

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

**Meeting of March 25, 2025**

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CALL TO ORDER: Mr. Hall calls the meeting to order at 1:41 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. McMahon. 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 CDC-25-03-01: 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 CDC-25-03-01, seconded by Mr. Reagen. Motion is approved by unanimous vote.

Resolution CDC-25-03-02: 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 CDC-25-03-02, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-25-03-03: 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 CDC-25-03-03, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-25-03-04: Annual Review of the Whistleblower Policy and Procedures: The Governance Committee reviewed the policy and recommends no changes. Mr. LaBaff motions to approve Resolution CDC-25-03-04, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-25-03-05: 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 CDC-25-03-05, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-25-03-06: 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. LaBaff motions to approve Resolution CDC-25-03-06, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Resolution CDC-25-03-07: 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 CDC-25-03-07, seconded by Mr. Reagen. The motion is approved by unanimous vote.

Annual Mission and Performance Report and Assessment of Projects: This is a compilation of all the annual project activity that gets reported through the Public Authorities Reporting System (“PARIS”). The documents are part of a combined report sent to the St. Lawrence County Board of Legislators. Mr. LaBaff motions to approve the Annual Mission and Performance Report and Assessment of Projects, seconded by Mr. Reagen. The motion is approved by unanimous vote.

EXECUTIVE SESSION: Mr. LaBaff makes a motion to go into executive session at 1:44 PM to discuss potential litigation, seconded by Mr. McMahon. A motion to return to regular session is made by Mr. Morrill, seconded by Mr. Reagen at 2:12 PM. Both motions were approved by unanimous vote.

Mr. LaBaff motions, seconded by Mr. McMahon, to engage with the firm McDonald and Hopkins for legal services for an amount not to exceed \$10,000.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff/Mr. Morrill. The meeting adjourns at 2:13 PM by unanimous vote.

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Mr. Ernest LaBaff, Secretary