

**Minutes of the  
Clinton Grant Facilitation Corporation  
August 16, 2021**

The meeting was called to order by Trent Trahan at 12:21 p.m., at the office of the Clinton Grant Facilitation Corporation (CGFC), 137 Margaret Street, Suite 208, Plattsburgh, New York 12901.

MEMBERS PRESENT: Trent Trahan, Chairperson  
David Hoover, Vice Chairperson  
Keith Defayette, Treasurer and Chief Financial Officer  
Michael Zurlo, Secretary  
Kim Murray, Assistant Secretary  
John VanNatten, Member  
Mark Leta, Member

STAFF PRESENT: Christopher Canada, Esq., Agency Counsel  
Toni Moffat, Executive Assistant  
Dorothy Brunell, Administrative Assistant

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 18, 2020.

**Presentation:**

There were no presentations.

**Reading and Consideration of the Draft Minutes of the meeting of the Clinton Grant Facilitation Corporation (CGFC) of July 12, 2021**

T. Trahan asked if there were any questions regarding the draft minutes of the July 12, 2021 meeting of the Clinton Grant Facilitation Corporation (CGFC) and there were none.

On a motion by J. VanNatten, and seconded by K. Defayette, it was unanimously carried to approve the minutes of the July 12, 2021 meeting of the CGFC.

**Public Comment**

There was no public comment.

**Old Business**

**Resolution Approving Fee Schedule – Clinton Grant Facilitation Corporation**

M. Zurlo advised that during recent discussions with S. Peters of Elevate518, LLC, it became apparent that there was no official fee schedule in place for the Clinton Grant Facilitation Corporation. At the July 12, 2021 CGFC meeting, G. Cregg discussed with the Board a proposed fee schedule. C. Canada provided an overview of the fee schedule contained in Resolution #08-21-02. M. Zurlo stated that the fees associated with the submission of grants are less than those for CCIDA projects because grant submissions are typically much less involved than CCIDA projects which are larger and more benefited.

The following resolution was offered by M. Leta, seconded by K. Murray, to wit:

Resolution No. 08-21-02

RESOLUTION APPROVING FEE SCHEDULE FOR GRANTS AND RELATED GRANT AGREEMENTS.

WHEREAS, Clinton Grant Facilitation Corporation (the "Corporation") is authorized and empowered by the provisions of 402 and Section 1411 of the Not-For-Profit Corporation Law of the State of New York to promote community and economic development and the creation of jobs for the citizens of Clinton County, New York (the "County") by, among other things, facilitating the economic development of the County and the adjoining counties of Essex and Franklin (collectively, the "Grant Area") through the receipt and administration of gifts, grants, loans, or contributions relating to any portion of the Grant Area from, and enter into contracts or other transactions with, the United States and the State of New York or any agency of either of them, any municipality, any public or private corporation or any other legal entity; and

WHEREAS, the members of the Corporation desire to approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CLINTON GRANT FACILITATION CORPORATION, AS FOLLOWS:

Section 1. The Corporation hereby approves the fee schedule for grants attached hereto as Schedule A as the Corporation's fee schedule for applications for grants and administration of their related grant agreements.

Section 2. The Corporation hereby authorizes the Chairperson, Vice Chairperson and the Executive Director of the Corporation to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This resolution shall take effect immediately.

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

Trent Trahan	VOTING	YES
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	YES
Keith Defayette	VOTING	YES
Kim Murray	VOTING	YES
Mark Leta	VOTING	YES
John VanNatten	VOTING	YES

The foregoing resolution was thereupon declared duly adopted.

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**SCHEDULE A****Clinton Grant Facilitation Corporation Fee Schedule for Grants:**

Adopted: August 16, 2021

<b>Type</b>	<b>Cost</b>	<b>Description</b>
<b><i>Application Fee</i></b>	<b>\$250</b>	The Corporation will charge a nonrefundable application fee equal to \$250 payable upon submission of a grant application by a project applicant.
<b><i>Special Meeting Fee</i></b>	<b>\$250</b>	The Corporation will charge a nonrefundable administrative fee equal to \$250 for holding a special meeting of the Corporation at the project applicant's request.
<b><i>Grant Administration – Alternate One*</i></b>	<b>Amount Allowed in Grant Agreement</b>	In any situation where a federal, state or other grant agreement allows a portion of the related grant to be used to fund the Corporation's administrative costs related to said grant, the Corporation will charge an administrative fee equal to the maximum amount permitted pursuant to such grant agreement.
<b><i>Grant Administration – Alternate Two*</i></b>	<b>No Fee</b>	In any situation where the Corporation agrees to allow the applicant to fund all administrative costs related to the grant, and the applicant actually funds all such costs, the Corporation may agree to charge no fee related to the administration of the grant.
<b><i>Grant Administration – Alternate Three*</i></b>	<b>.75 of 1%</b>	In any situation where neither Alternate One of Alternate Two above apply, the Corporation will charge an administration fee of .75 of 1% of the amount of the grant for the administration of the grant. Such fee shall be payable upon the successful receipt of the grant.
<b><i>Modification/Amendment Transactions Fees</i></b>	<b>\$250</b>	The Corporation will charge a nonrefundable modification/amendment transaction fee per instance (post-closing) equal to \$250 upon the submission of a letter to the Corporation explaining in detail the requested action to modify or amend existing documents previously executed by the Corporation.
<b><i>Legal Fees</i></b>	<b>Varies</b>	The project is responsible for paying all legal costs and/or other third party costs incurred by the Corporation on behalf of the project. Fees shall be applied towards administrative costs to the Corporation and are non-refundable.

\*The Corporation reserves the right to determine and impose other administrative fees on Corporation projects in consideration for financial assistance being granted by the Corporation and/or the costs incurred by the Corporation. The Corporation may provide for a different application fee and/or a different administrative fee for a particular project by resolution duly adopted by the Corporation Board.

**Update on Elevate518, LLC Application**

M. Zurlo advised that Elevate518, LLC has submitted their grant application for a strategic planning and feasibility study. T. Trahan asked if their plans include a rehabilitation of the Crete Center. M. Zurlo advised that this would not be a rehabilitation of the Crete Center but rather a free-standing facility.

There being no further business to discuss, D. Hoover motioned to adjourn the meeting at 12:30 p.m., seconded by K. Defayette.

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Trent Trahan, Chairperson