

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETING
DECEMBER 15, 2020 @ 10:00 AM
VIA ZOOM & LIVESTREAMED ON FACEBOOK

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (NOVEMBER 17, 2020)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

- APPOINT NOMINATING COMMITTEE

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

NEW BUSINESS

- RESOLUTION #2020-11 RECOGNITION OF SERVICE – LAUZON
- RESOLUTION #2020-12 RECOGNITION OF SERVICE - YANDO
- RESOLUTION #2020-13 ADOPT EMPLOYEE HANDBOOK
- RESOLUTION #2020-14 ESTABLISH HEALTH INSURANCE BUYOUT PLAN 2021

PUBLIC COMMENT

DATE OF NEXT MEETING: JANUARY 12, 2021

ADJOURNMENT

COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY
BOARD OF DIRECTORS MEETINGS

TUESDAY, NOVEMBER 17, 2020
Via Zoom Meeting and livestreamed on FaceBook

REGULAR MEETING

Chair Martin called the Regular Meeting of the IDA to order at 10:07 am. The following were present at Roll Call:

Sherry Boyea
James Ellis
Stephen Erman
Justus Martin
David Yando (arrived at 10:11 am)
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager
Marcy Gotzmer, Marketing & Business Development Director
Kelly Brunette, Regional Destination Manager
Phil Hans, Regional Destination Manager
Brian McDonald, TAC Chair
Jacob Wright, Tupper Lake Crossroads Project (Left at 10:28 am)
Absent: Rodrique Lauzon
Archie McKee

Mr. Martin welcomed everyone to the meeting and announced that this meeting will be livestreamed and recorded on our agency Facebook page.

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The IDA board approved the Regular meeting minutes of October 20, 2020 on a motion by Mr. Ellis, seconded by Mr. Erman. All in favor.

Bills and Communications: None.

Committee Reports: None.

Treasurer's Report: Jeremy reviewed October financials with Board noting that we should look at them as compared to current year budget and remember that unanticipated revenue and expense happens every year.

- Motion to accept the October 2020 financial reports by Mr. Yando, seconded by Mr. Ellis. All in favor.

Old & Unfinished Business: None.

New Business:

Resolution #2020-09 Authorize HSA Approval: Jeremy explained that this is the 3rd year that we are doing this based on changes to our health insurance plan – we are providing a contribution to the employee health savings accounts established for all employees. \$1200 single and \$2400 non-single.

- Motion to accept Resolution #2020-09 Authorizing HSA Approval for Employees as presented made by Mr. Erman, seconded by Mr. Yando. Following a roll call vote, all were in favor.

Resolution #2020-10 Tupper Lake Crossroads Initial Resolution: Jeremy explained that this is an initial project resolution for Tupper Lake Crossroads Hotel project. It is proposed for the corner of Park and Mill streets in uptown Tupper Lake. It will be a boutique hotel – 28,000 sf with 44 hotel rooms, a bar/restaurant, a fitness center and other amenities. The company is requesting an exemption from sales and use tax and real property tax abatement as well as a PILOT agreement. By adopting this resolution, it will allow the CEO to negotiate with the applicant to determine actual assistance. It will also allow a public hearing to be scheduled and held in Tupper Lake and then if appropriate, returning to the Board with the next action authorizing approval of the agreement. Jeremy invited Jacob Wright to address the Board explaining the project and answering questions. Discussion followed.

- Motion to accept Resolution #2020-10 Tupper Lake Crossroads Initial Project as presented made by Mr. Ellis, seconded by Mr. Yando. Following a roll call vote, all were in favor.

Jeremy informed the Board that NexAmp is a company based out of Toronto relating to siting a solar facility at our Bombay properties and that he is working with them prior to their submitting an official application but that we will be coming back to the Board with more information soon.

Public Comment Period: None

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Tuesday, December 15, 2020 at 10 am via Zoom Meeting and being broadcast live on FaceBook and with no other business to conduct, Mr. Martin adjourned the meeting at 10:32 am on a motion by Mr. Ellis, seconded by Mr. Yando. All in favor.

County of Franklin Industrial Development Agency

Balance Sheet Prev Year Comparison

12/04/20

As of November 30, 2020

Accrual Basis

	Nov 30, 20	Oct 31, 20	Nov 30, 19
ASSETS			
Current Assets			
Checking/Savings			
CD 1004 Champlain National Bank	0.00	0.00	300,000.00
Community Bank Checking	796,143.93	809,262.72	278,900.11
Total Checking/Savings	796,143.93	809,262.72	578,900.11
Accounts Receivable			
1200 · Accounts Receivable	0.00	0.00	312,000.00
Total Accounts Receivable	0.00	0.00	312,000.00
Other Current Assets			
1220.00 · Prepaid Insurance	21,251.34	21,251.34	21,251.34
Total Other Current Assets	21,251.34	21,251.34	21,251.34
Total Current Assets	817,395.27	830,514.06	912,151.45
Fixed Assets			
Land	154,794.26	154,794.26	154,794.26
1301.00 · Buildings	1,285,948.16	1,285,948.16	1,285,948.16
1302.00 · Equipment	40,737.92	40,737.92	40,737.92
1320.00 · Accumulated Depreciation	-603,635.45	-603,635.45	-603,635.45
Total Fixed Assets	877,844.89	877,844.89	877,844.89
Other Assets			
1500.00 · Deferred Outflows - ERS	47,366.00	47,366.00	47,366.00
Total Other Assets	47,366.00	47,366.00	47,366.00
TOTAL ASSETS	1,742,606.16	1,755,724.95	1,837,362.34
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	1,255.04	23,748.60
Total Accounts Payable	0.00	1,255.04	23,748.60
Other Current Liabilities			
Retirement (414H)	-7,032.00	-6,446.00	0.00
2002.00 · Accrued Payroll	2,898.49	2,898.49	2,898.49
2005.00 · Compensated Absences	3,059.85	3,059.85	3,059.85
2010.00 · Employer Taxes	-755.37	-755.37	-755.37
2052.00 · Pension Liability	5,968.00	5,968.00	5,968.00
Total Other Current Liabilities	4,138.97	4,724.97	11,170.97
Total Current Liabilities	4,138.97	5,980.01	34,919.57
Long Term Liabilities			
2053.00 · Deferred Inflow - ERS	26,157.00	26,157.00	26,157.00
Total Long Term Liabilities	26,157.00	26,157.00	26,157.00
Total Liabilities	30,295.97	32,137.01	61,076.57
Equity			
3000.00 · Retained Earnings	1,896,622.69	1,896,622.69	2,030,996.96
Net Income	-184,312.50	-173,034.75	-254,711.19
Total Equity	1,712,310.19	1,723,587.94	1,776,285.77
TOTAL LIABILITIES & EQUITY	1,742,606.16	1,755,724.95	1,837,362.34

