

Saranac Lake Local Development Corporation
11-16-2022 - Minutes
Meeting - Village Offices

Meeting called to order 5:40PM

1. Roll Call

- a. **Present:** Chessie Monks-Kelly, Patrick Murphy, Jeremy Evans, Matt Scollin
- b. **Absent:** Stephanie Mikesell, Tom Catillaz
- c. Special guest: Erik Stender

2. Treasurer's Report:

- a. Operating Account (7534) balance: \$3,667.19
- b. Grants Account (9287) balance: \$13,297.17
- c. COVID Grant - \$2,460.00
- d. Mural Project - \$10,857.47 (\$5,857.47 available)

3. Old Business:

- a. Mural Project:
 - i. Murphy suggests using the leftover mural money for either future projects or maintenance.
 - ii. Milne raises the issue of needing to keep better tracking of what funds are earmarked for what purpose. Murphy suggests either an accounting software or opening different accounts for different funds.
 - iii. Murphy will apply to TechSoup for nonprofit access so that we can purchase a license for QuickBooks.
 - iv. Murphy talked with the village's accounting consultant, and he has agreed to help with the auditing process. As of right now, it seems that there will not be a cost. Murphy will discuss costs and next steps with him.
 - v. We are awaiting an invoice from Nip Rogers for his work on the mural project. Once we receive that invoice we will pay out and the project will be completed.
- b. Contract with Village:
 - i. Evans used the whereas clauses as an opportunity to broaden the expectations of the village for the SLLDC, because the organization is already doing items outside of the existing whereas clauses.
 - ii. Scope of services: added different advisory boards.
 - iii. Administrative services provided by village to SLLDC: modified terms to reflect current agreement. Evans raised the number of hours likely to be worked by Murphy for the village in support of the SLLDC. He also adjusted the flat rate to reflect this increase in hours. Scollin raises the issue of recording hours worked for the SLLDC. Murphy will self-report the number of hours worked on which projects.
 - iv. Evans points out that it is important for this agreement to be flexible, so that it will accommodate areas of possible future growth.

- v. Murphy suggests that Erik Stender would be a better Village staff representative for contractual purposes. The change is made
 - vi. Murphy moves to accept the contract and give it to the Village for review, Milne seconds. All in favor.
 - vii. Erik Stender has joined the meeting to discuss the Village's contract with the SLLDC. The previous changes were explained to Stender. He asked about what happens if Murphy's hours exceed the flat rate number of hours, he will track them and the SLLDC will be billed on an hourly rate. Once the contract is approved, the village will bill the SLLDC on an hourly rate until the beginning of the next calendar year. Stender will send an email to Mikesell to confirm the agreement in writing. Murphy will resign his position as a trustee of the board. Scollin suggests it may be worth a short press release from the village acknowledging this change to make the change transparent.
- c. Funding opportunity: Two donors would like to donate funds for new lighting in Ampersand Park, and the SLLDC can function as the pass-through organization for this project. Murphy moves to act as pass through, Milne seconds. All in favor.
- d. Assisting Village with LEAF Grant:
- i. Milne raises the issue of the LEAF grant that we are assisting the village with. He mentions that it is important that these funds be spent as soon as possible. Evans suggests that we need to pay more attention to the shovel-ready question for the facade projects during the review process.
 - ii. Murphy raises the issue of the dispersal of funds for the LEAF project. The SLLDC could accept the funds and disperse them so that the applicants would be liable to the SLLDC's procurement policies. The SLLDC has the ability to waive the procurement policies, the village does not. This may streamline the project process and reduce the time spent acquiring sealed bids, etc. We can waive these requirements on a case-by-case basis via vote.
 - iii. Evans raises the issue that the administration of a large grant would take more time than our boilerplate agreement for administrative support. Milne raises the issue that the village did not necessarily plan for a service fee in their proposal for the grant. We need to discuss possibilities with the village, as they may want to pay the fee outside of the grant funds to maximize the grant reach. Evans will put together a draft contract for the SLLDC to review.
 - iv. Scollin raises the issue of serving as Vice Chair of the board while being an ex officio member. Murphy has cleared this with NYCON as appropriate. Scollin will likely step down from this position in 2023 at our annual meeting. Murphy will no longer be a member of the board once the contract with the village is approved, so we should start looking for new members.
4. **Adjournment:** Murphy moves to adjourn at 6:40, Evans seconds. Meeting adjourned.