

Saranac Lake Local Development Corporation

January 18, 2022 5:30 p.m.

Virtual via Zoom

MEETING MINUTES

1. Roll Call

-Present: Chessie Monks-Kelly, Stephanie Mikesell, Patrick Murphy, Matt Scollin, Andrew Milne

-Absent: Tom Catillaz, Chad Czelusniak-Serviss

-Non-members present: Howard Lyeth

2. Minutes

-Scollin moves to accept the minutes of the last meeting, Mikesell approves. All in favor.

3. Treasurer's Report: Accounts are unchanged from last month's meeting.

-Operating Account (7534) balance: \$5,183.19

-Grants Account (9287) balance: \$15,097.17

4. Old Business

-Auditing Process: The audit is completed and we are awaiting the paperwork from Dick DiNolfo. Mikesell suggests using a different auditor next year, as it took almost a year to get reporting back from DiNolfo. She suggests Jay Martin in Tupper Lake. Scollin makes a motion that we move to switch to Martin, Mikesell seconds, all in favor.

-PARIS Reporting: The walkthrough of the PARIS system directed by Murphy has been pushed to February as we have been locked out of the system. We will add this to the

February meeting, so this will be an extended meeting. Murphy advises that the annual report, audit for 2022, and procurement reports are due in PARIS at the end of March. Mikesell will contact Martin Accounting ASAP. Mikesell will prepare drafts of these reports and we will review and approve the annual report and budget information during the February meeting.

-Fiduciary Duty forms and training certificates: All board members please share PARIS training certificates with Mikesell as appropriate before the next meeting. This training is required within a year of joining the board. Murphy will prepare the fiduciary duty forms for us all to review and sign for the February meeting.

5. New Business

-New SLLDC Governance, Audit, Finance Committees: There is no requirement for a finance committee because we do not issue loans or bonds. The makeup of the other two committees will be as follows:

-Audit: Murphy, Milne, Catillaz

-Governance: Mikesell, Monks-Kelly, Scollin, Czelusniak-Serviss

-Potential new board member, Howard Lyeth: Lyeth needs to prepare a biography for the officers of the corporation, and Mikesell will contact Cassandra Hopkins to get us on the agenda for the next meeting of the Village Trustees and the Mayor. Once the officers have approved him as a member, he can officially join the board.

-Village Housing Plan: Lyeth raised a question about the status of the Village Housing Plan. Per Murphy, the plan has been officially voted on and approved by the Village of Saranac Lake. All members of the SLLDC should review the plan before the February meeting so we can discuss places where our goals overlap and where we have been identified as a partner.

6. Adjournment

-Scollin moves to adjourn the meeting at 6:13. Mikesell seconds, all in favor.

