

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

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**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.

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Mr. Ernest LaBaff, Secretary