

MINUTES OF THE
COUNTY OF CLINTON
INDUSTRIAL DEVELOPMENT AGENCY
ANNUAL MEETING
MONDAY, SEPTEMBER 10, 2018

The meeting was called to order by T. Trahan, Chairperson, at 12:01 p.m., at the offices of The Development Corporation, 190 Banker Road, Suite 500, Plattsburgh, N.Y. 12901

MEMBERS PRESENT: Trent Trahan, Chairperson
Michael Zurlo, Secretary
Kim Murray, Assistant Secretary
John VanNatten, Member

MEMBERS EXCUSED: David Hoover, Member
Mark Leta, Member
Keith Defayette, Treasurer and Chief Financial Officer

STAFF PRESENT: Renee McFarlin, Executive Director
George W. Cregg, Esq., Agency Counsel
Christine Jabaut, Comptroller
Barbara Shute, Recording Secretary

OTHERS PRESENT: Chris Canada, Hodgson Russ
Toni Moffat, Clinton County
Simon Conroy, Clinton County Legislature

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

Mike Zurlo introduced and welcomed the new CCIDA Executive Director Renee McFarlin. He also introduced Toni Moffat, Executive Assistant who will be providing administrative support to R. McFarlin.

T. Trahan waived the reading of the notice of the meeting published in the *Press-Republican* on December 22, 2017.

Approval of the Minutes of the August 6, 2018 meeting:

T. Trahan asked if there were any questions regarding the draft minutes of the August 6, 2018 meeting of the CCIDA. There were none, on a motion by J. VanNatten, and seconded by K. Murray it was unanimously carried to approve the minutes of the August 6, 2018 meeting of the CCIDA.

Public Comment: None

Treasurer's Report:

C. Jabaut reviewed the Treasurer's Report. There were no questions or concerns.

On a motion by K. Murray, seconded by M. Zurlo, it was unanimously RESOLVED to approve the Treasurer's Report as presented by C. Jabaut.

Old Business:

Annual Review and Approval of Policies

It was noted that there have been no changes to any of the current policies seeking approval and all members have had the opportunity to review the policies, which were available for review electronically through a Dropbox link.

Annual Policies for Approval:

- Access to Agency Records (FOIA) Policy
- Assessment of Internal Controls Policy
- Bylaws
- Code of Ethics
- Compensation Policy
- Defense and Indemnification of Board Members Policy
- Discretionary Funds Policy
- Eligible Projects Policy
- Fee Policy
- Investment Policy
- Lease Policy
- Loan and Credit Policy (Prohibiting Extension of Credit to Board Members/Staff)
- Local Labor Policy
- Open Meetings Policy
- Organizational Chart
- Procurement Policy
- Real Property Acquisition Policy
- Real Property Disposition Policy
- Recapture Policy
- Retaliatory Action (Whistleblower Protection) Policy
- Time and Attendance Policy
- Travel Policy
- Uniform Tax Exemption Policy (UTEP)

With no further discussion, on a motion by J. VanNatten, seconded by K. Murray, it was unanimously RESOLVED to approve all policies as noted.

CCIDA Administrative Services Contract with the County

Final revisions are being completed on the draft contract with the County. At this time the members are being asked to give authorization for the Chairperson to execute the contract to enter into an Administrative Services Agreement with Clinton County.

On a motion by J. VanNatten, seconded by K. Murray, it was unanimously RESOLVED to authorize the Chairperson to execute the contract once it has been finalized.

Update on Delaware River Solar Mooers IV Project

R. McFarlin noted that she spoke with R. Chun regarding the need for additional information to support the company's request for a reduced PILOT. R. McFarlin reported that R. Chun stated that the company will prepare an expanded explanation of the request and submit it to the Agency for further consideration.

At this point, R. McFarlin left the meeting.

Board Evaluation

T. Trahan asked the members to complete the CCIDA board evaluation and conflict of interest forms that were given to the members and return them to staff.

New Business: None

Appointment of Chair Pro-Tem

T. Trahan appointed J. VanNatten as Chair Pro-Tem to preside over the election of officers.

Election of Officers:

On a motion by J. VanNatten and seconded by T. Trahan the nomination was made for the following appointed Agency members to be elected officers of the County of Clinton Industrial Development Agency for the year 2018-2019;

Trent Trahan - Chairperson
David Hoover - Vice Chairperson
Michael Zurlo – Secretary
Kim Murray – Assistant Secretary
Keith Defayette – Treasurer and Chief Financial Officer

The nominations were unanimously approved.

On a motion by J. VanNatten and seconded by K. Murray the nomination was made for the following to be appointed staff of the County of Clinton Industrial Development Agency for the year 2018-2019;

Renee McFarlin - Executive Director
George W. Cregg, Jr. Esq. - Agency Counsel

The nominations were unanimously approved.

The nominated slate of officers and staff proposed were duly elected.

J. VanNatten turned the meeting over to Chairperson, T. Trahan.

Committee Appointments

On a motion by T. Trahan and seconded by K. Murray the following appointed Agency members will be reappointed to the committees of the County of Clinton Industrial Development Agency for the year 2018-2019

Audit Committee: Keith Defayette - Chairperson
Mark Leta – Vice Chairperson
Trent Trahan - Member
Dave Hoover- Member
John VanNatten - Member

Finance Committee Keith Defayette - Chairperson
Kim Murray – Vice Chairperson
Trent Trahan - Member

Governance Committee: Mike Zurlo – Chairperson
John VanNatten, Vice-Chairperson
Dave Hoover, Member

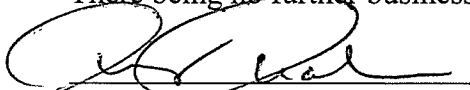
The nominations were unanimously approved.


Executive Director’s Report: None

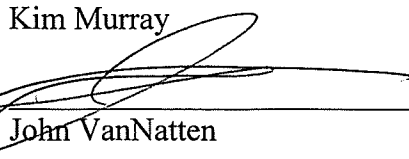
Other Business:

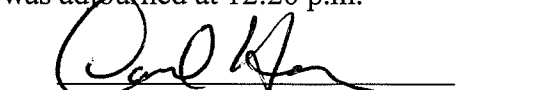
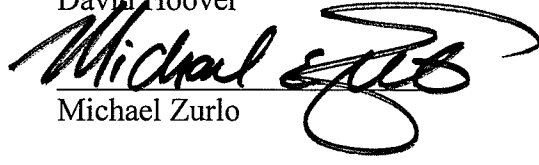
The Agency received a bill from the North Country Chamber of Commerce for the annual membership dues in the amount of \$203. The consensus of the members was to authorize payment of the annual dues, they declined to make the suggested voluntary contribution for an economic development sponsorship. On a motion by M. Zurlo and seconded by K. Murray it was unanimously approved to pay the invoice as discussed.


There being no further business to discuss, the meeting was adjourned at 12:26 p.m.


Trent Trahan


Keith Defayette

Kim Murray

John VanNatten


David Hoover

Michael Zurlo

Mark Leta

Renee McFarlin