

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Meeting of October 31, 2024

CALL TO ORDER: Vice Chairman Blevins calls the meeting to order at 1:02 PM in the Main Conference Room at 19 Commerce Lane, Canton.

ROLL CALL:

Staples	Present (via Zoom)	McMahon	Present
LaBaff	Present	Morrill	Absent
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 October 25, 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 Ana Thomas from LaBella Associates. Ms. Thomas has no comment.

APPROVAL OF MINUTES: Motion to accept the minutes of the September 24, 2024 meeting by Mr. LaBaff, seconded by Mr. Reagen. The motion is approved unanimously.

FINANCIAL REPORTS: Ms. Gilbert reports on the August 2024 Financial Report, which includes the third installment payment for the economic development services contract with County and ARPA program disbursements and other miscellaneous expenses. Motion to accept the August 2024 financial reports by Mr. LaBaff, seconded by Mr. McMahon. The motion is approved unanimously.

COMMITTEE REPORTS: None

STAFF REPORT: Mr. Kelly highlights recent activities.

Remembering Bill Small, Attorney: Mr. Kelly mentions the recent passing of Mr. Bill Small, former long-time IDA Attorney.

Canton Industrial Building: St. Lawrence-Lewis BOCES Adult Education moved into this building earlier this month.

DRI - Massena School of Business: Bids for the primary contracting demolition were due October 22nd. We are currently working with the Development Authority of the North Country reviewing the bids. A recommendation will be brought forward at the next meeting.

Manufacturing Day: Approximately 360 students from 12 school districts participated in Manufacturing Day in St. Lawrence County on October 17th. Ms. Sibley worked with the St. Lawrence-Lewis BOCES CTE and Adult Education to coordinate student information sessions and tours with 13 local manufacturers. In past years, it was reported that three businesses participated in St. Lawrence County, so local districts had to bus students to Watertown to visit one manufacturer.

This year, students were able to stay in St. Lawrence County and visit at least two manufacturers, enabling the students to see what goes on in a manufacturing facility and the types of careers available to them, and to see some of the amazing products made here in St. Lawrence County.

CITEC: A two-day workshop, OSHA-10 for General Industry Training, was organized by CITEC and conducted here in our building earlier this week.

St. Lawrence County Center for Entrepreneurial Leadership (“STL CEL”): Recruitment efforts are underway for our next cohort with an informational session that was held at the Best Western in Canton on October 10th. The event brought together business owners/operators interested in the program to meet alumni and learn first-hand about the program. About 30 people were in attendance.

Marketing: Mr. Ahlfeld attended the Select USA-Canada tradeshow in Toronto earlier this week. Packex is the next scheduled tradeshow to be held in November in Toronto.

Worker’s Compensation Workshop: The Small Business Development Center at SUNY Canton is sponsoring a Business Compliance Workshop, with representatives from the New York State Workers Compensation Board and the New York State Department of Labor on November 6th in the IDA Main Conference Room.

Business Connections Events: The next Business Connections Event – Spotlight on BOCES is scheduled for Wednesday, November 6th at Seaway Tech in Norwood. Staff are contacting businesses to invite them to attend.

Governance Committee Meeting: The Governance Committee will hold its next meeting in November.

Appointments/Reappointments: The term of Mark Hall will expire in December 2024. Mr. McMahon and Mr. Reagen motion/second to recommend to the County Board of Legislators that Mr. Hall be reappointed for another term. Mr. Hall abstains. Motion is approved with majority vote.

OLD BUSINESS: None

NEW BUSINESS:

Resolution IDA-24-10-23: Approving and Adopting FY2025 Budget: The tentative budget was released last month. There have been a few revisions made to the draft budget that reflect more refined numbers related to personnel costs, interest earnings, insurance costs, and buildouts needed for the new BOCES space in the Canton Industrial Building. Mr. LaBaff motions to accept Resolution IDA-24-10-23, seconded by Mr. Hall. The resolution is approved unanimously.

EXECUTIVE SESSION: A motion is made by Mr. Reagen, seconded by Mr. LaBaff to go into executive session at 1:10 PM to discuss the financial, employment and credit history of particular persons or corporations, and the proposed acquisition, sale or lease of real property. A motion to return to regular session is made by Mr. LaBaff, seconded by Mr. McMahon at 1:26 PM.

Resolution IDA-24-10-24: Authorizing Allocations through the St. Lawrence County American Rescue Plan Act Economic Development and Tourism Funding Program: Mr. LaBaff motions to accept Resolution IDA-24-10-24, seconded by Mr. Hall. The resolution is approved unanimously.

Resolution IDA-24-10-25: Authorizing a Five-Year Audit Services Contract: We have been notified by Pinto, Muscenski, Hooper and VanHouse (the IDA's current independent auditing firm) that they will not extend their option to provide auditing services for the next two years. As a result, an RFP was recently issued for Audit Services and EFPR Group, CPS's PLLC is the firm that is recommended. Mr. McMahon motions to accept Resolution IDA-24-10-25 and seconded by Mr. LaBaff. The resolution is approved unanimously.

Resolution IDA-24-10-26: Authorizing Professional Services for Engineering Consultant: Based on the results from the recent RFP that was issued, LaBella Associates is the recommended firm to select for building and site assessment services. Ms. Ana Thomas, representative from LaBella Associates, expresses a great deal of interest in a partnership with the IDA, and adds that they have a good bench of people on their team that will provide quality work within this partnership. Mr. LaBaff motions to accept Resolution IDA-24-10-26, seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution IDA-24-10-27: Authorizing Professional Services for Website Maintenance, Social Media, and Technical Services: The responses from the recent RFP have been reviewed and compared. No local companies submitted a proposal. Submersive Media, the recommended firm, and is currently filling this role originally contracted by NYPA to provide website design, maintenance, security, and social media messaging to enhance the IDA's economic development efforts in St. Lawrence County. Mr. LaBaff motions to accept Resolution IDA-24-10-27, seconded by Mr. Hall. The resolution is approved unanimously.

Mr. Reagen mentions that he would like to encourage the municipalities to post a link on their website that will connect viewers to the St. Lawrence County Industrial Development Agency website to see a complete portfolio of economic development resources available in the County. Mr. Reagen adds that he will mention this opportunity at the next Conference of Mayors meeting.

Resolution IDA-24-10-28: Authorizing a Project for Miskarie USA, LLC, DBA Summit Shred Lab: Mr. Kelly refers to Exhibit A, noting this is an undertaking of an expansion to their current space. The owners are seeking a sales and use tax exemption and mortgage recording exemption for the project. They currently have 3 FTEs and plan to create 2 more FTEs as a result of the project. The company is upgrading its current equipment for shredding and recycling, a modernization to their current process. Mr. Reagen adds that the owners recently were awarded the Business of the Year award at the St. Lawrence County Chamber of Commerce Annual Dinner. They spoke highly of the assistance they have received from the IDA, noting that they would not have been able to grow their business if not for the assistance of the IDA. Mr. LaBaff motions to accept Resolution IDA-24-10-28, seconded by Mr. McMahon. The resolution is approved unanimously

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff. The meeting adjourns at 1:35 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary