

**Minutes of the  
Clinton County Capital Resource Corporation  
Monday, March 24, 2025**

The meeting was called to order by Trent Trahan, Chairperson, at 1:24 p.m., at the Clinton County Capital Resource Corporation (CCCRC) office located at 137 Margaret Street, Suite 208, Plattsburgh, New York.

MEMBERS PRESENT: Trent Trahan, Chairperson  
David Hoover, Vice Chairperson  
Michael Zurlo, Secretary  
Mark Leta, Assistant Secretary  
John VanNatten, Member

MEMBERS ABSENT: Keith Defayette, Treasurer and Chief Financial Officer  
Joey Trombley, Member

STAFF PRESENT: Molly Ryan, Executive Director  
Christopher Canada, Esq., Agency Counsel  
Shannon Wagner, Esq., Agency Counsel  
Toni Moffat, Executive Assistant  
Dorothy Brunell, Administrative Assistant

T. Trahan stated that there was a quorum present.

T. Trahan waived the reading of the notice of the meeting published in the *Press Republican* on December 13, 2024.

**Reading and Consideration of the Draft Minutes of the meeting of the Clinton County Capital Resource Corporation (CCCRC) of December 9, 2024.**

T. Trahan asked if there were any questions regarding the draft minutes of the December 9, 2024 meeting of the CCCRC. There were none.

On a motion by D. Hoover, and seconded by J. VanNatten, it was unanimously carried to approve the minutes of the December 9, 2024 meeting of the CCCRC.

**Public Comment**

There was no public comment.

**Treasurer's Report**

M. Leta reviewed the February 2025 Treasurer's Report. There were no questions or concerns.

On a motion by D. Hoover, and seconded by J. VanNatten, it was unanimously RESOLVED to approve the Treasurer's Report as presented by M. Leta.

## **Committee Reports**

### **Audit Committee**

M. Leta noted the Committee met earlier and reviewed the draft audited financial statements with D. Bushey of Martindale Keysor & Co., PLLC and the Committee is recommending Board approval of same and authorization to post the document to PARIS.

On a motion by D. Hoover, and seconded by J. VanNatten, it was unanimously RESOLVED to approve the draft audited financial statements as presented by David Bushey and authorize to post same to PARIS.

### **Governance Committee**

M. Zurlo noted the Governance Committee met and reviewed the 2024 annual reports. The Committee recommends Full Board approval of the:

- 2024 CCCRC Mission Statement and Measurement Report
- 2024 CCCRC Operations and Accomplishments Report
- 2024 CCCRC Procurement Report
- 2024 CCCRC Real Property Report
- 2024 CCCRC Investment Report

On a motion by J. VanNatten, and seconded by D. Hoover, it was unanimously carried to accept the recommendation of the Committee and approve the 2024 annual reports as presented and authorize the posting of same to PARIS.

## **Old Business**

There was no old business to report.

## **New Business**

### **CCCRC Bank Account Overage (Balance >\$250,000)**

M. Ryan stated that the balance in the CCCRC's checking account at Arrow Bank currently exceeds the \$250,000 FDIC threshold. J. VanNatten suggested M. Ryan contact Christine Kernochan, Assistant Vice President of Business Services at Arrow Bank and have a sweep account established for the CCCRC.

There being no further business to discuss, on a motion by M. Leta, and seconded by D. Hoover, the meeting adjourned at 1:28 p.m.

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Trent Trahan, Chairperson