County of Franklin Industrial Development Agency

Profit & Loss Prev Year Comparison

November 2020

	Nov 20	Oct 20	Nov 19	Jan - Nov 20
Ordinary Income/Expense				
Income				
Gain on Sale of Property	0.00	0.00	0.00	22,875.37
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for Services				
4111 · Application Fees (Bond & PILOT)	3,000.00	0.00	0.00	3,000.00
4112 · Agency Fees (Bond & PILOT)	0.00	0.00	0.00	250.00
Total 4110 · Charges for Services	3,000.00	0.00	0.00	3,250.00
4120 · Rental Income				
4121 · Chateaugay Business Park	0.00	0.00	0.00	2,550.00
4122 · Bombay Factory	200.00	200.00	200.00	1,800.00
4124 · Gleaning Warehouse	1,458.33	1,458.33	1,458.33	16,041.63
Total 4120 · Rental Income	1,658.33	1,658.33	1,658.33	20,391.63
Total 4100 · OPERATING REVENUES	4,658.33	1,658.33	1,658.33	23,641.63
4200 · NON-OPERATING REVENUES				
4210 · Investment Earnings	79.38	51.15	58.20	4,355.76
Total 4200 · NON-OPERATING REVENUES	79.38	51.15	58.20	4,355.76
Total 4000 · REVENUE & FINANCIAL SOURCES	4,737.71	1,709.48	1,716.53	27,997.39
Total Income	4,737.71	1,709.48	1,716.53	50,872.76
Gross Profit	4,737.71	1,709.48	1,716.53	50,872.76
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · CEO	6,538.46	6,538.46	0.00	78,461.52
5112 · Operations Manager	3,846.16	3,846.16	0.00	46,059.72
5110 · Salaries and Wages - Other	0.00	0.00	10,115.40	0.00
Total 5110 · Salaries and Wages	10,384.62	10,384.62	10,115.40	124,521.24
5120 · Other Employee Benefits				
5121 · Disability Insurance	830.78	-32.84	-10.28	469.79
5122 · Health Insurance	3,244.34	-347.26	3,228.41	31,748.62
5123 · Dental Insurance	170.73	3,762.33	0.00	5,338.56
5124 · NYS Retirement System	-586.00	-586.00	19,809.00	-7,032.00
5125 · Payroll Taxes	767.86	767.86	748.72	9,346.28
5127 · Workers' Compensation	0.00	0.00	0.00	-502.00
Total 5120 · Other Employee Benefits	4,427.71	3,564.09	23,775.85	39,369.25
5130 · Professional Services Contracts				
5131 · Auditing Services	0.00	0.00	0.00	4,100.00
5132 · Legal Services	0.00	0.00	0.00	12,849.22
5133 · Payroll Services	282.60	295.60	244.96	3,375.65
5134 · Other Consulting Services	0.00	647.50	0.00	647.50
Total 5130 · Professional Services Contracts	282.60	943.10	244.96	20,972.37
5140 · Supplies & Materials				
5141 · Association Dues	0.00	150.00	150.00	2,850.40
5142 · Business Insurances				
Insurance	0.00	518.00	0.00	518.00
5142 · Business Insurances - Other	-195.83	-195.83	646.17	3,441.84
Total 5142 · Business Insurances	-195.83	322.17	646.17	3,959.84
5143 · Conferences, Travel & Training	21.33	218.50	666.82	1,430.34
5144 · General Office Supplies	0.00	396.69	41.11	3,551.60
5145 · Internet & Phone	450.98	542.08	400.96	4,087.17

County of Franklin Industrial Development Agency

Profit & Loss Prev Year Comparison

12/04/20

November 2020

Accrual Basis

	<u>Nov 20</u>	<u>Oct 20</u>	<u>Nov 19</u>	<u>Jan - Nov 20</u>
5146 · Marketing & Promotion	0.00	0.00	0.00	450.00
5148 · Service Contracts/Subscriptions	584.05	1,085.00	326.05	4,716.40
5149 · Postage	0.00	18.50	0.00	116.20
Total 5140 · Supplies & Materials	<u>860.53</u>	<u>2,732.94</u>	<u>2,231.11</u>	<u>21,161.95</u>
Total 5100 · OPERATING EXPENDITURES	15,955.46	17,624.75	36,367.32	206,024.81
5200 · NON-OPERATING EXPENDITURES				
5260 · Other Non-Operating Expenditure				
5262 · Bombay Factory	60.00	750.53	249.56	14,586.21
5263 · Bombay Warehouse	0.00	65.30	124.73	10,081.81
5264 · Chateaugay Business Park	0.00	0.00	0.00	542.43
5265 · Tupper Lake Business Park	0.00	0.00	2,750.00	3,950.00
5266 · Miscellaneous Expenditures	0.00	0.00	0.00	0.00
Total 5260 · Other Non-Operating Expenditure	<u>60.00</u>	<u>815.83</u>	<u>3,124.29</u>	<u>29,160.45</u>
Total 5200 · NON-OPERATING EXPENDITURES	<u>60.00</u>	<u>815.83</u>	<u>3,124.29</u>	<u>29,160.45</u>
Total 5000 · EXPENDITURES	<u>16,015.46</u>	<u>18,440.58</u>	<u>39,491.61</u>	<u>235,185.26</u>
Total Expense	<u>16,015.46</u>	<u>18,440.58</u>	<u>39,491.61</u>	<u>235,185.26</u>
Net Ordinary Income	<u>-11,277.75</u>	<u>-16,731.10</u>	<u>-37,775.08</u>	<u>-184,312.50</u>
Net Income	<u><u>-11,277.75</u></u>	<u><u>-16,731.10</u></u>	<u><u>-37,775.08</u></u>	<u><u>-184,312.50</u></u>

