

UCIDA

Ulster County Industrial Development Agency

ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY GOVERNANCE COMMITTEE MINUTES April 30, 2020

A special meeting of the Governance Committee of the Ulster County Industrial Development Agency was held on Thursday, April 30, 2020, at 7:00 P.M. via Zoom.

Roll Call:

The following committee members were present:

Paul Andreassen	Committee Chairman
Michael J. Ham	
Richard O. Jones	
Randall Leverette	
Daniel Savona	

The following additional Agency members were present:

James Malcolm

Additional Attendees:

Joseph P. Eriole, Esq.	Agency Counsel
Rose Woodworth	Agency Staff

The meeting was called to order at 7:00 P.M. by Committee Chairman Andreassen.

The roll was read, and it was noted that a quorum was present.

APPROVAL OF MINUTES

The members of the Committee reviewed the draft minutes from the December 4, 2019 meeting. The Committee discussed a discrepancy in the transcription of a motion made regarding input from the Economic Development Committee on the Agency's changes to the UTEP.

Motion: James Malcolm, seconded by Richard Jones, moved to approve the minutes of the December 4, 2019 meeting contingent upon review of the audio recording to clarify the verbiage of transmit versus meet in the motion discussed.

Vote: The motion was unanimously adopted (5-0).

PROJECT COMPLIANCE

The members of the Committee discussed the Project Compliance 2019 document, which outlines compliance information received by each project. It was noted that all projects were mailed a memo outlining the documents required, due date, and late fees assessed for missing the due date. During the Annual Site Visit the information was also outlined and the Project Representative signed the memo after reviewing. It was noted that two projects on the list should have been closed out in 2018 and, because of that, they are not listed as out of compliance.

The members discussed the following:

- Having Agency Counsel and Agency Staff draft boilerplate wording for the Committee to review and send to projects that are out of compliance
- Obtaining written details form each project explaining why they may be out of compliance
- The idea of drafting an easy to reference checklist for each new project which would outline all information that will be requested for PARIS reporting
- Sending more reminders of what information will be requested
- talked about establishing a dedicated contact person at each project

Agency Counsel suggested adding more detail to closing documents to help projects understand what is required of them.

The Compliance Document also indicates which Projects were assessed \$1,000 fees as outlined in the Agency's Fee Schedule. It was noted that the fees were only assessed after multiple attempts to obtain the necessary information. After the fees were assessed, Agency Counsel sent letters to projects that were still missing documents. The members discussed the time spent requesting information and the cost to the Agency associated with late reporting. The Committee Chair, Chairman of the Board, Agency Staff, and Counsel will meet to draft a letter to send to out of compliance projects, the letter will be presented to the full board. Projects will be contacted to find out why necessary information is still missing.

CPA VERIFICATION

The Committee reviewed the CPA verification of the jobs reported. The CPA found that some projects had actually underreported jobs and others overreported. Some projects provided the wrong number of jobs from the beginning due to miscalculating the FTEs. The Committee will look into a way to help applicants understand how to properly calculate FTEs and understand the requested reporting documents. It was noted that requesting the payroll journal with total hours was helpful in verifying the FTEs reported.

It was mentioned that projects that had sold without informing the agency. This causes a problem with reporting. The Committee discussed correspondence received from two projects that were out of compliance and assured the projects that the Committee is not taking any action at today's meeting.

PUBLIC COMMENT

Robert Murray, Counsel for Kingston Medical Properties, stated that the Project recognizes the need to confirm the employment numbers. He assured the Committee that they are taking the request seriously and are making progress on securing information requested. He noted that the company mailed their \$1,000 late fee earlier that day.

James Malcolm stated that Westchester Medical has made a large investment in our area and noted that in dealing with them, they have been a very professional organization.

ADJOURNMENT

Motion: Randall Leverette, seconded by Richard Jones, moved to adjourn the meeting.

Vote: The motion was unanimously adopted (5-0).

The meeting was adjourned at 7:48 P.M.

Respectfully submitted,

Paul Andreassen, Committee Chair