



Putnam County Industrial Development Agency
2 Route 164, Suite 2B
Patterson, NY 12563
845-808-1031 www.putnamida.com

MINUTES – Full Board Meeting
Agency Conference Room, 2 Route 164, Patterson, NY 12563
Tuesday, March 21, 2023

Call to Order: 6:00 PM – after Audit and Governance Committee Meetings

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

Other Attending:
Michael Lewis, Chief Financial Officer A
Teri Waivada, Compliance Consultant ✓
Mike Stephenson, IT Consultant ✓

*Approval of Minutes: September 22, 2022, Board meeting
November 15, 2022, Board Meeting
December 13, 2022, Board Meeting
January 10, 2023, Special Board Meeting – Ace Endico
January 24, 2023, Board Meeting
February 21, 2023, Board Meeting

Motion to Table Min: Edward Cooke, Second: William Nulk; Result: Minutes Tabled

*Treasurer’s Report (Cheah/Nulk):

Table with 3 columns: Financials, Account Name, Amount. Rows include PCIDA checking acct (\$240,615.73), Gleneida holding acct (\$ 21,024.41), and Braemar holding acct (\$ 5,064.10).

We have received payment for the Brewster Industrial Owners Project - \$183,318.00
Change over to QuickBooks-on-Line – continuing to “clean-up” transferred records.

Motion to move forward in agenda to voting items: Simon Carey Second: Edward Cooke
Result: Move forward to omnibus resolution.

*Chairman’s Report:

Reports from Committee Meetings

Review/Adoption of PCIDA Omnibus Resolution 2023-3-21-1

Motion to Adopt PCIDA Omnibus Resolution 2023-3-21-1: Joseph Downey

Second: Simon Carey

Roll Call:	William Nulk, Chairman	<u>YES</u>
	Edward Cooke, Vice Chairman	<u>YES</u>
	Ben Cheah, Treasurer	<u>A</u>
	Joseph Downey, Secretary	<u>YES</u>
	Abby O’Brien, Recording Secretary	<u>YES</u>
	Simon Carey, Board Member	<u>YES</u>
	Michael Karlsson, Board Member	<u>A</u>

Result: Motion Carries

*Audit Committee Open: 6:30 PM

Roll Call:	William Nulk, Chairman	<u>✓</u>
	Edward Cooke, Vice Chairman	<u>✓</u>
	Ben Cheah, Treasurer	<u>A</u>
	Joseph Downey, Secretary	<u>✓</u>
	Abby O’Brien, Recording Secretary	<u>✓</u>
	Simon Carey, Board Member	<u>✓</u>
	Michael Karlsson, Board Member	<u>A</u>
Others:	Michael Lewis, Chief Financial Officer	<u>A</u>
	Teri Waivada, Compliance Consultant	<u>✓</u>
	Mike Stephenson, IT Consultant	<u>✓</u>

Discussion of Procurement Policy

Discussion of Operations Report

Motion to adjourn Audit Committee: Edward Cooke

Second: Joseph Downey Result: Audit Committee Meeting Closed

Motion to reopen regular PCIDA agenda items: Edward Cooke

Second: William Nulk Result: Reopen full Board Meeting

PCIDA has adopted Omnibus Resolution 2023-3-21-1 after discussion.

Need for office admin help!

Terry is developing a list of tasks the office admin needs to be responsible for.

Records needed *on file* Oath of Office, Fiduciary Responsibilities

Preparation for 2022 PARIS reports

Review of reports, site visits & interviews

Financial Audit for 2022 and RFP for next 3 years

Pending Final Financial Audit Report – Authorized posting after review.

IT Support and Website operations

Website upgrades and enhancements

Application Process

Website compliance/enhancement Committee

Work on list from March 2022 ABO review

*Status of Current Projects:

Braemar Living/FilBen – Pending closing documents

Brewster Industries Owners (Pugsley Road) -applicant's attorneys working on PILOT arrangement; Dan Birmingham is our Project Attorney for this project.

Review for Public Hearings; Chair to address Brewster School Board and possible authorization at next Board Meeting – Tuesday, February 21st.

Gleneida Distillery NY – has indicated they will soon be ready to begin.

Ace Endico – Expansion 3 is booked and underway; Expansion 4 is soon to come.

Ahana/Comfort Inn – Good news with Brewster-Danbury Sewer Line agreement.

Older projects pending closeout:

Brewster Plastics – now pending tax lien action by Putnam County. Notice has been given.

Possible new projects:

Brewster Crossings (Envision Brewster) – I-Park

Hudson Valley Shakespeare Festival - Megara – Wonderama (Putnam Valley)

*Compliance Consultant's Comments (Waivada):

Motion to publish RFP for Compliance firm: Edward Cooke

Second: Joe Downey Result: RFP package will be put together

Motion Operational Expense Business Cards: Edward Cooke

Second: William Nulk; Result: Yes

Next regular Board Meeting: Tuesday, April 18, 2023

Adjournment:

Motion to adjourn Regular Board Meeting: Edward Cooke

Second: William Nulk; Result: Adjournment 6:59pm