

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

The meeting was called to order by T. Trahan, Chairperson, at 12:09 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N. Y.

Members Present: Trent Trahan, Chairperson
 David Hoover, Vice Chairperson
 Michael Zurlo, Secretary
 Kim Murray, Assistant Secretary
 John VanNatten, Member

Excused: Mark Leta, Member
 Keith Defayette, Treasurer and CFO

Others Present: Roseanne Murphy, Executive Director
 George Cregg, Esq., Agency Counsel
 Barbara Shute, Recording Secretary
 Christine Jabaut, TDC Comptroller

T. Trahan declared that a *quorum* was present.

T. Trahan waived the reading of the notice of the meeting published in the *Press-Republican* on December 11, 2015.

Reading and Consideration of the Draft Minutes of the CCIDA meeting of March 28, 2016:

T. Trahan 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 were none. On a motion by K. Murray and seconded by J. VanNatten, it was unanimously carried to approve the minutes of the March 28, 2016 regular meeting, as presented.

Treasurer's Report

CCIDA:

The account balance at 3/31/2016 was \$127,787.13

Income reported for March:

\$500 fee – for Mental Retardation Services (MRS)

Balance Sheet:

There is \$0 remaining in the CIDA, LLC's bank account.

Income Statement:

The income statement shows the expenses that were approved during the month of March.

The “net income or loss” for each month will be for expenses for administering the CCIDA.

Expenses paid in March:

TDC- Admin fee	\$7,216.25
Jennetix (website posting)	\$ 186.75
Total Expenses	\$7,403.00

On a motion by J. VanNatten and seconded by M. Zurlo, it was unanimously carried to approve the treasurer’s report as presented by C. Jabaut.

Reports of the Committees:

Governance Committee:

M. Zurlo noted that the committee met to continue its discussion to ensure that the Agency is in compliance with the new IDA legislation. There are four documents that will need to be reviewed and revised including the Application, the Uniform Project Benefit Agreement, the Uniform Criteria for the Evaluation of Projects Policy, and the 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.

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.

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.

On a motion by K. Murray and seconded by D. Hoover, it was unanimously carried to accept the Governance Committee report as presented by M. Zurlo.

Management Team Reports

R. Murphy updated the members:

CCIDA Audit Committee: As a best practice, the professional services contracts for the IDA should be reviewed this year to determine the Agency's satisfactions with the performance, professionalism and price; to determine whether we should solicit bids; and this process should be completed before we engage external auditors, around November or December of this year.

Schluter Systems (IDA): We are still waiting for a completed application from the company. They are working to resolve significant utility issues that may delay this project.

Vermont Green Line Project (IDA): M. Relyea notified Agency staff that the project award decision has been pushed back to the summer 2016. The project is moving forward. They have decided to file their Article 10 (environmental review) with the PSC by the end of this month, anticipating a positive outcome and to keep the project on track, if they are the successful bidder.

TDC – CRC Contract: I suggest that the Agency consider authorizing the creation of a contract between the IDA and CRC to allow for the orderly transfer of funds between the two organizations, when appropriate and as needed.

G. Cregg noted that there are several things to be considered. The CCIDA money should be considered restricted funds, the CCCRC money would be considered unrestricted. The agreement/contract would take the form of a Performance of Services Agreement which would stipulate that the CCIDA performed specific services for the CCCRC for an agreed upon fee. Once the contract is in place the Agency would need to begin paying the fees; given the low fund balance in the CCCRC account the decision was made to hold off for now. It was suggested that the Agency could revisit this matter again early in the new year and make a judgement based on budget expectations.

StartUp NY Subsidiary Status (IDA): G. Cregg has successfully completed negotiating an agreement form that is acceptable to SUNY, it's now being reviewed by ESD.

Website (IDA/CRC): We have been working with the consultant and are in the final stages of converting the website to a new format and migrating it to the WordPress platform.

The meeting was adjourned at 12:40pm.



T. Trahan, Chairperson