

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
Resolution No. 09-02-09  
February 17, 2009

**AMENDING RESOLUTION NO. 06-07-10:  
ADOPTING CERTAIN POLICIES, STANDARDS & PROCEDURES IN CONNECTION  
WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005**

**WHEREAS**, by Title 1 of Article 18-A of the General Municipal Law (“GML”) of the State of New York (the “State”), as amended, and Chapter 358 of the Laws of 1971 of the State, (hereinafter collectively called the “Act”), the St. Lawrence County Industrial Development Agency (hereinafter called the “Agency”) was created as a public benefit corporation of the State; and

**WHEREAS**, the Public Authorities Accountability Act of 2005 (the “PAAA”), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, was enacted by the New York State Legislature to insure greater accountability and openness of public authorities throughout the State; and

**WHEREAS**, pursuant to Section 2 of the Public Authorities Law (“PAL”) of the State, the provisions of the PAAA apply to certain defined “local authorities”, including the Agency; and

**WHEREAS**, the Agency desires to adopt certain policies, standards and procedures necessary to comply with the provisions of the PAAA.

**NOW, THEREFORE, BE IT RESOLVED** by the members of the Board of the Agency (the “Board”) as follows:

Section 1. Pursuant to subdivision 3 of Section 2824 of the PAL, no Board member, including the Chairperson, shall serve as the Agency’s chief executive officer, executive director, chief financial officer, comptroller, or hold any other equivalent position while also serving as a member of the Board.

Section 2. The Bylaws of the Agency, as presented at this meeting as **Exhibit A (“Bylaws”)**, are hereby amended to implement subdivision 3 of Section 2824 of the PAL as described in Section 1 above.

Section 3. Pursuant to subdivision 2 of Section 2824 of the PAL, any members of the Board appointed on or after January 13, 2006 shall participate in State-approved training regarding their legal, fiduciary, financial and ethical responsibilities as directors within one (1) year of their appointment to the Agency. Further, each Board member appointed after January 13, 2006 shall execute a certificate of independence pursuant to subdivision 2 of Section 2825 of the PAL. Such certificate shall be executed in substantially the form attached hereto as **Exhibit B (“Certificate of Independence”)**.

Section 4. Pursuant to subdivision 2 of Section 2824 of the PAL, all members of the Board shall participate in such continuing training as may be required to remain informed of best

practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance.

Section 5. Pursuant to subdivision 3 of Section 2825 of the PAL, on or before May 15 of each year, all Agency Board members, officers and employees shall file annual financial disclosure statements with the Board of Ethics of the County of St. Lawrence (the "County") pursuant to Article 18 of the GML of the State. The annual financial disclosure statements so filed shall be substantially in the form attached hereto as **Exhibit C ("Ethics Filing Financial Disclosure Statement")**, ~~or such other form of statement as may be adopted and approved by the County.~~

Section 6. Pursuant to subdivision 4 of Section 2824 of the PAL, an Audit Committee is hereby formed, being comprised of three members of the Agency for the purpose of recommending to the Board the hiring of a certified independent accounting firm, establishing the compensation to be paid to the accounting firm and providing direct oversight of the performance of the independent audit to be performed on or after fiscal year ending on December 31, 2007 by the accounting firm hired for such purposes.

Section 7. Pursuant to subdivision 7 of Section 2824 of the PAL, a Governance Committee is hereby formed, being comprised of three members of the Agency for the purpose of keeping the Board informed of current best governance practices, to review corporate governance trends; to update the Agency's corporate governance principles; and to advise appointing the Agency on skills and experiences required of potential Board members.

Section 8. Pursuant to subdivision 2(a) of Section 2800 of the PAL, the Board shall submit to St. Lawrence County's chief executive officer, the chief fiscal officer and the chairperson of the legislative body, and the New York State Authority Budget Office within ninety (90) days after the end of the Agency's fiscal year (with the first report due by March 31, 2007 for fiscal year ending December 31, 2006), a complete and detailed report (the "Annual Report") that shall contain:

- (a) the Agency's operations and accomplishments;
- (b) the Agency's receipts and disbursements, or revenues and expenses, during such fiscal year in accordance with the categories or classifications established by the Agency for its own operating and capital outlay purposes;
- (c) the Agency's assets and liabilities at the end of its fiscal year including the status of reserve, depreciation, special or other funds and including the receipts and payments of these funds;
- (d) a schedule of the Agency's bonds and notes outstanding at the end of its fiscal year, together with a statement of the amounts redeemed and incurred during such fiscal year as part of a schedule of debt issuance that includes the date of issuance, term, amount, interest rate and means of repayment. Additionally, the debt schedule shall also include all refinancings, calls, refundings, defeasements and interest rate exchange or other such agreements, and for any debt issued during the reporting year, the schedule shall also include a detailed list of costs of issuance for such debt;
- (e) a compensation schedule that shall include, by position, title and name of the person holding such position or title, the salary, compensation, allowance and/or benefits

provided to any officer, director or employee in a decision making or managerial position of such authority whose salary is in excess of one hundred thousand dollars;

- (f) the projects undertaken by such authority during the past year;
- (g) a listing of (i) all real property of such authority having an estimated fair market value in excess of fifteen thousand dollars that the authority intends to dispose of; (ii) all such property held by the authority at the end of the period covered by the report; and (iii) all such property disposed of during such period. The report shall contain an estimate of fair market value for all such property held by the authority at the end of the period and the price received by the authority and the name of the purchaser for all such property sold by the authority during such period;
- (h) the Agency's code of ethics; and
- (i) an assessment of the effectiveness of its internal control structure and procedures.

Once completed, and prior to submission, the chief executive officer and the chief fiscal officer of the Agency shall certify that the financial information contained in the Annual Report is accurate, correct and does not contain any untrue statements. The certification executed shall be in substantially the form attached hereto as **Exhibit D ("Annual Report Certification")**.

Section 9. Pursuant to subdivision 2 of Section 2801 of PAL, on or before November 1, 2006, the Agency will submit to the St. Lawrence County Clerk, St. Lawrence County Treasurer and Chairman of the St. Lawrence County Board of Legislators (the "County"), along with the New York State Authority Budget Office, the Agency's budget for fiscal year ending December 31, 2007.

Section 10. For the Agency fiscal year ending December 31, 2007 and each year thereafter, the Agency will abide by the following rules relating to audit services:

- (a) the certified independent public accounting firm performing the Agency's audit will be prohibited from providing audit services if the lead (or coordinating) audit partner responsible for reviewing the audit, has performed audit services for the Agency in each of the five previous fiscal years;
- (b) the certified independent public accounting firm performing the audit shall be prohibited from performing any non-audit services to the Agency contemporaneously with the audit, unless receiving previous written approval by the audit committee including:
  - (i) bookkeeping or other services related to the accounting records or financial statement of the Agency,
  - (ii) financial information systems design and implementation,
  - (iii) appraisal or valuation services, fairness opinions, or contribution-in-kind reports,
  - (iv) actuarial services,
  - (v) internal audit outsourcing services,
  - (vi) management functions or human services,
  - (vii) broker or dealer, investment advisor, or investment banking services and
  - (viii) legal services and expert services unrelated to the audit; and
- (c) it shall be prohibited for any certified independent public accounting firm to perform for such Agency any audit service if the chief executive officer, comptroller, chief financial officer, chief accounting officer, or any other person serving in an equivalent position for the Agency, was employed by that certified independent public accounting firm and

participated in any capacity in the audit of the Agency during the one (1) year period preceding the date of the initiation of the audit.

Section 11. The following policies, as presented at this meeting, are hereby adopted and approved:

- (a) The Compensation, Reimbursement and Attendance Policy attached hereto as **Exhibit E**;
- (b) The Code of Ethics attached hereto as **Exhibit F**;
- (c) The Whistleblower Policy attached hereto as **Exhibit G**;
- (d) The Investment Policy attached hereto as **Exhibit H**;
- (e) The Travel Policy attached hereto as **Exhibit I**;
- (f) The Disposition of Property Guidelines, attached hereto as **Exhibit J**, is hereby ratified and approved along with the appointment of the Chief Executive Officer as the "Contracting Officer" of the Agency.
- (g) The Procurement Policy attached hereto as **Exhibit K**; and
- (h) The Defense and Indemnification Policy attached hereto as **Exhibit L**.

Section 11. This resolution shall take effect immediately.

Move:	LaBaff			
Second:	Blevins			
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Basmajian	X			
Blevins	X			
Gray				X
Greenwood	X			
LaBaff	X			
Staples	X			
Weekes				X

I, Natalie A. Haggart, Administrative Assistant for the St. Lawrence County Industrial Development Agency, DO HEREBY CERTIFY, that I have compared this copy of Resolution No. 06-07-10 adopted July 20, 2006, with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

\_\_\_\_\_  
/s/  
Natalie A. Haggart  
July 20, 2006

As Amended on February 17, 2009:

Move:	LaBaff			
Second:	Morrill			
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Blevins	X			
Greenwood	X			
LaBaff	X			
McMahon	X			
Morrill	X			
Staples	X			
Weekes				X

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

\_\_\_\_\_  
/s/  
Natalie A. Sweatland  
02/17/2009

**EXHIBIT C – FINANCIAL DISCLOSURE STATEMENT** (As rev 02/17/2009)



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE  
FOR CALENDAR YEAR ENDED \_\_\_\_\_

Pursuant to Section 2825 of the Public Authorities Law, the St. Lawrence County Industrial Development Agency Board members and Officers are required to file this statement on or before May 15 of each year for the preceding calendar year. Please answer all questions completed. Indicate not applicable (N/A) where appropriate. Attach additional pages, if necessary. The filing of this statement does not preclude you of your responsibility to comply with the reporting requirements of other entities.

1. Reporting Individual

Last Name (please print)	First Name	MI
Title/Current Office	Your Telephone Number	
Your Employer	Employer's Address and Telephone #	
Your Spouse	Your Spouse's Employer and Telephone #	

2. I have read the Code of Ethics of the St. Lawrence County Industrial Development Agency and am familiar with its contents ..... *initial* [\_\_\_\_\_]
3. To the best of my knowledge, I have had no interest nor taken any action which would contravene the Code of Ethics ..... *initial* [\_\_\_\_\_]
4. To the best of my knowledge, I have had no interest nor taken any action which would contravene the Code of Ethics, except the interest or action fully disclosed below. .... *initial* [\_\_\_\_\_]

\_\_\_\_\_

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5. To the best of my knowledge, the only business interest I have with the St. Lawrence County Industrial Development Agency is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. At this time, I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the Code of Ethics of the St. Lawrence County Industrial Development Agency.

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\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_