

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Meeting of March 30, 2023

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

ROLL CALL:

Staples	Present	McMahon.....	Absent
LaBaff.....	Present	Morrill.....	Present
Blevins.....	Absent	Reagen	Absent
Hall	Present		

A quorum is recognized.

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

PUBLIC NOTICE: Public notifications sent March 24, 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: Andrew Gardner, Reporter for Johnson Newspapers, attends the meeting and offers no comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the February 28, 2023 meeting by Mr. LaBaff, seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: None

COMMITTEE REPORTS: *Governance Committee:* Mr. Hall reports for Mr. Blevins (Chair of the Governance Committee) and mentions that the committee met earlier today and reviewed the Board Member Evaluation Form and the Annual Financial Disclosure Form template in addition to policies contained in today’s meeting packet. Mr. Hall notes there are no recommended changes at this time to any of the policies or documents. *Audit Committee:* Mr. Hall reports for Mr. McMahon (Chair of the Audit Committee) and notes an audit exit committee meeting was held today, prior to this board meeting, with the audit firm of Pinto, Mucenski, Hooper, VanHouse, & Co. and adds that the audit was clean with no instances of non-compliance. Mr. Staples then adds that the audit is posted on-line. Mr. LaBaff motions to accept the Committee Reports, seconded by Mr. Morrill. Motion carried unanimously.

STAFF REPORT: Mr. Kelly reports the following:

American Rescue Plan Act “ARPA”: The program is well-underway and additional proposed grant awards will be brought forward for discussion and recommendation later in the meeting.

Office Equipment: As outlined in our Procurement Policy, all requested purchases over \$5,000 require board approval. A request is made for an expenditure to replace the existing overhead projector in the main conference room with an updated monitor that will bring improved function and greater clarity for projecting meetings. Mr. Hall motions to accept the expenditure, seconded by Mr. Reagen. Motion carried unanimously.

Marketing: A *Business Resource Mixer* was held on March 8th at the Best Western University Inn in Canton. Approximately 65 business representatives along with local colleges, universities, and business resource partners were in attendance. Positive feedback received after the event shows that people felt they benefited from the exchange of information.

Advertisements for the ARPA funded training programs have been on-going, and updated program applications will be posted on the IDA website today. *TV Streaming Ads* will be featured in Canada beginning in April.

Training Programs: The Heavy Equipment Operator and Certified Clinical Medical Assistant Training Programs began in March. Both programs have been well attended.

NEW BUSINESS:

Resolution IDA-23-03-04: Annual Review of Code of Ethics: The Governance Committee reviewed the policy and determined no changes are needed at this time. Mr. LaBaff motions to approve Resolution IDA-23-03-04, seconded by Mr. Hall. Motion is approved by unanimous vote.

Resolution IDA-23-03-05: Annual Review of Compensation, Reimbursement, and Attendance Policy: Mr. Hall, on behalf of the Governance Committee, notes the policy has been reviewed and no changes are recommended. Mr. LaBaff motions to approve Resolution IDA-23-03-05, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-23-03-06: Annual Review of Whistleblower Policy: The Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution IDA-23-03-06, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-23-03-07: Annual Review of Defense and Indemnification Policy: After review by the Governance Committee, there are no recommended changes to this policy. Mr. LaBaff motions to approve Resolution IDA-23-03-07, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-23-03-08: 2023 Review of Disposition of Real Property Guidelines and 2022 Report of Property: Mr. Kelly refers to the inventory of real property listed in the document. Upon review, the Governance Committee has determined there is no need for revisions at this time. Mr. LaBaff motions to approve Resolution IDA-23-03-08, seconded by Mr. Hall. The motion is approved by unanimous vote.

EXECUTIVE SESSION: Mr. LaBaff/Mr. Hall motion for executive session at 1:13 PM to review the employment and financial documents of specific companies. The motion is approved by unanimous vote. At 1:23 PM Mr. LaBaff/Mr. Hall motion to return to regular session. The motion is approved by unanimous vote.

Resolution IDA-23-03-09: Authorizing Allocations through the St. Lawrence County ARPA Economic Development and Tourism Funding Program: Mr. Reagen recuses himself due to his affiliation with the Ogdensburg Historical Association, an applicant for ARPA funding. Mr. LaBaff motions to accept Resolution IDA-23-03-09, seconded by Mr. Hall. The motion is approved by majority vote, with Mr. Reagen abstaining.

Resolution IDA-23-03-10 Authorizing the Execution of Documents in Connection with Phase III Construction at the 100 Paterson Street Property: A series of bids were received for on-going work for the next phase of the 100 Paterson Street project. The bid received by Doyle Builders is recommended for this phase of the project consisting of certain renovations to the roof on the 1946 section, tenant improvements, site work for base and paving of parking, outside staircases, concrete blocks, and electrical work. Mr. LaBaff motions to accept Resolution IDA-23-03-10, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution IDA-23-03-11: Accepting the FY2022 Audit: Mr. Hall summarized the audit during his report of the Audit and Finance Committee. Mr. LaBaff motions to approve Resolution IDA-23-03-11, seconded by Mr. Hall. The motion is approved by unanimous vote.

2022 Mission and Performance Report: Mr. Kelly reviews certain highlights of the annual report. He notes the differences between the combined report for the St. Lawrence County Board of Legislators versus the individual entity reports. Mr. Reagen refers to the map at the beginning of the document that demonstrates the amount of project activity for each community, reflecting a significant amount of activity all over the county. Mr. Hall adds that the report also shows the significant amount of assistance that is given to companies already here to help them grow.

NYS Authorities Budget Office PARIS Annual Reporting: Mr. Kelly notes there were 44 active projects reported in the PARIS system for the St. Lawrence County IDA and goes through the list of projects on the St. Lawrence County IDA 2022 Annual Assessment of Active IDA Projects highlighting the performance status of the projects.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. Hall, seconded by Mr. Reagen. The meeting adjourns at 1:47 PM by unanimous vote.

Mr. Lynn Blevins, Secretary