



**Putnam County Industrial Development Agency**

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**Minutes – Board Meeting**

Lower Level Conference Room, 2 Route 164, Patterson, NY 12563

**February 11, 2019 – 6:00 PM**

Called to Order – 6:00 PM

Roll Call: Bill Nulk, Chairman; Steve Baranowski, Vice Chair; Joe Downey, Secretary; Ed Cooke, Board Member; Mike Karlsson, Board Member. Bill Shilling, Legal Counsel; Frank Smith, Legal Associate.

Approval of Minutes of January 14, 2019 Audit Committee, Governance Committee and regular Board meetings: Motion – Ed Cooke, Second – Steve Baranowski, approved unanimously.

Review of 2018 Audit preparation: Visit with auditor on Jan. 17<sup>th</sup>, went very well and efficiently. As noted in the approved Audit Committee meeting Minutes, our engagement with O’Connor Davies is for 2017, 2018 and 2019. A Request for Proposal will be sent out for Audit Services for 2020, 2021 and 2022 at the end of 2019.

Review of 2018 PARIS preparation: Our 2019 Financial Plan has already been approved and posted to PARIS and our website. Annual report information is being requested and collected by our consultant, Teri Waivada, and we are on track to fulfil our compliance requirements. We are preparing a check list for on-site project visits that will include forms and guidance for our project clients to conveniently fulfil their reporting obligations as well as ours.

Review of current Projects:

Ace Endico: Their building expansion project is complete and in full operation and the parking lot portion of the project agreement has also been completed.

Over and above their successful operations, Ace Endico also has received recognition for its community participation with BOCES and their food preparation training programs.

Ahana Hospitality: They were delayed in getting the necessary building permits in order to get the paving done and the interior work started. Our understanding is that those issues have been solved, but the paving necessary to open for business now waits for the weather and the paving plants to reopen.

Brewster Plastics:

Demand letter sent: Bill Shilling said the letter of demand was sent and acknowledged as received. They have 30 days to formally respond.

Conversation with Patterson Supervisor: Supervisor Williams of Patterson informed Chairman Nulk that Brett Wallace was still trying to close a deal for a large contract or a refinancing.

Broad Reach – Materion: We are confirming if their PILOT is completed, they have a bond which will continue for some time.

Butterfield: This project did not include a PILOT, but only mortgage tax and sales tax abatements. The building that was specified in the agreement has been completed and Butterfield

Realty would like to terminate the lease agreement. There is a question regarding the compliance of the agreement in view of the relocation of the Senior Citizens Center.

Gleneida Distillery NY: They are on track to be ready for an early March closing for the financing and PILOT agreements that will require our Authorization Resolution. The Paladin on site relocation situation appears to be resolved. The County needs to fulfil its commitment to provide a permanent First Responder Training Facility.

Seven Sutton Place: This project should be complete with its final PILOT payment for school taxes in September, 2018. We will confirm completed compliance and initiate termination of our lease agreement.

Joe Downey recommended we set up a semi-annual schedule of visits and – as appropriate – an occasional press release of how our projects are doing.

A copy of the PC IDA 2018 Performance Measures and Operations report, approved at the January 14<sup>th</sup> meeting, was given to the County Executive and mention of it may be made at the State of the County presentation on March 7<sup>th</sup>.

Discussion/approval of part-time admin assistant: Chairman Nulk has discussed with Richard Weiss, Chairman of the PC EDC, the hiring of Erika Jenkins as part-time contract office help. The details are yet to be determined, but it appears that no matter what goes forward with the PC EDC, she would be able to commit to 10 hours per week for the PC IDA.

Discussion of “Putnam County Economic Development Team”: The PC EDC is still figuring out how it wants to go forward. They have another Board Meeting in 2 weeks. Much still depends on what the County Executive has in mind. We’ll know more about that after March 7<sup>th</sup>.

Update on other IDA activities

Project inquiries: Several very worthwhile projects have been suggested at the very early stage. Much more would have to be described, but the good news is 1- they’re asking and 2- they’re asking before they get too far along for us to be able to help them.

Report of NYS EDC/IDA Conference – Albany, Wednesday, Jan 16<sup>th</sup>.: Bill Nulk, Joe Downey and Ed Cooke met with Teri Waivada for this conference. Our group spread out to several of the informative breakout sessions and met with representatives from agencies, law firms and other parties concerned and involved with economic development in New York State. Regional cooperation was often mentioned.

Local Labor Policy presentation with Legislature: Ed Cooke is coordinating with the County Executive and Legislator Amy Sayegh (Chair of the Econ Dev Committee) to have an informed presenter from the trades out of Albany to speak on local labor law policy. Labor Policy was a topic of discussion at the NYS EDC Conference and is a requirement in IDA contracts. The PC IDA does not have a labor policy at this time.

Update for options for “private Cloud Service system”: Systems appear to be fairly inexpensive; decisions depend on reorganization of “PC Econ. Dev. Team”.

Previously Tabled business: Postponed until next meeting.

Election of Officers and assignment of Committees

New Business

The PC IDA Board continues to have a vacancy for the 7<sup>th</sup> seat. An invitation to interview for a position as Board Member of the PC IDA has been extended to Jack Goldstein, currently Vice President of the Cold Spring Area Chamber of Commerce.

Payment for Consultant Teri Waivada for up to \$6,000, upon review by the Chairman and CFO; motion by Ed Cooke, second by Joe Downey, approved unanimously.

Adjournment: 7:10 PM

**Next regular scheduled Board Meeting is Monday, March 11<sup>th</sup>.**