

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Meeting of December 18, 2024

CALL TO ORDER: Vice Chairman Blevins calls the meeting to order at 1:00 PM in the Main Conference Room of the Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Canton.

ROLL CALL:

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| 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. Reagen. The motion is approved unanimously.

FINANCIAL REPORTS: Mr. Kelly reports on the September and October 2024 Financial Reports, which include project fee revenue, ARPA program expenses, and other on-going miscellaneous expenses. Motion to accept the September and October 2024 financial reports by Mr. McMahon, 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 reports (on behalf of the committee) the annual review of the following:

- Conflicts of Interest Policy – no changes noted.
- Procurement Policy - request a modification to increase 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. Reagen seconds, to accept the Governance Committee Report and the accompanying resolutions deriving from the report. The motion is approved by unanimous vote.

STAFF REPORT: Mr. Kelly highlights recent activities.

U.S. Small Business Administration (“SBA”): Mr. Kelly mentions two staff members from the SBA have been in our office since December 3rd to help residents and businesses with questions and to complete applications for disaster relief as a result of the flood damage that occurred from Tropical Storm Debby between August 8-10th in St. Lawrence County. IDA staff contacted businesses that were impacted and reached out through the local media channels to connect people to the SBA while they are here. Today is the last day the SBA staff will be at the IDA office. Mr. McMahon asks if there have been any inquiries and Mr. Kelly responds that about a dozen people have either called or visited the office with questions.

NYS Empire State Development (“ESD”): ESD Regional Director Steve Hunt joined IDA staff on a series of site visits last week to Alcoa, Potsdam Specialty Paper, Corning, North American Forest Group, the 100 Paterson Street Building, the Air Products site, and the Massena Electric Department.

Restore NY and Downtown Revitalization Initiative (“DRI”) Projects: We are working on a number of Restore NY and DRI projects either ourselves or providing technical assistance or helping to package bridge financing. These projects include the DRI award we received for the Massena School of Business, as well as Massena Arts and Theatre, Bent Beam Brewing in Canton, and the former Hackett’s facility in Ogdensburg. The projects are at various stages of planning and implementation.

Marketing: Staff attended a number of trade shows in Montreal and Toronto.

Business Connections Events: Staff attended a *Business and University Mixer Event*, sponsored by the St. Lawrence County Chamber of Commerce and the Potsdam Chamber of Commerce, on November 21st that was held at SUNY Potsdam. The event highlighted the local connections between the businesses and the colleges, including Handshake (the college’s job-sharing app) and other services offered through the Career Services offices. IDA staff assisted by reaching out to local employers to invite them to attend the event to increase their awareness of the college’s workforce development and training services available and to learn what new offerings are available.

IDA staff also assisted with coordinating *Business Connections Events – Spotlight on BOCES* events at both Seaway Tech BOCES (in Norwood) on November 6th and Northwest Tech BOCES (in Ogdensburg) on December 12th. Upcoming events are scheduled for Southwest Tech BOCES on February 4th and SUNY Canton’s Canino School of Engineering on March 20th.

St. Lawrence County Center for Entrepreneurial Leadership (“STL CEL”): The next cohort is scheduled to begin on January 13th. There are currently 9 businesses representatives that have registered for the 2025 program. This is a peer based, mentor driven program that empowers participants to operate their businesses more efficiently and effectively. Mr. McMahon asks if the registration numbers are enough to run the class. Mr. Kelly responds that the ideal number of participants is 8-12 in an effort to allow interaction between the participants.

Appointments/Reappointments: The St. Lawrence County Board of Legislators approved the reappointment of Mark Hall to another 3-year term.

OLD BUSINESS: None

NEW BUSINESS:

The regular meeting schedule, the fourth Tuesday of each month, will continue the same in 2025.

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

Resolution IDA-24-12-29: Annual Review of the Conflicts of Interest Policy: Mr. LaBaff motions to accept Resolution IDA-24-12-29, seconded by Mr. Reagen. The resolution is approved unanimously.

Resolution IDA-24-12-30: Annual Review of the Procurement Policy: With a modification to increase the purchasing threshold limits due to inflation, Mr. LaBaff motions to accept Resolution IDA-24-12-30, seconded by Mr. Reagen. The resolution is approved unanimously.

Resolution IDA-24-12-31: Annual Review of the Investment Policy and Authorization of Depositories: Mr. LaBaff motions to accept Resolution IDA-24-12-31, seconded by Mr. Reagen. The resolution is approved unanimously.

Resolution IDA-24-12-32: Annual Review of the Harassment Prevention Policy: Mr. LaBaff motions to accept Resolution IDA-24-12-32, seconded by Mr. Reagen. The resolution is approved unanimously.

Resolution IDA-24-12-33: 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 IDA-24-12-33, seconded by Mr. Reagen. The resolution is approved unanimously.

EXECUTIVE SESSION: Motion is made by Mr. Reagen, seconded by Mr. Hall to go into executive session at 1:12 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 1:20 PM.

Resolution IDA-24-12-34: Authorizing Allocations through the St. Lawrence County American Rescue Plan Act Economic Development and Tourism Funding Program: Mr. Kelly mentions this is the 19th ARPA resolution, and the final resolution, as all funds will now be allocated by the December 31, 2024 program deadline. Mr. Hall asks about the success of the program. Mr. Kelly states that while it may seem easy to provide grants, allocating money responsibly, through a series of well-thought-out programs and balanced equitably across a large geographic area like the County is difficult work, but he is pleased with the results. Mr. Kelly commends the IDA staff for all the work that went into administering the funds. Mr. LaBaff motions to accept Resolution IDA-24-12-34, seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution IDA-24-12-35: Authorizing the Awarding Bid for the Massena School of Business Downtown Revitalization Initiative Project: An RFP was issued, and we have a recommended award. Staff have been working with our project partner DANC, the Village of Massena, which owns the property, and the bidder to produce a scope of work that fits with the project goals and budget. Mr. McMahon mentions that he has spoken with some local political leaders in Massena, and they seem pleased with the work the IDA is doing. Mr. LaBaff motions to accept Resolution IDA-24-12-35 and seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution IDA-24-12-36: Project Amendment – Northeastern Sign Corporation: The project was approved a year ago. However, a portion of the business (Mike’s Trophies) is going to be sold to an employee and become a separate entity. So instead of the Northeastern Sign Corporation project representing 8 retained FTE’s and 2 FTE’s to be created, there will be 6 retained FTE’s and 2 FTE’s to be created at the new, separate entity. The company has also found a piece of equipment they are seeking to acquire that is related to the original project. The sales and use tax exemption will expire at the end of this month, so the company has requested an extension of the benefit for three additional months and an increase in the amount to be exempted from \$164,000 to \$275,000 as this equipment is more expensive than had originally been anticipated. An updated Cost-Benefit Analysis has been created to reflect the changes requested. Mr. Morrill motions to accept Resolution IDA-24-12-36, seconded by Mr. LaBaff. The resolution is approved unanimously.

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff/Mr. Reagen. The meeting adjourns at 1:25 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary