

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
MEETING AGENDA**

Agenda subject to change

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

October 31, 2024

Call to Order

Roll Call

Public Notice October 25, 2024

Public Comment

Approval of September 24, 2024..... 1-3
Minutes

Financial Report: August 2024 4-11

Committee Reports

Staff Report Patrick Kelly

Old Business None

New Business Resolution: Approving FY2025 Final Budget 12-15

Resolution: Authorizing Allocations through the St. Lawrence County American Rescue
Plan Act "ARPA" Economic Development and Tourism Funding Program
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and Technical Services 21-23

Executive Session

Adjournment

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ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Meeting of September 24, 2024

CALL TO ORDER: Chairman Staples calls the meeting to order at 2:08 PM in the Rushton room at the Best Western University Inn, Canton.

ROLL CALL:

Staples	Present	McMahon.....	Present
LaBaff	Present	Morrill	Present
Blevins	Present	Reagen.....	Present
Hall.....	Present		

A quorum is recognized.

IDA Staff present: Patrick Kelly, Kimberly Gilbert, Lori Sibley, and Richard Williams.

PUBLIC NOTICE: Public notifications sent September 17, 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: Members of the public in attendance include Audrey Dora, Hon. William Sheridan (SLC Legislator), Hon. Margaret Haggard (SLC Legislator), Hon. David Forsythe (SLC Legislative Chair), and Mike Schenk (Senator Mark Walczyk’s office)

APPROVAL OF MINUTES: Motion to accept the minutes of the September 3, 2024 meeting by Mr. LaBaff, seconded by Mr. Reagen. The motion is approved unanimously.

FINANCIAL REPORTS: Ms. Gilbert reports on the July 2024 Financial Reports, which include investments, project fees, and interest income. Expenses showed a typical month with building, travel and ARPA program disbursements, and other miscellaneous expenses. Motion to accept the July 2024 financial reports by Mr. Blevins, seconded by Mr. Reagen. Motion is approved by unanimous vote.

COMMITTEE REPORTS: None

STAFF REPORT: Mr. Kelly highlights recent activities.

Flood Damage - Hurricane Debby: Flood response work continues for two recent events in July and August. A declaration for the July event has been issued, we are still waiting for a declaration for the August event so businesses which were impacted by the latter of these two events can also apply for funding. In addition to ARPA funds, businesses impacted by the recent floods have also been informed about the SBA Emergency Disaster Loan Program (“EIDL”) that offers 4% interest for 30 years for businesses that need assistance at this time.

Alcoa: The Alcoa Massena smelter made it to the final round of the NYSBDC’s “Coolest Thing Made in NYS” Competition. It was recently announced that the company finished in second place. Still impressive!

Canton Industrial Building: BOCES Adult Education will be moving into the building after October 1st. There are expected to be 8-9 BOCES counselors, administrative, and training staff members as well as classroom space in the building for adult education training sessions and classes.

DRI - Massena School of Business: The primary contracting demolition RFP has been released. A pre-bid meeting is scheduled for October 3rd. Bids are due October 22nd. The Engineering and Building Services work is separate from that, and the RFP is out now. Responses will be shared at the next meeting.

Manufacturing Day: We are currently contacting businesses and working with BOCES to arrange tours with local manufacturers as part of Manufacturing Day, October 17th. The goal is to get students some front-line exposure to see what goes on in a manufacturing facility and the types of careers available. CITEC has organized the event in past years. We are trying to make sure the schools get connected to local manufacturers to see some of the amazing products made here in St. Lawrence County.

Chamber of Commerce - Business Spotlight: The Gouverneur Area Chamber and St. Lawrence County Chamber will host a Business After Hours at the Gouverneur Community Center from 5:00 – 7:00 PM today.

St. Lawrence Leadership Institute (“SLLI”): We are hosting classes in our building starting on October 9th, sponsored by the St. Lawrence County Chamber of Commerce.

St. Lawrence County Center for Entrepreneurial Leadership (“STL CEL”): A collaboration between SUNY Canton and SUNY Buffalo, the peer-based, mentor-driven program empowers participants to operate their small business more efficiently and effectively. About 30 businesses around the County have completed the program. As we prepare to recruit for our next cohort, we will host an informational session at the Best Western in Canton on October 10th to bring together business owners/operators interested in the program to meet alumni and learn first-hand about the program.

Marketing: As part of our Come Here/Come Back Here campaign to promote St. Lawrence County as a relocation destination or a place to bring a business, we will be placing ads on the radio beginning next month during the Clarkson University and St. Lawrence University hockey games that are broadcast on the radio and livestream as an effort to connect with college alums. Also, staff will be participating in tradeshow in Montreal and Toronto next month.

Transportation: Breeze Airways will have their inaugural flight out of the Ogdensburg International Airport on September 27th.

Next Move NY Initiative: We are working with DANC, as part of the \$10 million Award from the Regional Economic Development Councils, to help transitioning soldiers and their spouses to find employment opportunities in the North Country. This is an avenue to help build a workforce pipeline for our local businesses who struggle to find workers.

Chairman Staples asks Mr. Kelly to summarize the IDA’s involvement with the CDL-A training initiative and how it has helped bring a high-demand, cost effective training opportunity to St. Lawrence County. Mr. Kelly provides the history starting with the need for the training as was identified in company site visits and subsequent round table discussions that were held at the IDA and continuing with the work that has been done to assist SUNY Canton with the acquisition of a truck and trailer and the funding for the program that has been secured from sources such as the USDA and County ARPA funds.

