

**CARTHAGE INDUSTRIAL DEVELOPMENT CORPORATION**  
**Minutes of Meeting of February 27, 2013**

**Present:** Terry Buckley, John McHugh, James Wright, Bruce Armstrong, Wayne McIlroy, Mark Keddy, Paul Smith, Derek Davis and Terry Roche

**Excused:** David Zembiec (proxy to Bruce Armstrong), Robert Gormley

**Absent:** Tom Piche'

**Others Present:** Lori Borland, Elaine Avallone (Watertown Times), Mike Astafan

**Call to Order:** Mr. Buckley called the meeting to order at 4:17 p.m.

**Open Forum:** None

**Minutes:** Motion made by Mr. Keddy, seconded by Mr. Armstrong to accept the minutes of the January 30, 2013 meeting. Motion carried unanimously.

**REPORTS:**

- a.) **Main Street/RARP Program Status** – Contract documents have been submitted for the \$200,000 grant; project at 253- 255 State Street is being reviewed and the scope of work needs to be determined based on reduced funding
- b.) **Village Revolving Loan Fund Status** – The EDCC has dissolved, and the revolving loan fund is now being managed by the Village of Carthage Village Board. The first meeting of the Village loan committee is tomorrow morning. The agenda includes reviewing the revised guidelines and two loan applications. The Committee is made up of Derek Davis, Mike Astafan, Wayne McIlroy, Teri Ellis, Collin Lundy and Mark Keddy as alternate. These members were all previously on the EDCC board.

**Treasurer's Report:**

- a. Ms. Borland and Mr. McHugh reviewed the January/February financial report, and indicated that the deposits and bills were in the ordinary course of business, and there was nothing unusual. It was noted that the fourth quarter WEDA payment of \$73,000 is reflected in the deposits, although the \$40,000 true up payment just received from National Grid is not reflected. These deposits will be reflected in the 2012 financial report as part of the on going audit. Motion by Mr. Armstrong, seconded by Mr. Roche to accept the January/February financial report as submitted. Motion carried.
- b. **Payment of Bills:** Motion was made by Mr. Davis, seconded by Mr. Armstrong to authorize payment of bills. Motion passed unanimously.

**EXECUTIVE SESSION:** None

**OLD & NEW BUSINESS:**

- a.) **Board Member Policy Certifications:** It was noted that certifications were disseminated by email to all Board members as well as hard copies available at the meeting, and they need to be received back ASAP.
- b.) **LDC Research Status** – The LDC committee members reported that discussions with the Syracuse University Law Clinic are continuing. The Clinic staff indicated that changing the current structure to a not for profit will not eliminate PARIS obligations; the question remains as

to whether we can shed the powers that the State seems to have a problem with such as bonding authority. Can this be done through a simple amendment, or if there is some other structure that might work for the CIDC. We are awaiting their response. The Board recognized that there is no deadline for this process, although we should continue to seek options in a timely manner

- c.) Proposed Policy –Travel and Discretionary Funds. The Administrative Budget Office has issued a recommendation that all Authorities develop policies regarding the use of Discretionary Funds. In response, the proposed policy has been developed by incorporating the existing CIDC Travel Policy with a new policy regarding the use of Discretionary Funds. The policy has been previously distributed for input and comments. The policy makes it clearer what are considered acceptable expenditures and what are considered unacceptable expenditures. After brief discussion the following resolution was introduced by Mr. Buckley for consideration:

**RESOLUTION WITH REGARD TO  
AMENDING TRAVEL POLICY TO INCLUDE DISCRETIONARY FUNDS POLICY**

**WHEREAS**, the Administrative Budget Office (ABO) has issued a recommendation that Public Authorities establish a written policy regarding discretionary spending, and

**WHEREAS**, the CIDC has previously adopted on 11/4/2009 a written policy regarding approval and expenditure of funds for travel; and

**WHEREAS** expenditures for travel are included within the definition of discretionary funds; and

**WHEREAS**, the Corporation desires to amend its travel policy to more fully address the Corporation's policies regarding discretionary funds,

**NOW, THEREFORE, BE IT RESOLVED** as follows:

Section 1. The Carthage Industrial Development Corporation's Travel and Discretionary Funds Policy, as presented at this meeting, is hereby approved and adopted and such Policy replaces and supersedes the Carthage Industrial Development Corporation Travel Policy approved and adopted 11-4-2009.

Section 2. This resolution shall take effect immediately.

Motion was made by Mr. Wright and seconded by Mr. Roche to adopt the resolution. Motion carried unanimously.

The next meeting is to be held on March 27, 2013.

There being no further business before the Board, motion was made by Mr. Keddy, seconded by Mr. Roche to adjourn. Motion carried unanimously. Mr. Buckley adjourned the meeting at 4:32 p.m.