

<p><b>ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY</b> <b>MEETING AGENDA</b></p>
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**\*Agenda subject to change\***

Ernest J. LaBaff Industrial Building, 19 Commerce Lane, Suite 1, Canton, New York 13617

**April 16, 2024**

Call to Order

Roll Call

Public Notice            April 10, 2024

Public Comment

Approval of            March 25, 2025 ..... 1-3  
Minutes

Financial Report

Committee Reports

Staff Report            Patrick Kelly

Old Business            None

New Business            Resolution: Authorizing Project: Cives Steel Northern Division.....4-9  
Resolution: Authorizing Application for Grant Funds through the Northern Border  
Regional Commission ..... 10

Executive Session

Adjournment

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# ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

## Meeting of March 25, 2025

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CALL TO ORDER: Mr. Hall calls the meeting to order at 1:02 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

### ROLL CALL:

Staples .....	Absent	McMahon .....	Present
LaBaff .....	Present	Morrill .....	Present
Blevins .....	Present (via Zoom)	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 March 21, 2025, 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: None

APPROVAL OF MINUTES: Motion to accept the minutes of the February 18, 2025 meeting by Mr. LaBaff, seconded by Mr. Morrill. The motion is approved unanimously.

FINANCIAL REPORTS: None

COMMITTEE REPORTS: The Governance Committee met this morning (Mr. Blevins, Mr. Hall, and Mr. LaBaff). On behalf of the committee, Mr. Hall provides the following summary: the committee reviewed the Compensation, Reimbursement and Attendance Policy, Whistleblower Policy, Code of Ethics Policy, Defense and Indemnification Policy, Review of Disposition of Property Guidelines and the 2024 Real Property Report, updates to the FOIL and Open Meetings Law Policy, Board Member Evaluation Forms, Annual Financial Disclosure Form, and Mission and Performance Review. Mr. LaBaff motions to accept the Governance Committee report, seconded by Mr. Morrill. The motion is approved unanimously.

STAFF REPORT: None

### NEW BUSINESS:

Resolution IDA-25-03-06: Annual Review of Code of Ethics: The Governance Committee reviewed the policy and determined no changes are needed at this time. Mr. LaBaff motions to approve Resolution IDA-25-03-06, seconded by Mr. Reagen. Motion is approved by unanimous vote.

Resolution IDA-25-03-07: Annual Review of Compensation, Reimbursement, and Attendance Policy: The Governance Committee reviewed the policy, and no changes are recommended at this time. Mr. LaBaff motions to approve Resolution IDA-25-03-07, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-25-03-08: Annual Review of Defense and Indemnification Policy: After review by the Governance Committee, there are no recommended changes to this policy. Mr. LaBaff motions to approve Resolution IDA-25-03-08, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-25-03-09: Annual Review of the Whistleblower Policy and Procedures: The Governance Committee reviewed the policy and recommends no changes. Mr. LaBaff motions to approve Resolution IDA-25-03-09, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-25-03-10: 2025 Review of Disposition of Real Property Guidelines and 2024 Report of Property: Upon review, the Governance Committee determined there is no need for revisions at this time. Mr. LaBaff motions to approve Resolution IDA-25-03-10, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution IDA-25-03-11: Adopting Revised Freedom of Information Law (“FOIL”) and Open Meetings Law Policy: While the current FOIL policy includes information on how the public may access agency records, updates to the policy now include open meetings law information relevant to the ability for the public to livestream meetings or view recorded meetings posted on the website. Mr. McMahon motions to approve Resolution IDA-25-03-11, seconded by Mr. LaBaff. The motion is approved by unanimous vote.

Resolution IDA-25-03-12: Adopting the 2024 Audit: The final audit was provided to the board for review. This year’s audit was a new process conducted by EFPR Group, based in Williamsville, NY. There were no findings and no disagreements with management. A separate Audit and Finance Committee Meeting will be held with the auditors soon. Mr. LaBaff motions to approve Resolution IDA-25-03-12, seconded by Mr. McMahon. The motion is approved by unanimous vote.

