

UCIDA

Ulster County Industrial Development Agency

ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES February 20, 2019

A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, February 20, 2019, at 9:00 A.M. at SUNY Ulster, 94 Mary's Avenue, Room 210, Kingston, NY.

Roll Call:

The following agency members were present:

Randall Leverette	Chair
Faye Storms	Vice Chair/Assistant Treasurer
Richard Jones	Treasurer
Michael Ham	Secretary
Paul Andreassen	Assistant Treasurer
James Malcolm	Member
Daniel Savona	Member

UCIDA Attorney and Bond Counsel:

A. Joseph Scott, III, Esq.	Agency Counsel
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Additional Attendees:

Geddy Sveikauskas	Ulster Publishing
Bill Kemble	Daily Freeman

The meeting was called to order at 9:01 A.M. by Chair Randall Leverette

Attorney Scott read the roll and noted that a quorum was present.

READING OF THE UCIDA MISSION STATEMENT

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

MINUTES

Richard Jones ask that the minutes be modified to include the written Report by Treasurer Richard Jones.

Motion: Richard Jones, seconded by James Malcolm, moved to approve the minutes of the January 30, 2019 meeting. A copy of said minutes is on file.

Vote: The motion was unanimously adopted.

FINANCIALS

Treasurer Richard Jones reviewed the financial report with the members. A copy of the report of the Treasurer is attached.

Motion: James Malcolm, seconded by Paul Andreassen, moved to accept the monthly financial report, as presented.

Vote: The motion was unanimously adopted.

CHAIR'S REPORTS

Chair Randall Leverette presented his Chair's report, which included several housekeeping items and initiatives on the following topics:

- Website: it is up and operating and there is a redirect link from the prior site. The assistance of Mr. Sveikauskas and his team in setting up the temporary site was recognized by the board.
- The Leadership Team (Richard Jones, Michael Ham, and Paul Andreassen) reported to the County Legislature last week on IDA matters.
- RFP for Administrative Services: the form of RFP is finalized and we are putting together a list of potential providers.
- Call for projects: the process and schedule is under review.
- NYSEDC: has made a request for funding regarding certain NYS legislative proposals. There was discussion among the board members on the issue and there was general agreement to table the request from NYSEDC.

Motion: James Malcolm, seconded by Faye Storms, made a motion to approve the report as presented.

Vote: The motion was unanimously adopted.

COMMITTEE REPORTS

Audit Committee

Richard Jones presented the report of the Audit Committee. He noted the following:

- Consulting Services: He recommended that the Agency's accounting firm be retained for additional services relating to ongoing financial management of the Agency. The term of the agreement is for the period January – March. A copy of the proposed contract, including the fees to be paid, is attached. Agency counsel noted that the services constitute professional services, that there is time sensitivity to the engagement of the firm and that the firm is already providing accounting services to the Agency, so there are efficiencies available through the engagement. After some discussion, Richard Jones asked for a motion to approve the contract with PKHB.

Motion: James Malcolm, seconded by Daniel Savona, moved to approve the contract with PKHB, as presented.

Vote: The motion was unanimously adopted.

- PARIS Report: Richard Jones reported to the board that the work on preparing the PARIS is underway.
- Agency UTEP: Richard Jones then provided a brief summary of his review of a previously closed IDA straight lease transaction, with a general analysis of the UTEP matrix and the number of jobs created and the amount of IDA financial assistance granted. After some discussion there was general agreement among the board that the terms of the UTEP warrant future discussion and review.

Motion: James Malcolm, seconded by Faye Storms, made a motion to approve the Audit Committee report.

Vote: The motion was unanimously adopted.

Finance Committee

No report

Governance Committee

No report

OLD BUSINESS

Status of Transition from the Office of Economic Development

- Query Creative Contract: Chair Randall Leverette gave a brief description of the status of the transition and noted that he had a proposal for website services from Query Creative that would assist in the update and transition of the Agency website. After some discussion, including comments from Faye Storms regarding the importance of the search engine, the board considered the following motion.

Motion: James Malcolm, seconded by Paul Andreassen, made a motion to approve the entering into of a contract with Query Creative for website services. The terms of the proposed contract are attached.

Vote: The motion was unanimously adopted.

Request for Proposals for Administrative Services

Chair Randall Leverette then gave a brief introduction to the Request for Proposals for Administrative Services and asked the members if there were any comments on the draft previously distributed to the members. There were no comments or questions and the members agreed that the Chair should proceed with the creation of a mailing list and publication and distribution of the RFP.

Status of Pending Projects

Attorney Scott reported on the status of pending projects. A copy of his report is included in the minutes.

NEW BUSINESS

Inclement Weather

Chair Randall Leverette then discussed the issue of inclement weather and the cancellation of Agency meetings. After some discussion the members of the Agency agreed to follow the closing schedule/process of the Kingston City School District.

Motion: James Malcolm, seconded by Richard Jones, made a motion that the Agency would address the issue of the cancellation of Agency meetings due to inclement weather by following the closing schedule/process of the Kingston City School District.

Vote: The motion was unanimously adopted.

PUBLIC COMMENT

Public comments were received by Mr. Bill Kemble, Daily Freeman, regarding Agency operations.

EXECUTIVE SESSION

Chair Leverette then indicated that there was a need for the Agency to go into Executive Session, and he asked for a motion to go into Executive Session to discuss the financial history of certain corporations and businesses, and, further, to receive the advice of legal counsel on such matters.

Motion: James Malcolm, seconded by Paul Andreassen, made a motion to go into Executive Session on the grounds noted above.

Vote: The motion was unanimously adopted.

The Agency went into Executive Session at 10:16 am and came out of Executive Session at 11:05 am. No action was taken by the Agency during the Executive Session.

ADJOURNMENT

Motion: Richard Jones, seconded by James Malcolm, moved to adjourn the meeting.

Vote: The motion was unanimously adopted.

The meeting was adjourned at 11:10 am.

Respectfully submitted,

Michael Ham, Secretary