

**Minutes of the Joint Meeting of the
County of Clinton Industrial Development Agency
January 12, 2015**

The meeting was called to order by T. Trahan, Chairperson, at 12:08 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

Members Present: Trent Trahan, Chairperson
David Hoover, Vice Chairperson
John VanNatten, Member
Kim Murray, Assistant Secretary
Keith Defayette, Treasurer and CFO
Michael Zurlo, Secretary
Mark Leta, Member

Members Excused:

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

T. Trahan ascertained that there was a *quorum* present.

T. Trahan 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 December 8, 2014:

T. Trahan waived the reading of the minutes of the December 8, 2014 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 D. Hoover, it was unanimously carried to approve the minutes of the December 8, 2014 regular meeting, as presented.

Public Comment: None

Bills and Communications: None

Treasurer's Report

CCIDA:

CCIDA:

The account balance at 12/31/14 was \$235,433.50

No income reported for December:

Balance Sheet:

There is \$0 remaining in the CCIDA, LLC's bank account.

Income Statement:

The income statement shows the expenses that were approved during the month of December.

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

Expenses paid in December:

TDC- Admin fee	\$6,936.00
Delish by Irises (December)	\$111.34
Total Expenses	\$7,047.34

On a motion by K. Murray and seconded by J. VanNatten, it was unanimously carried to approve the treasurer's report as presented by K. Defayette.

Reports of the Committees:

Audit Committee: K. Defayette reported that the Audit Committee met and approved a recommendation to the Board to engage the CPA firm of Martindale Keysor to complete the 2014 Agency Audit.

Old Business

E. Hynes noted that a copy of the CAP was distributed in the packet for everyone to review. She highlighted some of the changes that will be implemented going forward. Also a contract between the CCIDA and the County will be created for the PILOT billing. A new project tracking spreadsheet has been created and will be presented monthly at the meeting for the Board to review. Information that has changed will be noted at each meeting.

Action Items:

On motion by J. VanNatten and seconded by K. Murray, it was unanimously approved to engage the firm of Martindale-Keysor for the 2014-15 CCIDA/CIDA, LLC Audit.

On motion by M. Zurlo and seconded by K. Defayette, it was unanimously carried to direct the Executive Director and Counsel to amend the CCIDA application and closing documents accordingly per the CAP.

On motion by M. Zurlo, seconded by K. Murray, it was unanimously carried to authorize the Executive Director to send the CAP as presented as a requirement of the recent NYS Comptroller's audit of the CCIDA.

With no other items to discuss on a motion by M. Leta and seconded by M. Zurlo, it was unanimously authorized to adjourn the meeting at 12:22.



David Hoover, Vice Chairperson