

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

CALL TO ORDER: Chairman Staples calls the meeting to order at 2:08 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 November 29, 2022 meeting by Mr. LaBaff, seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: October 2022: Ms. Gilbert refers to the summary of highlights sheet for both the October and November 2022 financials and notes an increase in interest income. She also points out additional costs. Mr. LaBaff motions to accept the October and November 2022 financials, seconded by Mr. Morrill. Motion carried unanimously.

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 policies contained in today’s meeting packet. Mr. Hall notes there are no changes needed at this time to any of the policies or documents. Mr. LaBaff motions to accept the Governance Committee Report, seconded by Mr. Hall. Motion carried unanimously. *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 meeting, that it was a clean audit, no instances of non-compliance. Mr. LaBaff motions to accept the Audit Committee Report, seconded by Mr. Reagen. Motion carried unanimously.

STAFF REPORT: None

NEW BUSINESS:

Resolution CDC-23-03-01: **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 CDC-23-03-01, seconded by Mr. Reagen. Motion is approved by unanimous vote.

Resolution CDC-23-03-02: 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 CDC-23-03-01, seconded by Mr. Reagen. The motion is approved by unanimous vote.

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

Resolution CDC-23-03-04: 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 CDC-23-03-04, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-23-03-05: 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 CDC-23-03-05, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-23-03-06: Authorizing a Civic Development Loan of up to \$25,000 to Cornell Cooperative Extension of St. Lawrence County: Mr. Kelly mentions the loan will assist with the completion of upgrades to the Agricultural Studies Academy classroom and will leverage the ARPA funds the IDA is administering on behalf of St. Lawrence County. Mr. Hall motions to approve Resolution CDC-23-03-06, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution CDC-23-03-07: Accepting the FY2022 Audit: Mr. Hall characterized the audit during his report of the Audit and Finance Committee. Mr. LaBaff motions to approve Resolution CDC-23-03-07, seconded by Mr. Reagen. The motion is approved by unanimous vote.

NYS Authorities Budget Office PARIS Annual Reporting: Mr. Kelly notes the active projects reported in the PARIS system for the St. Lawrence County IDA-Civic Development Corporation. Mr. LaBaff motions to accept the PARIS report, seconded by Mr. Reagen. The motion is approved by unanimous vote.

2022 Mission and Performance Report: Mr. Kelly reviews certain highlights of bond and governance activity in the annual report. Mr. LaBaff motions to accept the Mission and Performance report, seconded by Mr. Reagen. The motion is approved by unanimous vote.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff, seconded by Mr. Reagen. The meeting adjourns at 2:13 PM by unanimous vote.

Mr. Lynn Blevins, Secretary