

# UCIDA

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Ulster County Industrial Development Agency

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES August 8, 2018

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A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, August 8, 2018, at 8:00 A.M. in the Legislative Chambers, 6<sup>th</sup> Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

### Roll Call:

The following agency members were present:

Randall Leverette	Chair
James Malcolm	Vice Chair
Paul Andreassen	Secretary
Richard Jones	Treasurer
Daniel Savona (arrived at 8:03)	Member
Faye Storms (arrived at 8:10)	Assistant Secretary

The following agency members were absent (with notice):

Michael Ham	Secretary
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Office of Economic Development Staff:

Suzanne Holt  
Evelyn Heinbach  
Kayleen Scali

UCIDA Attorney and Bond Counsel:

A. Joseph Scott	Hodgson Russ LLP
Chuck Malcolm	Hodgson Russ LLP

Chief Financial Officer:

Christopher J. Rioux

Additional Attendees:

John Morrow	Former Chair of the UCIDA
Geddy Sveikauskas	Ulster Publishing
William Kemble	Daily Freeman

P.O. Box 4265, Kingston, NY 12402-4265

The meeting was called to order at 8:00 A.M. by Chair Randall Leverette

### **READING OF THE UCIDA MISSION STATEMENT**

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

### **PUBLIC COMMENT ON AGENDA ITEMS**

Mr. Kemble requested that the Chair and other members of the board project their voice when speaking.

Having no other requests for the privilege of the floor, the Public Comment section on Agenda Items was closed.

### **HOUSEKEEPING**

Chair, Randall Leverette recognized Past Chair John Morrow for his long-time services to the UCIDA and Ulster County Resource Corporation ("UCCRC").

### **MINUTES**

**Motion:** Paul Andreassen, seconded by Richard Jones, moved to approve the minutes of the July 11<sup>th</sup>, 2018 meeting. A copy of said minutes is on file.

**Vote:** The motion was adopted.

### **FINANCIALS**

CFO, Christopher J. Rioux reviewed the financial report with the Members. In the month of July the IDA started collection on the Greenhouse Project and closed on the Marlboro pods project. Copies of said financials are on file.

**Motion:** James Malcom, seconded by Richard Jones, moved to accept the Financials for the period ending July 31st, 2018, as presented. (A copy of the said financial report is on file.)

**Vote:** The motion was adopted.

### **COMMITTEE REPORTS**

#### **Audit Committee**

Committee Chair Randall Leverette stated that there was nothing to report.

### **Finance Committee**

Committee Chair Randall Leverette stated that there was nothing to report.

### **Governance Committee**

Committee Chair Randall Leverette stated that there was nothing to report.

### **OLD BUSINESS**

#### **July 25, 2018 Feedback on Training**

The board agreed that the training on July 25, 2018 was well put together, useful and helpful for the new committee members.

Committee Chair Leverette suggested that several areas for discussion be brought to the Governance Committee. Chair Leverette asked that counsel be present for Governance meetings.

#### **Schrade and Hydro Properties**

Suzanne Holt provided an overview of the Schrade Report. Ms. Holt reported that both properties in the Best Use Study Schrade and Hydro Properties are now marketable.

Ellenville Development Ptrs. LLC c/o AmTrust Realty Corp. is seeking the agreed upon funds be reimbursed by the UCIDA for the Schrade study.

Following discussion, a motion was made by Chair Randall Leverette, for payment in the amount of \$15,500.

**Motion:** James Malcolm, seconded by Richard Jones, moved to approve the reimbursement of half the cost of the program to Ellenville Development Ptrs. LLC c/o AmTrust Realty Corp.

**Vote:** The motion was adopted.

### **NEW BUSINESS**

#### **Easement approval DOC-1561 Ulster Ave MOB, LLC**

Attorney Joseph Scott provided a summary of the easement agreement and highlighted several important areas of the agreement.

**RESOLUTION CONSENTING TO AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS WITH RESPECT TO THE DOC-1561 ULSTER AVE MOB, LLC PROJECT.**

**Motion:** James Malcom, seconded by Paul Andreassen, moved to approve the Resolution. (A copy of said Resolution is on file).

**Vote:** The motion was adopted.

#### **Video RFP (Ellenbogan Creative Media)**

Following an RFP Committee meeting comprised of members Faye Storms, Daniel Savona and Paul Andreassen, Evelyn Heinbach and Suzanne Holt, a decision was reached to select Ellenbogan Creative Media.

