

**Minutes of the
County of Clinton Industrial Development Agency
Audit Committee
March 18, 2024**

The meeting was called to order by Mark Leta, Vice Chairperson, at 12:04 p.m., at the County of Clinton Industrial Development Agency (CCIDA) office located at 137 Margaret Street, Suite 208, Plattsburgh, New York.

MEMBERS PRESENT: Mark Leta, Vice Chairperson
Trent Trahan, Member
David Hoover, Member
John VanNatten, Member

MEMBERS ABSENT: Keith Defayette, Chairperson
Joey Trombley, CCIDA Member

OTHERS PRESENT: Molly Ryan, Executive Director
Christopher Canada, Esq., Agency Counsel
Shannon Wagner, Esq., Agency Counsel
Michael Zurlo, CCIDA Member
Toni Moffat, Executive Assistant
Dorothy Brunell, Administrative Assistant
David Bushey, Martindale Keysor & Co., PLLC
John Gokey, General Manager, Saranac Power Partners (via Video Conference)
Kevin MacLeod, Esq., Counsel for Saranac Power Partners (via Video Conference)

M. Leta waived the reading of the notice of the meeting published in the *Press-Republican* on December 13, 2023.

Reading and Consideration of the Draft Minutes of the CCIDA Audit Meeting of December 11, 2023.

M. Leta waived the reading of the minutes of the December 11, 2023 meeting. He asked if there were any questions regarding the draft minutes and there were none.

On a motion by J. VanNatten, and seconded by T. Trahan, it was unanimously carried to approve the minutes of the December 11, 2023 meeting.

Review of Draft Audited Financial Statements

David Bushey of Martindale Keysor & Co., PLLC reviewed the draft audited financial statements for the CCIDA. He noted that the audit found no deficiencies or weakness in the internal controls. This was a clean unmodified audit with no findings. D. Bushey indicated that the audit could be finalized since the one outstanding audit statement has been received from the CHPE Project.

In his letter to the Board of Directors, D. Bushey indicated that during the audit, he became aware of a matter that represents an opportunity for strengthening internal controls and operating efficiency. Specifically, during his review of the CCIDA credit card transactions, he noted that credit card receipts and documentation were not submitted to the Treasurer for review as is outlined in the CCIDA Credit

Card Policy. D. Bushey recommends that the Agency follow the guidelines outlined in the Credit Card Policy. D. Bushey acknowledged that the Agency has taken steps to remedy the situation.

Public Comment

There was no public comment.

Old Business

There was no old business to report.

New Business

Recommend Approval of Resolution Accepting Audit and Authorizing Posting of Same to PARIS

On a motion by J. VanNatten, and seconded by T. Trahan, it was unanimously RESOLVED to accept the audited financial statements as presented by D. Bushey, and to move to the Full Board for approval and authorizing posting of same to PARIS.

There being no further business to discuss, T. Trahan motioned to adjourn the meeting at 12:20 p.m., seconded by J. VanNatten.



Mark Letz, Vice Chairperson - Audit Committee