

**Minutes of the
County of Clinton Industrial Development Agency
Finance Committee Meeting
Monday, October 7, 2019**

The meeting was called to order by K. Defayette, Chairperson, at 1:52 p.m., at the offices of the County of Clinton Industrial Development Agency, 137 Margaret Street, Suite 208, Plattsburgh, N.Y.

Members Present: Keith Defayette, Chairperson
Trent Trahan, Member

Members Excused: Kim Murray, Vice Chairperson

Others Present: Renee McFarlin, Executive Director
George Cregg, Esq., Agency Counsel
Christopher Canada, Esq., Agency Counsel
David Hoover, CCIDA Vice Chairperson
Michael Zurlo, CCIDA Secretary
John VanNatten, CCIDA Member
Mark Leta, CCIDA Member
Toni Moffat, Executive Assistant

Approval of the Minutes

K. Defayette waived the reading of the minutes of the October 15, 2018 regular meeting. He asked if there were any questions or discussion regarding the draft minutes and there were none.

On a motion by T. Trahan, seconded by K. Defayette, it was unanimously carried to approve the minutes of the October 15, 2018 regular meeting, as presented.

Old Business

The was no old business to report.

New Business

Administrative Services Agreement with Clinton County

M. Zurlo stated Clinton County is requesting an additional \$2,500 to cover the cost of a second person to assist with administrative duties.

The members are being asked to make a recommendation for Board approval of the Administrative Services Agreement with Clinton County, including a \$2,500 increase.

InformAnalytics Software Hosting and Maintenance Agreement


R. McFarlin stated that because a Cost Benefit Analysis must be prepared for all projects to be considered by the Board, and due to the increase in development and requests for CCIDA benefits, she is asking the Board to consider engaging with InformAnalytics for software Hosting and Maintenance Services. The cost is \$3,000 to include a customization fee, maintenance, and hosting through the end of 2020. Thereafter, the annual maintenance fee will depend on the prior year's level of use.

The members are being asked to make a recommendation for Board approval of \$3,000 in the budget for this service. The provider will be determined after further due diligence under the CCIDA's procurement policy.

Proposed 2020 Budget

The members reviewed the 2020 budget and are being asked to make a recommendation for Board approval to post the proposed 2020 Budget to PARIS and at the Clinton County Government Center.

There being no further matters to discuss, K. Defayette motioned to adjourn the meeting, seconded by T. Trahan at 12:58 p.m.


Keith Defayette, Chairperson