

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

Meeting of December 18, 2025

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.

Mr. Ernest LaBaff, Secretary