OLD BUSINESS: None

EXECUTIVE SESSION: A motion is made by Mr. LaBaff, seconded by Mr. Hall to go into executive session at 2:19 PM to discuss the financial and credit history of a particular person or corporation. A motion to return to regular session is made by Mr. Hall, seconded by Mr. Blevins at 2:39 PM.

NEW BUSINESS:

Resolution IDA-24-09-21: Authorizing Allocations through the St. Lawrence County American Rescue Plan Act 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. LaBaff motions to accept Resolution IDA-24-09-21, seconded by Mr. Hall. The resolution is approved unanimously.

Resolution IDA-24-09-22: Naming the St. Lawrence County Industrial Development Agency Property in the Canton Industrial Park the “Brian W. Staples Industrial Park”: Mr. LaBaff motions to accept Resolution IDA-24-09-22, and continues with stating that the St. Lawrence County Industrial Development Agency wishes to recognize and acknowledge the profound impact that Brian W. Staples, with more than 40 years of service, has had on the Industrial Development Agency and on the economy and quality of life for the citizens, workers, and employers of St. Lawrence County. The motion is seconded by Mr. Reagen. The resolution is approved unanimously.

Mr. Hall introduces various state representatives who have joined the meeting with the return to open session, including New York State Assembly Member Ken Blankenbush, New York State Assembly Member Scott Gray, and New York State Senator Dan Stec. Senator Stec and Mr. Schenk and Assembly Members Blankenbush and Gray then present St. Lawrence County IDA CEO Patrick Kelly with a proclamation and citation for receiving the Developer of the Year Award from the New York State Economic Development Council at its Annual Meeting in May.

ADJOURNMENT: A motion to adjourn is made by Mr. Blevins/Mr. McMahon. The meeting adjourns at 2:45 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary

St. Lawrence County Industrial Development Agency
 Highlights for
August 2024

Revenue

- Building Revenues	17,166.66	
- Project Fee Revenue (GoCoMassena LLC.)	0.00	
- Gain/Loss on Investments (Reconciled Monthly to Market Value)	5,057.45	
- SLC Revenue (3rd installment of 2024)	100,000.00	
- Interest Income (Leases & Banking)	3,406.37	
	<u>3,406.37</u>	\$125,630.48

Expenses

- Building Expenses	13,908.89	
- ARPA Program Expenses	204,911.60	
- Other Legal Expenses (JE Moved Massena School of Business costs to own acct)	(74,615.27)	
- Massena School of Business Expenses- to be reimbursed	118,229.17	
- Marketing Expenses	3,413.20	
- Other Operating Expenses	936.12	
- Payroll Expenses	51,966.07	
	<u>51,966.07</u>	\$318,749.78
	Net Income	(\$193,119.30)

Balance Sheet

As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
200 - Cash	1,790,607.19
200P - Cash - Payroll Checking Account	13,622.51
201 - Cash in Time Deposits	
201N - NBT Bank Cash in Time	1,822,516.93
201K - Key Bank Cash in Time	1,397,634.13
Total 201 - Cash in Time Deposits	<u>3,220,151.06</u>
202ARPA - NBT Account - ARPA Funding	781,082.22
203 - Cash - Rental Deposits	9,061.73
Total Checking/Savings	<u>5,814,524.71</u>
Other Current Assets	
260 - Grant Receivable	16,840.26
211 - Special Reserve	
211A - Special Reserve-LPL Investing	2,000,000.00
211C - Special Reserve LPL Cash Acct	156,588.71
Total 211 - Special Reserve	<u>2,156,588.71</u>
220 - Due from Others	
220-I - Due from Others for Insurance	2,526.81
220A - Misc. Due from Others	6,278.80
Total 220 - Due from Others	<u>8,805.61</u>
Total Other Current Assets	<u>2,182,234.58</u>
Total Current Assets	<u>7,996,759.29</u>
Fixed Assets	
111 - Gouverneur Industrial Park	
111-A - Gouverneur Industrial Park	30,927.65
Total 111 - Gouverneur Industrial Park	<u>30,927.65</u>
112 - Vehicles	
112-A - Vehicles	39,910.00
Total 112 - Vehicles	<u>39,910.00</u>
119 - Massena Industrial Park-Lot 12	40,963.08
122 - Furnishings	
122-A - Furnishing	31,728.19
122-B - Furnishing Depreciation	-26,562.32
Total 122 - Furnishings	<u>5,165.87</u>
128 - Canton Industrial Park	
128A - Canton Industrial Park - Land	166,250.00
128B - Canton Industrial Park - Imp-ND	176,990.00
128BD - Canton Ind Park - Imp Deprec	39,669.00

St. Lawrence County Industrial Development Agency

Balance Sheet

As of August 31, 2024

	<u>Aug 31, 24</u>
128-C · CIP Depreciation	-17,516.64
Total 128 · Canton Industrial Park	<u>365,392.36</u>
129 · Canton Industrial Building	
129-A · Canton Industrial Building	2,024,824.19
129-B · Canton Industrial Bldg Improv	165,873.20
129-C · Canton Ind Bldg - Depreciation	-663,437.86
Total 129 · Canton Industrial Building	<u>1,527,259.53</u>
130 · Paterson St Improvements	
130-A · Paterson St Imp - Depreciable	783,922.23
Total 130 · Paterson St Improvements	<u>783,922.23</u>
Total Fixed Assets	<u>2,793,540.72</u>
Other Assets	
299 · Deferred Outflow - Pension	911,388.00
Capital Lease Receivable	
595 · L/P - NAFG NBRC Equip Lease	76,252.92
592 · L/R - NY Power Tools - Lot 17	93,643.68
594 · L/R - From the Heart Cabinetry	489,360.55
Total Capital Lease Receivable	<u>659,257.15</u>
Construction in Progress (CIP)	
258 · CIP - Paterson St Improvments	32,695.00
Total Construction in Progress (CIP)	<u>32,695.00</u>
Total Other Assets	<u>1,603,340.15</u>
TOTAL ASSETS	<u><u>12,393,640.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
526 · Deferred Grant Revenue	1,553,273.60
2100 · Deposit - Rental	9,061.58
522 · Prepaid Revenue(ESD Rail \$)	112,141.49
523 · Accrued Expenses Payable	
523RAIL · Accrued Exp Payable(ESD Rail \$)	171,331.70
Total 523 · Accrued Expenses Payable	<u>171,331.70</u>
Total Other Current Liabilities	<u>1,845,808.37</u>
Total Current Liabilities	<u>1,845,808.37</u>
Long Term Liabilities	
511 · Deferred Inflow of Pension	897,153.00
510 · Net Pension Liability	310,384.00
Notes Payable (N/P)	
654 · N/P - SLCIDA-LDC CIB Loan	485,830.43

St. Lawrence County Industrial Development Agency

Balance Sheet

As of August 31, 2024

	<u>Aug 31, 24</u>
Total Notes Payable (N/P)	485,830.43
500 - Emp Compensated Time Accruals	300,663.57
501 - PostEmpBenft Other Than Pension	2,093,793.00
524 - Due to Affiliates	<u>1,926.80</u>
Total Long Term Liabilities	<u>4,089,750.80</u>
Total Liabilities	5,935,559.17
Equity	
3700 - Investment in Capital Assets	1,556,563.05
3800 - Net Assets - Assigned	2,000,000.00
3900 - Net Assets - Unassigned	2,529,957.94
Net Income	<u>371,560.00</u>
Total Equity	<u>6,458,080.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,393,640.16</u></u>

St. Lawrence County Industrial Development Agency
Budget Report
August 1 - August 31, 2024

	2024 Budget	Aug-24	YTD	Balance
Operating Revenue				
2400 · Late Fees Received	100.00	0.00	227.63	(127.63)
2401B · Gain/Loss on Investment	60,000.00	5,057.45	41,682.88	18,317.12
2409B · Interest Income - Banking	6,000.00	530.98	4,283.80	1,716.20
2409L · Interest Income - Lease	22,000.00	2,875.39	14,797.99	7,202.01
2421 · St. Lawrence County Revenue	400,000.00	100,000.00	300,000.00	100,000.00
2423 · GMEDF Administrative Revenue	7,200.00	0.00	0.00	7,200.00
2999 · Miscellaneous Income	100.00	0.00	750.00	(650.00)
Total Operating Revenue	495,400.00	108,463.82	361,742.30	133,657.70
Canton Industrial Building				
2450 · Rental Income - CIB	0.00	0.00	1,000.00	(1,000.00)
Total Revenue for CIB	0.00	0.00	1,000.00	(1,000.00)
6455408 · Maintenance Expense - CIB	15,000.00	8,374.80	15,306.01	(306.01)
6455411 · Insurance Expense - CIB	5,250.00	0.00	0.00	5,250.00
6455415 · Tax/PILOT Expense - CIB	22,500.00	0.00	0.00	22,500.00
6455416 · Utilities Expense - CIB	2,500.00	111.32	1,731.58	768.42
6455499 · Miscellaneous Expense - CIB	100.00	0.00	0.00	100.00
6455500 · Interest Expense - CIB	2,475.00	405.65	1,642.27	832.73
6455510 · Depreciation Expense - CIB	67,208.00	0.00	0.00	67,208.00
Total Expenditure for CIB	115,033.00	8,891.77	18,679.86	96,353.14
Total Canton Industrial Building	(115,033.00)	(8,891.77)	(17,679.86)	(97,353.14)
Canton Industrial Park				
6456408 · Maintenance Expense - CIP	500.00	0.00	0.00	500.00
6456411 · Insurance Expense - CIP	1,000.00	0.00	0.00	1,000.00
6456499 · Miscellaneous Expense - CIP	250.00	0.00	0.00	250.00
6456510 · Depreciation Expense - CIP	2,755.00	0.00	0.00	2,755.00
Total Expenditure for CIP	4,505.00	0.00	0.00	4,505.00
Total Canton Industrial Park	(4,505.00)	0.00	0.00	(4,505.00)
Gouverneur Industrial Park				
6486408 · Maintenance Expense - GIP	4,000.00	700.00	1,750.00	2,250.00
6486411 · Insurance Expense - GIP	55.00	0.00	0.00	55.00
6486499 · Miscellaneous Expense - GIP	250.00	0.00	1,070.00	(820.00)
Total Expenditure for GIP	4,305.00	700.00	2,820.00	1,485.00
Total Gouverneur Industrial Park	(4,305.00)	(700.00)	(2,820.00)	(1,485.00)
100 Paterson Street Building				
2485 - Rental Income - 100 Paterson St	119,000.00	17,166.66	81,249.96	37,750.04
Total Revenue for 100 Paterson Street	119,000.00	17,166.66	81,249.96	37,750.04
6455408 · Maintenance Expense - 100 Paterson St	20,000.00	2,011.90	15,119.01	4,880.99
6455410 · Tenant Buildout - 100 Paterson St	5,000.00	0.00	0.00	5,000.00
6455411 · Insurance Expense - 100 Paterson St	16,000.00	640.36	640.36	15,359.64
6455415 · Tax/PILOT Expense - 100 Paterson St	16,000.00	0.00	8,992.58	7,007.42
6455416 · Utilities Expense - 100 Paterson St	7,500.00	691.77	12,538.17	(5,038.17)
6455499 · Miscellaneous Expense - 100 Paterson St	1,000.00	0.00	0.00	1,000.00
6455510 · Depreciation Expense - 100 Paterson St	70,000.00	0.00	0.00	70,000.00
Total Expenditure for 100 Paterson St	135,500.00	3,344.03	37,290.12	98,209.88
Total - 100 Paterson Street	(16,500.00)	13,822.63	43,959.84	(60,459.84)
Total Building Revenues	119,000.00	17,166.66	82,249.96	36,750.04
Total Building Expenses	259,343.00	12,935.80	58,789.98	200,553.02
Total Building Net Income	(140,343.00)	4,230.86	23,459.98	(163,802.98)

	2024			
	Budget	Aug-24	YTD	Balance
ARPA Revenue				
2480 · ARPA Revenues from SLC	338,700.00	0.00	0.00	338,700.00
Total Revenue for ARPA	338,700.00	0.00	0.00	338,700.00
6458501 · ARPA - Facility&Infrastructure	720,000.00	89,625.00	371,149.96	348,850.04
6458502 · ARPA - Small Business & NP	175,000.00	0.00	25,000.00	150,000.00
6458503 · ARPA - Tourism Promotion	165,000.00	42,231.60	88,419.93	76,580.07
6458504 · ARPA - Tourism Capacity	200,000.00	0.00	45,000.00	155,000.00
6458505 · ARPA - Workforce -New Worker	250,000.00	33,000.00	67,000.00	183,000.00
6458506 · ARPA - Workforce -Existing Worker	250,000.00	4,298.00	51,067.82	198,932.18
6458507 · ARPA - Workforce -Heavy Equip	109,000.00	0.00	10,800.00	98,200.00
6458508 · ARPA - Workforce -Heathcare	122,000.00	3,757.00	8,710.00	113,290.00
6458509 · ARPA - Workforce -Pipeline	25,000.00	0.00	0.00	25,000.00
6458510 · ARPA - CDLA Program	185,000.00	32,000.00	96,320.00	88,680.00
6458511 · ARPA - Family Child Care	180,000.00	0.00	11,855.86	168,144.14
Total Expenditure for ARPA	2,381,000.00	204,911.60	775,323.57	1,605,676.43
Total ARPA Programs	(2,042,300.00)	(204,911.60)	(775,323.57)	(1,266,976.43)
Miscellaneous Projects				
2413 · Project Fees	10,000.00	0.00	1,349,420.48	(1,339,420.48)
2420 · PILOT Revenue	510,000.00	0.00	470,653.35	39,346.65
2504 · CDC Project Revenue	100.00	0.00	0.00	100.00
2424 · NBRC Project Revenue	0.00	0.00	42,999.03	100.00
2550 · Benson Mines FRAP Revenue	425,000.00	0.00	0.00	100.00
6499 · Miscellaneous Income	500.00	0.00	0.00	500.00
Total Revenue for Misc. Projects	945,600.00	0.00	1,863,072.86	(1,299,273.83)
6490616 · PILOT Payment Expense	510,000.00	0.00	470,653.35	39,346.65
6420624 · Benson Mines Rail Expenses	500,000.00	0.00	0.00	500,000.00
6420625 · Massena School of Business Exp.	0.00	118,229.17	118,229.17	(118,229.17)
6475515 · CAP IMP Vehicle	35,000.00	0.00	0.00	35,000.00
Total Expenditure for Misc. Projects	1,045,000.00	118,229.17	588,882.52	456,117.48
Total Miscellaneous Projects	(99,400.00)	(118,229.17)	1,274,190.34	(1,755,391.31)

	2024			
	Budget	Aug-24	YTD	Balance
General Operating Expenses				
6460405 · Bank Fees	250.00	0.00	195.00	55.00
6460408 · Maintenance Expense	1,500.00	0.00	535.80	964.20
6460411 · Insurance Expense	7,500.00	650.20	1,270.20	6,229.80
6460416 · Utilities Expense	8,400.00	(541.16)	3,648.43	4,751.57
6460418 · Underwriting/Credit Report Exp	100.00	0.00	0.00	100.00
6460420 · Office Supplies Expense	2,500.00	374.88	1,734.97	765.03
6460421 · Office Equipment Expense	5,000.00	97.18	336.63	4,663.37
6460422 · Equipment Repair Expense	250.00	0.00	0.00	250.00
6460423 · Telephone Expense	7,000.00	510.12	3,145.24	3,854.76
6460424 · Postage Expense	500.00	8.95	177.04	322.96
6460425 · Printing and Copying Expense	2,000.00	54.95	2,260.56	(260.56)
6460426 · IT Expense	15,000.00	0.00	7,368.61	7,631.39
6460427 · Professional Associations Expense	1,500.00	310.00	795.00	705.00
6460432 · Other Legal Expense	5,000.00	(74,615.27)	90.79	4,909.21
6460433 · Legal Expense - Retainer	5,500.00	0.00	2,750.00	2,750.00
6460434 · Accounting Expense	8,875.00	0.00	0.00	8,875.00
6460436 · Promotion/Marketing Expense	25,000.00	3,413.20	28,533.92	(3,533.92)
6460440 · Auto Expense	2,000.00	61.50	608.34	1,391.66
6460441 · Subscriptions & Periodicals	500.00	0.00	658.16	(158.16)
6460442 · Meeting Expense	1,000.00	201.33	1,564.55	(564.55)
6460443 · Mileage Expense	1,000.00	0.00	492.85	507.15
6460444 · Education Workshops Expense	10,000.00	0.00	1,834.38	8,165.62
6460445 · Travel Expense	2,500.00	181.26	3,329.71	(829.71)
6460499 · Miscellaneous Expense	500.00	0.00	40.99	459.01
6460503 · Payroll Expenses				
503A · Salaries & Wages	499,900.00	38,856.98	335,243.78	164,656.22
503B · Employee Benefits	112,000.00	9,995.81	89,367.90	22,632.10
503C · Post Employment Benefits Expense	170,000.00	0.00	0.00	170,000.00
503D · Payroll Tax Expense	37,250.00	2,839.98	24,479.33	12,770.67
503E · Payroll Processing Fees	2,800.00	273.30	2,046.87	753.13
6460599 · Depreciation Expense	0.00	0.00	0.00	0.00
Total General Operating Expenses	935,325.00	(17,326.79)	512,509.05	422,815.95
Total Revenue	1,898,700.00	125,630.48	2,307,065.12	(790,166.09)
Total Expenses	4,620,668.00	318,749.78	1,935,505.12	2,685,162.88
Net Income	(2,721,968.00)	(193,119.30)	371,560.00	(3,475,328.97)

St. Lawrence County Industrial Development Agency
Cash and In Time Report
August 2024

Type of Account	Bank	Amount
Checking	NBT Bank	1,790,607.19
Payroll Account	NBT Bank	13,622.51
Savings	NBT Bank	1,822,516.93
Money Market	Key Bank	1,397,634.13
MM - ARPA Funds	NBT Bank	781,082.22
Tenant Security Deposit	NBT Bank	9,061.73
		\$5,814,524.71
NBT-LPL Investments	NBT	2,156,588.71
		\$2,156,588.71
		\$7,971,113.42

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution No. IDA-24-10-xx
October 31, 2024

**APPROVING AND ADOPTING FY2025 BUDGET
and
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO MAKE LINE-ITEM CHANGES**

WHEREAS, the St. Lawrence County Industrial Development Agency (the “SLCIDA”) has caused to be prepared a Fiscal Year 2025 budget, and

WHEREAS, a tentative Budget, after acceptance by the SLCIDA on September 3, 2024, was made available for at least 20 days for public inspection and comment pursuant to Title 1 of Article 18-A, Section 861 of New York General Municipal Law, and

WHEREAS, the SLCIDA has reviewed any and all comments received during the public comment period,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency approves and adopts the attached Fiscal Year 2025 Budget, and

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency does hereby confer authority to its Chief Executive Officer to make line item changes within the various components of the budget, provided that: (i) No line item change exceeds \$2,500; (ii) The change does not alter the "Total Expenses" of the relevant component Schedule, and (iii) the Chief Executive Officer must advise the SLCIDA Board of any such modifications at the SLCIDA meeting held immediately after such modification has been made, and

BE IT FURTHER RESOLVED that the SLCIDA shall cause to have copies of the Fiscal Year 2025 Budget forwarded to the St. Lawrence County Clerk, County Treasurer, County Administrator, Legislative Chair, and NYSABO, and to do all other things as may be required by statute.

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

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

October 31, 2024

ST LAWRENCE COUNTY IDA FINAL BUDGET 2025

	2023	2024	YTD	2025
	Actual	Budget	6/30/2024	Budget
OPERATING REVENUE				
2400 · Late Fees Received	0	100	228	100
2401-Realized/Unrealized Gain/Loss-Investments	0	60,000	29,806	65,000
2409B · Interest Income - Banking	25,177	6,000	2,664	6,500
2409L · Interest Income - Lease	91,349	22,000	10,033	24,500
2411 · Refund of Prior Years Expense	2,546	0	0	0
2421 · St. Lawrence County Revenue	400,000	400,000	200,000	400,000
2423 · GMEDF Administrative Revenue	7,200	7,200	0	7,200
2999 · Miscellaneous Income	800	100	750	250
Total OPERATING REVENUE	527,072	495,400	243,480	503,550
Canton Industrial Building - CIB				
2450 · Rental Income - CIB	47,940	0	1,000	69,639
Total Revenue for CIB	47,940	0	1,000	69,639
6455408 · Maintenance Expense - CIB	8,917	15,000	6,512	15,000
6455411 · Insurance Expense - CIB	5,770	5,250	0	6,100
6455415 · Tax/PILOT Payment Expense - CIB	0	22,500	0	0
6455416 · Utilities Expense - CIB	5,890	2,500	1,290	2,500
6455499 · Miscellaneous Expense - CIB	0	100	0	100
6455500 · Interest Expense - CIB	2,557	2,475	827	2,300
6455510 · Depreciation Expense - CIB	65,243	67,208	0	67,208
Total Expenditure for CIB	88,377	115,033	8,629	93,208
Total Canton Industrial Building	(40,437)	(115,033)	(7,629)	(23,569)
Canton Industrial Park				
6456408 · Maintenance Expense - CIP	0	500	0	500
6456411 · Insurance Expense - CIP	881	1,000	0	1,000
6456499 · Miscellaneous Expense - CIP	0	250	0	250
6456510 · Depreciation Expense - CIP	7,065	2,755	0	0
Total Expenditure for CIP	7,946	4,505	0	1,750
Total Canton Industrial Park	(7,946)	(4,505)	0	(1,750)
Gouverneur Industrial Park				
6486408 · Maintenance Expense - GIP	3,900	4,000	700	3,000
6486411 · Insurance Expense - GIP	41	55	0	75
6486499 · Miscellaneous Expense - GIP	0	250	1,070	250
Total Expenditure for GIP	3,941	4,305	1,770	3,325
Total Gouverneur Industrial Park	(3,941)	(4,305)	(1,770)	(3,325)

	2023 Actual	2024 Budget	YTD 6/30/2024	2025 Budget
100 Paterson				
2485 · Rental Income - 100 Paterson	67,346	119,000	64,083	122,000
Total Revenue for 100 Paterson	67,346	119,000	64,083	122,000
6480408 · Maintenance Expense - 100 Paterson	35,873	20,000	11,532	20,000
6480410 · Tenant Buildouts - 100 Paterson	0	5,000	0	0
6480411 · Insurance Expense - 100 Paterson	20,410	16,000	0	23,675
6480415 · Tax/PILOT Payment Exp-100 Paterson	0	16,000	8,993	10,000
6480416 · Utility Expense - 100 Paterson	29,264	7,500	6,194	10,000
6480420 · Rehab Expense - 100 Paterson	4,765	0	0	0
6480499 · Misc Expense - 100 Paterson	0	1,000	0	1,000
6480510 · Depreciation Expense · 100 Paterson	0	70,000	0	70,000
Total Expenditure for 100 Paterson	90,312	135,500	26,719	134,675
Total 100 Paterson	(22,966)	(16,500)	37,364	(12,675)
ARPA Funding				
2516 - Revenue from SLC in for ARPA	1,375,526	338,700	0	208,200
Total Revenue for ARPA Funding	1,375,526	338,700	0	208,200
6458.501 - Facility & Infrastructure Improvements	472,223	720,000	240,055	138,700
6458.502 - Small Business & Nonprofit Assistance	137,500	175,000	15,000	5,000
6458.503 - Travel, Tourism, & Hospitality Promotion	205,592	165,000	38,828	50,000
6458.504 - Travel, Tourism, & Hosp Capacity Bldg	177,490	200,000	45,000	50,000
6458.505 - New Worker	151,000	250,000	34,000	5,000
6458.506 - Existing Worker	54,950	250,000	28,720	5,000
6458.507 - HEO	41,696	109,000	0	20,000
6458.508 - Healthcare-CCMA	3,602	122,000	15,753	5,000
6458.509 - Pipeline Talent	0	25,000	0	25,000
6458.510 - CDLA	109,105	185,000	64,320	25,000
6458.511 - FCCTP-Child Care	22,369	180,000	11,856	43,145
Total Expenditure for ARPA	1,375,526	2,381,000	493,532	371,845
Total ARPA	0	(2,042,300)	(493,532)	(163,645)
Miscellaneous Projects				
2413 · Project Fees	422,366	10,000	1,331,420	10,000
2550 · Benson Mines-FRAP DOT Revenue	14,952	0	0	410,235
2455 · NF Rail Rehab Revenue	0	425,000	0	0
2420 · PILOT Payments Received	0	510,000	470,653	678,000
2504 · CDC Project Revenue	0	100	0	50
2424 · NBRC Revenue	0	0	42,999	0
6499 · Miscellaneous Income	0	500	0	500
Total Revenue for Miscellaneous Projects	437,318	945,600	1,845,073	1,098,785

	2023	2024	YTD	2025
Miscellaneous Projects Continued	Actual	Budget	6/30/2024	Budget
6420623 · NBRC-NAFG Expenses	219,269	0	0	0
6420624 · Benson Mines DOT FRAP Expenses	17,591	500,000	0	482,628
6420625 · Massena School of Business Expenses	0	0	28,653	33,173
6475515 · CAPITAL IMPROVEMENT -Vehicle	0	35,000	0	0
6490616 · PILOT Payments Expensed	0	510,000	470,653	678,000
Total Expenditure for Miscellaneous Projects	236,860	1,045,000	499,306	1,193,801
Total Miscellaneous Projects	200,458	(99,400)	1,345,767	(95,016)
IDA General Operating Expenditures				
6460405 · Bank Fee Expense	118	250	195	200
6460408 · Maintenance Expense	3,331	1,500	412	1,500
6460411 · Insurance Expense	10,125	7,500	620	11,500
6460416 · Utilities Expense	4,708	8,400	4,087	8,500
6460418 · Underwriting/Credit Report Exp	0	100	0	100
6460420 · Office Supplies Expense	3,339	2,500	1,280	2,500
6460421 · Office Equipment Expense	4,140	5,000	239	500
6460422 · Equipment Repair Expense	0	250	0	250
6460423 · Telephone Expense	3,270	7,000	1,938	5,000
6460424 · Postage Expense	1,566	500	168	500
6460425 · Printing Expense	3,206	2,000	1,864	2,500
6460426 · IT/Cyber Expense	28,320	15,000	7,369	15,000
6460427 · Professional Associations Expense	1,350	1,500	485	1,500
6460432 · Other Legal Expense	21,826	5,000	91	5,000
6460433 · Legal Expense - Retainer	4,125	5,500	1,375	3,750
6460434 · Accounting Expense	8,456	8,875	0	13,000
6460436 · Promotion/Marketing Expense	21,517	25,000	23,983	25,000
6460440 · Auto Expense	1,511	2,000	310	1,000
6460441 · Subscriptions & Periodicals	648	500	202	500
6460442 · Meeting Expense	3,737	1,000	743	2,000
6460443 · Mileage Expense	2,315	1,000	493	1,000
6460444 · Education Workshops Expense	4,481	10,000	1,834	5,000
6460445 · Travel Expense	6,238	2,500	2,537	4,000
6460499 · Miscellaneous Expense	230	500	34	500
6460503 · Payroll Expenses				
503A · Salaries & Wages	501,911	499,900	257,530	545,110
503B · Employee Benefits	229,541	112,000	66,459	135,000
503C · Post Employment Benefits Expense	(28,551)	170,000	0	175,000
503D · Payroll Tax Expense	35,855	37,250	18,799	37,650
503E · Payroll Processing Fees	2,725	2,800	1,550	3,500
6460599 · Depreciation Expense	682	0	0	1,000
Total IDA General Operating Expenditures	880,718	935,325	394,596	1,007,560
Total Revenue	2,455,202	1,898,700	2,153,636	2,002,174
Total Expenditures	2,683,680	4,620,668	1,424,553	2,806,164
Net Income	(228,478)	(2,721,968)	729,084	(803,990)
Total Depreciation Costs	242,733	337,208	45,000	137,208
Net Income without Depreciation	14,255	(2,384,760)	774,084	(666,782)

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Resolution No. IDA-24-10-xx
October 31, 2024

**AUTHORIZING ALLOCATIONS THROUGH THE
ST LAWRENCE COUNTY AMERICAN RESCUE PLAN ACT
ECONOMIC DEVELOPMENT AND TOURISM FUNDING PROGRAM**

WHEREAS, on August 1, 2022, the St. Lawrence County Board of Legislators approved accepting the County’s American Rescue Plan Act (“ARPA”) Committee’s recommendation for the portion of American Rescue Plan Act Funds to be administered by the St. Lawrence County Industrial Development Agency (“IDA”), and

WHEREAS, the Board of Legislators declared that “economic development and tourism are essential to improving the services and activities available in St. Lawrence County” and allocated \$2,900,000 in ARPA funds to be distributed through the St. Lawrence County Industrial Development Agency (“IDA”) to organizations impacted by the COVID-19 pandemic, and

WHEREAS, these recommendations included authorizing funds for Economic Development and Tourism as allowed within the scope of the ARPA Final Rule, and

WHEREAS, St. Lawrence County and the IDA have an existing economic development services agreement through which the IDA provides economic development services for the County and the allocation of these funds by the IDA is being performed within the scope of this existing economic development services agreement, and

WHEREAS, the St. Lawrence County Industrial Development Agency is now accepting applications for ARPA funding assistance, and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency, having exercised its own due diligence in the matter, authorizes the allocation of ARPA funds in the amounts as described in the attached document (Exhibit A),

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency authorizes the creation, execution and/or delivery of any and all documents and/or budget accounts that may be required to effectuate the transactions contemplated by this resolution.

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

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 October 31, 2024

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. IDA-24-10-xx
 October 31, 2024

AUTHORIZING A FIVE-YEAR AUDIT SERVICES CONTRACT

WHEREAS, on September 17, 2024 the St. Lawrence County Industrial Development Agency (the “SLCIDA”) released, on behalf of the SLCIDA, the SLCIDA-Local Development Corporation, the SLCIDA-Civic Development Corporation and the St. Lawrence County Property Development Corporation (collectively, the “Entities”), a Request for Proposal for audit services for each of the entities, and

WHEREAS, the term of services shall begin with fiscal year January 1, 2024, and end December 31, 2026. A three- (3) year contract will be awarded, with the option to renew audit services for each of the subsequent two (2) years, 2027 and 2028, subject to the annual review

WHEREAS, the Board, having met on October 31, 2024, to review the responses, recommends the audit services of EFPR Group, CPA’s PLLC,

NOW, THEREFORE, BE IT RESOLVED that said Auditor shall render services as described in the Request for Quotations dated September 17, 2024, and shall be remunerated according to the following schedule:

Audit Year:	2024	\$	50,750
	(Single Audit 2024)	\$	4,500
	2025	\$	52,000
	2026	\$	53,250
	2027	\$	54,500
	2028	\$	55,750
Additional Work per hour 2024	Partner	\$	280
	Supervisor	\$	165
	Senior Accountant	\$	125
	Staff Accountant	\$	95

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency’s pro-rata share of the cost shall be set at 25% of the total audit cost, and that the pro-rata share of any additional work shall be determined on a case-by-case basis among the Entities, and

BE IT FURTHER RESOLVED that the St. Lawrence County Industrial Development Agency hereby authorizes, empowers and directs its Chief Executive Officer to sign, with Legal Counsel approval, a five-year audit contract with EFPR Group, CPS’s PLLC (the “Auditor”).

Move:				
Second:				
VOTE	AYE	NAY	ABSTAIN	ABSENT
Blevins				
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
 October 31, 2024

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. IDA-24-10-xx
 October 31, 2024

PROFESSIONAL SERVICES FOR ENGINEERING CONSULTANT

A regular meeting of the St. Lawrence County Industrial Development Agency (the “SLCIDA”) was convened on October 31, 2024 at 1:00 PM, local time, in the Main Conference Room of the Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Canton, New York.

