

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION
Meeting of March 26, 2024**

CALL TO ORDER: Chairman Staples requests that Mr. Hall lead the meeting. Mr. Hall calls the meeting to order at 3:56 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

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

A quorum is recognized.

IDA Staff present: Patrick Kelly, Lori Sibley, Kimberly Gilbert, and Richard Williams. Bob Ahlfeld attends via Zoom.

PUBLIC NOTICE: Public notifications sent March 22, 2024 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: Motion to accept the minutes of the February 27, 2024 meeting by Mr. LaBaff, seconded by Mr. Morrill. Motion carried unanimously.

FINANCIAL REPORTS: None.

COMMITTEE REPORTS: *The Audit and Finance Committee* met this morning (Mr. Hall and Mr. Staples). On behalf of the committee, Mr. Hall provides the following summary: The committee met with the audit team of Pinto, Mucenski, Hooper, VanHouse, and Company CPAs, PC. to review the annual financial audit. No material weakness in the internal controls, no instances of non-compliance with provisions of laws, no difficulty in performing the audit and no disagreements with management were reported. Mr. LaBaff motions to accept the Audit and Finance Committee report, seconded by Mr. Morrill. The motion is approved unanimously.

The Governance Committee also met this morning (Mr. Hall, Mr. Blevins, and Mr. LaBaff). Committee Chair Mr. Blevins provides the following summary: The policies contained in today’s meeting packet were reviewed by the committee members and determined there are no recommended changes to any of the policies at this time. The Board Member evaluation forms were reviewed in executive session and the committee recommends that we add a comment line to next year’s evaluation forms to allow members to explain if they do not fully agree with any of the board performance criteria. The annual financial disclosure forms have been distributed to all board members and staff and will be submitted to the Board of Ethics office prior to the March 31st filing deadline. Lastly, the committee reviewed the Mission Statement and Performance Measures and determined there is no need for revisions at this time. Mr. LaBaff motions to accept the Governance Committee report, seconded by Mr. Morrill. Motion is approved unanimously.

STAFF REPORT: None

NEW BUSINESS:

Resolution CDC-24-03-02: 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-24-03-02, seconded by Mr. Staples. Motion is approved by unanimous vote.

Resolution CDC-24-03-03: 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-24-03-03, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution CDC-24-03-04: 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-24-03-04, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution CDC-24-03-05: Annual Review of Whistleblower Policy: The Governance Committee has reviewed this policy and recommends no changes. Mr. LaBaff motions to approve Resolution CDC-24-03-05, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution CDC-24-03-06: 2024 Review of Disposition of Real Property Guidelines and 2023 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-24-03-06, seconded by Mr. Staples. The motion is approved by unanimous vote.

Resolution CDC-24-03-07: Accepting the FY2023 Audit: Mr. Hall characterized the audit during his report of the Audit and Finance Committee. Mr. LaBaff motions to approve Resolution CDC-24-03-07, seconded by Mr. Morrill. The motion is approved by unanimous vote.

NYS Authorities Budget Office PARIS Annual Reporting: Mr. Kelly notes the data collected for active projects (bonds and loans) are 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. Staples. The motion is approved by unanimous vote.

2023 Mission and Performance Report: Mr. Kelly notes this report is where the activities of the CDC are summarized and includes project and governance activity. 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 4:02 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary