



Clinton County Capital Resource Corporation

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**Minutes of the
Clinton County Capital Resource Corporation
Monday, August 10, 2020**

Due to COVID-19, the meeting of the Clinton County Industrial Development Agency held on Monday, August 10, 2020 was through teleconference.

The meeting was called to order by Trent Trahan, Chairperson, at 1:54 p.m. via GoToMeeting.

MEMBERS PRESENT: Trent Trahan, Chairperson
David Hoover, Vice Chairperson
Keith Defayette, Treasurer and Chief Financial Officer
Michael Zurlo, Secretary
John VanNatten, Member

EXCUSED: Kim Murray, Assistant Secretary
Mark Leta, Member

STAFF PRESENT: Renee McFarlin, Executive Director
Toni Moffat, Executive Assistant
George Cregg, Jr., Esq., Agency Counsel
Christopher Canada, Esq. Agency Counsel

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 22, 2018.

Approval of the Minutes of the July 17, 2020 meeting

T. Trahan asked if there were any questions regarding the draft minutes of the July 17, 2020 meeting of the Clinton County Capital Resource Corporation (CCCRC). There were none.

On a motion by J. VanNatten, and seconded by K. Defayette, it was unanimously carried to approve the minutes of the July 17, 2020 meeting of the CCCRC.

Public Comment

There was no public comment.

Reports

Treasurer's Report:

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

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

Old Business

There was no old business to report.

New Business

Lamb & Lerch Invoice – Fees for New Foreign Trade Zone (FTZ) Consultation

R. McFarlin reported Lamb & Lerch is the CCCRC's Foreign Trade Zone Counsel. This invoice was for conversations that were had regarding a pending IDA project; who thought they had a tenant interested in utilizing and availing themselves of benefits of the FTZ.

On a motion by T. Trahan, and seconded by J. VanNatten, the Board approved payment of the Lamb & Lerch Invoice of \$376.

Foreign Trade Zone (FTZ) Operator Fee Schedule

R. McFarlin stated this issue will be discussed at the September meeting.

Policy Relating to Public Comment Period for the CCCRC Meetings

R. McFarlin stated this policy relating to public comment for CCCRC meetings is the same as the CCIDA policy.

The following resolution was offered by D. Hoover, seconded by K. Defayette, to wit:

Resolution No. 08-20-08

RESOLUTION AUTHORIZING PUBLIC COMMENT PERIOD POLICY FOR MEETINGS OF THE CLINTON COUNTY CAPITAL RESOURCE CORPORATION.

WHEREAS, Clinton County Capital Resource Corporation (the "Corporation") was created pursuant to Section 1411 of the Not-For-Profit Corporation Law of the State of New York, as amended (the "Enabling Act"). Pursuant to the provisions of the Enabling Act and Revenue Ruling 57-187 and Private Letter Ruling 200936012, the County Legislature of Clinton County, New York (the "County") adopted a resolution on November 10, 2010 (the "Sponsor Resolution") (A) authorizing the incorporation of the Corporation under the Enabling Act and (B) appointing the initial members of the board of directors of the Corporation (the "Board of Directors"); and

WHEREAS, meetings of the Corporation include a public comment period that provides the public with an opportunity to express their views, comments or opinions with respect to projects involving the Corporation; and

WHEREAS, while the members of the Board of Directors recognize the importance of receiving comments from the public with respect to such projects at meetings of the Corporation, the members of

the Board of Directors likewise recognize the importance of holding meetings which effectively utilize the time of both the members of the Board of Directors and the public; and

WHEREAS, to this end, the members of the Board of Directors desire to adopt a policy designed to maintain order and decorum during the public comment period at meetings of the Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF DIRECTORS OF THE CLINTON COUNTY CAPITAL RESOURCE CORPORATION AS FOLLOWS:

Section 1. The Corporation hereby approves and confirms the Policy Relating to Public Comment Period (the "Policy") attached to this resolution as Exhibit A.

Section 2. The Corporation hereby authorizes the Chairperson, Vice Chairperson and Executive Director of the Corporation to take all necessary steps to implement the matters described in the Policy.

Section 3. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Trent Trahan	VOTING	YES
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	NO
Kim Murray	VOTING	EXCUSED
Keith Defayette	VOTING	YES
Mark Leta	VOTING	EXCUSED
John VanNatten	VOTING	YES

The foregoing resolution was thereupon declared duly adopted.

EXHIBIT A

POLICY RELATING TO PUBLIC COMMENT PERIOD

The public comment period shall be reserved as an item of business on the agenda for all regular and special meetings of the Clinton County Capital Resource Corporation (the "Corporation"). All comments to be made during the public comment period shall be subject to the following guidelines:

1. Prior to the start of the public comment period, persons wishing to address the members of the board of directors of the Corporation (the "Board of Directors") will register on a sign-up sheet to be provided by staff of the Corporation. Prior to beginning the public comment period, the Chairperson will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will be asked to identify themselves for the record.

2. Topics must be germane to the Corporation.

3. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. The Executive Director of the Corporation (the "Executive Director") shall serve as time keeper and will promptly announce when the

speaker's time has expired. The public comment period at any meeting of the Corporation shall be limited to twenty (20) minutes in duration, subject to extension by the Chairperson at his or her sole discretion.

4. No time may be yielded or transferred from one speaker to another. Each speaker will be concise and avoid repetition. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.

5. The public comment period is not intended to require the members of the Board of Directors or staff of the Corporation to answer any questions. Members of the Board of Directors may ask a speaker to clarify information in order to better understand the speaker's comments. The members of the Board of Directors will not take action on an item presented during the public comment period. Upon completion of the public comment period and when appropriate, the members of the Board of Directors may summarize the comments heard from citizens. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the members of the Board of Directors for consideration and review.

6. Speakers will address comments to the members of the Board of Directors as a whole and not one individual member of the Board of Directors. Discussions between speakers and members of the audience will not be permitted during the public comment period.

7. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Executive Director. Speakers who have materials that they want distributed to the members of the Board of Directors related to the item they plan to discuss during the public comment period shall provide ten (10) copies of those documents to the Executive Director prior to the start of the meeting.

8. Speakers shall be civil and courteous in their language and presentation. Insults, personal attacks, accusations, profanity, vulgar language, inappropriate gestures, or other inappropriate behavior will not be tolerated.

9. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Chairperson may declare "out-of-order" any person who fails to comply with this policy. The Chairperson shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from

Other Business as Required

There being no further business to discuss, M. Zurlo motioned to adjourn the meeting at 1:58 p.m., seconded by K. Defayette.


Trent Trahan, Chairperson