County of Franklin Industrial Development Agency

Profit & Loss Budget vs. Actual

12/04/20

Accrual Basis

January through November 2020

	Jan - Nov 20	Budget	\$ Over Bud...	% of Bu...
Ordinary Income/Expense				
Income				
Gain on Sale of Property	22,875.37			
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for Services				
4111 · Application Fees (Bond & PILOT)	3,000.00	0.00	3,000.00	100.0%
4112 · Agency Fees (Bond & PILOT)	250.00	0.00	250.00	100.0%
Total 4110 · Charges for Services	3,250.00	0.00	3,250.00	100.0%
4120 · Rental Income				
4121 · Chateaugay Business Park	2,550.00	2,550.00	0.00	100.0%
4122 · Bombay Factory	1,800.00	5,500.00	-3,700.00	32.7%
4124 · Gleaning Warehouse	16,041.63	0.00	16,041.63	100.0%
Total 4120 · Rental Income	20,391.63	8,050.00	12,341.63	253.3%
Total 4100 · OPERATING REVENUES	23,641.63	8,050.00	15,591.63	293.7%
4200 · NON-OPERATING REVENUES				
4210 · Investment Earnings	4,355.76	2,350.00	2,005.76	185.4%
4250 · Public Authority Subsidies	0.00	0.00	0.00	0.0%
Total 4200 · NON-OPERATING REVENUES	4,355.76	2,350.00	2,005.76	185.4%
Total 4000 · REVENUE & FINANCIAL SOURCES	27,997.39	10,400.00	17,597.39	269.2%
Total Income	50,872.76	10,400.00	40,472.76	489.2%
Gross Profit	50,872.76	10,400.00	40,472.76	489.2%
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · CEO	78,461.52	77,917.00	544.52	100.7%
5112 · Operations Manager	46,059.72	45,833.33	226.39	100.5%
5110 · Salaries and Wages - Other	0.00	0.00	0.00	0.0%
Total 5110 · Salaries and Wages	124,521.24	123,750.33	770.91	100.6%
5120 · Other Employee Benefits				
5121 · Disability Insurance	469.79	935.92	-466.13	50.2%
5122 · Health Insurance	31,748.62	43,912.00	-12,163.38	72.3%
5123 · Dental Insurance	5,338.56	1,903.00	3,435.56	280.5%
5124 · NYS Retirement System	-7,032.00	28,492.00	-35,524.00	-24.7%
5125 · Payroll Taxes	9,346.28	9,135.50	210.78	102.3%
5126 · Unemployment Insurance	0.00	2,291.67	-2,291.67	0.0%
5127 · Workers' Compensation	-502.00	816.75	-1,318.75	-61.5%
Total 5120 · Other Employee Benefits	39,369.25	87,486.84	-48,117.59	45.0%
5130 · Professional Services Contracts				
5131 · Auditing Services	4,100.00	4,100.00	0.00	100.0%
5132 · Legal Services	12,849.22	13,750.00	-900.78	93.4%
5133 · Payroll Services	3,375.65	2,858.17	517.48	118.1%
5134 · Other Consulting Services	647.50	0.00	647.50	100.0%
Total 5130 · Professional Services Contracts	20,972.37	20,708.17	264.20	101.3%
5140 · Supplies & Materials				
5141 · Association Dues	2,850.40	3,250.00	-399.60	87.7%
5142 · Business Insurances				
Insurance	518.00			
5142 · Business Insurances - Other	3,441.84	8,572.67	-5,130.83	40.1%
Total 5142 · Business Insurances	3,959.84	8,572.67	-4,612.83	46.2%
5143 · Conferences, Travel & Training	1,430.34	8,000.00	-6,569.66	17.9%

County of Franklin Industrial Development Agency

12/04/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through November 2020

	Jan - Nov 20	Budget	\$ Over Bud...	% of Bu...
5144 · General Office Supplies	3,551.60	2,000.00	1,551.60	177.6%
5145 · Internet & Phone	4,087.17	3,025.00	1,062.17	135.1%
5146 · Marketing & Promotion	450.00	10,000.00	-9,550.00	4.5%
5147 · Office Rent	0.00	1,100.00	-1,100.00	0.0%
5148 · Service Contracts/Subscriptions	4,716.40	8,398.00	-3,681.60	56.2%
5149 · Postage	116.20	500.00	-383.80	23.2%
5150 · Bank Service Fees	0.00	0.00	0.00	0.0%
Total 5140 · Supplies & Materials	21,161.95	44,845.67	-23,683.72	47.2%
5170 · Other Operating Expenditures				
5171 · Depreciation	0.00	30,000.00	-30,000.00	0.0%
5170 · Other Operating Expenditures - Other	0.00	0.00	0.00	0.0%
Total 5170 · Other Operating Expenditures	0.00	30,000.00	-30,000.00	0.0%
Total 5100 · OPERATING EXPENDITURES	206,024.81	306,791.01	-100,766.20	67.2%
5200 · NON-OPERATING EXPENDITURES				
5260 · Other Non-Operating Expenditure				
5261 · Bldg Maintenance Contingency	0.00	14,439.00	-14,439.00	0.0%
5262 · Bombay Factory	14,586.21	16,208.00	-1,621.79	90.0%
5263 · Bombay Warehouse	10,081.81	15,603.00	-5,521.19	64.6%
5264 · Chateaugay Business Park	542.43	1,637.00	-1,094.57	33.1%
5265 · Tupper Lake Business Park	3,950.00	1,113.00	2,837.00	354.9%
5266 · Miscellaneous Expenditures	0.00	1,000.00	-1,000.00	0.0%
5267 · Gleaning Warehouse	0.00	0.00	0.00	0.0%
Total 5260 · Other Non-Operating Expenditure	29,160.45	50,000.00	-20,839.55	58.3%
Total 5200 · NON-OPERATING EXPENDITURES	29,160.45	50,000.00	-20,839.55	58.3%
Total 5000 · EXPENDITURES	235,185.26	356,791.01	-121,605.75	65.9%
Total Expense	235,185.26	356,791.01	-121,605.75	65.9%
Net Ordinary Income	-184,312.50	-346,391.01	162,078.51	53.2%
Net Income	-184,312.50	-346,391.01	162,078.51	53.2%

COUNTY OF FRANKLIN

INDUSTRIAL DEVELOPMENT AGENCY

355 WEST MAIN STREET – SUITE 428
 MALONE, NEW YORK 12953
 TEL: (518) 483-9472

IDA LEASE REPORT NOVEMBER 30, 2020

Lease Date	Company	Amount Owing 11/30/20	Term	Lease Payment	Last Paid Date	Status
1/1/15	JCEO	\$0.00	Month-to-Month	\$1,458.33	11/6/20	In Effect
12/17/18	Tim McCarthy, Architect (10,000 sf at Bombay Factory)	\$400.00	January, 2019 – January 2021	\$200.00*	11/20/20	In Effect
Total:		\$400.00				

*Dormant Rate per Lease Agreement.

Resolution 2020-11
RELATING TO EXPRESSION OF APPRECIATION FOR SERVICE
BOARD MEMBER: RODRIQUE LAUZON

WHEREAS: Rodrigue Lauzon has served the County of Franklin Industrial Development Agency (CFIDA), the Franklin County Local Development Corporation (FCLDC) and the Franklin County Civic Development Corporation (FCCDC) since January 1, 2017 as a volunteer Board member; and

WHEREAS: Mr. Lauzon has given of his time, professional skills and expertise to these boards and to the overall Economic Development in Franklin County; and

WHEREAS: Mr. Lauzon's term will come to an end as of December 31, 2020; and

WHEREAS: The Board wishes to recognize the contributions and express appreciation to Mr. Lauzon during his tenure as a board member;

THEREFORE, BE IT RESOLVED, that this Board offers Mr. Lauzon its sincere appreciation and best wishes on his future endeavors.

David J. Yando, Secretary

Date

Duly Adopted by the IDA Board 12/15/2020

Resolution 2020-12
RELATING TO EXPRESSION OF APPRECIATION FOR SERVICE
BOARD MEMBER: DAVID YANDO

WHEREAS: David Yando has served the County of Franklin Industrial Development Agency (CFIDA), the Franklin County Local Development Corporation (FCLDC) and the Franklin County Civic Development Corporation (FCCDC) since January 1, 2017 as a volunteer Board member; and

WHEREAS: Mr. Yando has given of his time, professional skills and expertise to these boards and to the overall Economic Development in Franklin County; and

WHEREAS: Mr. Yando's term will come to an end as of December 31, 2020; and

WHEREAS: The Board wishes to recognize the contributions and express appreciation to Mr. Yando during his tenure as a board member;

THEREFORE, BE IT RESOLVED, that this Board offers Mr. Yando its sincere appreciation and best wishes on his future endeavors.