Resolution IDA-25-03-13: Annual Mission and Performance Report and Assessment of IDA Projects: This is a compilation of all the annual project activity that gets reported through the Public Authorities Reporting System (“PARIS”). Mr. Kelly adds there were 51 active projects reported in the PARIS system for the St. Lawrence County IDA and provides performance measurement results from the projects contained in the 2024 Annual Assessment of Active IDA Projects report. In the review, Mr. Kelly addresses the recent announcement that Air Products is terminating their project in St. Lawrence County. He adds that Air Products was approved for a Sales and Use Tax Exemption, but did not use it. There was no benefit used and no job creation, so the project has no significant numbers to report. We are currently working with Air Products to determine how to reposition the site for future development opportunities.

Further in the report, Mr. Kelly adds that there are various exemptions reported, job creation numbers, and notes indicating the status of each project. The IDA provided \$150,000 in Sales and Use and/or Mortgage Recording Tax Exemptions, about \$2.3 million in property tax exemptions, and the taxing jurisdictions collected about \$1,050,000 in PILOT payments. Prior to IDA involvement, the applicants showed a total of 706 jobs with plans to create 161 more jobs. Mr. Kelly reports the overall job level at the end of 2024 was 940, a number that reflects 72 more jobs than projected at the time of the application. In terms of PILOTS, the impact of the PILOT payments are equal to an increase in approximately \$29 million in assessed value added to the tax roll. When the PILOTS end, the assessed value will be around \$60 million. In summary, the projects are performing as expected, and in many cases, better than expected.

Mr. Kelly then highlights the Annual Report Document that was reviewed by the Governance Committee. In addition to IDA project activity he highlights that the administration of ARPA funds on behalf of St. Lawrence County continued on through the end of 2024, resulting in \$3,242,000 in awards.

Copies of these reports also go to the St. Lawrence County Board of Legislators. Staff also distribute the Annual Report document to various stakeholders throughout the County. Mr. Hall comments that the Annual Assessment of Project Activity is a very well-coordinated report. He commends staff for the amount of work that went into providing such a thorough report. Mr. LaBaff motions to approve Resolution IDA-25-03-13, seconded by Mr. Morrill. The motion is approved by unanimous vote.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. McMahon/Mr. LaBaff. The meeting adjourns at 1:20 PM by unanimous vote.

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Mr. Ernest LaBaff, Secretary

DRAFT

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
**PROJECT AUTHORIZING RESOLUTION**  
CIVES STEEL COMPANY, NORTHERN DIVISION [IDA Project# 4001-25-01]  
Resolution No. IDA-25-04-xx  
April 16, 2025

A meeting of the St. Lawrence County Industrial Development Agency (the “SLCIDA”) was convened on April 16, 2025, at 1:00 PM., local time, at the IDA office, 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 C.		
LaBaff, Ernest		
McMahon, Andrew		
Morrill, Steven		
Reagen, James		
Staples, Brian W.		

The following persons were ALSO PRESENT: Staff (Patrick Kelly, Richard Williams, Kimberly Gilbert, 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 proposed project for the benefit of Cives Steel Company, Northern Division.

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

**(i) ACCEPTING AN APPLICATION SUBMITTED BY CIVES STEEL COMPANY, NORTHERN DIVISION WITH RESPECT TO A CERTAIN PROJECT (AS DESCRIBED BELOW); (ii) DESCRIBING THE FORMS OF FINANCIAL ASSISTANCE BEING CONTEMPLATED BY THE SLCIDA WITH RESPECT TO THE PROJECT; (iii) AUTHORIZING THE UNDERTAKING AND FINANCIAL ASSISTANCE TO THE COMPANY FOR THE PROJECT IN THE FORM OF A SALES AND USE TAX EXEMPTION FOR PURCHASES AND RENTALS RELATED TO UNDERTAKING THE PROJECT; (iv) APPOINTING THE COMPANY AS SLCIDA’S AGENT FOR PURPOSES OF UNDERTAKING THE PROJECT (v) AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGENT AGREEMENT AND OTHER DOCUMENTS RELATED TO THE FINANCIAL ASSISTANCE; (vi) ACCEPTING AND ADOPTING FINDINGS WITH RESPECT TO THE PROJECT PURSUANT TO SEQRA.**

**WHEREAS**, the St. Lawrence County Industrial Development Agency (the "SLCIDA") is authorized and empowered by Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "State") as amended, and Chapter 358 of the Laws of 1971 of the State, as amended (collectively, the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of industrial, manufacturing, warehousing, commercial, research, and recreation facilities, including industrial pollution control facilities, railroad facilities and certain horse racing facilities, for the purpose of promoting, attracting, encouraging and developing recreation and economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State, to improve their recreation opportunities, prosperity and standard of living, and to prevent unemployment and economic deterioration, and

