



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

Agenda – Full Board Meeting

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

Tuesday, April 18, 2023

Call to Order: 6:00 PM

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

Other Attending:

Michael Lewis, Chief Financial Officer _____
Teri Waivada, Compliance Consultant _____
Mike Stephenson, IT Consultant _____
Dan Birmingham, Legal Consultant _____
Frank Smith, Legal 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
- March 21, 2023, Board Meeting

Motion: _____, Second: _____; Result: _____

- *Review of NYSEDC IDA Academy, Tuesday, April 11th, at CIA–Hyde Park.
Bill N., Ed, Abby, Teri, Frank: _____

*Treasurer's Report (Cheah/Nulk):

Current financials:	PCIDA checking acct:	\$225,525.95
(PCSB Balances as of 4/18/2023)	Gleneida holding acct:	\$ 21,071.73
	Braemar holding acct:	\$ 5,075.50

Reconciliations: current; Collateralization: confirmed

Review of 2022 Audit Reports: (Mike Lewis/Ben Cheah)

Financial Statements and Supplementary Information

Schedule of Cash and Investments

PARIS Certified Financial Documents – Budget Reports

*Information and recommendations regarding Agency Fees and Updated UTEP:

Dan Birmingham

*Chairman's Report:

Review of PARIS Reports:

Investment Report

Procurement Report

Annual Report

Need for office admin help!

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

Preparation for 2023 PARIS reports

Review of reports, site visits & interviews

RFP for Financial Audit for 2023 and for next 3 (?) years

IT Support and Website operations

Website upgrades and enhancements

New Logo

Application Process

Website compliance/enhancement Committee

Work on list from March 2022 ABO review

*Status of Current Projects:

Braemar Living/FilBen – Pending closing documents – (re-financing arrangements)

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

Chair to address Brewster School Board April 25

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) –

*Legal Consultant’s Comments (Shilling/Smith):

Review of Labor Agreement – Ed Cooke

*Compliance Consultant’s Comments (Waivada):

Next regular Board Meeting: Tuesday, May 16, 2023

Adjournment: _____