

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

MEETING AGENDA

Agenda subject to change

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

June 11, 2026

Call to Order

Roll Call

Public Notice June 8, 2026

Public Comment

Approval of March 27, 2026 1-2
Minutes

Financial Report January, February, March 2026 3-11

Committee Reports

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 March 27, 2026

CALL TO ORDER: Chairman Staples calls the meeting to order at 2:01 PM in the main conference room at the Ernest J. LaBaff Industrial Building, Canton.

ROLL CALL:

Staples Present
LaBaff Present
Blevins Absent
Hall..... Present

McMahon Present
Morrill Present
Reagen..... Present

A quorum is recognized.

Staff present: Patrick Kelly, Kimberly Gilbert, Lori Sibley, Marijean Remington and Bob Ahlfeld

PUBLIC NOTICE: Public notifications sent March 20, 2026, 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 January 27, 2026 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 2025 Real Property Report, 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. Hall. The motion is approved unanimously.

STAFF REPORT: None

NEW BUSINESS:

Resolution CDC-26-03-01: 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-26-03-01, seconded by Mr. Morrill. Motion is approved by unanimous vote.

Resolution CDC-26-03-02: 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-26-03-02, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution CDC-26-03-03: 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-26-03-03, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution CDC-26-03-04: 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-26-03-04, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution CDC-26-03-05: 2026 Review of Disposition of Real Property Guidelines and 2025 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-26-03-05, seconded by Mr. Morrill. The motion is approved by unanimous vote.

Resolution CDC-26-03-06: Adopting the 2025 Audit: The final audit was provided to the board for review prior to the meeting. This year's audit was conducted by EFPR Group. There were no findings and no disagreements with management. A separate Audit and Finance Committee Meeting will be held with the auditors soon. Mr. Morrill motions to approve Resolution CDC-26-03-06, seconded by Mr. Reagan. The motion is approved by unanimous vote.

Annual Reports for PARIS: Mr. Kelly mentions there were a total of eight outstanding bonds that were reviewed with each company. All the required information was compiled, verified, and entered in the state's reporting system and will be posted on the IDA-CDC webpage. Mr. Hall motions to accept the Annual PARIS reports, seconded by Mr. Reagan. The motion is approved by unanimous vote.

Annual Mission and Performance Report and Assessment of Projects: The reporting information in this report reflects that of the Annual Report for PARIS. Mr. LaBaff motions to approve the Annual Mission and Performance Report and Assessment of Projects, seconded by Mr. Morrill. The motion is approved by unanimous vote.

EXECUTIVE SESSION: Mr. McMahon motions for executive session at 2:05 PM to discuss potential litigation, seconded by Mr. Hall. A motion to return to regular session is made by Mr. LaBaff, seconded by Mr. Hall at 2:18 PM. Both motions were approved by unanimous vote.

OLD BUSINESS: None

ADJOURNMENT: A motion to adjourn is made by Mr. LaBaff/Mr. Hall. The meeting adjourns at 2:18 PM by unanimous vote.

Mr. Ernest LaBaff, Secretary

St. Lawrence County Industrial Development Agency
Civic Development Corporation
Highlights
January 2026

Revenue

- Interest Income	<u>6.00</u>	\$6.00
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Expenses

- Other Operating Expenses	<u>0.00</u>	\$0.00
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Net Income	\$6.00
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St. Lawrence County IDA Civic Development Corp.
Balance Sheet
As of January 31, 2026

	<u>Jan 31, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
200 · Checking Account	
200-A · NBT - Checking	145,700.49
200-B · Key Bank	8,493.89
200-C · Community Bank	4,789.44
Total 200 · Checking Account	<u>158,983.82</u>
201 · CivicDevFund - Restricted	
201-A · NBT - Civic Dev Fund	7,197.34
201-C · Community Bank Civic Dev Fund	5,000.00
Total 201 · CivicDevFund - Restricted	<u>12,197.34</u>
Total Checking/Savings	<u>171,181.16</u>
Total Current Assets	<u>171,181.16</u>
TOTAL ASSETS	<u>171,181.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
523 · Accrued Accounts Payable	1,875.00
Total Other Current Liabilities	<u>1,875.00</u>
Total Current Liabilities	<u>1,875.00</u>
Total Liabilities	1,875.00
Equity	
Unrestricted	33,682.00
Unrestricted - Board Designated	135,618.16
Net Income	6.00
Total Equity	<u>169,306.16</u>
TOTAL LIABILITIES & EQUITY	<u>171,181.16</u>

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

	2026 Budget	January-26	YTD	Balance
Income				
2400 · Late Fees Received	0.00	0.00	0.00	0.00
2409B · Interest Income - Banking	300.00	6.00	6.00	294.00
2409L · Interest Income - Loans	950.00	0.00	0.00	950.00
2499 · Miscellaneous Income	0.00	0.00	0.00	0.00
	1,250.00	6.00	6.00	1,244.00
Expenditures				
6460411 · Insurance Expense	0.00	0.00	0.00	0.00
6460420 · Office Supplies Expense	100.00	0.00	0.00	100.00
6460426 · IT/Cyber Expenses	500.00	0.00	0.00	500.00
6460432 · Legal Expense Other	5,000.00	0.00	0.00	5,000.00
6460433 · Legal Expense-Retainer	3,750.00	0.00	0.00	3,750.00
6460434 · Accounting Expense	7,156.00	0.00	0.00	7,156.00
6460450 · Project Development Expense	50.00	0.00	0.00	50.00
6460499 · Miscellaneous Expense	250.00	0.00	0.00	250.00
6460503 · Salary Stipend Expense	12,410.00	0.00	0.00	12,410.00
Total IDA CDC Operating Expenditures	29,216.00	0.00	0.00	29,216.00
Total Revenue	1,250.00	6.00	6.00	1,244.00
Total Expenditures	29,216.00	0.00	0.00	29,216.00
Net Income	(27,966.00)	6.00	6.00	(27,972.00)

