

**Minutes of a Meeting of the  
County of Clinton  
Industrial Development Agency  
Governance Committee  
March 28, 2016**

The meeting was called to order by Michael Zurlo, Chairperson, at 11:46 a.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N. Y.

**Members Present:** Michael Zurlo, Chairperson  
John VanNatten, Vice-Chairperson  
Dave Hoover, Member

**Others Present:** Roseanne Murphy, Executive Director  
George Cregg, Special Counsel  
Barbara Shute, Recording Secretary

M. Zurlo waived the reading of the notice of the meeting that was published in the *Press-Republican* on February 8, 2016.

Reading and Consideration of the Draft Minutes of the CRC Governance Committee meeting of February 8, 2016:

M. Zurlo waived the reading of the minutes of the February 8, 2016 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there was none. On a motion by J. VanNatten and seconded by D. Hoover, it was unanimously carried to approve the minutes of the February 8, 2016 regular meeting, as presented.

**New Business:**

Review Options for changes to come under IDA Legislation

The Reform Legislation requires each IDA to develop a standard application form for requests for financial assistance, uniform criteria for the evaluation and selection for each category of projects for which financial assistance is provided, and uniform project agreements, including recapture provisions, for project benefits.

In addition, the Reform Legislation requires each IDA to develop policies for the suspension, discontinuance, or modification of financial assistance provided for a project, for the recapture of all or part of the financial assistance provided for a project, and to annually monitor the progress of projects with respect to investment and job creation/retention goals.

R. Murphy stated that in response to the changes in the IDA Legislation, Hodgson Russ has reviewed the Agency's current IDA application and the Recapture Policy. The members received a copy of the revised (redline) version of both documents with the new information included for review.

She is working with Agency Counsel to implement uniform criteria that meets the requirements of the law, is as simple as possible and allows the Agency flexibility.

G. Cregg asked the members to review the revised documents from an agency perspective with the following questions in mind:

- Is this going to work?
- Does it meet the requirements?
- Is there information that is included that is unnecessary?

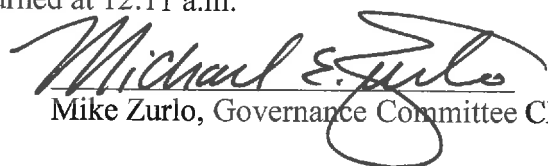
From mid-June on, all IDA's will need to include the reasons/justifications they chose to approve a project within the project documents, for example in a (Schedule A). These criteria will be used to ensure that the project is meeting expectations. The Agency will also need to decide what steps to take if a project is not in compliance.

The CCIDA already has a Recapture Policy in place. Hodgson Russ has made a few revisions to the policy to comply with the new legislation.

After a brief discussion, the consensus of the members is to table this matter until the next meeting so they have the opportunity to review the information that was provided by Agency Counsel.

R. Murphy recommended waiting to update the UTEP and the Fee Schedule until the work has been complete on Agency compliance with the new IDA Legislation. The members agreed.

With no other items to discuss the meeting adjourned at 12:11 a.m.

  
Mike Zurlo, Governance Committee Chair