

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

**MEETING AGENDA**

**\*Agenda subject to change\***

January 27, 2026

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

Call to Order

Roll Call

Public Notice                      January 23, 2026

Public Comment

Approval of Minutes              December 18, 2025 ..... 1-2

Financial Report                  November 2026..... 3-5

Report of Committees

Staff Report                      Patrick Kelly

Old Business                      None

New Business

Executive Session

Adjournment

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

**Meeting of December 18, 2025**

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CALL TO ORDER: Mr. Blevins calls the meeting to order at 2:39 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

**ROLL CALL:**

Staples .....	Present (via Zoom)	McMahon .....	Present
LaBaff .....	Absent	Morrill .....	Present
Blevins .....	Present	Reagen .....	Present
Hall.....	Present		

A quorum is recognized.

IDA Staff present: Patrick Kelly, Kimberly Gilbert, and Bob Ahlfeld

IDA-LDC Staff present: Marijean Remington

**PUBLIC NOTICE:** Public notifications sent December 11, 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 October 28, 2025 meeting by Mr. Hall, seconded by Mr. Reagan. The motion is approved unanimously.

**FINANCIAL REPORTS:** Mrs. Gilbert provides highlights for September and October 2025. She refers to the board the highlight sheet for each month. Ms. Gilbert notes that the two months of financial reports represent normal months with interest income for revenues and Directors & Officers insurance costs and legal costs. Motion to accept the September and October 2025 financial reports by Mr. McMahon, seconded by Mr. Morrill. The motion is approved unanimously.

**COMMITTEE REPORTS:** Mr. Blevins, Chair of the Governance Committee gives a summary of the Governance Committee meeting held the previous day. The committee reviewed the annual policies and the Assessment of the Effectiveness of Internal Controls. At this time, the committee recommends no changes to the policies and assessment.

**STAFF REPORT:** None

**NEW BUSINESS:**

**Resolution CDC-25-12-10: 2025 Review of Conflicts of Interest Policy.** The Governance Committee compared the existing Policy and the ABO model for the Conflicts of Interest Policy, and it is determined that there are no recommended changes at this time. Motion to accept was made by Mr. Reagan and seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution CDC-25-12-11: 2025 Review of Procurement Policy. Mr. Kelly notes that there are no recommended changes to this year's policy. Motion to accept was made by Mr. Reagan and seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution CDC-25-12-12: 2025 Review of Investment Policy. Mr. Kelly notes that there are no recommended changes to this year's policy. Motion to accept was made by Mr. Reagan and seconded by Mr. McMahon. The resolution is approved unanimously.

Resolution CDC-25-12-13: 2025 Review of Harassment Prevention Policy. Mr. Kelly notes that there are no recommended changes to this year's policy. Motion to accept was made by Mr. Reagan and seconded by Mr. McMahon. The resolution is approved unanimously.

2025 Review of Assessment of Internal Controls. The board reviews the current Assessment of Internal Controls policy it is determined that there are no recommended changes at this time.

ADJOURNMENT: A motion to adjourn is made by Mr. McMahon. The meeting adjourns at 2:42 PM by unanimous vote.

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Mr. Ernest LaBaff, Secretary

DRAFT

St. Lawrence County Industrial Development Agency  
Civic Development Corporation  
Highlights  
**November 2025**

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Revenue

- Interest Income	3.39	\$3.39
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Expenses

- Other Operating Expenses	0.00	\$0.00
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Net Income	\$3.39
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**St. Lawrence County IDA Civic Development Corp.**  
**Balance Sheet**  
As of November 30, 2025

	<u>Nov 30, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>200 - Checking Account</b>	
200-A - NBT - Checking	1,357.29
200-B - Key Bank	8,488.84
200-C - Community Bank	<u>4,787.78</u>
<b>Total 200 - Checking Account</b>	<u>14,633.91</u>
<b>201 - CivicDevFund - Restricted</b>	
201-A - NBT - Civic Dev Fund	7,191.47
201-C - Community Bank Civic Dev Fund	<u>5,000.00</u>
<b>Total 201 - CivicDevFund - Restricted</b>	<u>12,191.47</u>
<b>Total Checking/Savings</b>	<u>26,825.38</u>
<b>Total Current Assets</b>	<u>26,825.38</u>
<b>TOTAL ASSETS</b>	<u><u>26,825.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted	33,682.00
Unrestricted - Board Designated	14,170.85
Net Income	<u>-21,027.47</u>
<b>Total Equity</b>	<u>26,825.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>26,825.38</u></u>

**St. Lawrence County IDA  
Civic Development Corporation  
Budget Report**

	2025 Budget	November-25	YTD	Balance
<b>Income</b>				
2400 · Late Fees Received	25.00	0.00	25.00	0.00
2409B · Interest Income - Banking	300.00	3.39	43.78	256.22
2409L · Interest Income - Loans	950.00	0.00	51.00	899.00
2499 · Miscellaneous Income	100.00	0.00	0.00	100.00
	1,375.00	3.39	119.78	1,255.22
<b>Expenditures</b>				
6460411 · Insurance Expense	700.00	0.00	650.20	49.80
6460420 · Office Supplies Expense	100.00	0.00	0.00	100.00
6460426 · IT/Cyber Expenses	500.00	0.00	199.33	300.67
6460432 · Legal Expense Other	5,000.00	0.00	13,390.00	(8,390.00)
6460433 · Legal Expense-Retainer	3,750.00	0.00	0.00	3,750.00
6460434 · Accounting Expense	6,500.00	0.00	6,906.25	(406.25)
6460450 · Project Development Expense	50.00	0.00	0.00	50.00
6460499 · Miscellaneous Expense	250.00	0.00	1.47	248.53
6460503 · Salary Stipend Expense	14,280.00	0.00	0.00	14,280.00
<b>Total IDA CDC Operating Expenditures</b>	31,130.00	0.00	21,147.25	9,982.75
<b>Total Revenue</b>	1,375.00	3.39	119.78	1,255.22
<b>Total Expenditures</b>	31,130.00	0.00	21,147.25	9,982.75
<b>Net Income</b>	(29,755.00)	3.39	(21,027.47)	(8,727.53)