

**Minutes of the Meeting of the  
County of Clinton Industrial Development Agency  
December 8, 2014**

The meeting was called to order by T. Trahan, Chairperson, at 12:27 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

Members Present: Trent Trahan, Chairperson  
David Hoover, Vice Chairperson  
Keith Defayette, Treasurer and CFO  
Mark Leta, Member

Members Excused: Michael Zurlo, Secretary  
Kim Murray, Assistant Secretary  
John VanNatten, Member

Others Present: Erin Hynes, Executive Director  
Barbara Shute, Recording Secretary

T. Trahan ascertained that there was a *quorum* present.

T. Trahan waived the reading of the notice of the meeting published in the *Press-Republican* on October 21, 2013.

Reading and Consideration of the Draft Minutes of the CCIDA meeting of November 3, 2014:

T. Trahan waived the reading of the minutes of the November 3, 2014 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there was none. On a motion by M. Leta and seconded by D. Hoover, it was unanimously carried to approve the minutes of the November 3, 2014 regular meeting, as presented.

Public Comment: None

Bills and Communications: None

Treasurer's Report

**CCIDA:**

The account balance at 11/30/14 was \$242,480.84

No income reported for November:

An invoice was credited for \$500 for a project that had been previously reconveyed. (TDC Building #9)

**Balance Sheet:**

There is \$0 remaining in the CIDA, LLC's bank account.

**Income Statement:**

The income statement shows the expenses that were approved during the month of November.

The "net income or loss" for each month will be for expenses for administering the CCIDA.

Expenses paid in November:

TDC- Admin fee	\$6,936.00
Clinton County Treasurer (PILOT Billing)	\$1,080.00
Delish by Irises (November)	\$138.32
Total Expenses	\$8,154.32

T. Trahan asked if there were any questions regarding the Treasurers Report and there were none.

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

Reports of the Committees: None

New Business: None

Old Business:

1. Update on OSC Audit

E. Hynes noted that the draft formal response to the audit was due to the Comptroller's Office on November 24<sup>th</sup>, the Agency submitted the draft response on November 21<sup>st</sup>. She commented that, at this point, the audit has not been released but she is anticipating that it will be out soon.

E. Hynes and C. Jabaut have been working on the draft "Corrective Action Plan" (CAP) that must be put into place 90 days following the distribution of the final report. The draft CAP was sent to the Board for review. Many of the components of the CAP are ready to go and there may need to be a few "tweaks" to the application. All projects going forward will be affected by the CAP.

T. Trahan was designated as the spokesperson for the Agency and, to date, he has spoken with several people regarding the necessary steps to move forward based on the CAP.

Update on Northstar, LLC

E. Hynes noted that Northstar41, LLC contacted ESD on November 19, to ask for an additional six month extension on the job creation requirement in the sales agreement. The company is continuing to move forward and they have signed their first lease, however, they are still short of the 21 jobs required. In addition, Northstar has been involved with a prospect (for almost a year now) that will bring 150 jobs to its facility with in the first year of operation.

To date the company has invested \$1.5 million in their redevelopment effort and is an approved Start-Up NY site.

Action Items:

1. Adopt 2015 Proposed Budget

E. Hynes noted the 2015 proposed budget was posted to PARIS and it was also posted at the Clinton County Government Center for 60 days. At this time the Agency will need to vote to adopt the budget.

On a motion by K. Defayette and seconded by D. Hoover, it was unanimously carried to adopt the 2015 proposed budget, as presented.

Executive Director's Report: None

With no other items to discuss on a motion by M. Leta and seconded by D. Hoover, it was unanimously authorized to adjourn the meeting at 12:48.

  
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Trent Trahan, Chairperson