

**Minutes of the
Clinton County Capital Resource Corporation
Monday, March 22, 2021**

Due to COVID-19, the meeting of the Clinton County Capital Resource Corporation held on Monday, March 22, 2021 was livestreamed via GoToMeeting.

The meeting was called to order by Trent Trahan, Chairperson, at 1:23 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: Renee McFarlin, Executive Director
George W. Cregg, Esq., Agency Counsel
Christopher Canada, 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 18, 2020.

Reading and Consideration of the Draft Minutes of the meeting of Clinton County Capital Resource Corporation (CCCRC) of December 14, 2020.

T. Trahan asked if there were any questions regarding the draft minutes of the December 14, 2020 meeting of the CCCRC and there were none.

On a motion by M. Zurlo, and seconded by D. Hoover, it was unanimously carried to approve the minutes of the December 14, 2020 meeting of the CCCRC.

Public Comment

There was no public comment.

Treasurer's Report

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

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

Committee Reports

Audit Committee

The Audit Committee met and it was decided to postpone the 2020 Audit presentation to allow the auditor, David Bushey, additional time to review the audit documents. A special meeting of the CCCRC Audit Committee will be scheduled with the next few days, at which time David Bushey will present the audit findings.

Governance Committee

M. Zurlo noted the Governance Committee met and reviewed the following documents for the CCCRC:

1. 2020 CCCRC Investment Report

On a motion by J. VanNatten, and seconded by K. Murray, it was unanimously carried to approve the CCCRC Investment Report and Post Same to PARIS.

2. 2020 CCCRC Real Property Report

On a motion by M. Zurlo, and seconded by J. VanNatten, it was unanimously carried to approve the CCCRC Real Property Report and Post Same to PARIS.

3. 2020 CCCRC Procurement Report

On a motion by J. VanNatten, and seconded by M. Leta, it was unanimously carried to approve the CCCRC Procurement Report and Post Same to PARIS.

4. CCCRC Organizational Chart

On a motion by D. Hoover, and seconded by K. Murray, it was unanimously carried to approve the CCCRC Organizational Chart.

5. Defense and Indemnification of Board Members Policy

On a motion by D. Hoover, and seconded by K. Defayette, it was unanimously carried to approve the Defense and Indemnification of Board Members Policy.

6. Time and Attendance Policy

On a motion by J. VanNatten, and seconded by K. Murray, it was unanimously carried to approve the Time and Attendance Policy.

7. Policy Prohibiting Extension of Credit to Board Members and Staff

On a motion by M. Zurlo, and seconded by K. Murray, it was unanimously carried to approve the Policy Prohibiting Extension of Credit to Board Members and Staff

Old Business

Green National, LLC – Revised Letter to REDC

R. McFarlin advised that Green National, LLC would like to request an additional \$1 million be added to their Bond Volume Cap. They would only drawdown what was required for the project. This is similar to some of the other projects for which the CRC has issued bonds. M. Zurlo asked if something has changed with the Project. R. McFarlin advised that the Project has not changed and they are requesting the additional funds upfront as a contingency. R. McFarlin further advised that we have not received a final draft of a letter from Green National requesting this change.

New Business

Town of Plattsburgh – Smart Growth Plan for the former Clinton County Airport

R. McFarlin advised that the CCCRC received a letter from Trevor Cole, Senior Planner for the Town of Plattsburgh. In his letter, Mr. Cole is requesting the CCCRC invest \$7,500 in the Town's development of a Smart Growth Plan for the former Clinton County Airport. R. McFarlin advised that a resolution has been prepared authorizing a Planning Grant Agreement with the Town of Plattsburgh, however, she would like to postpone the Board's consideration of this resolution until the next CCCRC meeting when Mr. Cole can be present to provide the Board details of the project. The entire scope of the project will cost \$25,000. The Clinton County Board of Realtors will contribute \$2,500, and the National Association of Realtors has awarded a \$5,000 grant for the project. The Town Planning and Community Development Department has budgeted \$10,000 for the project. The requested \$7,500 grant from the CCCRC will bring the total funds to \$25,000. No action will be taken on the resolution at this time.

There being no further business to discuss, on a motion by M. Zurlo, and seconded by J. VanNatten, the meeting adjourned at 1:36 p.m.



Trent Trahan, Chairperson