**WHEREAS**, Cives Steel Company, Northern Division (the "Company") has submitted an application (the "Application") to the SLCIDA requesting the SLCIDA's assistance with the project, the terms and conditions of which are described in Exhibit A, attached hereto and made a part thereof, and as may be more thoroughly described within the Application, and

**WHEREAS**, there has been enacted into law Article 8 of the New York Environmental Conservation Law, Chapter 612 of the 1975 Laws of the State of New York, as amended (the "Environmental Act"), which provides for the review of certain "actions" undertaken by State and local agencies for purposes of regulating such activities in order for proper consideration be given to the prevention of environmental damage, and

**WHEREAS**, provision of economic assistance to industrial projects by the SLCIDA is an "action" as that term is defined in the Environmental Act, which must be evaluated by the SLCIDA to determine its environmental effect, and in accordance with the Environmental Act, the SLCIDA conducted an environmental review of the project, a draft of which is attached hereto as Exhibit B, and

**WHEREAS**, it is contemplated that prior to taking any action the SLCIDA will (i) accept the Company's application for financial assistance in the form of a Sales and Use Tax Exemption; (ii) accept and adopt findings pursuant to SEQRA;

**NOW, THEREFORE, BE IT RESOLVED** by the members of the St. Lawrence County Industrial Development Agency as follows:

Section 1. The Company has presented an Application in a form acceptable to the SLCIDA. Based upon the representations made by the Company to the SLCIDA in the Company's application, the SLCIDA hereby finds and determines that:

(A) By virtue of the Act, the SLCIDA has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act; and

(B) The SLCIDA has the authority to take the actions contemplated herein under the Act; and

(C) The action to be taken by the SLCIDA will induce the Company to develop the Project in St. Lawrence County, New York, and otherwise furthering the purposes of the SLCIDA as set forth in the Act; and

(D) The Project will not result in the removal of a civic, commercial, industrial, or manufacturing plant of the Company or any other proposed occupant of the Project from one area of the State of New York (the "State") to another area of the State or result in the abandonment of one or more plants or facilities of the Company or any other proposed occupant of the Project located within the State; and the SLCIDA hereby finds that, based on the Company's application, to the extent occupants are relocating from one plant or facility to another, the Project is reasonably necessary to discourage the Project occupants from removing such other plant or facility to a location outside the State and/or is reasonably necessary to preserve the competitive position of the Project occupants in their respective industries.

Section 2. The SLCIDA has reviewed the SEQR assessment and its findings for the Project and hereby confirms and determines that the Project will not result in any significant adverse environmental impacts.

Section 3. Subject to the execution of an Agency Compliance Agreement and the delivery to the SLCIDA of a binder, certificate or other evidence of liability insurance policy for the Project satisfactory to the SLCIDA, the SLCIDA hereby authorizes the Company to proceed with the undertaking of the Project and hereby appoints the Company, and their respective agents and other designees, as the true and lawful agent of the SLCIDA: (i) to acquire, construct and equip the Project; (ii) to make, execute, acknowledge and deliver any contracts, orders, receipts, writings and instructions, as the stated agent for the SLCIDA with the authority to delegate such agency, in whole or in part, to agents, subagents, contractors, and subcontractors of such agents and subagents and to such other parties as the Company chooses; and (iii) in general, to do all things which may be requisite or proper for completing the Project, all with the same powers and the same validity that the SLCIDA could do if acting in its own behalf.

Section 4. The form and substance of a proposed Agency Compliance Agreement by and between SLCIDA and the Company with respect to the Sales and Use Tax Exemption is hereby approved, and the Chairman, Vice Chairman and/or Chief Executive Officer is authorized to execute and deliver said Agency Compliance Agreement and related documents.

Section 5. The Agency Compliance Agreement shall expire on **December 31, 2025** unless extended pursuant to the terms of the Agency Compliance Agreement.

Section 6. The public hearing, concerning the nature and location of the Facility and the contemplation of the provision of financial assistance is not required;

Section 7. Intentionally omitted;

Section 8. The officers, employees and agents of the SLCIDA are hereby authorized and directed for and in the name and on behalf of the SLCIDA to do all acts and things required and to execute and deliver all such certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolutions and to cause compliance by the SLCIDA with all of the terms, covenants and provisions of the documents executed for and on behalf of the SLCIDA.

