000 square feet with an option to increase to a little over 38,000 square feet. Mr. Williams explains that the Request for Proposal is divided into 21 separate line items. Mr. McMahon asks why the RFP is divided into so many different line items. Mr. Williams explains that this allows us to obtain the costs on a variety of work items of that we can then prioritize and determine which are cost effective to move forward with, while possible putting on hold items that may be less of a priority or not feasible from a pricing standpoint.

Massena Downtown Revitalization Initiative “DRI”: Mr. Kelly informs the board that we recently received the grant award documents for the DRI grand from Empire State Development informing us that our DRI application for the Massena School of Business Rehabilitation Project was approved for the full amount requested totaling \$1.9 million. We are in the process of reviewing the documents.

St. Lawrence Centre Mall: Mr. Kelly explains that the owner of the St. Lawrence Center Mall is currently converting the mall for more than just retail use, repurposing the areas for possible warehousing space and industrial space. We are working with the mall owner to hopefully assist in filling the space.

Ogdensburg Correction Facility: Mr. Kelly states that we are a member of the County-appointed reuse task force working on the prison and recently completed a tour of the facility. Mr. Reagen Chair of the task force and comments on the group’s goals to preserve the condition of the facility while working with the state on productive reuse outcomes.

American Rescue Plan Act “ARPA”: Mr. Kelly gives an update on ARPA funding. The class for Heavy Equipment Operator is now in full swing, starting today (February 28, 2023) at the BOCES Southwest Tech facility in Fowler. This class will touch on a lot of areas, including the operation of equipment, safety, grading, site work, and backhoe and excavator specific training. The participants will get a certification upon completion to help move forward in the workforce. This was proposed to the St. Lawrence County Board of Legislators as part of the ARPA funding because it was determined to be an area of need by local employers. It is an intense 16-week program that is held during evening hours and weekends. Mr. McMahon asks how many are in the class and the cost per participant. Mr. Kelly informs the board that the first class currently has 12 enrolled participants, with the cost per participant at \$7,900. Optimal class sizes are in the 7-12 range. We are partnering with our workforce partners, such as the local Workforce Development Board, and others to obtain multiple funding sources for the participants. We are then able to serve more participants with the available funding.

Events: Mr. Kelly states that we have had many successful business connections events including three recent ones at the local BOCES technical centers. We also have a Business Mixer coming up on March 8th at the Canton Best Western. There will be three or four local businesses on the panel speaking about workforce attraction and retention of employees. Mr. Kelly will be the moderator.

Mr. Kelly also reminds the board that it is that time of year for our Public Authority Reporting Information System (PARIS) reports. We are in the process of collecting annual reports and data from our local businesses. We will then enter all of the information into the PARIS system and generate a report for the board to review and approve at the end of March. All the reports are due by the end of March, including the audit.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-22-02-01 Authorizing Amendments to the Standard Workday Reporting Resolution.

Mr. McMahon moves the resolution with Mr. Morrill seconding the motion. Mr. Kelly then explains that this is a form that is required to be approved annually. We approved a form at the end of last year, however we filed our information for the CEO, CFO and staff on the incorrect form. We have provided a draft of this resolution to the Office of the State Comptroller and have been told that it looks good. Mr. Blevins asks if the IDA does have a seal and who is the clerk the form refers to. Mr. Kelly states that the IDA does indeed have an official seal that is used, and the clerk can be represented by a variety of staff, typically the CFO. The resolution is approved by unanimous vote.

Resolution IDA-22-02-02: Authorizing a Commitment of Funds for the Drum Country Business Regional Marketing Initiative Mr. Morrill moves the resolution with Mr. McMahon making the second. Mr. Kelly explains that we have had this agreement in place for multiple years. It represents a collaboration of the St. Lawrence, Jefferson, and Lewis County IDAs and the Development Authority of the North Country partnering with Fort Drum to promote and develop the region. Mr. McMahon asks for examples of success from the initiative. Mr. Kelly states that it helps promote St. Lawrence County to audiences that might not recognize the County, but do know the region and that it has assisted us in leveraging funding from National Grid for these efforts. He also highlights that representatives from Fort Drum will be at the Business Mixer event we are holding next week in Canton to talk about transitioning soldiers into our workforce. This relationship with Fort Drum was developed as part of this initiative. The resolution is approved with all voting in favor except Mr. Hall who abstains due to his role as a board member of the Development Authority of the North Country.

EXECUTIVE SESSION: A motion is made by Mr. Hall, seconded by Mr. McMahon to go into executive session at 1:33 PM to discuss the financials of certain companies. Mr. McMahon/Mr. Hall motion/second to return to regular session at 2:21 PM.

Resolution IDA-22-02-03: Authorizing Allocations Through the St. Lawrence County American Rescue Plan Act Economic Development and Tourism Funding Program. Mr. Hall moves the resolution with Mr. Morrill making the second. Mr. Reagen states when sending the information on the ARPA program to the Legislature, he highly recommends that we stick with using a map with color to show how the funds have been spread throughout the county, assisting multiple areas. Our goal, as presented to the county, was to spread the allocation of funds throughout the county and this map demonstrates very clearly how we are doing that. Mr. Kelly agrees to update the map with the new approvals and use that as a tool to demonstrate the issuance of funds throughout the county. The resolution is approved by unanimous vote.

ADJOURNMENT: A motion to adjourn is made by Mr. Hall and seconded by Mr. McMahon. The meeting adjourns at 2:26PM by unanimous vote.