



**Putnam County Industrial Development Agency**

Putnam County Office Building  
40 Gleneida Avenue, 2<sup>nd</sup> Floor  
Carmel, NY 10512  
845 808-1031 [www.putnamida.com](http://www.putnamida.com)

## Minutes – Board Meeting

Lower Level (enter from back) Conference Room

2 Route 164, Patterson, NY 12563

September 10, 2018

### Open Board Meeting – 6:09 PM

Roll Call: Bill Nulk, Chairman; Steve Baranowski, Vice Chair; Joe Downey, Secretary;  
Mike Karlsson, Board Member; Ed Cooke, Board Member;  
Absent: Sarina Howes, Board Member;  
Teri Waivada, Consultant, Bill Shilling, General Counsel; Frank Smith, Assistant Counsel;  
Shelly Nichani, Applicant; Michael Ligouri, Counsel for Applicant.

Approval of June 18, 2018, Minutes: (a) Motion: S. Baranowski; second: Ed Cooke; approved unanimously.

Welcome Ed Cooke as new Board Member: Welcomed Ed as newly appointed Board Member.

Chairman adjusted agenda to accommodate Mr. Nichani and Mr. Ligouri regarding Fox Ridge Hotel and the new Ahana Hospitality project.

Reviewed and approved Resolution to Terminating Agency Benefits to Fox Ridge Hotel & Suites LLC.

Resolved – (parts 1&2) - Terminate Agency Benefits: Motion: J. Downey; second: S. Baranowski  
Votes: W. Nulk, Aye; S. Baranowski, Aye; J. Downey, Aye; M. Karlsson, Aye;  
E. Cooke, Nay; S. Hawes, Absent – Motion Carried

Resolved – (part 3) – Waive recapture of benefits due to insolvency: Motion: S. Baranowski;  
second: J. Downey

Votes: W. Nulk, Aye; S. Baranowski, Aye; J. Downey, Aye; M. Karlsson, Aye;  
E. Cooke, Nay; S. Hawes, Absent – Motion Carried

Reviewed and approved Resolution Accepting the Application of Ahana Hospitality for Agency benefits and to hold a public hearing with respect to the project.

Resolved – Accept application and hold public hearing: Motion: E. Cooke; second: S. Baranowski  
Votes: W. Nulk, Aye; S. Baranowski, Aye; J. Downey, Aye; M. Karlsson, Aye;  
E. Cooke, Aye; S. Hawes, Absent – Motion Carried

Mr. Nichani and Mr. Liguori thanked the Board and looked forward to moving the project forward. They offered to conduct a site visit with the members of the Board. They left the meeting

The Chairman will move expeditiously to schedule the public hearing.

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Chairman's Report:

Current Financial Status: Bank Account Report: Sufficient funds – all bills paid to date

Alexandria Distillery: Approvals received from Town of Carmel Planning Board; still pending completed application and other issues regarding sale of property.

Brewster Plastics: The Chairman will send a Notice of Default based on the advice of our legal counsel giving Brewster Plastics 60 days to address the situation prior to our commencing necessary appropriate action. Putnam County now has an attorney assigned to proceed with the non-payment of taxes issue.

Budget Report: revised budget for 2019 – adjusted for new expenses of office rent, internet & phone service and increased insurance. After additional review and discussion with our Chief Financial Officer, Bill Carlin, we reduced our request for funds from the County to \$50,000 for 2019. The County Budget will be presented to the Legislature on October 3<sup>rd</sup>.

2018 funding request: based on our current cash account balance and expected future expenses, we have requested \$30,000 of the \$62,100 approved for this year. We don't foresee a need for the additional amount.

New Office – Our new office upstairs in this building is functioning with a new laser printer/scanner, internet and phone service. Thanks to Steve and our summer interns, Kim and Brian, for helping set it up.

A voucher for reimbursement for the expenses paid by the Chairman was approved.

Liability Insurance: Liability insurance for the office is being obtained from The Hartford Insurance Co. through our agent Marshall & Sterling.

Part Time Administrative Assistant: An RFP will be prepared for the qualifications needed and then advertised for a part-time "Assistant Secretary".

Consultant's Comments (Teri): At the November Board Meeting we will also have Audit and Governance meetings in preparation for the PARIS reports and the annual financial audit. O'Connor Davies is contracted for the audit. Our projects need to have their compliance reports processed. Our website continues to need improvement and attention.

We need to build a Putnam County Economic Development "team" that is the right size and has a vision for what will work for this County.

New Board Member Candidate: Anthony Williams - we will review candidates at the next meeting.

Other Business:

Next Meeting: \_\_\_\_\_ (October 8, 2018)

Adjourned: 8:20 PM