

**Saranac Lake Local Development Corporation
Meeting - 12/21/2022**

- 1. Meeting called to order 5:05**
- 2. Treasurer's report:**

Present: Jeremy Evans, Matt Scollin, Andrew Milne, Patrick Murphy
Village Treasurer, and Jamie Konkoski

Absent: Stephanie Mikesell, Tom Catillaz

Voucher: \$625, Evans motions, Monks-Kelly seconds, all in favor.

Voucher: \$5,000 to Nip Rogers. Milne motions, Evans seconds, all in favor.

Old Business:

-LEAF Grant:

Reviewers: Evans, Mikesell?, and Monks-Kelly

Confirming procurement and financial arrangements:

1. Evans advises being overly cautious, but mentions that the source of the money is neither the SLLDC nor the Village. The LEAF itself does not have procurement concerns. Evans wants to research further because we've never done this from a procurement standpoint, but in the event of a single bid, we may be able to have a letter from a qualified engineer to say that a single bid is appropriate. Scollin asks if the village or the SLLDC has a relationship with someone who could provide that kind of letter/review. Konkoski suggests that some Village employees could possibly provide these types of services. Murphy suggests the Community Development Office may be able to fulfill that role.
2. Evans raises the need for an agreement between the Village and the SLLDC prior to the transfer of funds. Evans will share an example contract for us to review and edit.
3. Murphy raises the issue of reimbursement. Will we pay all expenses once accrued, or use an escrow account setup where the property owner's funds will be paid out first. There are issues with both. Evans raises the issue that there will be a small number of projects, and suggests that we may need to do the setup on a case-by-case basis depending on the amount of money put into the project. Evans suggests having two versions of the contract available to use as needed. We need to mention this idea to Konkoski so that this can be included on the project scoring rubric to keep in mind.

Accountant:

-No update since last meeting

Committees:

-We need to review and update our governance committees. Evans suggests that our January meeting will function as the Annual Meeting. Evans will speak to Mikesell about working with the vice-chair to put together an annual meeting plan and suggestions about committees, members, etc.

Quickbooks:

-Murphy has set up the software.

Post Office Box:

-We will discuss setting this up at the next meeting.

Artist's Fundraiser:

-Splitting money from a fundraiser Arts and Culture Advisory Board with Artists' Guild. It would go into our leftover mural money. Murphy will find out more details and we will discuss and vote next week.

Lights:

-The donors need to give us funds to pay out the outstanding funds for the lights.

Evans motions to adjourn the meeting at 5:47PM. Milne seconds.