

**Minutes of the  
Clinton County Capital Resource Corporation  
Monday, May 8, 2023**

The meeting was called to order by Trent Trahan, Chairperson, at 1:05 p.m., at the Clinton County Capital Resource Corporation (CCCRC) office located at 137 Margaret Street, Suite 208, Plattsburgh, New York.

MEMBERS PRESENT: Trent Trahan, Chairperson  
David Hoover, Vice Chairperson  
Michael Zurlo, Secretary  
Keith Defayette, Treasurer and Chief Financial Officer  
Joey Trombley, Member

MEMBERS ABSENT: Mark Leta, Assistant Secretary  
John VanNatten, Member

STAFF PRESENT: Molly Ryan, Executive Director  
Christopher Canada, Esq., Agency Counsel  
Shannon Wagner, Esq., Agency Counsel  
Toni Mofatt, Executive Assistant  
Dorothy Brunell, Administrative Assistant

T. Trahan stated that there was a quorum present.

T. Trahan waived the reading of the notice of the meeting published in the *Press Republican* on December 22, 2022.

**Reading and Consideration of the Draft Minutes of the meeting of Clinton County Capital Resource Corporation (CCCRC) of April 17, 2023.**

T. Trahan asked if there were any questions regarding the draft minutes of the April 17, 2023 meeting of the CCCRC. There were none.

On a motion by D. Hoover, and seconded by K. Defayette, it was unanimously carried to approve the minutes of the April 17, 2023 meeting of the CCCRC.

**Public Comment**

There was no public comment.

**Treasurer's Report**

K. Defayette reviewed the April 2023 Treasurer's Report. There were no questions or concerns.

On a motion by M. Zurlo, and seconded by J. Trombley, it was unanimously RESOLVED to approve the Treasurer's Report as presented by K. Defayette.

**Old Business**

There was no old business to report.

**New Business**

**Administration of Foreign Trade Zone #54 – Agreement Between Clinton County and the CCCRC – Clinton County Resolution #253 and CCCRC Resolution #03-19-01**

The above referenced resolutions which authorize the CCCRC to act as administrator of the Foreign Trade Zone were passed in 2019; however, the formal Agreement was never signed and approved by the County of Clinton and the CCCRC. Since the Agreement was drawn-up several years ago, C. Canada will review the Agreement and advise once his review is complete so it can be finalized.

On a motion by D. Hoover, and seconded by J. Trombley, it was unanimously carried to have the CCCRC take over payment of legal fees associated with the Foreign Trade Zone. M. Zurlo abstained.

Lamb & Lerch, Counsellors at Law, will be advised to send future invoices to the CCCRC.

**FTZ Revised Fee Structure**

M. Ryan advised that she will follow-up with David Ostheimer, Esq., of Lamb and Lerch, regarding the revised FTZ fee structure.

**Invoice from Lamb & Lerch, Counsellors at Law**

On a motion by K. Defayette, and seconded by M. Zurlo, it was unanimously carried to approve payment of the invoice from Lamb & Lerch in the amount of \$650.

**Invoice from Martindale Keysor & Co., PLLC**

On a motion by M. Zurlo, and seconded by D. Hoover, it was unanimously carried to approve payment of the invoice from Martindale Keysor & Co., PLLC in the amount of \$2,750 for the 2022 Audit Services.

There being no further business to discuss, on a motion by D. Hoover, and seconded by K. Defayette, the meeting adjourned at 1:15 p.m.

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Trent Trahan, Chairperson