Sherry Boyea, Assistant Secretary

Date

Duly Adopted by the IDA Board 12/15/2020

**Resolution 2020-13
Adopt Employee Handbook**

WHEREAS, the County of Franklin Industrial Development Agency (CFIDA) desired to have an updated employee handbook, and;

WHEREAS, the CFIDA contracted with Soteria in October of 2020 to update the language and to assure all information was up-to-date, and;

WHEREAS, the CFIDA also wished to incorporate a remote work policy in light of the COVID-19 pandemic,

THEREFORE, BE IT RESOLVED, the Board of Directors, following recommendation from the Governance Committee adopt the CFIDA Employee Handbook for implementation effective January 1, 2021.

David J. Yando, Secretary

Date

Duly Adopted by the IDA Board 12/15/2020

COUNTY OF FRANKLIN
INDUSTRIAL DEVELOPMENT AGENCY 

355 WEST MAIN STREET, SUITE 428
MALONE, NEW YORK 12953
TEL: (518) 483-9472

Resolution #2020-14
Establish Health Insurance Buyout Plan

WHEREAS, the County of Franklin Industrial Development Agency proposes to establish a health insurance buyout plan for 2021.

NOW, THEREFORE, BE IT RESOLVED, the CFIDA Board of Directors establishes a health insurance buyout plan with an annual payment amount of \$1,500 for 2021.

Dave Yando, Secretary

Date

Duly Adopted by the IDA Board December 15, 2020

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
DECEMBER 15, 2020 @ 10:00 AM
VIA ZOOM & LIVESTREAMED ON FACEBOOK

A G E N D A

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

APPROVAL OF PREVIOUS MEETING MINUTES (NOVEMBER 17, 2020)

BILLS AND COMMUNICATIONS

COMMITTEE REPORTS

TREASURER'S REPORT

OLD AND UNFINISHED BUSINESS

- MICROENTERPRISE GRANT UPDATE
- LOCALLY ROOTED CAMPAIGN UPDATE
- NYMS PROGRAM – DOWNTOWN MALONE UPDATE
- 2021 STRATEGIC PLAN UPDATE

NEW BUSINESS

- RESOLUTION #2020-37 ADOPT EMPLOYEE HANDBOOK
- RESOLUTION #2020-38 EXECUTE AGREEMENT WITH FRANKLIN COUNTY FOR EXCESS OCCUPANCY TAX
- RESOLUTION #2020-39 AUTHORIZE DISBURSEMENT OF TOURISM PROGRAM AWARDS
- RESOLUTION #2020-40 AUTHORIZE SUBMISSION OF APPLICATION AND EXECUTION OF CONTRACT FOR NYMS PROGRAM
- RESOLUTION #2020-41 EXECUTE AGREEMENT WITH IN SITE ARCHITECTURE
- RESOLUTION #2020-42 ESTABLISH HEALTH INSURANCE BUYOUT PLAN 2021

PUBLIC COMMENT

DATE OF NEXT MEETING: JANUARY 12, 2021

ADJOURNMENT

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETINGS

TUESDAY, NOVEMBER 17, 2020
Via Zoom Meeting and livestreamed on FaceBook

REGULAR MEETING

Chair Martin called the Regular Meeting of the LDC to order at 10:33 am. The following were present at Roll Call:

Sherry Boyea
James Ellis
Stephen Erman
Justus Martin
David Yando
Jeremy Evans, CEO
Maria Bourgeois, Operations Manager (Left at 11:29 am)
Marcy Gotzmer, Marketing & Business Development Director (Left at 11:29 am)
Kelly Brunette, Regional Destination Manager (Left at 11:29 am)
Phil Hans, Regional Destination Manager (Left at 11:29 am)
Brian McDonald, TAC Chair(Left at 11:29 am)
Absent: Rodrique Lauzon
 Archie McKee

Mr. Martin welcomed everyone to the meeting and announced that this meeting will be livestreamed and recorded on our agency Facebook page.

Public Comment Period: None.

Approval of Previous Meeting Minutes:

- The LDC board approved the Regular meeting minutes of October 20, 2020 and the Special meeting minutes of November 9, 2020 on a motion by Mr. Erman, seconded by Mr. Yando. All in favor.

Bills and Communications: None.

Committee Reports: None.

Treasurer's Report: Jeremy reviewed October financials with Board noting that we should look at them as compared to current year budget and remember that unanticipated revenue and expense happens every year. He added that the paperwork has been completed for the LDC to assume the mortgage for the Hub property in Tupper Lake and that we have a new modified loan agreement with Cherie Whitten for the two loans that she had previously with the LDC. Going forward we will adjust the revolving loan fund report to show these changes.

- Motion to accept the October 2020 financial reports by Mr. Yando, seconded by Mr. Erman. All in favor.

Old & Unfinished Business:

Branding Update: Jeremy asked Marcy to update the Board on the latest progress with DCI and she indicated that things are moving forward based on the latest work session and input from interested parties. She shared a few slides and gave an overview stating the website work is progressing and although content is still being reviewed, we are looking at March 1st for launching the new website. Jeremy said he has new “Adirondack Frontier” pins for all Board members.

Tourism Update: Jeremy informed the Board that we are now administering three new programs on behalf of the Franklin County Legislature and the TAC to promote tourism. They are Franklin County Destination Programs: 1) Destination Development & Marketing Program; 2) Destination Cooperative Marketing Program; 3) Destination Event Sponsorship Program. Kelly and Phil provided more detail in reviewing these new programs with the Board.

Jeremy invited Brian McDonald to speak to the Board regarding the Tourism Advisory Council (TAC). Mr. McDonald explained that the TAC is made up of nine people from Franklin County, each having a direct link to the Tourism industry. There are two new members as well as one non-voting member from the Akwesasne Casino. This group meets regularly to make sure the transition from ROOST to the LDC is going smoothly.

New Business:

Resolution #2020-35 Authorize Grant to the IDA: Jeremy explained that this is something we have done for the past few years and that it is budgeted for.

- Motion to accept Resolution #2020-35 Authorizing Grant to the IDA as presented made by Mr. Yando, seconded by Mr. Ellis. Following a roll call vote, all were in favor.

Resolution #2020-36 Authorize HSA Approval: Jeremy explained that this is the 3rd year that we are doing this based on changes to our health insurance plan – we are providing a contribution to the employee health savings accounts established for all employees. \$1200 single and \$2400 non-single.

- Motion to accept Resolution #2020-36 Authorizing HSA Approval for Employees as presented made by Mr. Ellis, seconded by Mr. Erman. Following a roll call vote, all were in favor.

Jeremy informed the Board that NexAmp is a company based out of Toronto relating to siting a solar facility at our Bombay properties and that he is working with them prior to their submitting an official application but that we will be coming back to the Board with more information soon.

Entered Executive Session at 11:29 am for the purpose of discussing proposed litigation and the proposed acquisition or sale of property on a motion by Ms. Boyea, seconded by Mr. Erman. All in favor.

Maria Bourgeois, Marcy Gotzmer, Brian McDonald, Phil Hans and Kelly Brunette left at this time.

Exited Executive Session at 11:56 am with no action taken on a motion by Mr. Ellis, seconded by Mr. Yando. All in favor.

Public Comment Period: None

Adjournment: After stating that the next regular meeting of the IDA is scheduled to be held on Tuesday, December 15, 2020 at 10 am via Zoom Meeting and being broadcast live on FaceBook

and with no other business to conduct, Mr. Martin adjourned the meeting at 11:57 am on a motion by Mr. Ellis, seconded by Ms. Boyea. All in favor.

Franklin County Local Development Corporation

Balance Sheet Prev Year Comparison

As of November 30, 2020

12/04/20

Accrual Basis

	Nov 30, 20	Oct 31, 20	Nov 30, 19
ASSETS			
Current Assets			
Checking/Savings			
Certificates of Deposit			
CD 5007 Champlain National	0.00	0.00	1,000,000.00
CD 5008 · Champlain National	750,000.00	750,000.00	0.00
Total Certificates of Deposit	750,000.00	750,000.00	1,000,000.00
Community Bank	1,649,127.06	1,798,090.76	1,722,458.70
Total Checking/Savings	2,399,127.06	2,548,090.76	2,722,458.70
Accounts Receivable			
1200 · Accounts Receivable	1,002,332.29	1,011,055.33	906,441.96
Total Accounts Receivable	1,002,332.29	1,011,055.33	906,441.96
Other Current Assets			
Loans Receivable			
Allowance for Loans Receivable	-278,108.44	-278,108.44	-278,108.44
Total Loans Receivable	-278,108.44	-278,108.44	-278,108.44
Total Other Current Assets	-278,108.44	-278,108.44	-278,108.44
Total Current Assets	3,123,350.91	3,281,037.65	3,350,792.22
Fixed Assets			
Computer Equipment	11,299.86	11,299.86	11,299.86
1500-01 · Accumulated Depreciation	-9,426.13	-9,426.13	-9,426.13
Total Fixed Assets	1,873.73	1,873.73	1,873.73
TOTAL ASSETS	3,125,224.64	3,282,911.38	3,352,665.95
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	0.00	9,203.69	3,323.39
Total Accounts Payable	0.00	9,203.69	3,323.39
Credit Cards			
CC - Evans	2,172.19	2,172.19	0.00
Total Credit Cards	2,172.19	2,172.19	0.00
Other Current Liabilities			
Employer Taxes	40.32	40.32	40.32
2210-00 · Deferred Revenue	164,558.39	164,558.39	164,558.39
Total Other Current Liabilities	164,598.71	164,598.71	164,598.71
Total Current Liabilities	166,770.90	175,974.59	167,922.10
Total Liabilities	166,770.90	175,974.59	167,922.10
Equity			
3000 · Opening Bal Equity	1,027,691.20	1,027,691.20	1,027,691.20
3900 · Retained Earnings	2,081,874.48	2,081,874.48	2,306,872.64
Net Income	-151,111.94	-2,628.89	-149,819.99
Total Equity	2,958,453.74	3,106,936.79	3,184,743.85
TOTAL LIABILITIES & EQUITY	3,125,224.64	3,282,911.38	3,352,665.95

Franklin County Local Development Corporation

Profit & Loss Prev Year Comparison

November 2020

12/04/20

Accrual Basis

	Nov 20	Oct 20	Nov 19	Jan - Nov 20
Ordinary Income/Expense				
Income				
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for services				
ENERGIZ · Energize Downtown Fees	500.00	100.00	0.00	3,200.00
4110 · Charges for services - Other	279.19	106.21	278.00	132,894.14
Total 4110 · Charges for services	779.19	206.21	278.00	136,094.14
4120 · Rentals & Financing Income				
Late Fees	50.54	0.00	0.00	50.54
Total 4120 · Rentals & Financing Income	50.54	0.00	0.00	50.54
4130 · Other Operating Revenues				
4131 · Interest - Loan	4,733.39	3,139.31	3,705.59	48,234.85
Total 4130 · Other Operating Revenues	4,733.39	3,139.31	3,705.59	48,234.85
Total 4100 · OPERATING REVENUES	5,563.12	3,345.52	3,983.59	184,379.53
4200 · NONOPERATING REVENUES				
4210 · Investment Earnings				
4211 · Interest - Bank	174.03	123.08	172.81	1,484.38
4210 · Investment Earnings - Other	0.00	0.00	0.00	18,333.33
Total 4210 · Investment Earnings	174.03	123.08	172.81	19,817.71
Total 4200 · NONOPERATING REVENUES	174.03	123.08	172.81	19,817.71
Total 4000 · REVENUE & FINANCIAL SOURCES	5,737.15	3,468.60	4,156.40	204,197.24
Total Income	5,737.15	3,468.60	4,156.40	204,197.24
Gross Profit	5,737.15	3,468.60	4,156.40	204,197.24
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · EDD - Kinyon	5,153.84	5,153.84	0.00	61,738.40
5112 · MBDD - Gotzmer	5,153.84	5,153.84	0.00	61,805.67
5113 · RDM-Malone	3,615.38	3,615.38	0.00	40,673.03
5114 · RDM-Saranac Lake	3,615.38	3,615.38	0.00	40,673.03
5110 · Salaries and Wages - Other	0.00	0.00	10,078.46	-23,200.00
Total 5110 · Salaries and Wages	17,538.44	17,538.44	10,078.46	181,690.13
5120 · Other Employee Benefits				
5121 · Disability Insurance	-57.64	-57.64	-20.22	-673.90
5122 · Health Insurance	1,195.08	1,195.08	1,188.44	12,859.88
5123 · Dental Insurance	67.98	67.98	0.00	696.78
5124 · Retirement Plan	526.16	526.16	302.36	5,337.78
5125 · Payroll Taxes	1,338.96	1,338.96	749.92	17,480.65
5127 · Workers' Compensation	0.00	0.00	687.00	40.00
5128 · Health Buyout	250.00	250.00	0.00	2,875.00
Total 5120 · Other Employee Benefits	3,320.54	3,320.54	2,907.50	38,616.19
5130 · Professional Services Contracts				
5131 · Auditing Services	2,900.00	0.00	0.00	2,900.00
5132 · Legal Services	0.00	0.00	0.00	22,445.00
5133 · Payroll Services	296.20	309.20	234.96	3,440.93
5134 · Other Consulting Services				
DMAL · Downtown Malone Revitalization	22,750.00	0.00	0.00	22,750.00
MS2020 · Main Street Expenses	0.00	0.00	4,375.00	2,465.52
5134 · Other Consulting Services - Other	10,428.57	22,128.57	0.00	66,947.71
Total 5134 · Other Consulting Services	33,178.57	22,128.57	4,375.00	92,163.23

Franklin County Local Development Corporation

Profit & Loss Prev Year Comparison

November 2020

12/04/20

Accrual Basis

	Nov 20	Oct 20	Nov 19	Jan - Nov 20
Total 5130 · Professional Services Contracts	36,374.77	22,437.77	4,609.96	120,949.16
5140 · Supplies and Materials				
5141 · Association Dues	0.00	450.00	0.00	1,050.00
5143 · Conferences, Travel & Training	72.45	220.80	501.26	4,274.52
5144 · General Office Supplies	0.00	1,752.01	1,855.10	16,325.29
5146 · Marketing and Promotion	0.00	540.87	0.00	38,118.51
5147 · Office Rent	900.00	900.00	0.00	9,900.00
5148 · Service Contracts/Subscriptions	0.00	678.87	558.46	5,836.57
5149 · Postage	0.00	0.00	0.00	7.75
5150 · Bank Service Fees	0.00	0.00	0.00	50.00
5140 · Supplies and Materials - Other	275.00	0.00	0.00	1,293.44
Total 5140 · Supplies and Materials	1,247.45	4,542.55	2,914.82	76,856.08
5170 · Other Operating Expenditures	75,000.00	0.00	0.00	75,000.00
Total 5100 · OPERATING EXPENDITURES	133,481.20	47,839.30	20,510.74	493,111.56
5200 · NONOPERATING EXPENDITURES				
5250 · Grants and Donations				
FCMG-02 · FC Microenterprise Grant Expens	0.00	0.00	35,000.00	-170,000.00
5250 · Grants and Donations - Other	19,739.00	1,160.46	0.00	31,197.62
Total 5250 · Grants and Donations	19,739.00	1,160.46	35,000.00	-138,802.38
5260 · Other Non-Oper. Expenditures	1,000.00	0.00	0.00	1,000.00
Total 5200 · NONOPERATING EXPENDITURES	20,739.00	1,160.46	35,000.00	-137,802.38
Total 5000 · EXPENDITURES	154,220.20	48,999.76	55,510.74	355,309.18
Total Expense	154,220.20	48,999.76	55,510.74	355,309.18
Net Ordinary Income	-148,483.05	-45,531.16	-51,354.34	-151,111.94
Net Income	-148,483.05	-45,531.16	-51,354.34	-151,111.94

Franklin County Local Development Corporation

Profit & Loss Budget vs. Actual

12/04/20

Accrual Basis

January through November 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Bu...
Ordinary Income/Expense				
Income				
4000 · REVENUE & FINANCIAL SOURCES				
4100 · OPERATING REVENUES				
4110 · Charges for services				
Loan Application Fees	0.00	0.00	0.00	0.0%
CBIT · CBIT	0.00	0.00	0.00	0.0%
ENERGIZ · Energize Downtown Fees	3,200.00			
MS2019 · Main Street Fees	0.00	0.00	0.00	0.0%
4110 · Charges for services - Other	132,894.14	92,700.00	40,194.14	143.4%
Total 4110 · Charges for services	136,094.14	92,700.00	43,394.14	146.8%
4120 · Rentals & Financing Income				
Late Fees	50.54			
Total 4120 · Rentals & Financing Income	50.54			
4130 · Other Operating Revenues				
4131 · Interest - Loan	48,234.85	0.00	48,234.85	100.0%
Total 4130 · Other Operating Revenues	48,234.85	0.00	48,234.85	100.0%
Total 4100 · OPERATING REVENUES	184,379.53	92,700.00	91,679.53	198.9%
4200 · NONOPERATING REVENUES				
4210 · Investment Earnings				
4211 · Interest - Bank	1,484.38			
4210 · Investment Earnings - Other	18,333.33	0.00	18,333.33	100.0%
Total 4210 · Investment Earnings	19,817.71	0.00	19,817.71	100.0%
4220 · State Subsidies / Grants	0.00	0.00	0.00	0.0%
4260 · Other Non-Operating Revenues	0.00	22,000.00	-22,000.00	0.0%
Total 4200 · NONOPERATING REVENUES	19,817.71	22,000.00	-2,182.29	90.1%
Total 4000 · REVENUE & FINANCIAL SOURCES	204,197.24	114,700.00	89,497.24	178.0%
Total Income	204,197.24	114,700.00	89,497.24	178.0%
Gross Profit	204,197.24	114,700.00	89,497.24	178.0%
Expense				
5000 · EXPENDITURES				
5100 · OPERATING EXPENDITURES				
5110 · Salaries and Wages				
5111 · EDD - Kinyon	61,738.40	59,583.33	2,155.07	103.6%
5112 · MBDD - Gotzmer	61,805.67	59,583.33	2,222.34	103.7%
5113 · RDM-Malone	40,673.03	0.00	40,673.03	100.0%
5114 · RDM-Saranac Lake	40,673.03	0.00	40,673.03	100.0%
5110 · Salaries and Wages - Other	-23,200.00			
Total 5110 · Salaries and Wages	181,690.13	119,166.66	62,523.47	152.5%
5120 · Other Employee Benefits				
5121 · Disability Insurance	-673.90	221.00	-894.90	-304.9%
5122 · Health Insurance	12,859.88	20,172.00	-7,312.12	63.8%
5123 · Dental Insurance	696.78	409.00	287.78	170.4%
5124 · Retirement Plan	5,337.78	3,300.00	2,037.78	161.8%
5125 · Payroll Taxes	17,480.65	8,403.00	9,077.65	208.0%
5126 · Unemployment Insurance	0.00	2,500.00	-2,500.00	0.0%
5127 · Workers' Compensation	40.00	695.00	-655.00	5.8%
5128 · Health Buyout	2,875.00			
Total 5120 · Other Employee Benefits	38,616.19	35,700.00	2,916.19	108.2%
5130 · Professional Services Contracts				
5131 · Auditing Services	2,900.00	2,900.00	0.00	100.0%

Franklin County Local Development Corporation

Profit & Loss Budget vs. Actual

12/04/20

Accrual Basis

January through November 2020

	Jan - Nov 20	Budget	\$ Over Budget	% of Bu...
5132 · Legal Services	22,445.00	10,000.00	12,445.00	224.5%
5133 · Payroll Services	3,440.93	1,558.33	1,882.60	220.8%
5134 · Other Consulting Services				
DMAL · Downtown Malone Revitalization	22,750.00			
MS2020 · Main Street Expenses	2,465.52	0.00	2,465.52	100.0%
5134 · Other Consulting Services - Other	66,947.71	103,500.00	-36,552.29	64.7%
Total 5134 · Other Consulting Services	92,163.23	103,500.00	-11,336.77	89.0%
Total 5130 · Professional Services Contracts	120,949.16	117,958.33	2,990.83	102.5%
5140 · Supplies and Materials				
5141 · Association Dues	1,050.00	370.00	680.00	283.8%
5142 · Business Insurances	0.00	2,150.00	-2,150.00	0.0%
5143 · Conferences, Travel & Training	4,274.52	8,000.00	-3,725.48	53.4%
5144 · General Office Supplies	16,325.29	55,000.00	-38,674.71	29.7%
5145 · Internet and Phone	0.00	2,291.67	-2,291.67	0.0%
5146 · Marketing and Promotion	38,118.51	30,000.00	8,118.51	127.1%
5147 · Office Rent	9,900.00	9,900.00	0.00	100.0%
5148 · Service Contracts/Subscriptions	5,836.57	6,180.00	-343.43	94.4%
5149 · Postage	7.75	500.00	-492.25	1.6%
5150 · Bank Service Fees	50.00	0.00	50.00	100.0%
5140 · Supplies and Materials - Other	1,293.44	0.00	1,293.44	100.0%
Total 5140 · Supplies and Materials	76,856.08	114,391.67	-37,535.59	67.2%
5170 · Other Operating Expenditures	75,000.00			
Total 5100 · OPERATING EXPENDITURES	493,111.56	387,216.66	105,894.90	127.3%
5200 · NONOPERATING EXPENDITURES				
5230 · Subsidies To Public Authorities	0.00	0.00	0.00	0.0%
5250 · Grants and Donations				
FCMG-02 · FC Microenterprise Grant Expens	-170,000.00	0.00	-170,000.00	100.0%
5250 · Grants and Donations - Other	31,197.62	777,000.00	-745,802.38	4.0%
Total 5250 · Grants and Donations	-138,802.38	777,000.00	-915,802.38	-17.9%
5260 · Other Non-Oper. Expenditures				
5263 · Bad Debt Expense	0.00	0.00	0.00	0.0%
5260 · Other Non-Oper. Expenditures - Other	1,000.00	150,000.00	-149,000.00	0.7%
Total 5260 · Other Non-Oper. Expenditures	1,000.00	150,000.00	-149,000.00	0.7%
Total 5200 · NONOPERATING EXPENDITURES	-137,802.38	927,000.00	-1,064,802.38	-14.9%
Total 5000 · EXPENDITURES	355,309.18	1,314,216.66	-958,907.48	27.0%
Total Expense	355,309.18	1,314,216.66	-958,907.48	27.0%
Net Ordinary Income	-151,111.94	-1,199,516.66	1,048,404.72	12.6%
Net Income	-151,111.94	-1,199,516.66	1,048,404.72	12.6%

