

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION**

MEETING AGENDA

Agenda subject to change

February 27, 2024

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

Call to Order

Roll Call

Public Notice February 20, 2024

Public Comment

Approval of Minutes December 20, 2023 1-2

Financial Report

Report of Committees Audit and Finance Committee (Hall, McMahon, Staples)

Staff Report Patrick Kelly

Old Business None

New Business Resolution: Authorizing a Subvention to the St. Lawrence County
Property Development Corporation 3-4

Executive Session

Adjournment

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**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION
Meeting of December 20, 2023**

CALL TO ORDER: Vice Chairman Blevins calls the meeting to order at 1:53 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

A quorum is recognized. Mr. Blevins requests that Mr. LaBaff lead the meeting, as Mr. Blevins is joining the meeting virtually.

IDA Staff present: Patrick Kelly, Kimberly Gilbert, Lori Sibley, Bob Ahlfeld, and Richard Williams.
IDALDC Staff present: John Pinkerton.

PUBLIC NOTICE: Public notifications sent December 13, 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: Ana Thomas, Representative from LaBella Associates.

APPROVAL OF MINUTES: Motion to accept the minutes of the October 24, 2023 meeting by Mr. Hall, seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: *September and October 2023:* Ms. Gilbert notes that these were typical months, with cyber security expenses added. Mr. Morrill motions to accept the *September and October 2023* financials, seconded by Mr. McMahon. 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 IDACDC policy to the ABO model policy, no changes are recommended at this time.
- **Assessment of the Effectiveness of Internal Controls** – After comparing the current IDACDC 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. No changes are suggested 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** – We have reviewed and used the NYS Department of Labor’s model template as a guide to update the IDACDC Sexual Harassment Prevention Policy.

- Meeting Schedule: There are no suggested changes to the 2024 Meeting Schedule. It is recommended that the meeting schedule remain the fourth Tuesday of the month, following the IDA meetings that begin at 1:00 PM.

Mr. Morrill motions, and Mr. Reagen seconds, accepting the Governance Committee Report and the accompanying resolutions derived from the report. The motion is approved by unanimous vote.

NEW BUSINESS:

The following four resolutions require annual reviews of our policies, which were reviewed by the Governance Committee earlier today.

Resolution CDC-23-12-10: Annual Review Conflicts of Interest Policy

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

Resolution CDC-23-12-11: Annual Review of Procurement Policy

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

Resolution CDC-23-12-12: Annual Review of Investment Policy

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

Resolution CDC-23-12-13: Annual Review of Sexual Harassment Prevention Policy

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

STAFF REPORT: None

OLD BUSINESS: None

EXECUTIVE SESSION: None

ADJOURNMENT: A motion to adjourn is made by Mr. Reagen, seconded by Mr. Morrill. The meeting adjourns at 1:56 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION
Resolution No. CDC-24-02-xx
February 27, 2024

**AUTHORIZING A SUBVENTION TO THE
ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION**

WHEREAS, by resolution CDC-21-04-08 the SLCIDA-CDC authorized a loan of up to \$500,000 for building rehabilitation to be used towards improvements at the of 100 Paterson St property.

WHEREAS, by resolution adopted on February 27, 2024 the St. Lawrence County Property Development Corporation (the “Corporation”) has requested that the St. Lawrence County Industrial Development Agency Civic Development Corporation (the “SLCIDA-CDC”) convert this loan of five hundred thousand dollars (\$500,000.00) to a grant pursuant to its corporate purposes (the “Grant”), and

WHEREAS, the SLCIDA-CDC has determined the following:

- That the Not-For-Profit Corporation Law permits the SLCIDA-CDC to make such a transfer, as do the SLCIDA-CDC’s certificate of incorporation and bylaws; and
- That the Not-For-Profit Corporation Law permits the Corporation to receive such a transfer, as do the Corporation’s certificate of incorporation and bylaws; and
- That by transferring the Grant to the Corporation the SLCIDA-CDC is supporting and “conducting activities that will relieve and reduce unemployment; promote and provide for additional and maximum employment; better and maintain job opportunities; carry on scientific research for the purpose of aiding the Municipality by attracting new industry to the Municipality; or by encouraging the development of, or retention of, an industry in the Municipality; and lessening the burdens of government and acting in the public interest.”

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency Civic Development Corporation hereby declares that the boards of directors of the SLCIDA-CDC and the Corporation are identical, but also determines that approving the Corporation’s request for funding from the SLCIDA-CDC is consistent with the above listed activities of the SLCIDA-CDC, and

BE IT FURTHER RESOLVED, that the SLCIDA-CDC does hereby authorize the conversion of five hundred thousand dollars (\$500,000.000) to the St. Lawrence County Property Development Corporation to a grant for the latter to use for the purposes of defraying property development expenses; and

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
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 Resolution No. CDC-24-02-xx
 February 27, 2024

**AUTHORIZING A SUBVENTION TO THE
 ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION**

BE IT FURTHER RESOLVED, that the SLCIDA-CDC’s Chief Finance Officer is hereby directed to amend the SLCIDA-CDC’s 2024 budget to increase the Project Development Expense line to reflect the grant to the Corporation.

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				X
Hall				
LaBaff				
McMahon				
Reagen				
Staples				
Morrill				

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 27, 2024