

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

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CALL TO ORDER: Vice-Chairman Blevins calls the meeting to order at 1:03 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 Chair the meeting, as Mr. Blevins is joining the meeting virtually.

IDA Staff present: Patrick Kelly, Kimberly Gilbert, Lori Sibley, and Richard Williams. IDA-LDC Staff present: John Pinkerton.

Others present: Ana Thomas, Representing LaBella Associates and Andrew Gardner, Reporter for Johnson Newspapers.

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: None

APPROVAL OF MINUTES: Mr. McMahon references that at the bottom of page 2 of the October 24, 2023 minutes the word “places” should be replaced with the word “plans.” Motion to accept the revised minutes of the October 24, 2023 meeting by Mr. McMahon, seconded by Mr. Morrill. The motion is approved unanimously.

FINANCIAL REPORTS: Ms. Gilbert reports on the *September 2023* financial report. She highlights some of the revenues and expenses for the month, noting this was a typical month with interest income and gain on investments, and ARPA program expenses. In the *October 2023* financial report, Ms. Gilbert notes that building expenses this month reflect annual premiums on insurance and that ARPA program revenue was received from the County. Mr. Reagan motions to accept the *September* and *October 2023* financial reports, seconded by Mr. McMahon. The motion is approved 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 IDA policy to the ABO model policy, no changes are recommended at this time.
- Assessment of the Effectiveness of Internal Controls – After comparing the current IDA 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 for the New York State Sexual Harassment Prevention Policy as a guide to update the SLCIDA Sexual Harassment Prevention Policy. In addition, staff will receive updated training as part of the IDA’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 the fourth Tuesday of the month at 1:00 PM.

Mr. McMahon motions, and Mr. Reagen seconds, to accept the Governance Committee Report and the accompanying resolutions deriving 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 IDA-23-12-36: Annual Review Conflicts of Interest Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Reagen. The motion is approved unanimously.

Resolution IDA-23-12-37: Annual Review of Procurement Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Reagen. The motion is approved unanimously.

Resolution IDA-23-12-38: Annual Review of Investment Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Reagen. The motion is approved unanimously.

Resolution IDA-23-12-39: Annual Review of Sexual Harassment Prevention Policy

Mr. McMahon makes a motion to approve, seconded by Mr. Reagen. The motion is approved unanimously.

Resolution IDA-23-12-40: Authorizing Continued Improvements Under Phase III Renovation to the 100 Paterson Street Facility:

Mr. Kelly provides an overview of the summary sheet that was distributed in the meeting packet outlining the work that is needed to close out this phase of the project. The total amount of continued improvements to be authorized for change orders for this phase of the project is \$79,490.20. The Resolution is approved by unanimous vote.

Resolution IDA-23-12-41: Project Modification Resolution for St. Lawrence Suds:

In October 2022 a resolution authorized a project with St. Lawrence Suds. Mr. Kelly reports that there have been changes to the Project Amount and Benefited Project Amount that have required changes to the Estimated Value of NYS Sales and Local Tax Exemption to be provided to the Company for the project and the timing of the project. These changes have been modified in the new Exhibit A attached to this Resolution. Mr. McMahon asks if the expiration extension through the end of 2024 is a realistic date, to which Mr. Kelly says it appears to be, barring any delays in delivery of product and materials. Mr. Blevins inquires into the anticipated employment and the impact of the cost increases on the project. Mr. Kelly states three part-time positions are expected to be created for the brewing and manufacturing portion of the operation. Mr. Kelly also notes that the Village of Canton received a Restore NY award for the building, so the project itself has changed in scope, which has increased the cost of the overall project. Mr. McMahon motions to accept Resolution IDA-23-12-41, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-23-12-42: Approving Resolution for BR Project 1, LLC: Mr. Kelly mentions this is a Build Ready Solar Project in the Town of Clifton on tailings piles at the former industrial property. We have been working with NYSERDA for the past 3 years to bring this project to fruition. The public hearing was held on December 12, 2023, and the minutes of the hearing have been provided in the meeting packet. There is a 20-year PILOT request. Mr. Kelly adds that a Community Benefit Fund will be established, and the IDA will administer the fund. The Cost Benefit/Project Evaluation Criteria and Application have been made available for review. Mr. Hall adds that the project is viewed by most in the community as positive. Mr. McMahon asks if the Adirondack Park Association (“APA”) has expressed any concerns. Mr. Hall, who is also an APA Board Member, states that he has not heard any negative comments from the APA. Mr. Reagen motions to approve Resolution IDA-23-12-42, seconded by Mr. Hall. The motion is approved by unanimous vote.

