

**ST. LAWRENCE COUNTY PROPERTY DEVELOPMENT CORPORATION**

**Meeting of December 18, 2024**

---

CALL TO ORDER: Vice Chairman Blevins calls the meeting to order at 1:42 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. McMahon, seconded by Mr. LaBaff. The motion is approved unanimously.

FINANCIAL REPORTS: Mr. Kelly reports on the September and October 2024 Financial Reports, which shows earnings on deposits and annual legal and accounting expenses. Motion to accept the September and October 2024 financial reports by Mr. McMahon, seconded by Mr. Morrill. 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 - request 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. McMahon seconds, to accept the Governance Committee Report and the accompanying resolutions deriving from the report. The motion is approved by a 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 PDC-24-12-11: Annual Review of the Conflicts of Interest Policy: Mr. LaBaff motions to accept Resolution PDC-24-12-11, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution PDC-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 PDC-24-12-12, seconded by Mr. Morrill. The resolution is approved with majority vote.

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

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

Resolution PDC-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 PDC-24-12-15, seconded by Mr. Morrill. The resolution is approved with majority vote.

Resolution PDC-24-12-16: Acceptance of a Donation of the 30 Buck Street Property in Canton: Mr. Kelly mentions this is the former Kraft facility in Canton, currently owned by St. Lawrence County Manufacturing and Properties, LLC. The property consists of approximately 100,000 square feet on six acres. Staff began talking with the owners over the last year. Cheese production ceased at the facility years ago and the facility has been used as a cheese storage box cleaning a reconditioning operation for most of the past fifteen years. The facility is now vacant. The property will be donated to the St. Lawrence County Property Development Corporation (“PDC”) to repurpose and restore the facility with the purpose of getting it back on the tax roll, with the goal of attracting new business, jobs, and economic activity to the area. Mr. Kelly points out that buildings in Norwood, Potsdam and Ogdensburg were taken on with similar intentions and have been redeveloped by the IDA and its affiliated corporations. Most recently, the 100 Paterson Street facility in Ogdensburg. Staff will work with the community and our regional and state partners to get the facility back to productive use. Mr. Reagen mentions that we have a good record of doing these types of projects. If we don’t do this, he states it is likely this building will fall into disrepair. Mr. McMahon asks about the amount of money that will be required to repurpose the facility. Mr. Kelly mentions that it depends on how it will be utilized. He predicts it will require an investment in the low millions of dollars and upward. Mr. LaBaff highlights that this is an endeavor that comes with some risk and will require a lot of effort, and motions to accept Resolution PDC-24-12-16, seconded by Mr. Hall. The resolution is approved with unanimous vote.

ADJOURNMENT: A motion/second to adjourn is made by Mr. LaBaff/Mr. McMahon. The meeting adjourns at 1:50 PM by unanimous vote.

---

Mr. Ernest LaBaff, Secretary