

MINUTES – Full Board Meeting

Agency Conference Room, 2 Route 164, Patterson, NY 12563

Tuesday, September 20, 2022

Call to Order: 6:00 PM

Roll Call: William Nulk, Chairman ✓
 Edward Cooke, Vice Chairman ✓
 Michael Karlsson, Treasurer X
 Joseph Downey, Secretary ✓
 Simon Carey, Board Member ✓
 Ben Cheah, Board Member ✓
 Abby O’Brien, Board Member ✓

Other Attending:
 Michael Lewis, Chief Financial Officer
 Teri Waivada, Compliance Consultant X
 Bill Shilling, Legal Counsel X
 Frank Smith, Legal Counsel X
 Mike Stephenson, IT Consultant ✓

*Approval of Minutes: May 24, 2022 and August 16, 2022 Board meetings:
 Motion: Ed motion to approve, Second: Abby O’Brien; Result: **Passes**

*** future minutes consistency and format to follow agenda format**

*Note: The meetings proposed for June and July were cancelled due to issues of attendance and information readiness.

*Treasurer’s Report (Karlsson/Nulk):

Current financials:	PCIDA checking acct:	\$10,303.50
	Gleneida holding acct:	\$20,806.02
	Braemar holding acct:	\$ 5,011.50

Change of Treasurer and Audit Committee Chair – schedule Audit Committee meeting:
Scheduled to be discussed for next PCIDA meeting.
Ben has reviewed the duties and responsibilities
At next PCIDA nomination/candidate - Ben for Treasure

Change over to QuickBooks On Line
New laptop getting set up
Should be up and running next week
More accessible for Chief financial operator, treasurer and board members.
Specifications for access will be set per user as needed

PCEDC Breakfast symposium:
Recommended to get involved
If interested let Bill know.

Pattern for Progress Hudson Valley main street:
Presentation, funding for main street revitalization
If interested let Bill know.

*Chairman's Report:
Finishing off PARIS off for 2022

Preparation for 2022 PARIS reports
Finishing up - sent out requests for info needed to return in timely fashion

Review of reports, site visits & interviews
Board Members to visit active contracts.
Planning boards should direct appropriate projects to IDA
Two active contracts Ace Endico and Comfort Inn hotel
suggestion for business cards as a way to identify IDA members on project sites

Financial Audit for 2022 and RFP (?) for next 3 (?) years
Need to develop plan for future- Getting Board members more involved to spread out work load
and ensure compliance continues to be met.
O'Conner Davies doing great work - hoping to retain Firm again -
Another RFP to be sent out
Will look into other similar sized counties and see comparison cost for comparing consulting
firms

Board members encouraged to take a look at your own town and what projects are in front of or going to be in front of the planning board, let appropriate projects know about IDA benefits. Proactive planning board also will help get word out for projects that are applicable
Suggestion made to have some sort of literature or handout to give jobs/prospective jobs & clients

IT Support and Website operations

Website looks good, compliance issues pretty resolved

New laptop & set-up

Will be finished being set up in week or so

Microsoft-Gov platform

County has program and we are in process of setting it up

Website upgrades and enhancements Application Process

Application process is online & easily accessible

Website compliance/enhancement Committee (?)

Need to continue to stay in compliance on website

Headshots of board members to accompany bio that is on website already

Make sure resolutions are posted

Make sure the format is presentable, and usable

Committee:

Abby, Simon, will work with Mike IT

Suggestion of using intern for website

PC Personnel may have list of interns vetted and able to help

Mike suggested local colleges also may have students who would be interested

Clean Energy Projects

Bill sent out report to board members

Project wants to come into Southeast- needing 15 yr PILOT

Project getting built out now

Threshold on project cost may limit IDA benefits

Clean Energy Project - Governance may be different – very little maintenance and IDA benefits

Will check upcoming Governance on IDA benefits for this.

*Status of Current Projects:

Braemar Living/FilBen

Looking in the next month for authorization for closing
public hearing to be scheduled

Gleneida Distillery NY

3rd inducement authorization runs out at end of November
Possibility of them needing 4th inducement – awaiting to hear back on this
Needing to close out
Down scaled original plan due to property usage - good project
would be job creator

Ace Endico – interest in benefits for 3rd expansion

Came to IDA for benefits, pulled back
now awaiting to see what final decision is on this

Ahana/Comfort Inn

Going well - looking into expansion but needs sewer system
13 acres - nice location with opportunities for the property but needs sewer system to optimize
property- Project owner is compliant with payments.
Infrastructure in Putnam limits development of property,

Brewster Industries (Northeastern Logistics) – Pugsley Road

Working with them to try to make it work

Fee Schedule:

Review of fee schedule for consultant providing education and information as needed

Older projects pending closeout:

Brewster Plastics – Waiting to hear on the still pending litigation

Possible new projects:

Brewster Crossings I-Park trying to set up meeting to help project along
Hudson Valley Shakespeare Festival New idea- making more outdoor type building -
Megara – Wonderama (Putnam Valley) Large project with multiple facets.
Training area / production center. Different things that fit very nicely in Putnam County,

*Legal Consultant's Comments (Shilling/Smith)

Additional items: None

*Compliance Consultant's Comments (Waivada)

Additional items: **Bill sent to board members fee schedule to review as mentioned above**

*Upcoming conference in Albany - **Jan 2023**

Next regular Board Meeting: Tuesday, October 18, 2022

Adjournment: Ed Cooke - Simon Carey