

**Minutes of the Putnam County
Industrial Development Agency (“IDA”)
Board of Directors
Meeting of October 9, 2014
34 Gleneida Avenue
Carmel, NY 10512**

Chairman Richard Ruchala called the meeting to order at 4:55 p.m.

1. Roll Call – The following Directors were present: Richard Ruchala, Chair, Ray Ruyack, Maureen McLaughlin, Vincent Murphy, Bill Nulk, Kevin Bailey and Randall Chiera
Staff: Sharon Donaghey, Chief Administrator
2. Approval of Minutes – On motion by Bill Nulk, second by Ray Ruyack, the Minutes of the September 18, 2014 meeting were reviewed and approved – Richard Ruchala, Maureen McLaughlin, Bill Nulk, Ray Ruyack and Vincent Murphy voted – Yes; Randall Chiera & Kevin Bailey - Abstained. Motion passed.
3. Website – Maureen McLaughlin and Ray Ruyack reviewed a number of IDA websites to find a better format. The Board would like the Putnam County IDA’s website to be easily accessible by the public and they want to send a message that “Putnam County is the place to do business and Together We Can Grow”. Ray Ruyack received two bids from web design companies and, after discussion, the Board decided to use Rev Design. On motion by Richard Ruchala, second by Maureen McLaughlin, the board approved Rev Design of Carmel, NY as its web design company and approved an amount up to \$2,000 for the redesign – motion passed 7-0; carried unanimously.

Ray Ruyack will meet with Rev Design to start the design process. Ray Ruyack and Sharon Donaghey will be the administrators of the website.

4. Invoice from Former CEO – The Board discussed Mr. Sullivan’s Settlement Letter. After review, Randall Chiera requested that a “witness line” be added and the board agreed. Chairman Ruchala will deliver the revised Settlement Letter and check to Mr. Sullivan.
5. Budget Report on PARIS – this report must be submitted to the ABO by November 1st. A copy of last year’s Budget Report was distributed to the Board and updated for 2015. On motion by Bill Nulk, seconded by Richard Ruchala, the 2015 PARIS Budget Report was approved, as discussed, contingent upon receiving County funding – motion passed 7-0; carried unanimously.
6. ByLaws – Chairman Ruchala led the discussion. It was noted that the position of Chief Administrator given to Sharon Donaghey at the last Board Meeting is not a recognized position in the ByLaws. As an alternative, the position of Executive Director was discussed. On motion by Richard Ruchala, second by Maureen McLaughlin, the title given to Sharon Donaghey will be changed from Chief Administrator to Executive Director - motion passed 7-0; carried unanimously.

The Board also discussed other changes to the ByLaws. Sharon Donaghey will change the ByLaws as instructed & distributed them to the Board for approval at the next Board Meeting.

7. Visitations – Business visitations were discussed and a template will be designed.
8. Meeting with the EDC – Richard Ruchala, Ray Ruyack and Maureen McLaughlin met with Meghan Taylor, Tom LaPerch and the entire EDC Board. The group discussed collaborative efforts between the IDA and EDC. Maureen McLaughlin, the IDA

representative from Putnam Valley, discussed the poor economic climate in Putnam Valley. Mrs. McLaughlin asked for the EDCs help to improve Putnam Valley's economy and also asked if there were any benefits the EDC could offer.

9. The Board Meeting closed at 6:00 p.m. so the Annual Meeting could be held. On motion by Richard Ruchala, second by Bill Nulk, the Board Meeting closed by a vote of 7-0; carried unanimously.

On motion by Maureen McLaughlin, second by Kevin Bailey, the Board Meeting reopened at 6:05 pm by a vote of 7-0; carried unanimously.

10. New Office Space – Chairman Ruchala was shown the new office space planned for the IDA, which consists of a room at the Planning Department. This proposed space and the needs of the IDA were discussed in length. It was determined that the new space is insufficient and did not meet the needs of the IDA. Chairman Ruchala will convey this to the County. In anticipation of an eventual move, the IDA will begin preparing the office and files.
11. Old/New Business – Chairman Ruchala reported there was nothing new to report.
12. Next Meeting – the next Board Meeting will be held on Monday, November 10, 2014 at 5 p.m. at a location to be determined.

A motion was made to adjourn the meeting by Maureen McLaughlin, second by Bill Nulk. The motion was approved 7-0 at 6:35 pm.

Respectfully,

Sharon Donaghey
Executive Director