

**Minutes of the
County of Clinton Industrial Development Agency
Finance Committee Meeting
Monday, October 16, 2017**

The meeting was called to order by K. Defayette, Chairperson, at 12:05 p.m., at the offices of the County of Clinton IDA, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

Members Present: Keith Defayette, Chairperson
Kim Murray, Vice Chairperson
Trent Trahan, Member

Members Excused: None

Others Present: Melissa McManus, Executive Director
George Cregg, Esq., Agency Counsel
Michael Zurlo, CCIDA Secretary
Mark Leta, CCIDA Member
John VanNatten, CCIDA Member
Barbara Shute, Recording Secretary

Approval of the Minutes:

K. Defayette waived the reading of the minutes of the October 17, 2016 regular meeting. He asked if there were any questions or discussion regarding the draft minutes and there were none.

On a motion by K. Murray, seconded by T. Trahan, it was unanimously carried to approve the minutes of the October 17, 2016 regular meeting, as presented.

Old Business: None

New Business:

1. Review Proposed 2018 Budget

M. McManus reviewed the proposed 2018 budget and the budget projections for 2019 with the members. She noted that the budget for 2018 is based on the Agency operating independently. There are two potential projects being considered and the project fees for both projects have been factored in to the estimates.

At this time, given the budget estimates, the Agency is not in a position to hire an Executive Assistant, however the Agency is continuing to receive administrative support from The Development Corporation (TDC).

There will be new expenses for the Agency in 2018 to accommodate the separation from TDC to include leasing office space and office set-up expenses.

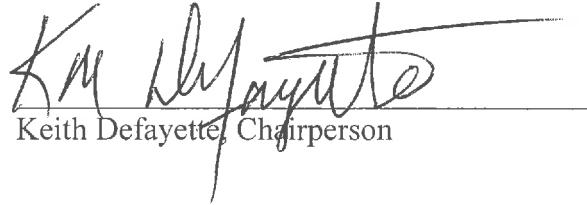
M. McManus asked the members to consider approving an addition of \$4,000 for professional development that will fund her attendance/travel to the semi-annual economic development conference.

M. McManus reviewed the budget information that will be posted on PARIS. She recommended increasing the charge for services revenue line item amount from \$3,000 to \$18,000 for 2020 and 2021, the members were ok with the change.

The members are being asked to make a recommendation for Board approval to post the proposed 2018 Budget to PARIS.

On a motion by T. Trahan, seconded by K. Murray, it was unanimously RESOLVED to recommend Board approval to post the 2018 proposed budget as revised to PARIS.

There being no further matters to discuss, the meeting adjourned at 12:25 a.m.


Keith Defayette, Chairperson