

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

**Meeting of December 18, 2025**

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CALL TO ORDER: Mr. Blevins calls the meeting to order at 2:31 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. McMahon, seconded by Mr. Morrill. The motion is approved unanimously.

FINANCIAL REPORTS: Mrs. Gilbert provides highlights for September and October 2025. She refers to the highlight sheet for each month. Ms. Gilbert notes that there were not any unusual revenues or expenditures in either month. The main expenses for the two months of financials were Community Development and Environmental Improvement Program issuances. Ms. Gilbert asks if there are any specific questions, there are none, and the board approves the financial reports. 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 day prior. 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. The committee also recommends that the 2026 meeting schedule be the same as it was for 2025, meetings will be on the 4<sup>th</sup> Tuesday of each month at 1pm, to be changed as needed. Motion to accept the Governance Committee report is moved by Mr. McMahon, seconded by Mr. Staples. The motion is approved unanimously.

STAFF REPORT: Mr. Kelly discusses the \$70,000 loan approved in July for Villnave Construction Services, Inc. We issued the first draw of \$35,000 in August. As we have been working toward a closing for the remainder of the loan with DANC, who had also approved a \$70,000 from North Country Alliance Fund for the project. However, in the meantime, Mr. Villnave has accepted an offer on a portion of land that was to be part of the collateral on the loan via a mortgage. The IDALDC would like to continue with their part of the loan, a total of \$70,000, modifying the initial approval to include a sole first on the 90 Hurley Road property in Winthrop which serves as the headquarter facility for Villnave Construction Services. Kelly asked the board for their approval with the modification recommendation. Mr. Hall moves to approve the modification, seconded by Mr. Staples . The staff will continue with the loan as modified.

Mr. Kelly also notes that when we closed a \$200,000 loan in August 2025 with Legacy Crane, LLC. the company planned to use a loan from the North Country Economic Development Fund (NCEDF) to purchase property in Watertown. That loan was approved, however Legacy Crane decided to move forward with the property purchase utilizing company equity and not taking the additional loan from NCEDF.

NEW BUSINESS:

Resolution LDC-25-12-16: 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. Morrill. The resolution is approved unanimously.

Resolution LDC-25-12-17: 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. Morrill. The resolution is approved unanimously.

Resolution LDC-25-12-18: 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. Morrill. The resolution is approved unanimously.

Resolution LDC-25-12-19: 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. Morrill. The resolution is approved unanimously.

2025 Review of The Assessment of the Effectiveness 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 2:39 PM by unanimous vote.

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Mr. Ernest LaBaff, Secretary