St. Lawrence County Industrial Development Agency
Civic Development Corporation
Highlights
February 2026

Revenue

- Interest Income	<u>5.37</u>	\$5.37
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Expenses

- Other Operating Expenses	<u>0.00</u>	\$0.00
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Net Income	\$5.37
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St. Lawrence County IDA Civic Development Corp.
Balance Sheet
As of February 28, 2026

ASSETS

Current Assets

Checking/Savings

200 · Checking Account

200-A · NBT - Checking 143,827.83

200-B · Key Bank 8,496.17

200-C · Community Bank 4,790.19

Total 200 · Checking Account 157,114.19

201 · CivicDevFund - Restricted

201-A · NBT - Civic Dev Fund 7,197.34

201-C · Community Bank Civic Dev Fund 5,000.00

Total 201 · CivicDevFund - Restricted 12,197.34

Total Checking/Savings 169,311.53

Total Current Assets 169,311.53

TOTAL ASSETS 169,311.53

LIABILITIES & EQUITY

Equity

Unrestricted 33,682.00

Unrestricted - Board Designated 135,618.16

Net Income 11.37

Total Equity 169,311.53

TOTAL LIABILITIES & EQUITY 169,311.53

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

	2026 Budget	February-26	YTD	Balance
Income				
2400 · Late Fees Received	0.00	0.00	0.00	0.00
2409B · Interest Income - Banking	300.00	5.37	11.37	288.63
2409L · Interest Income - Loans	950.00	0.00	0.00	950.00
2499 · Miscellaneous Income	0.00	0.00	0.00	0.00
	1,250.00	5.37	11.37	1,238.63
Expenditures				
6460411 · Insurance Expense	0.00	0.00	0.00	0.00
6460420 · Office Supplies Expense	100.00	0.00	0.00	100.00
6460426 · IT/Cyber Expenses	500.00	0.00	0.00	500.00
6460432 · Legal Expense Other	5,000.00	0.00	0.00	5,000.00
6460433 · Legal Expense-Retainer	3,750.00	0.00	0.00	3,750.00
6460434 · Accounting Expense	7,156.00	0.00	0.00	7,156.00
6460450 · Project Development Expense	50.00	0.00	0.00	50.00
6460499 · Miscellaneous Expense	250.00	0.00	0.00	250.00
6460503 · Salary Stipend Expense	12,410.00	0.00	0.00	12,410.00
Total IDA CDC Operating Expenditures	29,216.00	0.00	0.00	29,216.00
Total Revenue	1,250.00	5.37	11.37	1,238.63
Total Expenditures	29,216.00	0.00	0.00	29,216.00
Net Income	(27,966.00)	5.37	11.37	(27,977.37)

St. Lawrence County Industrial Development Agency
Civic Development Corporation
Highlights
March 2026

Revenue

- Interest Income	<u>5.91</u>	\$5.91
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Expenses

- Other Operating Expenses	<u>0.00</u>	\$0.00
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Net Income	\$5.91
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St. Lawrence County IDA Civic Development Corp.
Balance Sheet
As of March 31, 2026

ASSETS

Current Assets

Checking/Savings

200 · Checking Account

200-A · NBT - Checking 148,830.40

200-B · Key Bank 8,498.70

200-C · Community Bank 4,791.00

Total 200 · Checking Account 162,120.10

201 · CivicDevFund - Restricted

201-A · NBT - Civic Dev Fund 7,197.34

Total 201 · CivicDevFund - Restricted 7,197.34

Total Checking/Savings 169,317.44

Total Current Assets 169,317.44

TOTAL ASSETS 169,317.44

LIABILITIES & EQUITY

Equity

Unrestricted 33,682.00

Unrestricted - Board Designated 135,618.16

Net Income 17.28

Total Equity 169,317.44

TOTAL LIABILITIES & EQUITY 169,317.44

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

	2026 Budget	March-26	YTD	Balance
Income				
2400 · Late Fees Received	0.00	0.00	0.00	0.00
2409B · Interest Income - Banking	300.00	5.91	17.28	282.72
2409L · Interest Income - Loans	950.00	0.00	0.00	950.00
2499 · Miscellaneous Income	0.00	0.00	0.00	0.00
	1,250.00	5.91	17.28	1,232.72
Expenditures				
6460411 · Insurance Expense	0.00	0.00	0.00	0.00
6460420 · Office Supplies Expense	100.00	0.00	0.00	100.00
6460426 · IT/Cyber Expenses	500.00	0.00	0.00	500.00
6460432 · Legal Expense Other	5,000.00	0.00	0.00	5,000.00
6460433 · Legal Expense-Retainer	3,750.00	0.00	0.00	3,750.00
6460434 · Accounting Expense	7,156.00	0.00	0.00	7,156.00
6460450 · Project Development Expense	50.00	0.00	0.00	50.00
6460499 · Miscellaneous Expense	250.00	0.00	0.00	250.00
6460503 · Salary Stipend Expense	12,410.00	0.00	0.00	12,410.00
Total IDA CDC Operating Expenditures	29,216.00	0.00	0.00	29,216.00
Total Revenue	1,250.00	5.91	17.28	1,232.72
Total Expenditures	29,216.00	0.00	0.00	29,216.00
Net Income	(27,966.00)	5.91	17.28	(27,983.28)