

**Minutes of a Meeting of the  
County of Clinton  
Industrial Development Agency  
Governance Committee  
April 11, 2016**

The meeting was called to order by Michael Zurlo, Chairperson, at 11:30 a.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

**Members Present:** Michael Zurlo, Chairperson  
John VanNatten, Vice-Chairperson  
Dave Hoover, Member

**Others Present:** Roseanne Murphy, Executive Director  
George Cregg, Special Counsel  
Barbara Shute, Recording Secretary

M. Zurlo waived the reading of the notice of the meeting that was published in the *Press-Republican* on December 11, 2015.

Reading and Consideration of the Draft Minutes of the CRC Governance Committee meeting of March 28, 2016:

M. Zurlo waived the reading of the minutes of the March 28, 2016 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there was none. On a motion by J. VanNatten and seconded by D. Hoover, it was unanimously carried to approve the minutes of the March 28, 2016 regular meeting, as presented.

**New Business:**

Review Options for changes to come under IDA Legislation

G. Cregg reviewed the draft Uniform Project Benefit Agreement.

For consistency among all entities all projects will be identified by their Tax ID#.

- Exhibit A – Description of the Project
- Exhibit B - Description of the Expected Public Benefits

The information in this exhibit should mirror the criteria policy and be used to determine compliance for potential recapturing of benefits.

- Exhibit C – Description of the Expected Financial Assistance (Assistance could be subject to recapture).
- Exhibit D – Description of the Minimum Required Annual Report Items (as defined by the statute)

- Exhibit E – Description of the Project Facility Agreements (Specific to the project)
- Exhibit F – Description of Recapture Events (Specific to the project)
- Exhibit G – NYS-45
- Exhibit H- Annual Report and Documentation – Annual Status Report
- Exhibit I – Amount of Financial Assistance to be Recaptured
- Exhibit J – Summary of Payments Dates and Estimated Amounts (PILOT, etc.)

In total there will be four documents that will need to be reviewed and approved by the Governance Committee and the full Board:

- Application
- Uniform Project Benefit Agreement
- Uniform Criteria for the Evaluation of Projects Policy, and
- Policy Respecting Recapture of Project Benefits

G. Cregg suggested that all members review all documents and decide how well they interrelate to each other and provide suggestions/feedback for possible revisions if any.

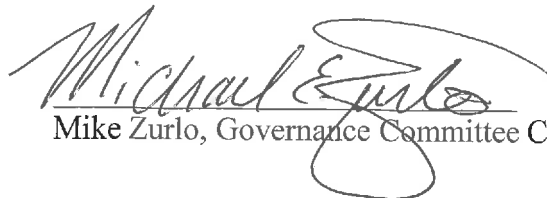
M. Zurlo requested that Agency staff and Counsel make notes on specific sections that the members should be concentrating on, this will make it easier to focus on the areas that will need to be completed or amended.

The Governance Committee made the recommendation to forward the following documents to the Board for review as discussed:

- Application
- Uniform Project Benefit Agreement
- Uniform Criteria for the Evaluation of Projects Policy, and
- Policy Respecting Recapture of Project Benefits

All members need to have any comments/suggestions for revisions to R. Murphy by the end of the April. The changes will be incorporated into the documents and a final draft will be created and sent to the Governance Committee for review and recommendation to the full Board for approval at the May 2016 meeting.

With no other items to discuss the meeting adjourned at 12:05 p.m.

  
Mike Zurlo, Governance Committee Chair