

**Minutes of the
County of Clinton
Industrial Development Agency
May 11, 2026**

The meeting was called to order by Trent Trahan, Chairperson, at 12:16 p.m. at the County of Clinton Industrial Development Agency (CCIDA) office located at 137 Margaret Street, Suite 208, Plattsburgh, New York.

MEMBERS PRESENT: Trent Trahan, Chairperson
David Hoover, Vice Chairperson
Michael Zurlo, Secretary
Mark Leta, Assistant Secretary
Joey Trombley, Treasurer and Chief Financial Officer
Christine Peters, Esq., Assistant Treasurer
John VanNatten, Member

STAFF PRESENT: Molly Ryan, Executive Director
Shannon Wagner, Esq., Agency Counsel
Christopher Canada, Esq., Agency Counsel
Shelise Marbut, Economic Development Coordinator
Toni Moffat, Executive Assistant
Dorothy Brunell, Administrative Assistant

ALSO PRESENT: Billy Jones, Institute of Advanced Manufacturing, Clinton Community College
Darren Varley, V.P. Creative Development – Golden Shovel Agency
Michael Murnane, Connecticut Avenue Holdings, LLC
Elizabeth Callahan, Esq., Connecticut Avenue Holdings, LLC

T. Trahan stated there was a quorum present.

T. Trahan waived the reading of the notice of the meeting published in the *Press Republican* on December 11, 2025.

Approval of the Minutes of the April 13, 2026 Meeting

T. Trahan asked if there were any questions regarding the draft minutes of the April 13, 2026 meeting of the CCIDA. There were none.

On a motion by J. Trombley, and seconded by D. Hoover, it was unanimously carried to approve the minutes of the April 13, 2026 meeting of the CCIDA.

Presentation: Darren Varley, V.P. Creative Development, Golden Shovel Agency

M. Ryan introduced Darren Varley from the Golden Shovel Agency and asked him to provide the Board with an overview of the new CCIDA website which was launched on Friday, May 8, 2026.

D. Varley began with a brief introduction to the Golden Shovel Agency, a full-service ad agency which focuses solely on economic development. D. Varley stated that the Golden Shovel Agency is 15 years old, and began as a design and development firm which has since grown into a full service ad agency. D. Varley advised the process to development the new CCIDA website included conducting a stakeholder engagement survey, and then based on the survey results, a strategy foundation was developed and a project kick-off meeting was held. From that point, D. Varley stated the development of the website involved two teams working concurrently; one team worked on the site content, and the second team focused on design and development. Once the content and design of the website was approved, a soft launch of the website occurred and from there the site was

polished until ready to go-live. D. Varley advised that an economic gateway platform is used to manage website content which is a user-friendly content management system.

D. Varley reviewed highlights of the website including a community profile module which is monitored to ensure website data is up-to-date and relative. Another website module is the real estate module featuring real estate listings with the ability to upload videos, brochures, etc. related to the individual listings. Also, local commercial realtors can add content once approved by the website administrator. This process includes real estate agents and brokers submitting a property listing which M. Ryan would then review/approve prior to its appearing on the website. D. Varley advised that a recurring meeting will be scheduled monthly with M. Ryan as part of the Gatekeeper Services provided by Golden Shovel. Access to the entire Golden Shovel team will be available to keep the website up-to-date. Golden Shovel will provide ongoing support as well as content creation. A quarterly report will be provided by Golden Shovel with Google analytics including website traffic monitoring and overall performance of the website. Website content recommendations will also be provided by Golden Shovel based on current industry trends, creation of monthly articles, and any other content relative to promotion of specific CCIDA initiatives. Additionally, an annual website audit will be performed to check for broken links, etc. Gatekeeper Services also includes updating of social media accounts, i.e., Facebook, LinkedIn, as well as potentially creating an "X" account. D. Varley advised that admin training will be conducted in the near future.

M. Ryan thanked D. Varley for all the work he and his team have done in creating the new CCIDA website.

Reports

Treasurer's Report

J. Trombley reviewed the April 2026 Treasurer's Report with the Board. There were no questions or concerns.

On a motion by J. VanNatten, and seconded by M. Leta, it was unanimously RESOLVED to approve the April 2026 Treasurer's Report as presented by J. Trombley.

Old Business

There was no old business.

New Business

Institute of Advanced Manufacturing (IAM) – Workforce Development Program Funding Request

C. Canada advised that in addition to the Approving Resolution, a Service Agreement will be prepared and entered into between the CCIDA and the IAM. C. Canada stated that the IAM will need to submit invoices or work orders to the CCIDA for reimbursement of purchases and expenses.

