

**Minutes of the  
Clinton County Capital Resource Corporation  
Monday, December 13, 2021**

**Due to COVID-19, the meeting of the Clinton County Capital Resource Corporation held on Monday, December 13, 2021 was livestreamed via GoToMeeting.**

The meeting was called to order by Trent Trahan, Chairperson, at 12:43 p.m., via GoToMeeting.

**MEMBERS PRESENT:** Trent Trahan, Chairperson  
David Hoover, Vice Chairperson  
Keith Defayette, Treasurer and Chief Financial Officer  
Michael Zurlo, Secretary  
Kim Murray, Assistant Secretary  
John VanNatten, Member  
Mark Leta, Member

**STAFF PRESENT:** George Cregg, Jr., Esq., Agency Counsel  
Christopher Canada, Esq., Agency Counsel  
Shannon Wagner, Law Clerk, Hodgson Russ LLP  
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 18, 2020.

**Approval of the Minutes of the November 15, 2021 Meeting**

T. Trahan asked if there were any questions regarding the draft minutes of the November 15, 2021 meeting of the Clinton County Capital Resource Corporation (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 November 15, 2021 CCCRC meeting as presented.

**Public Comment**

There was no public comment.

**Treasurer's Report**

K. Defayette reviewed the November 2021 Treasurer's Report. There were no questions or concerns.

On a motion by M. Leta, and seconded by J. VanNatten, it was unanimously RESOLVED to approve the November 2021 Treasurer's Report as presented by K. Defayette.

## **Committee Reports**

### **Audit Committee**

K. Defayette noted the Audit Committee met and is recommending the Board accept the Committee's recommendation and approve the initiation of the 2021 CCCRC Audit.

On a motion by J. VanNatten, and seconded by D. Hoover, it was unanimously carried to accept the Committee's recommendation and approve the initiation of the 2021 CCCRC audit.

### **Governance Committee**

M. Zurlo noted the Governance Committee met and reviewed the 2021 annual reports. The Committee recommends Full Board approval of the:

- 2021 CCCRC Mission Statement and Measurement Report
- 2021 CCCRC Operations and Accomplishments 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 2021 annual reports as presented and authorize the posting of same to PARIS.

## **Old Business**

### **County Reimbursement for Auditor Fees in the amount of \$875.60**

M. Zurlo advised that the CCCRC's request to the County for reimbursement of auditor fees was approved and payment has been made.

### **New York State Authorities Budget Office (ABO) Update**

S. Wagner advised that the 2020 year-end balance reports for the outstanding bond between the Clinton County CRC and CVPH Medical Center have been provided to the ABO. The year-end reports for the outstanding BHSN bond and the HHHN bond were provided to the ABO on November 20, 2021 and December 1, 2021, respectively. S. Wagner believes all the required information has been provided to the ABO. M. Zurlo advised that going forward, providing year-end balance reports will be a requirement for all new applicants for CCCRC assistance.

## **New Business**

There was no new business to report.

There being no further business to discuss, on a motion by M. Zurlo, and seconded by K. Murray, the meeting adjourned at 12:50 p.m.



Trent Trahan, Chairperson