



Putnam County Industrial Development Agency

Putnam County Office Building
40 Gleneida Avenue, 2nd Floor
Carmel, NY 10512
845 808-1075 www.putnamida.com

Minutes – Board Meeting – July 26, 2017

Open Meeting – 5:25 PM, Immediately after Audit Committee Meeting,
Room 202, 40 Gleneida Avenue, Carmel, New York

Pledge of Allegiance (waived)

Roll Call: present: Bill Nulk (Chair), Bill Carlin, Joe Downey; on phone call-in: Steve Baranowski,
Teri Waivada

Treasurer's (Bill Carlin) Report: Current balance in PCSB Bank checking account: \$15,704.57
Independent Audits and Management Letters for 2015 and 2016 have been accepted
and adopted – See minutes of Audit Committee immediately prior to this meeting.

The Agency passed a resolution to approve and accept the 2016 Audit. (resolution attached)

2018 Budget Preparation: The PC IDA 2018 Budget presentation to the County, based
on the information reported on our NYS OSC PARIS Budget Report for 2017, is scheduled for
Thursday, August 10th at 3:00 PM. This presentation is based on our best "questimate" of our
current situation and is likely to change before the end of this year. Bill Nulk noted that the
reorganization of the Putnam County Economic Development Team is progressing.

Chairman's (Bill Nulk) Report:

Website & email addresses: The www.putnamida.com website is being updated with
the necessary changes to required documents and formatting as we approach compliance. Teri
and Bill N. have been working with Brian Austin of the County IT Department. We hope to have
greater accessibility and control over the website as we move forward.

E-mail addresses for members of the Board and other specific personnel will soon be available.
There was some technical issue between our website and the County server. E-mail addresses
will be in the County format of firstname.lastname@putnamida.com

PC IDA office equipment: We are at a point where, in order to proceed with our records
reorganization, we would be best served by having our own scanner-printer set-up with
appropriate document management software. The concept was agreed by all. The Agency
obtained prices for each article to be purchased from several vendors. A proposal from a local
provider (Avedata.Net) was discussed and approved.

A motion was made and seconded that the Chairman could authorize the purchase and
set-up of the equipment from the best responsible source as long as no one component cost
over \$500.00. The motion passed unanimously.



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Chairman's (Bill Nulk) Report (cont.):

Procurement Policy: After discussion, the Agency, in recognition of the expanding availability of office equipment on the internet, approved amending the Procurement Policy to allow sourcing from electronic vendors.

Interns accomplishments: Tom DeMarchi and Emma Dickinson have done a very fine job of organizing and cataloging the mess of records and documents at the old office at 34 Gleneida Ave. They have been able to help us find information necessary to complete our efforts to regain compliance. They are now ready to digitize much of these records for ease of future reference and we can then archive what needs to be saved at the County Records facility and dispose of no longer needed piles of paper. We got a real bargain with this contract with the County for their help.

Teri Waivada has been invaluable as our consultant and guide during this process of reorganization and regaining our status of compliance as an IDA.

Consultant's (Teri's) Items: Teri (calling in from her office at home) advised us on the proper procedures for procuring the scanning and printing equipment we needed.

Teri then updated us on the Ace Endico project that we will be asked to examine for possible inducement benefits. We have been given the OK by the State Comptroller's Office to begin these proceedings, but cannot authorize the benefits until we achieve compliance.

Teri related the unfortunate circumstances of two other projects, Brewster Plastics and Fox Ridge Hotel, that may result in the termination of their benefits and our need to institute recovery procedures for benefits they may have already availed themselves of.

At this point, Teri left the meeting conversation.

Replacement for Vice Chairman position: Erin Meagher, formerly the Vice Chair of the Board, was removed from the PC IDA Board by resolution #147 of the full County Legislature based on the provisions of the Code of Ethic. Therefore, a replacement for that position was required. A motion nominating Stephen Baranowski as Vice Chair was made, seconded and unanimously approved by Bill Carlin, Joe Downey and Bill Nulk, sitting as a quorum at the meeting. Next, a motion nominating Joe Downey as Secretary was made, seconded and unanimously approved by the sitting quorum. Bill Carlin will continue as Treasurer.

There being no other business to attend to at this time a motion was made and seconded and approved unanimously to adjourn.

Adjourn: 6:15 PM



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Resolution 07-17-02: Amendment to Procurement Policy

The Agency amends the Procurement Policy to permit electronic bidding on certain office supplies. The quote should include the cost of shipping as well as ability to exempt sales tax.

Procedures for the purchase of commodities, equipment or goods under \$10,000.

- a. Up to \$500 - The discretion of the Chairman or the Executive Director or an authorized designee.
- b. \$501 - \$3,000 - Documented verbal quotations from at least three vendors, or two vendors and an electronic supplier such as Amazon
- c. \$3,001 - \$10,000 - Written/fax quotations from at least three vendors.

Roll Call: present: Bill Nulk (Chair), Bill Carlin, Joe Downey; on phone call-in: Steve Baranowski

Motion to approve: Bill Carlin; motion seconded: Joe Downey; approved unanimously.