Section 9. These Resolutions shall take effect immediately.

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



ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
**PROJECT AUTHORIZING RESOLUTION**  
CIVES STEEL COMPANY, NORTHERN DIVISION [IDA Project# 4001-25-01]  
Resolution No. IDA-25-04-xx  
April 16, 2025

Member	Aye	Nay	Abstain	Absent
Blevins, Lynn				
Hall, Mark C.				
LaBaff, Ernest				
McMahon, Andrew				
Morrill, Steven				
Reagen, James				
Staples, Brian W.				

The resolution was thereupon declared duly adopted.

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**EXHIBIT A**

<b>1.</b>	<b>Applicant Name/Project Number:</b> CIVES STEEL COMPANY, NORTHERN DIVISION [#4001-25-01]	
<b>2.</b>	<b>Project Description (the “Project”):</b> Cives Steel Company, Northern Division (“Company”) plans to undertake a project that to improve its downtown office facility and improvements to its production facility including Craneway Re-Painting, replacement of windows and installation of new overhead doors at the company’s Shop Facility, and the acquisition of new Welding Equipment.	
<b>3.</b>	<b>Type of Financial Assistance Requested:</b>	Exemption from sales and use taxes on purchases and rentals of goods and services relating to the undertaking of the “Project” as described, above.
<b>4.</b>	<b>Total Amount of Project:</b>	\$275,000
<b>5.</b>	<b>Benefited Project Amount:</b>	\$275,000
<b>6.</b>	<b>Estimated value of NYS Sales &amp; local sales and use tax exemption to be provided to the Company for this Project:</b>	\$22,000
<b>7.</b>	<b>PILOT Structure</b>	N/A
<b>8.</b>	<b>Mortgage Recording Tax Exemption</b>	N/A
<b>9.</b>	<b>Full-time Equivalent Jobs to be Retained as a Result of the Project:</b>	139
<b>10.</b>	<b>Full-Time Equivalent Jobs to be Created as a Result of the Project:</b>	0
<b>11.</b>	<b>Expiration of the Financial Assistance:</b>	December 31, 2025

## SECRETARY'S CERTIFICATION

STATE OF NEW YORK                    )  
COUNTY OF ST. LAWRENCE        )       SS.:

The undersigned, being the Secretary of the St. Lawrence County Industrial Development Agency, DOES HEREBY CERTIFY THAT:

I have compared the foregoing extract of the minutes of the meeting of the St. Lawrence County Industrial Development Agency (the "Agency") including the resolution contained therein, held on April 16, 2025 with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject in matters therein referred to.

I FURTHER CERTIFY that all members of said Agency had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed, or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Agency this 16th day of April 2025.

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Mr. Ernie LaBaff

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
Resolution No.IDA-25-04-xx  
April 16, 2025

**AUTHORIZING APPLICATION FOR GRANT FUNDS THROUGH  
NORTHERN BORDER REGIONAL COMMISSION**

**WHEREAS**, the St. Lawrence County Industrial Development Agency (“SLCIDA”) is undertaking the redevelopment of the former manufacturing facility located at 30 Buck Street in Canton, New York (the “Project”) and recognizes the importance of the Project toward creating economic development opportunities in Canton and St. Lawrence County; and

**WHEREAS**, the Northern Border Regional Commission (NBRC) offers, amongst other goals, grants to support economic development projects in the region through the NBRC Spring 2025 Catalyst Program, and

**WHEREAS**, NBRC grant funding, if awarded, would provide \$500,000 in additional funding to enable the SLCIDA to secure the building envelope by repairing the roof, upgrading the building entry elements such as doors and windows, replacing the old, outdated boiler with a new heating system and improving the functionality of the electrical systems within the building,

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Industrial Development Agency authorizes preparation, execution, and delivery to NBRC of an application for funding for the above-described project, and

**BE IT FURTHER RESOLVED** that the St. Lawrence County Industrial Development Agency Chief Executive Officer Patrick J. Kelly and/or Chief Financial Officer Kimberly Gilbert, subject to Legal Counsel opinion, each hereby designated, authorized, empowered, and directed to execute and deliver any and all grant agreements necessary to effectuate the transactions contemplated by this resolution as “Authorized Officials.”

Move:				
Second:				
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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  
April 16, 2025