

**Minutes of the Joint Meeting of the
County of Clinton Industrial Development Agency
February 9, 2015**

The meeting was called to order by D. Hoover, Chairperson, at 12:03 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

Members Present: David Hoover, Vice Chairperson
 Keith Defayette, Treasurer and CFO
 Michael Zurlo, Secretary
 Mark Leta, Member

Members Excused: Trent Trahan, Chairperson
 John VanNatten, Member
 Kim Murray, Assistant Secretary

Others Present: Erin Hynes, Executive Director
 George Cregg, Esq., Agency Counsel
 Barbara Shute, Recording Secretary

D. Hoover ascertained that there was a *quorum* present.

D. Hoover waived the reading of the notice of the meeting published in the *Press-Republican* on December 8, 2014.

Reading and Consideration of the Draft Minutes of the CCIDA meeting of January 12, 2015:

D. Hoover waived the reading of the minutes of the January 12, 2015 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there was none. On a motion by M. Zurlo and seconded by K. Defayette, it was unanimously carried to approve the minutes of the January 12, 2015 regular meeting, as presented.

Public Comment: None

Bills and Communications: None

Treasurer's Report

CCIDA:

The account balance at 1/31/15 was \$227,972.34

No income reported for January:

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 January.

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

Expenses paid in January:

| | |
|----------------------------|------------|
| TDC- Admin fee | \$7,074.75 |
| Delish by Irises (January) | \$131.41 |
| Total Expenses | \$7,206.16 |

On a motion by M. Zurlo and seconded by M. Leta, it was unanimously carried to approve the treasurer's report as presented by K. Defayette.

Reports of the Committees: None

Old Business

1. Review of the CAP (Audit) Draft Documents

E. Hynes reviewed some of the changes that will be implemented going forward.

Based on the Corrective Action Plan (CAP) the following documents have been created and/or amended:

The CCIDA Application has been updated to reflect the CAP protocols and the revised version is now available on the Agency website.

The following information was sent to G. Cregg for inclusion into the contract between the CCIDA and the County for the PILOT billing.

- For 2015 ONLY: Provide copies of all the previous invoices and proof of payment for current and ongoing projects for the CCIDA to maintain on file;
- Annually provide copies of all PILOT billing invoices that are sent to companies;
- Annually provide proof of payment (copies of checks or receipts);
- If the County maintains a spreadsheet for calculating the PILOT payment amounts – please provide a copy for the CCIDA's records; and

- Annually the County Treasurer's office in January/February will complete a tax exemption spreadsheet provided by CCIDA staff for all current CCIDA projects.

E. Hynes reviewed a copy of the new project tracking sheet based on the CAP protocols. This sheet will be reviewed on a monthly basis at the Board meetings.

E. Hynes reviewed a copy of the new PILOT billing spreadsheet that has been updated to reflect CAP protocols.

M. Zurlo suggested having a meeting to ensure that everyone understands what is expected under the contract.

C. Jabaut reviewed the revised CCIDA audit letters that have been updated to reflect CAP protocols.

The consensus of the members is that the new spreadsheets will better allow the Board to monitor projects on a monthly basis. If there are any discrepancies/issues with projects, the Board will be able to bring them back in to discuss reasons for the issues. If further action is necessary those actions will be taken via Board vote.

New Business:

1. Review of ABO Restrictions on Grants and Loans made by Public Authorities

G. Cregg reviewed the ABO's January 13, 2015 Policy Guidance on "Restriction on Grants and Loans Made by Public Authorities." A copy of the pronouncement was included in the member's packet.

2. Review of the State Conflict of Interest Law.

G. Cregg highlighted the State Conflict of Interest Law. He stated that IDA members are subject to this law and any violation constitutes a misdemeanor offense. He wanted to ensure that all members are aware that this statute exists. It is important to ensure that any potential conflict is disclosed in writing.

3. Review of the 2015-16 Executive Budget Proposals affecting the IDAs

E. Hynes noted the memo from Brian McMahon, which outlined the provisions in the proposed budget. In response to these provisions the CCIDA sent a letter of opposition to express the Agency's concern over Part W of S.2009/A.3009 (Revenue/VII Bill) of the Governor's 2015-2016 Executive Budget to our local leaders.

Action Items:

1. Adopt the Board use of draft CAP (Audit) document

On a motion by K. Defayette and seconded by M. Leta, it was unanimously approved to adopt the Board use of the CAP (Audit) Document.

Executive Director's Report

None

With no other items to discuss on a motion by K. Defayette and seconded by M. Zurlo, it was unanimously authorized to adjourn the meeting at 1:16.



Dave Hoover, Vice-Chairperson