Resolution IDA-23-12-43: Project Authorizing Resolution for Northeastern Sign Corporation: A local sign manufacturer and installer, the company plans to expand their facility and purchase new equipment and is requesting a sales and use tax exemption for the purchase of equipment and building materials. The company currently employs eight full-time equivalent employees and plans to add two full-time equivalent jobs as a result of the project. The Cost Benefit Analysis/Project Evaluation was provided to the members for review prior to the meeting. Mr. Hall motions to approve Resolution IDA-23-12-43, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-23-12-44: Authorizing the Disposal of a Vehicle and the Purchase of another Vehicle: Mr. Kelly mentions the IDA has two company vehicles, the older vehicle is a 2014 Chevy Traverse. A Request for Proposals went out for the purchase of a new AWD minivan or AWD van while trading in the 2014 Traverse. The winning bid is a 2023 Chrysler Pacifica., with a purchase price not to exceed \$41,007.50 which includes the trade in of the 2014 Traverse. The van has practicality with seating space for taking groups of prospects around the county. Mr. Blevins points out that while that he has no financial or managerial interest in the company that placed the bid for the vehicle, he will recuse himself from any discussion or voting on the matter. Mr. Hall motions to approve Resolution IDA-23-12-44, seconded by Mr. Reagen. The motion is approved by unanimous vote.

STAFF REPORT: Mr. Kelly highlights some recent activities.

100 Paterson Street Building: The modification change order in the Phase III Renovations Resolution approved earlier in the meeting will mean this phase of the project will wrap up in early 2024.

Advertisements: Ads continue for Heavy Equipment Operator and Certified Clinical Medical Assistant training. There appears to be continued interest in the programs, with another eight people finishing each of the programs this month.

Business Spotlight: Staff attended a Business Spotlight mixer on November 15<sup>th</sup> at the Casablanca restaurant in Gouverneur, approximately 20 businesses were in attendance.

Business Connections – Spotlight on BOCES: The next opportunity for businesses to tour a BOCES facility will be held January 23<sup>rd</sup> at Seaway Tech in Norwood. Staff are beginning outreach efforts now to invite businesses to the event.

Fort Drum: Ms. Sibley attended the most recent Fort Drum Career Fair for Transitioning Soldiers and their families in November.

Tradeshows: Staff attended the Advance Design & Manufacturing Expo in Toronto in November and the SelectUSA Canada show in Montreal earlier this month.

ARPA Funds: At our request, the St. Lawrence County Legislature recently approved the reallocation of ARPA funds within the funding categories being administered by the IDA. We have been working with other resource partners to assist with funding, so this has reduced the amount of funding needed for certain programs. As a result, funds were reallocated to other programs that have either fully or partially diminished their allowance. Mr. McMahon asks about Heavy Equipment Operator training and wonders what the class size is limited to. Mr. Kelly mentions that the most beneficial class size is between 8-12 people. For CDL-A training, the optimal class size is 4-5, especially since there is individual time required behind the wheel with an instructor that is time consuming.

Annual Reports: As we wrap up the year, we will begin preparing for Annual PARIS reports to the Comptroller's Office, Authorities Budget Office, St. Lawrence County Legislators, and other stakeholders. We will have over 100 projects to report on this year.

Reappointments: Mr. Morrill is nearing the end of his 3-year term on the board. Mr. LaBaff motions to recommend requesting Mr. Morrill's reappointment to the IDA for another 3-year term, seconded by Mr. Reagen. The motion is approved by unanimous vote. The County Board of Legislators office will be notified to begin the process for reappointing Mr. Morrill for another term.

Mr. Kelly mentions that 2023 was a good year with a lot of activity. That said, he feels clearly there are headwinds as companies have built up inventories and are seeing a decrease in orders, interest rates are high, delays with product and materials are less than they were in the past couple of years, but there are still a lot of concerns for businesses.

EXECUTIVE SESSION: A motion is made by Mr. McMahon to go into executive session at 1:29 PM, seconded by Mr. Morrill. A motion to return to regular session is made by Mr. Morrill, seconded by Mr. Reagen at 1:42 PM.

Resolution IDA-23-12-45: Authorizing Allocations through the St. Lawrence County American Rescue Plan Act "ARPA" Economic Development and Tourism Funding Program: Mr. Kelly mentions that an Exhibit A has been attached to the resolution indicating the awards that are being presented for approval. Mr. Reagen motions to accept Resolution IDA-23-12-45, seconded by Mr. Morrill. The motion is approved by unanimous vote.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. Blevins/Mr. Hall. The meeting adjourns at 1:44 PM by unanimous vote.

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Mr. Ernest LaBaff, Secretary