

# **PUTNAM COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

## **Board Meeting – Tuesday, May 24, 2016 40 Gleneida Ave, Carmel – 2<sup>nd</sup> Floor Conference Room Minutes**

Open: 10:05 AM

Pledge of Allegiance (waived pending flag)

Roll Call: Bill Carlin, Erin Meagher, Steve Baranowski, Bill Nulk; attending – Joe Downey, appointed member pending confirmation; Jill Varricchio, PC EDC, observing

Sign acknowledgement of fiduciary duty – signed by current Board members and Joe Downey in anticipation of confirmation  
Current Board members have all signed and sworn an Oath of Office with the PC County Clerk; Joe Downey will sign and swear upon confirmation.

Election of Officers : elected by unanimous acclamation  
Chairman – Voting Member – William Nulk  
Vice Chairwoman – Voting Member – Erin Meagher  
Executive Director – Non Voting Member – pending further organization  
Secretary – Voting Member – Steve Baranowski

Chairman Appointments

Treasurer – Non Voting Member – William Carlin  
Chief Executive Officer – Non Voting Member – pending further organization  
Chief Financial Officer – Non Voting Member – William Carlin, pending further organization

Audit Committee – Baranowski , Nulk, Meagher  
Governance Committee – Baranowski, Nulk, Meagher

New Business:

Outstanding Audit Report/Other Paperwork? Chairman will contact previous Chairman and Financial Officer for all previous records including financial reports. Message will include a statement of appreciation for the efforts of the previous Board.  
A quick review of the records and items currently at 34 Gleneida Ave. was arranged for Erin and Bill C.

Steve suggested a “working session” for the next meeting to review the records with a priority of understanding our current situation and addressing our immediate obligations for completing an Audit for 2015 and maintaining PARIS reporting requirements.

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Jill Varricchio offered that she has sent information to Ginny Nacerino, Chairwoman of the PC Legislature, regarding a firm that would perform the Audit, and a knowledgeable consultant who was willing (at little cost) to assist/train the Board on the operation of a IDA.

Steve expressed concern that an Auditing firm would be reluctant to consider proposing to handle our account without some expectation of payment and a continuing commitment. For this we will need an initial funding from the County – we are a County agency.

Bill N. advised that the members of the legislature had indicated a willingness for some funding – perhaps up to \$40,000, but the terms are not decided.

Erin mentioned that the PC IDA should have some physical assets that need to be accounted for.

Erin and Bill N. suggested this IDA use the facilities of the Mahopac Community Center (a Tompkins Mahopac Bank property that currently houses the Greater Mahopac- Carmel and the Putnam County Chambers of Commerce offices) for its physical address. There is someone there daily to receive mail and possibly answer phones and questions. Erin will contact the Tompkins Mahopac Bank representative to confirm this arrangement.

After much discussion, it was decided to prepare a request for *funding* from the PC Legislature for Audits for 2015 and 2016, and for a per-diem compliance administrator and office expenses (mailing, noticing, etc.). We will determine the specific amount of the request prior to the next Legislative Econ Dev. Committee meeting in June.

Bill C. will prepare a Request For Proposal (RFP) for the required Audit for immediate release.

Contact information for now will be:

Putnam County Industrial Development Agency  
953 South Lake Blvd.  
Mahopac, NY 10541  
Phone: 845 628-5553  
E-mail: [bnulk@putnamchambersny.org](mailto:bnulk@putnamchambersny.org)

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Board Members should use their contacts to find appropriate per-diem Compliance Administrator and/or consultant for interview.

Financial Situation/Financial Sustainability Bank Account (new or convert old account – signature cards& resolution) – pending contact with previous Chairman and CFO

Legislative Liaison – Toni Addonizio, Chair of Econ Dev Committee. Request for funding \$40K (previously approved0? – Pending review at next meeting

Media Inquiries – Board consensus and Board statement – through Erin.

Records relocation and retention – pending review at next meeting; contact County Records Department for assistance

Office space – Mahopac Community Center (Chambers offices) – Erin and Bill N. will contact Tompkins Mahopac Bank representative.

**Next Meeting: Tuesday, June 7, 2016, at 10 AM, at the 34 Gleneida Ave. office of the previous IDA Board.**

Adjournment: 11:45 AM

Prepared and submitted by Bill Nulk