



**Putnam County Industrial Development Agency**

2 Route 164, Suite 2B

Patterson, NY 12563

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## Minutes – Board Meeting

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

Monday March 25, 2019 –

### Call to Order – 6:11 pm

Roll Call: Bill Nulk, Serena Tamagna Hawes, Joe Downey, Steve Baranowski, Teri Waivada,  
Ed Cooke

Absent: Michael Karlsson, Bill Shilling, Frank Smith

**Review and Approval of Minutes of February 11, 2019 meetings:** Approved by Serena T.H., Steve B.,  
with all in favor

**Review of 2018 Audit preparation** – Adoption of PC IDA Financial Statements and Supplementary  
Information – Years Ended December 31, 2018 and 2017

**Review of 2018 PARIS Reports:** Teri W: PARIS in process of being completed, asks Bill N. to put in  
financial bid.

### Review of current Projects:

**Ace Endico:** Bill N., and Joe Downey visited site. Ace Endico will add another 75 jobs to the  
current 450 employed. PILOT for parking lot construction to take effect this year.

**Ahana Hospitality:** Frank Smith, Joe Downey and Bill Nulk visited site. Contractor waiting to get  
started on project. Will be a Comfort Inn hotel.

Joe Downey concedes that his site visit to Ahana's property left him feeling weary about the start of the  
construction date as it looked as though the work had not yet begun. Teri W., offers to send a letter to  
the Ahana attorney requesting a schedule of the construction citing the ST-60 and the tax abatement on  
materials which will run out by a determined date. Additionally, Teri W., will send a form which keeps  
track of the project expenses.

**Brewster Plastics:** B.P has contract with Compass Group for trades; manager has been in contact  
with Richard Williams, Supervisor of Patterson. Can pay off principal over 6-8 years and SE can ignore  
the interest/penalties but this idea with rejected by Rich Williams. County is willing to offer 2-year  
payback plan. To revisit at the beginning of April 2019.

**Broad Reach – Materion:** Plant in Brewster, willing to give a site tour if interested. PILOT ends  
next year, Materion currently paying 95% of their taxes.

**Butterfield:** There are now 3 buildings involved in this project; now want to extend project. IDA  
to discuss with them to amend what is happening. Under regulations not allowed to increase a project,  
but can potentially add more leases. Company not required to report number of employees or salaries.

Gleneida Distillery NY: Waiting for reps from Romania to organize paper work; haven't heard from them in 1 month, but last heard was still interested in Putnam project. Were given 90 days; paid for legal services through PC IDA. Teri W. suggests that this process does not happen again so that the money does not look as though it is a PC IDA debt.

Paladin situation – County working on approving the property so that can build first responders center by Tilly Foster

Seven Sutton Place: Ready to finish their PILOT budget, Teri W. suggests when the PILOT is done the PC IDA should end their program so that the IDA will not have to report on them in the future.

### **Suspension of the general meeting, commence audit committee meeting**

**Audit Committee meeting** called to order

Present: Steve Baranowski, Bill Nulk, Joe Downey

Motion to open meeting: Joe, 2<sup>nd</sup> Bill Nulk and all in favor

Audited financial statements reviewed; cash equivalents are very strong compared to 3 years ago. Statement of activities very strong compared to the prior year; Cash flow is very strong compared to the prior year. Not receiving mandatory letter related to lack of segregation of dues. There are 3 authorized signatories for checks (Bill Nulk, Steve Barankowski, Bill Carlin), and each check always receives 2 authorized signatures.

Bill Nulk: the PC IDA has requested less money for their budget this year, when everything goes through with Alexandrion the PC IDA will be on better financial footing. Did not want the county to see the PC IDA as being self-sufficient yet.

Steve: Long term goal is to someday be self-sustaining.

Joe Downey - Motion that audit be accepted as presented to the Board, and that it be posted on the agency website and the 2018 PARIS report: Bill Nulk 2<sup>nd</sup>, all in favor

**Motion to close Audit committee meeting** (Steve B), Bill N. 2<sup>nd</sup>, all in favor

**Resolution read by Serena T. H:** Motion to accept the recommendation of the Audit Committee to adopt the Financial Audit 2018 and 2017 prepared by PFK Connor Davies LLP, and restate adoption of the Agency's UTEP, By Laws, and all Policies and report as therefore approved the submission of the 2018 PARIS report. **Bill Nulk to 2<sup>nd</sup> the motion, with all in favor.**

Discussion/approval of part-time admin assistant: Bill Nulk discussed with PCIDA attorneys and Vice Chairman on the approval of the hire of Erika Jenkins as Part-Time Admin Assistant at a rate of \$15/hour, the same rate she receives from the Putnam EDC. This will be a contract position, to be paid on a 1099, and she can work up to 29 hours a week. Not planning to hire interns for this summer, Serena T.H. suggests looking into free intern work for college credits.

**Motion to hire Erika Jenkins starting April 1<sup>st</sup>, 2019, Steve B 2<sup>nd</sup>, with all in favor.**

Discussion of “Putnam County Economic Development Team” – Still working to find out in what capacity the Putnam EDC will be moving forward. Their funds come from the County. The PC IDA will invite the Putnam EDC Board Chairman to meet with IDA Board once they have figured out their organization moving forward.

Consultant Services – Capital Projects – RFP out from the Planning Department, this position will be a Project Manager on the acquiring of sewer systems for Putnam County.

Update on other IDA activities

Project inquiries: Accelerator in Philipstown  
“State of the County” references

Update for options for “private Cloud Service system” – mobile system which will enable the PC IDA to relocate in the event that the Putnam Economic Development Team comes to fruition.

Local Labor Policy presentation with Legislature (Ed Cooke) – Ed C. lobbying in Albany on behalf of workers. Westchester rewriting Prevailing Wage Labor Policy.

Previously Tabled business:

Election of Officers and assignment of Committees – continued to next meeting

New Business - none

Adjournment: 8 pm

**Next regular scheduled Board Meeting is Monday, April 8<sup>th</sup>.**