

**Minutes of the Meeting of the
County of Clinton Industrial Development Agency
May 16, 2016**

The meeting was called to order by T. Trahan, Chairperson, at 12:32 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
 Michael Zurlo, Secretary
 Kim Murray, Assistant Secretary
 Keith Defayette, Treasurer and CFO
 Mark Leta, Member
 John VanNatten, Member

Excused: None

Others Present: George Cregg, Esq., Agency Counsel
 Barbara Shute, Recording Secretary
 Paul Grasso, TDC President and CEO

T. Trahan declared that a *quorum* was present.

T. Trahan waived the reading of the notice of the meeting published in the *Press-Republican* on December 11, 2015.

Reading and Consideration of the Draft Minutes of the CCIDA meeting of March 28, 2016:

T. Trahan waived the reading of the minutes of the April 11, 2016 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there were none. On a motion by K. Murray and seconded by D. Hoover, it was unanimously carried to approve the minutes of the April 11, 2016 regular meeting, as presented.

Treasurer's Report

CCIDA:

The account balance at 4/30/2016 was \$115,820.88

Income reported for April:

\$1500 Application fee – for Schluter Systems

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 April.

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

Expenses paid in April:

TDC- Admin fee	\$7,216.25
Martindale Keysor	\$6,750.00
Total Expenses	\$13,996.25

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

Reports of the Committees:

Governance Committee:

M. Zurlo noted that the committee met to continue its discussion to ensure that the Agency is in compliance with the new IDA legislation. There were four documents that needed to be reviewed and revised including the Application, the Uniform Project Benefit Agreement, the Uniform Criteria for the Evaluation of Projects Policy, and the Policy Respecting Recapture of Project Benefits.

M. Zurlo commented that he was glad that all board members were present for the final discussion on the documents during the Governance Committee meeting. As discussed the committee voted to advance all four documents to the full board for approval.

On a motion by K. Murray and seconded by D. Hoover, it was unanimously carried to accept the Governance Committee report as presented by M. Zurlo.

G. Cregg explained that in order to comply with the new legislation the revised documents need to be in place by June 15, 2016; however, the documents can be revised/amended at any time as needed.

With no further discussion, on a motion by M. Leta and seconded by K. Murray, it was unanimously carried to approve all four documents with revisions as discussed.

Executive Session:

At the request of Paul Grasso, on a motion by K. Defayette and seconded by M. Leta, it was unanimously carried to enter Executive Session to discuss Personnel matters at 12:46 pm.

On a motion by M. Zurlo and seconded by J. VanNatten, it was unanimously carried to exit Executive Session at 12:48.

M. Zurlo thanked R. Murphy and G. Cregg for all of the work they have done to ensure the Agency's compliance with the legislative changes.

With no further items to discuss the meeting was adjourned at 12:50pm.



T. Trahan, Chairperson