FRANKLIN COUNTY
 LOCAL DEVELOPMENT CORPORATION
 355 WEST MAIN STREET – SUITE 428
 MALONE, NEW YORK 12953
 TEL: (518) 483-9472

Status Key: S = Satisfactory U = Unsatisfactory
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FRANKLIN COUNTY LDC REVOLVING LOAN FUND
NOVEMBER 30, 2020

Closing Date	Company	Original Loan Amount	Principal Balance 11/30/20	Rate	Term	Last Payment	Last Paid Date	Status*
8/24/18	2 Soup Gurus, LLC dba JC Soups	\$75,000.00	\$63,347.08	6.75%	10 years	\$900.00	10/23/20	S
5/7/20	Anthony Pryce dba AP Cleaners	\$15,000.00	\$15,000.00	4.25%	5 years	\$53.13	11/1/20	S
2/16/07	Asept Pak, Inc.	\$400,000.00	\$196,189.80	5.25%	Modified	\$4,525.66	11/4/20	S
9/21/09	Asept Pak, Inc.	\$250,000.00	\$98,982.08	5.25%	Modified	\$2,349.28	11/4/20	S
12/19/19	BMJ Midway Market	\$155,000.00	\$149,021.31	5.75%	10 years	\$1,733.75	11/19/20	S
7/25/19	Bowe & Arrow LLC	\$100,000.00	\$95,576.75	7.5%	7 years	\$1,729.01	11/16/20	S
3/23/20	Carpe Insectae, LLC	\$6,000.00	\$3,502.21	3.75%	6 Mos	\$100.00	11/18/20	U
4/15/20	Hosler's Family Restaurant	\$10,100.00	\$10,100.00	4.25%	2 years	\$35.77	11/1/20	S
6/15/20	KKR Food Service LLC dba Amado	\$25,000.00	\$25,000.00	4.25%	5 years	\$88.54	11/1/20	S
1/19/18 4/2/18 5/18/18	MCM Development Malone LLC	\$250,000.00	\$244,072.50	6.25%	10 years	\$2,838.70	11/16/20	S
7/1/20	Scott McLaughlin, Inc. dba Lucky Strike Lanes	\$15,000.00	\$15,000.00	4.25%	5 years	\$53.13	11/1/20	S
11/9/20	The Hub (New)	190,406.37	190,406.37	6.00%	10 years	NA	NA	NA
Total		\$1,491,506.37	\$1,106,198.10					

FRANKLIN COUNTY
LOCAL DEVELOPMENT CORPORATION

355 WEST MAIN STREET – SUITE 428
MALONE, NEW YORK 12953
TEL: (518) 483-9472

Resolution 2020-37
Adopt Employee Handbook

WHEREAS, the Franklin County Local Development Corporation (FCLDC) desired to have an updated employee handbook, and;

WHEREAS, the FCLDC contracted with Soteria in October of 2020 to update the language and to assure all information was up-to-date, and;

WHEREAS, the FCLDC also wished to incorporate a remote work policy in light of the COVID-19 pandemic,

THEREFORE, BE IT RESOLVED, the Board of Directors, following recommendation from the Governance Committee adopt the FCLDC Employee Handbook for implementation effective January 1, 2021.

David J. Yando, Secretary

Date

Duly Adopted by the LDC Board 12/15/2020

FRANKLIN COUNTY
LOCAL DEVELOPMENT CORPORATION

355 WEST MAIN STREET – SUITE 428
MALONE, NEW YORK 12953
TEL: (518) 483-9472

Resolution #2020-38

**Authorizing Execution of an Agreement with Franklin County for Excess Occupancy
Tax**

WHEREAS, the Franklin County Local Development Corporation ("FCLDC") is the tourism promotion agency for Franklin County; and

WHEREAS, Franklin County has \$96,156 in excess occupancy tax funds collected in 2019 and has approved the use of the funds for specific purposes; and

WHEREAS, Franklin County wishes to provide FCLDC with these funds.

NOW, THEREFORE, BE IT RESOLVED, the FCLDC Board of Directors authorizes the CEO to execute the attached agreement with Franklin County to accept \$96,156 in excess occupancy tax revenues from 2019 and use the funds as directed in the Agreement.

David Yando, Secretary

Date

Duly Adopted by the LDC Board December 15, 2020

**GENERAL AGREEMENT
Franklin County**

THIS AGREEMENT made this 4th day of December, 2020 by and Between

Franklin County (First Party) and

Franklin County Local Development Corporation (LDC) / Tourism (Second Party).

WITNESSETH: That inconsideration of the mutual covenants and agreements to be kept and performed on the said parties hereto, respectfully as herein stated, the said party of the first part does hereby covenant and agree that it shall:

I. Provide the LDC/Tourism with the excess 2019 Occupancy Tax funds in the amount of \$96,156.00 to be distributed as listed;

- * \$40,000 for Destination Development & Marketing Program (DDMP)
- * \$40,000 for Destination Cooperative Marketing Program (DCMP)
- * \$6,156 for Destination Event Sponsorship Program (DESP)
- * \$10,000 for Tourism Website

II. And said party of the second part covenants and agrees to the terms listed herein.

ACKNOWLEDGEMENTS: This agreement shall be binding upon the parties, their Successors, assigns and personal representatives. Time is of the essence on all Undertakings. This agreement shall be enforced under the laws of the State of New York. This is the entire agreement.

