

**Minutes of the Meeting of the
County of Clinton Industrial Development Agency
March 9, 2015**

The meeting was called to order by D. Hoover, Chairperson, at 12:10 p.m., at the offices of the County of Clinton Industrial Development Agency, 190 Banker Road, Suite 500, Plattsburgh, N.Y.

Members Present: David Hoover, Vice Chairperson
 Michael Zurlo, Secretary
 Kim Murray, Assistant Secretary
 Mark Leta, Member

Members Excused: Trent Trahan, Chairperson
 Keith Defayette, Treasurer and CFO
 John VanNatten, Member

Others Present: Erin Hynes, Executive Director
 George Cregg, Esq., Agency Counsel
 Barbara Shute, Recording Secretary

D. Hoover ascertained that there was a *quorum* present.

D. Hoover waived the reading of the notice of the meeting published in the *Press-Republican* on December 8, 2014.

Reading and Consideration of the Draft Minutes of the CCIDA meeting of February 9, 2015:

D. Hoover waived the reading of the minutes of the February 9, 2015 regular meeting. He asked if there were any questions or discussion regarding the draft minutes, there was none. On a motion by M. Zurlo and seconded by M. Leta, it was unanimously carried to approve the minutes of the February 9, 2015 regular meeting, as presented.

Public Comment: None

Bills and Communications: None

Treasurer's Report

CCIDA:

The account balance at 2/28/15 was \$227,870.59

Income reported for February:

CVPH (land release)	\$500
Lower Saranac (Reconvey)	\$500

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 February.

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

Expenses paid in February:

TDC- Admin fee	\$7,074.75
Jennetix (website posting)	\$101.75
Delish by Irises (February)	\$95.12
Total Expenses	\$7,271.62

On a motion by K. Murray and seconded by M. Zurlo, it was unanimously carried to approve the treasurer's report as presented by C. Jabaut.

Reports of the Committees: None

Project Monitoring:

E. Hynes noted that this is a new section that has been added to the agenda in compliance with the Corrective Action Plan (CAP) to address monthly project monitoring.

E. Hynes reviewed the spreadsheet and noted that it has been changed to reflect the discussion at last month's CCIDA meeting. C. Jabaut noted that she is still waiting for additional information, such as employment numbers from some of the projects.

C. Jabaut reviewed the PILOT billing spreadsheet. She noted that the form was originally created to gather information for the annual audit and the County provides the tax and PILOT information to complete the form.

There was some discussion regarding the need to identify any issues on the sheet that the Board should be aware of. It was suggested these be highlighted in red. It was also suggested to add a column for any interest/penalties that a project is obligated to pay. There was some discussion on the way to handle projects that are not in compliance.

G. Cregg developed a draft contract between the CCIDA and the County regarding the matter of PILOT billing with input from E. Hynes and C. Jabaut. The draft contract will need to be reviewed by the County and then brought back to the Board for approval in April.

With no further discussion, on a motion by M. Zurlo and seconded by M. Leta, it was unanimously carried to accept the project monitoring report as presented.

New Business:

1. Consider NYSEDC Proposal

G. Cregg reviewed the NYSEDC proposal which states that IDAs are required to get State approval before they can provide state tax exemptions. The proposal also requires IDAs to get clearance from the NYS Tax and Finance Department that its agents, project owners, subagents and vendors do not owe more than \$500 in state tax liabilities.

Brian McMahon is asking the IDAs if they would be willing to participate in a voluntary dues assessment of \$500 to advance economic development in New York State.

After some discussion, on a motion by K. Murray and seconded by M. Leta, it was unanimously carried to participate in a voluntary dues assessment of \$500 to advance economic development in New York State.

2. Resignation of Executive Director.

E. Hynes stated that she is resigning as Executive Director of the Clinton County IDA effective today, March 9, 2015. She will be leaving employment with TDC on March 16th to become the Deputy Regional Director for Empire State Development's (ESD) North Country Regional Office in Plattsburgh.

P. Grasso has already met with M. Zurlo and T. Trahan to discuss next steps and coverage as TDC seeks a replacement. In the interim, C. Jabaut will be the "go to person" for any financials matters or questions, P. Grasso will handle any project related matters and G. Cregg will be the resource for any institutional knowledge.

E. Hynes thanked the members for supporting her over the past few years and noted that she looks forward to working with the CCIDA in her new capacity with ESD.

3. Adding New Signatory for CCIDA/CIDA, LLC Account

E. Hynes noted that in the interim the Board would need to appoint someone as an additional signer for CCIDA/CIDA, LLC accounts. She recommended adding C. Jabaut as the additional signer and B. Shute can write the checks.

M. Zurlo asked if the Agency should appoint an interim director. E. Hynes noted that she was not aware if TDC had made any arrangements. M. Zurlo noted that during he and T. Trahan's conversation with P. Grasso, he stated he would handle any issues that may

come up in the interim. G. Cregg suggested that it would be appropriate to appoint P. Grasso in the interim until a permanent replacement is found.

Action Items:

1. Vote to Accept the Letter of Resignation of E. Hynes, Executive Director
2. Vote to add C. Jabaut as a Signatory for CCIDA/CIDA, LLC Account
3. Vote to Appoint P. Grasso as the interim Executive Director of the CCIDA.

On a motion by Zurlo and seconded by M. Leta, it was unanimously approved to accept the letter of resignation from E. Hynes, Executive Director; to approve adding C. Jabaut as an additional signer on the CCIDA/CIDA, LLC accounts; and to appoint P. Grasso, as the interim Executive Director of the CCIDA.

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

Trent Trahan	VOTING	EXCUSED
David Hoover	VOTING	YES
Michael E. Zurlo	VOTING	YES
Kim Murray	VOTING	YES
John VanNatten	VOTING	EXCUSED
Keith Defayette	VOTING	EXCUSED
Mark Leta	VOTING	YES

Executive Director's Report

Executive Session

On a motion by M. Zurlo and seconded by D. Hoover, it was unanimously authorized to enter Executive Session at 1:01pm.

With no other items to discuss the meeting came out of Executive Session and adjourned at 1:30pm.



Trent Trahan, Chairperson