The meeting was called to order by _____, and upon roll being called, the following members of the SLCIDA were:

MEMBER	PRESENT	ABSENT
Blevins, Lynn		
Hall, Mark		
LaBaff, Ernie		
McMahon, Andrew		
Morrill, Steven		
Reagan, James		
Staples, Brian		

The following persons were ALSO PRESENT: (IDA Staff) Patrick Kelly, Kimberly Gilbert, Richard Williams, and Lori Sibley.

After the meeting had been duly called to order, the _____ announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to properties throughout the County that the Agency has involvement with.

On motion duly made by _____ and seconded by _____, the following resolution was placed before the members of the St. Lawrence County Industrial Development Agency:

RESOLUTION OF THE ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION WITH ENGINEERING AND PROFESSIONAL SERVICES

Resolution No. IDA-24-10-xx

WHEREAS, the St. Lawrence County Industrial Development Agency (“SLCIDA”) supports the development and redevelopment of site and facilities (the “Projects”) and recognizes the importance of these Projects toward creating economic development opportunities in the County; and

WHEREAS, The services that SLCIDA is considering includes grant writing and administration, project administration, preliminary engineering, final design, construction management, and construction observation.; and

WHEREAS, as outlined in a Request for Qualifications (RFQ) for selection of an Engineering Consultant the SLCIDA performed in 2024, the SLCIDA is securing the services of _____, Inc. (“_____”) as outlined in the Attached Proposal.

WHEREAS, This is a non-project specific solicitation. Submittals received represent a practicable experience in all areas of commercial and industrial projects, including matters of public and privately funded projects, and

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency authorizes the preparation, execution, and delivery of all necessary documents for engineering with _____ for a period of five years from the date of execution. SLCIDA reserves the option to renew the agreement for up to two additional five-year terms, and

BE IT FURTHER RESOLVED that St. Lawrence County Industrial Development Agency officers are, subject to Legal Counsel’s opinion, each hereby designated, authorized, empowered, and directed to execute and deliver any and all agreements necessary to effectuate the transactions contemplated by this resolution.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

MEMBER	AYE	NAY	ABSTAIN	ABSENT
Blevins, Lynn				
Hall, Mark				
LaBaff, Ernie				
McMahon, Andrew				
Morrill, Steven				
Reagan, James				
Staples, Brian				

The Resolution was thereupon declared duly adopted.

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Schedule A

<u>Company</u>
Barton & Loguidice
Labella Associates

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
 Resolution No. IDA-24-10-xx
 October 31, 2024

**PROFESSIONAL SERVICES FOR WEBSITE MAINTENANCE, SOCIAL MEDIA, AND
 TECHNICAL SERVICES**

A regular meeting of the St. Lawrence County Industrial Development Agency (the “SLCIDA”) was convened on October 31, 2024 at 1:00 PM, local time, in the Main Conference Room of the Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Canton, New York.

The meeting was called to order by _____, and upon roll being called, the following members of the SLCIDA were:

MEMBER	PRESENT	ABSENT
Blevins, Lynn		
Hall, Mark		
LaBaff, Ernie		
McMahon, Andrew		
Morrill, Steven		
Reagan, James		
Staples, Brian		

The following persons were ALSO PRESENT: (IDA Staff) Patrick Kelly, Kimberly Gilbert, Richard Williams, and Lori Sibley.

After the meeting had been duly called to order, _____ announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to properties throughout the County that the Agency has involvement with.

On motion duly made by _____ and seconded by _____, the following resolution was placed before the members of the St. Lawrence County Industrial Development Agency:

**RESOLUTION OF THE ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT
 AGENCY AUTHORIZING THE EXECUTION OF CERTAIN DOCUMENTS IN
 CONNECTION WITH WEBSITE MAINTENANCE, SOCIAL MEDIA, AND TECHNICAL
 SERVICES**

Resolution No. IDA-24-10-xx

WHEREAS, the St. Lawrence County Industrial Development Agency (“SLCIDA”) with assistance from New York Power Authority (“NYPA”) enhanced the value of SLCIDA’s website (“Website”) as a tool to facilitate economic development in the North Country through improvements like enhanced website capabilities (i.e., design, content, navigation), search engine optimization, and social media integration (collectively, the “Website Enhancements”), and

WHEREAS, the website require ongoing maintenance for security and technical services, and

WHEREAS, SLCIDA sought out assistance for continued web promotion of St. Lawrence County through content development, social media and marketing campaigns,

NOW, THEREFORE, BE IT RESOLVED that the St. Lawrence County Industrial Development Agency authorizes the preparation, execution, and delivery of all necessary documents for website services with Submersive Media for a period of three years from January 1, 2025. SLCIDA reserves the option to renew the agreement for another three-year term, with the budget revisited for each January, and

BE IT FURTHER RESOLVED that St. Lawrence County Industrial Development Agency officers are, subject to Legal Counsel’s opinion, each hereby designated, authorized, empowered, and directed to execute and deliver any and all agreements necessary to effectuate the transactions contemplated by this resolution.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

MEMBER	AYE	NAY	ABSTAIN	ABSENT
Blevins, Lynn				
Hall, Mark				
LaBaff, Ernie				
McMahon, Andrew				
Morrill, Steven				
Reagan, James				
Staples, Brian				

The Resolution was thereupon declared duly adopted.

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Schedule A

<u>Company</u>
Exemplifi LLC
Submersive Media
TanDev LLC
Technology International, Inc.