

**ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
CIVIC DEVELOPMENT CORPORATION**

Meeting of December 18, 2024

CALL TO ORDER: Vice Chairman Blevins calls the meeting to order at 1:39 PM in the Main Conference Room of the Ernest J. LaBaff Industrial Building at 19 Commerce Lane, Canton.

ROLL CALL:

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

A quorum is recognized.

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

PUBLIC NOTICE: Public notifications sent December 10, 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: No public in attendance.

APPROVAL OF MINUTES: Motion to accept the minutes of the October 31, 2024 meeting by Mr. LaBaff, seconded by Mr. Hall. The motion is approved unanimously.

FINANCIAL REPORTS: Mr. Kelly reports on the September and October 2024 Financial Reports, which shows interest income earned, legal retainer costs and other typical expenses. Motion to accept the September and October 2024 financial reports by Mr. LaBaff, seconded by Mr. Reagen. The motion is approved unanimously.

COMMITTEE REPORTS: The Governance Committee (Mr. Blevins – Chair, Mr. Hall, and Mr. LaBaff) met earlier today. Mr. Blevins announces that this committee is comprised of the same members as the St. Lawrence County IDA. Mr. Blevins reports (on behalf of the committee) the annual review of the following:

- Conflicts of Interest Policy – no changes noted.
- Procurement Policy – recommended increase to the purchasing threshold limits due to inflation.
- The Investment Policy and Authorization of Depositories – no changes noted.
- The Harassment Prevention Policy – no changes noted.
- The Assessment of the Effectiveness of Internal Controls – request to add language to include Insured Sweep Service (“ICS”) investments and modify language to reflect gender neutrality
- The regular meeting schedule, the fourth Tuesday of each month, will continue the same in 2025.

Mr. LaBaff motions, and Mr. Morrill seconds, to accept the Governance Committee Report and the accompanying resolutions deriving from the report. The motion is approved by unanimous vote.

STAFF REPORT: None

OLD BUSINESS: None

NEW BUSINESS:

The following five resolutions require annual reviews of our policies, which were reviewed by the Governance Committee earlier today.

Resolution CDC-24-12-11: Annual Review of the Conflicts of Interest Policy: Mr. LaBaff motions to accept Resolution CDC-24-12-11, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution CDC-24-12-12: Annual Review of the Procurement Policy: With a modification to increase the purchasing threshold limits due to inflation, Mr. LaBaff motions to accept Resolution CDC-24-12-12, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution CDC-24-12-13: Annual Review of the Investment Policy and Authorization of Depositories: Mr. LaBaff motions to accept Resolution CDC-24-12-13, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution CDC-24-12-14: Annual Review of the Harassment Prevention Policy: Mr. LaBaff motions to accept Resolution CDC-24-12-14, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution CDC-24-12-15: Annual Review of the Assessment of the Effectiveness of Internal Controls: With added language to include Insured Sweep Service (“ICS”) investments and to modify language to reflect gender neutrality, Mr. LaBaff motions to accept Resolution CDC-24-12-15, seconded by Mr. Morrill. The resolution is approved with majority vote.

ADJOURNMENT: A motion/second to adjourn is made by Mr. LaBaff/Mr. McMahon. The meeting adjourns at 1:41 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary