

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
LOCAL 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 ..... 1-3

Financial Report

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

Staff Report                          Patrick Kelly

Old Business                        None

New Business

Executive Session

Adjournment

THIS PAGE INTENTIONALLY LEFT BLANK

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

---

**CALL TO ORDER:** Vice Chairman Blevins calls the meeting to order at 1:44 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; and Andrew Gardner, Reporter from Johnson Newspapers.

**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 2023:* Ms. Gilbert notes that this was a typical month with normal revenues and expenditures and a second installment for administrative revenue will be received from the St. Lawrence River Valley Redevelopment Agency. *October 2023:* A typical month for revenue and expenses, including retainer fees and GMEDF administrative expenses. The financial report is accepted by unanimous vote.

**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 IDALDC policy to the ABO model policy, no changes are recommended at this time.
- **Assessment of the Effectiveness of Internal Controls** – After comparing the current IDALDC 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 IDALDC Sexual Harassment Prevention Policy. In addition, staff will receive updated training as part of the IDALDC’s annual Sexual Harassment Prevention Policy review.
- Meeting Schedule: There are no suggested changes to the 2024 Meeting Schedule. It is recommended that the meeting schedule remain on the fourth Tuesday of the month, following the IDA meetings that begin at 1:00 PM.

Mr. Morrill motions, and Mr. Reagen seconds, to accept the Governance Committee Report and the accompanying resolutions that derived from that 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 LDC-23-12-15: 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 LDC-23-12-16: Annual Review of Procurement Policy

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

Resolution LDC-23-12-17: Annual Review of Investment Policy

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

Resolution LDC-23-12-18: 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.

Resolution LDC-23-12-19: Authorizing a Loan in the Amount of up to \$110,000 to Northeastern Sign Corporation: A local sign manufacturer and installer, the company plans to expand its facility and purchase new equipment. The St. Lawrence River Valley Redevelopment Agency approved a resolution authorizing the loan at their December 12<sup>th</sup> meeting. The St. Lawrence County IDA-LDC is required to approve the resolution as well. Mr. Kelly points out that the St. Lawrence County IDA, which has the same board members as the St. Lawrence County IDA-LDC, approved a Sales and Use Tax Exemption for the project. A review and analysis has been provided to the members prior to the meeting. Mr. Hall motions to approve Resolution LDC-23-12-19, seconded by Mr. Morrill. The motion is approved by unanimous vote.

STAFF REPORT:

Community Development and Environmental Improvement Program (“CDEIP”): Mr. Kelly reports that the St. Lawrence River Valley Redevelopment Agency, at their last meeting, approved \$730.00 in reallocated monies from an existing award to help fund promotional efforts for the Morristown Gateway Museum.

St. Lawrence County Center for Entrepreneurial Leadership: Mr. Kelly points out that John Pinkerton will be a temporary facilitator until a permanent replacement is found for this year’s class. Classes are held one evening a week in the IDA main conference room, typically 8-12 business executives participate in the class.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. McMahon. The meeting adjourns at 1:53 PM by unanimous vote.

---

Mr. Ernest LaBaff, Secretary

DRAFT