Chair Martin called the Regular Meeting of the IDA to order at 10:06 am. The following were present at Roll Call:

Sherry Boyea  
James Ellis  
Justus Martin  
David Yando  
Jeremy Evans, CEO  
Maria Bourgeois, Executive Assistant (Left at 11:07 am)  
S. Russ Kinyon, Franklin County Economic Development Office (Left at 11:07 am)  
Frank DiFiore, Malone Telegram (Left at 11:07 am)  
Absent: Andrea Dumas  
Melinda “Lindy” Ellis  
Rodrique Lauzon

Mr. Martin welcomed the board and guests to the meeting.

Public Comment Period: None.

Approval of Previous Meeting Minutes:
- The IDA board approved the Regular meeting minutes of July 11, 2018 on a motion by Mr. Yando, seconded by Ms. Boyea. All in favor.

Bills and Communications: None

Committee Reports: Jeremy reported that the Governance Committee had a meeting last week and talked about the Employee Handbook and the CEO Evaluation tool. Although they are not ready to present anything to the board, progress was made on determining which skills to use, etc. Employee Handbook to be covered under new business.

Treasurer’s Report: Jeremy reviewed the July and August 2018 financials with the Board.
- Motion to accept the July and August 2018 financial reports by Mr. Ellis, seconded by Ms. Boyea. All in favor.

Old and Unfinished Business: None
New Business:
Employee Handbook: Jeremy explained that 2010 was the last time the Employee Handbook was updated and adopted by the Board. After Maria was hired in 2013, she began retyping the document removing all references to Tourism and reformatting. New York State has a new law related to sexual harassment policies and required training. The deadline was October, but that has been pushed back a bit. Maria compared our policy to the minimum requirements of the new law and Agency Counsel reviewed it as well and verified that the existing policy does meet the minimum requirements; however, it refers to a sexual harassment committee, which we do not have. For simplicity, the recommendation is that the Governance Committee be designated as Sexual Harassment Committee. Mr. Ellis added that Agency Counsel should be the point of initial contact and he will then forward any complaints to the committee. Jeremy is going through the language of the policy to reflect that. In the interim, it was agreed that this policy should be a policy and not part of the Employee Handbook and should be adopted. Mr. Ellis recommended adopting it all for now and then adopting a revised one in January. Ultimately the whole handbook needs to be reworked and that can be looked at by the Governance Committee.
- Motion to designate the Governance Committee as Sexual Harassment Committee effective immediately made by Mr. Yando, seconded by Ms. Boyea. All in favor.

Resolution #2018-07 – Champlain National Bank: Jeremy explained that this resolution is to advise Champlain National Bank who is authorized to take action on our account(s).
- Motion to accept Resolution #2018-07 as presented made by Mr. Ellis, seconded by Ms. Boyea. All in favor.

Resolution #2018-08 – St. Lawrence Gas: Jeremy explained that this resolution is updating a previous resolution in which the final funds ($2.5M) from an ESD grant supporting the construction of a natural gas line in Franklin County will be provided to Franklin County (recipient of funds), the IDA will then bill Franklin County, and funds will be given to the IDA for final distribution to St. Lawrence Gas.
- Motion to accept Resolution #2018-08 as presented made by Mr. Ellis, seconded by Mr. Yando. All in favor.

Motion to recess the IDA meeting at 10:30 am made by Mr. Ellis, seconded by Mr. Yando. All in favor.

Reopened IDA Meeting at 11:07 am.

Motion to enter Executive Session at 11:07 am for the purpose of discussing the employment history of a particular person made by Mr. Ellis, seconded by Mr. Yando. All in favor.

Maria Bourgeois, Russ Kinyon and Frank DiFiore left at this time.

Exited Executive Session at 12:51 pm with no action take on a motion by Mr. Ellis, seconded by Mr. Yando. All in favor.

Reopened IDA meeting at 12:51 pm.

Public Comment Period: None
Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Wednesday, October 10, 2018 at 10 am at the Village offices in Saranac Lake and with no other business to conduct, Mr. Martin adjourned the meeting at 12:52 pm on a motion by Mr. Ellis, seconded by Mr. Yando.

[Signatures and dates]

Board Chair (Vice-Chair)  
Date

Secretary (Assistant Secretary)  
Date