

**Saranac Lake Local Development Corporation**  
**Meeting April 19, 2023, 5:00PM**  
**Village Offices**  
**Minutes**

Present: Matt Scollin, Jeremy Evans, Stephanie Mikesell, Andrew Milne

Absent: Tom Catillaz

Meeting called to order at 5:15PM.

1. Approval of minutes
  - a. Evans motioned to approve, Scollin seconded. All in favor of approval of meeting minutes.
2. Treasurer's Report
  - a. Operating Account (see agenda)
  - b. Grants Account
  - c. Evans asks if we need to approve/accept Treasurer's report. Murphy suggests reviewing this practice in the Audit Committee meeting.
3. Old business
  - a. Contract with the Village for the LEAF grant
    - i. Milne has recused himself from this discussion.
    - ii. We need to propose the contract with the Village at the Village meeting on March 27. Murphy will send edits to the group for final approval before putting it on the village agenda.
  - b. Contract with LEAF recipients
    - i. Milne has rescued himself from this discussion.
    - ii. Evans sent along a sample contract that his organization has used with grantees in the past. This one is based on simple reimbursement.
    - iii. Evans suggests a few items that might need review by the SLLDC or by Konkoski/the Village.
      1. What is the timeline for these projects (start or end dates)? We can modify the date requirements based on projects as need be.
      2. We need to make sure that we have a clear project scope for the project that is in the contract so we have an accurate ruler to measure a project as completed. This is also critical for getting two quotes.
      3. Strike Section 4, clause b, re: eligible contractor list from Village.
      4. Murphy will amend to reflect language about the possibility of selling a property.
  - c. Monks-Kelly's last meeting
    - i. Monks-Kelly is leaving the board after more than 6 years as secretary. We thank her for her tireless service!

- d. Audit Update
  - i. Brendan Kennedy has all the financials and he thinks he can manage to complete the audit before the end of March. Murphy will reach out to him for an update.
  - ii. Evans asks if we should be prepared to have a special meeting to accept the audit and issue a final report before April 1. Murphy will follow up to schedule this meeting via email once he has spoken to Kennedy.
  - iii. Evans mentions that we can work on updating PARIS in advance of working with Kennedy on the audit (for example, narrative, board member lists, etc.). Mikesell has access to PARIS and will send information to Murphy to log in.
- 4. New Business
  - a. No new business
- 5. Adjournment
  - a. Evans moves to adjourn the meeting at 5:56, Mikesell seconds. Meeting adjourned.