The following resolution was offered by C. Peters, seconded by D. Hoover, to wit:

Resolution No. 05-26-01

RESOLUTION AUTHORIZING EXECUTION OF DOCUMENTS IN CONNECTION WITH
A WORKFORCE DEVELOPMENT PROJECT INVOLVING INSTITUTE FOR ADVANCED
MANUFACTURING AT CLINTON COMMUNITY COLLEGE

WHEREAS, County of Clinton Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 225 of the 1971 Laws of New York, as amended, constituting Section 895-f of said General

Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of commercial, manufacturing and industrial facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, to accomplish its stated purposes, the Agency is authorized and empowered under the Act to acquire, construct and install one or more “projects” (as such quoted term is defined in the Act) or to cause said projects to be acquired, constructed and installed, and to convey said projects or to lease said projects with the obligation to purchase; and

WHEREAS, the Agency has adopted a workforce development program policy (the “Workforce Development Policy”) establishing, among other things, (a) a workforce development program (the “Workforce Development Program”) pursuant to which the Agency is authorized to invest funds of the Agency in one or more workforce development projects designed to educate, train and develop a ready, skilled workforce which would help the Agency attract entities to undertake “projects” (as such quoted term is defined in the Act) to the County by demonstrating to such entities that the County has the resources and trained workforce available to support such projects and (b) the eligibility requirements for participating in such Workforce Development Program and various compliance requirements; and

WHEREAS, Institute for Advanced Manufacturing, an affiliate of Clinton Community College, a member of the State University of New York (the “Institute”), submitted an application (the “Application”) to the Agency, a copy of which Application is on file at the office of the Agency, which Application requested that the Agency consider investing the amount of \$98,280.35 (the “Investment”) in a workforce development project (the “Project”) being undertaken by the Institute, said Project consisting of the institution and operation of the Institute’s Advanced Manufacturing Academy targeted toward educating and training new and existing individuals in the local workforce in welding techniques and other skills necessary for employment by local industrial and manufacturing employers; and

WHEREAS, pursuant to the Application, the Institute (a) indicated that a number of local employers identified a critical workforce need in the skills to be developed by the Project; (b) highlighted a number of existing transportation manufacturers in the region requiring trained employees to be available for hiring and staffing various projects; and (c) described the Institute’s Business Advisory Committee composed of local business leaders and other community members which developed and conducted a survey of local businesses to identify workforce training needs and help align the Institute’s activities with such needs (the “Survey”); and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations (the “Regulations”) adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively with the SEQR Act, “SEQRA”), the Agency must determine the potential environmental significance of the Project prior to making a determination to participate in such Project; and

WHEREAS, the Agency has given due consideration to the Application, and to representations by the Institute that the Agency’s investment in the Project will promote, encourage, or develop one or more “projects” (as such quoted term is defined in the Act) in Clinton County, New York; and

WHEREAS, the Agency desires to encourage the Institute to preserve and advance the job opportunities, health, general prosperity and economic welfare of the people of County, New York by undertaking the Project in Clinton County, New York; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF COUNTY OF CLINTON INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. All action taken by the Executive Director of the Agency with respect to the Project is hereby ratified and confirmed.

Section 2. The law firm of Hodgson Russ LLP is hereby appointed Agency Counsel to the Agency with respect to all matters in connection with the Project. Agency Counsel for the Agency is hereby authorized to work with the Institute, counsel to the Institute, and others to prepare, for submission to the Agency, all documents necessary to effect the transactions contemplated by this resolution.

Section 3. Pursuant to SEQRA, the Agency hereby finds and determines that:

(A) Pursuant to Section 617.5(c)(10) and 617.5(c)(26) of the Regulations, the Project is a “Type II action” (as said quoted term is defined in the Regulations).

(B) Accordingly, the Agency hereby determines that no environmental impact statement or any other determination or procedure is required under SEQRA with respect to the Project.