**Motion:** James Malcolm seconded by Daniel Savona, moved to enter into contract with Ellenbogan Creative Media.

**Vote:** The motion was adopted.

A discussion about the cost of the video ensued. Suzanne Holt noted that the quoted \$9600 did not include a narrator. Member Richard Jones suggested we reach out to contacts in the film industry to barter for services. The Chair asked that Ms. Holt follow up with Ellenbogen to set up a meeting.

#### **Videotaping Meetings**

Chair Leverette re-introduced the idea of videotaping meetings and having them on the website. Following general discussion among the board members Chair Leverette suggested a subcommittee be formed.

**Motion:** James Malcolm seconded by Richard Jones, moved to form a subcommittee including members Faye Storms, Paul Andreassen and Daniel Savona.

**Vote:** The motion was adopted.

#### **Project Prescreening Process**

The consensus among board members is that a prescreening process is highly effective. The board will continue to form subcommittees selected randomly to review new applicants. Chair Leverette asked that Attorney Joseph Scott create a summary outlining prescreening comments that will accompany the completed application.

Following discussion, the board members agreed that once applicants are reviewed by the subcommittee the reviewed application go before all members of the committee to make a final decision.

#### **UCIDA fee uses for Community Benefits**

Chair Leverette along with several of the board members provided an overview of several projects that need assistance and could potentially benefit from collected fees.

The board discussed the situation at length and agreed that via the UCCRC they have the ability to aid the businesses in need.

Further discussion was tabled and would go before the Ulster County Capital Resource Corporation for a decision to be made.

### **2018 Annual Report on Public Authorities in New York State**

Evelyn Heinbach reported on the ABO. Ms. Heinbach highlighted the impact Ulster County had on job creation. Board members were encouraged to use it as a reference guide to compare other IDA's and get an overview on spending on staff.

### **Request for all correspondence to be shared with Legislature**

Chair Leverette announced to board members his request to staff for all UCIDA board materials to be shared with Ulster County Legislature via email.

### **Meeting Start Times**

A unanimous decision was made to keep UCIDA meeting times to 8:00 am.

### **Governance, Finance and Audit Committees Appointments**

Chair Leverette reviewed the committee appointments.

The Audit Committee will be composed of Chair Rick Jones, Paul Andreassen and Faye Storms.

The Finance Committee will be composed of all board members. Chair Randall Leverette, James Malcolm, Richard Jones, Daniel Savona, Paul Andreassen, Michael Ham and Faye Storms.

The Governance committee will be composed of Chair James Malcolm, Richard Jones, Daniel Savona, and Michael Ham.

### **ECONOMIC DEVELOPMENT UPDATE**

Suzanne Holt gave the following updates:

#### **Marketing & Attraction**

- GCTech is at the Senate Garage for the summer.

- We are continuing work with Ulster for Film
- OED is sponsoring the Woodstock Film Festival and other festivals.
- The EDA will have a booth at the Smart Hustle/Small Business Conference in NYC to welcome diverse entrepreneurs.
- The MHREDC will be choosing priority projects in the next few weeks.
- The IDA had two new inquiries. We are waiting for the applicants to complete applications.

#### **PUBLIC COMMENT**

No one asked for the privilege of the floor. The Public Comment on Agenda Items section of the agenda was closed.

#### **EXECUTIVE SESSION**

**Motion:** Randall Leverette, seconded by Faye Storms, moved to enter Executive Session for the purpose of consulting with counsel on legal matters.

**Vote:** The motion was adopted.

The meeting was adjourned into Executive Session at 9:35 A.M.

**Motion:** James Malcolm, seconded by Daniel Savona, moved to come out of Executive Session.

**Vote:** The motion was adopted.

The meeting was adjourned out of Executive Session at 10:05 A.M.

#### **LEGAL FEES**

Chair Randall Leverette, requested a motion to pay legal fees to Hodgson Russ in relation to 2-4 Kieffer Lane.

**Motion:** James Malcolm, seconded by Daniel Savona to pay legal fees.

**Vote:** The motion was adopted.

#### **ADJOURNMENT**

**Motion:** James Malcolm, seconded by Daniel Savona, moved to adjourn the meeting.

**Vote:** The motion was adopted.

The meeting was adjourned at 10:06 A.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Faye Storms', is written over a horizontal line.

Faye Storms, Assistant Secretary