_____, __/__/____ County Manager _____, __/__/____ County Attorney

_____, __/__/____
Franklin County Local Development Corporation

FRANKLIN COUNTY
LOCAL DEVELOPMENT CORPORATION

355 WEST MAIN STREET – SUITE 428
MALONE, NEW YORK 12953
TEL: (518) 483-9472

Resolution #2020-39
Authorizing Execution of Grant Agreements and Disbursement of Funds
for Tourism Programs

WHEREAS, the Franklin County Local Development Corporation ("FCLDC") is the administrator of the the Destination Development and Marketing Program ("DDMP"), the Destination Cooperative Marketing Program ("DCMP"), and the Destination Event Sponsorship Program ("DESP"); and

WHEREAS, these programs are funded by Franklin County occupancy tax revenues, and

WHEREAS, for 2021 the initial budgets for these Programs as recommended by the Tourism Advisory Committee and approved by the Franklin County Legislature are as follows:

DDMP	\$130,000
DCMP	\$150,000
DESP	\$35,097

WHEREAS, guidelines and procedures are established for the receipt, review and approval of funds for these Programs, and

WHEREAS, the FCLDC has the responsibility of administering the Program and disbursing funds.

NOW, THEREFORE, BE IT RESOLVED the FCLDC Board of Directors authorizes the CEO to execute agreements and disbursement of funds for these Programs as approved by the staff and/or review committees in an amount not to exceed the budgeted amounts listed above, and

BE IT FURTHER RESOLVED that the FCLDC board authorizes the CEO to create, execute and/or deliver any and all documents and/or budget accounts that may be required to effectuate the transactions contemplated by this resolution.

Dave Yando, Secretary

Date

Duly Adopted by the LDC Board December 15, 2020

2021 Tourism Marketing Plan Budget

REVENUE PROJECTION	Amount
2021 Occupancy Tax Revenue Projection	\$526,000
Treasurer Administration (10%)	\$52,600
Balance for Tourism Promotion	\$473,400
FCLDC Contractual Service	\$149,000
Balance for Tourism Marketing	\$324,400

	Funding Source			Total
	Actual		Projected	
	2019 Excess Revenues ¹	2020 Approved Budget ²	2021 Budget ³	
Marketing Activities				
DDMP	\$40,000	\$30,000	\$60,000	\$130,000
DCMP	\$40,000	\$20,000	\$90,000	\$150,000
DESP	\$6,156	\$8,941	\$20,000	\$35,097
Marketing & Development	\$0	\$0	\$50,000	\$50,000
Website	\$10,000	\$0	\$0	\$10,000
Branding	\$0	\$0	\$5,000	\$5,000
I Love NY	\$0	\$0	\$20,000	\$20,000
ARTC	\$0	\$0	\$20,000	\$20,000
Total	\$96,156	\$58,941	\$265,000	\$420,097
Actual or Projected Fund Balance ⁴	\$0	\$155,534	\$59,400	\$214,934

1. Excess revenues from 2019 occupancy tax collections. Most expenditures will occur in 2021.

2. These funds were approved in the 2020 Plan. Most expenditures will occur in 2021.

3. 2021 Budget is based on a total revenue projection of \$526,000. Actual allocations may be adjusted based on recommendations from TAC and actual revenues.

4. Fund balance is the amount that is not allocated for a specific purpose. The balance for 2020 is actual as of November 2020 and does not include 4th quarter revenues. The balance for 2021 is a projection and subject to actual revenues received. Upon recommendation from TAC some fund balance may be allocated to existing programs and activities.

Marketing Activities	Amount
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Marketing Activities	Amount
DDMP	\$40,000
DCMP	\$40,000
DESP	\$6,156
Marketing & Development	\$0
Adirondack Regional Airport	\$10,000
Branding	\$0
I Love NY	\$0
ARTC	\$0
Total	\$96,156

FRANKLIN COUNTY
LOCAL DEVELOPMENT CORPORATION

355 WEST MAIN STREET – SUITE 428
MALONE, NEW YORK 12953
TEL: (518) 483-9472

Resolution #2020-40

Resolution approving and endorsing an application to NYS Homes and Community Renewal for funding under the New York Main Street Program for building renovation projects in the Village of Malone

WHEREAS, the Franklin County Local Development Corporation (FCLDC) desires to apply for up to \$500,000 in financial assistance from the New York Main Street Program; and

WHEREAS, the application proposes funding to assist mixed-use building renovation projects along Main Street in the Village of Malone; and

WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts in the community; and

WHEREAS, it is within the mission and goals of the FCLDC to support and promote local main street revitalization efforts in Franklin County; and

WHEREAS, FCLDC has the administrative capacity and experience to administer a Main Street Program grant award on behalf of the Village of Malone; and

WHEREAS, securing sufficient interim and/or construction financing to undertake renovations is difficult for some property owners and it is within FCLDC's ability and mission to provide such financing to property owners when necessary; and

NOW, THEREFORE, BE IT RESOLVED, that the Franklin County Local Development Corporation Board of Directors approves and endorses the preparation and submission of an application to the 2020 New York Main Street Program for building renovation projects in Downtown Malone and upon award agrees to be the Local Program Administrator; and

BE IT FURTHER RESOLVED, that the Board of Directors authorizes the CEO to execute all agreements necessary and dedicate the staff resources necessary to successfully administer the award; and

BE IT FURTHER RESOLVED, that the Board of Directors appropriates up to \$400,000 from its revolving loan fund for interim and construction financing available to property owners who are awarded NYMS funds but who cannot secure financing from other sources.

David Yando, Secretary

Date

Duly Adopted by the LDC Board December 15, 2020

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Resolution #2020-41

**Authorizing Execution of Contract with In Site Architecture to assist with a New York
Main Street Program Application**

WHEREAS, the Franklin County Local Development Corporation ("FCLDC") is working with the Village of Malone on multiple downtown revitalization efforts; and

WHEREAS, the FCLDC and the Village of Malone seek to apply for New York Main Street Program grant funds to assist property owners with renovation costs; and

WHEREAS, with a short application window and other pre-existing commitments, FCLDC needs assistance to complete and submit a high-quality grant application and sought a proposal from In Site Architecture to assist with the development of the grant application; and

WHEREAS, In Site Architecture submitted a proposal that demonstrates they are highly qualified to complete the required work.

NOW, THEREFORE, BE IT RESOLVED the FCLDC Board of Directors authorizes the CEO to execute a contract with In Site Architecture to complete all tasks set forth in the attached contract for a cost not to exceed \$9,500; and

BE IT FURTHER RESOLVED that the Village of Malone shall reimburse FCLDC half of the overall cost; and

BE IT FURTHER RESOLVED that the FCLDC board authorizes the CEO to create, execute and/or deliver any and all documents and/or budget accounts that may be required to effectuate the transactions contemplated by this resolution.

David Yando, Secretary

Date

Duly Adopted by the LDC Board December 15, 2020

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**Resolution 2020-42
Establish Health Insurance Buyout Plan**

WHEREAS, the Franklin County Local Development Corporation proposes to establish a health insurance buyout plan for 2021.

NOW, THEREFORE, BE IT RESOLVED, the FCLDC Board of Directors establishes a health insurance buyout plan with an annual payment amount of \$1,500 for 2021.

David Yando, Secretary

Date

Duly Adopted by the LDC Board December 15, 2020