Section 4. The Agency hereby finds and determines that:

(A) By virtue of the Act, the Agency has been vested with all powers necessary and convenient to carry out and effectuate the purposes and provisions of the Act and to exercise all powers granted to it under the Act;

(B) The Project is expected to promote, develop or encourage one or more “projects” (as such quoted term is defined in the Act);

(C) The Institute is an eligible applicant pursuant to Section 4(A) of the Workforce Development Policy;

(D) The Project is expected to educate and train individuals in skills necessary to be hired in industrial and manufacturing industries and therefore is an eligible program pursuant to Section 4(B) of the Workforce Development Policy;

(E) The operations of the Institute are located entirely within the boundaries of Clinton County, New York, and the Institute is expected to maintain operations in Clinton County, New York for a minimum of ten (10) years from the date of this resolution;

(F) The Project will educate and train necessary manufacturing employees in Clinton County, New York. Pursuant to the survey conducted by the Institute’s Business Advisory Committee, the Institute has identified a number of employers, local business leaders, and economic developers who identified the training to be provided by the Project as a necessary investment to improve retention, increase productivity and drive employment growth. Therefore, the Project is expected to promote and maintain the job opportunities, general prosperity and economic welfare of the citizens of Clinton County, New York and the State of New York and improve their standard of living, and thereby serve the public purposes of the Act; and

(G) It is desirable and in the public interest for the Agency to provide the Investment to the Institute.

Section 5. The Agency is hereby authorized (A) to make the Investment in the Project, and (B) to do all things necessary or appropriate for the accomplishment of the Project, and all acts heretofore taken by the Agency with respect to the Project or the Investment are hereby approved, ratified and confirmed.

Section 6. The Chairperson, Vice Chairperson or Executive Director of the Agency, with the assistance of Agency Counsel, is authorized to negotiate and approve the form and substance of the such documents as may be necessary to make the Investment in the Project including, but not limited to, a project

funding agreement (collectively, the “Project Documents”), all in such form and with such terms and conditions as may be approved by the Chairperson, Vice Chairperson or Executive Director of the Agency.

Section 7. (A) The Chairperson, Vice Chairperson or Executive Director of the Agency is hereby authorized, on behalf of the Agency, to execute and deliver the Project Documents, and, where appropriate, the Secretary (or Assistant Secretary) of the Agency is hereby authorized to affix the seal of the Agency thereto and to attest the same, all in the forms thereof as the Chairperson, Vice Chairperson or Executive Director shall approve, the execution thereof by the Chairperson, Vice Chairperson or Executive Director to constitute conclusive evidence of such approval.

(B) The Chairperson, Vice Chairperson or Executive Director of the Agency is hereby further authorized, on behalf of the Agency, to designate any additional Authorized Representatives of the Agency (as defined in and pursuant to the Lease Agreement).

Section 8. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided for by the provisions of the Project Documents, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of the Project Documents binding upon the Agency.

Section 9. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Trent Trahan	VOTING	YES
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	YES
Joey Trombley	VOTING	YES
Mark Leta	VOTING	ABSTAIN
Christine Peters	VOTING	YES
John VanNatten	VOTING	YES

The foregoing resolution was thereupon declared duly adopted.

Executive Session

On a motion by D. Hoover, and seconded by M. Leta, it was unanimously carried to convene into Executive Session at 12:43 p.m. to discuss a matter involving attorney/client privilege.

On a motion by D. Hoover, and seconded by M. Leta, the regular session of the CCIDA board Meeting reconvened at 1:12 p.m. T. Trahan advised no action was taken.

Appointment of CCIDA Finance Committee Members

On a motion by D. Hoover, and seconded by J. Trombley, it was unanimously carried to approve the appointment of Michael Zurlo and John VanNatten as members of the CCIDA Finance Committee.

Martindale Keysor & Co., PLLC Invoice

On a motion by J. VanNatten, and seconded by J. Trombley, it was unanimously carried to approve payment of an invoice from Martindale Keysor & Co., PLLC in the amount of \$7,950 for 2025 Audit Services.

Clinton County Update

M. Ryan provided the following Clinton County Economic Development update:

- The Economic Development Committee will be presented with the CVPH bond resolution for approval.
- An application is being prepared for Empire State Development infrastructure grant funding which would include funding for infrastructure improvements at the Bluff Point Campus site as well as Northern Border Regional Commission funding with a focus on housing projects.
- Efforts are moving forward on the Clinton County housing strategy.

Management Team Report

M. Ryan briefly reviewed the Executive Director's Report.

M. Ryan asked C. Canada to provide an update on the KLM Housing Project. C. Canada outlined what administrative mechanism is required for the Plattsburgh School District to receive a Host Community Agreement (HCA). M. Ryan advised that she had spoken with J. LeBrun recently regarding this Project. M. Ryan advised that the CCIDA did receive a letter outlining the school district's objection to a PILOT agreement for this Project. C. Canada stated that the Plattsburgh City School District and the City of Plattsburgh would receive the same amount of money whether as part of a PILOT or through an HCA.

There being no further business to discuss, on a motion by J. Trombley, and seconded by J. VanNatten, the meeting was adjourned at 1:18 p.m.

Trent Trahan, Chairperson