

UCIDA

Ulster County Industrial Development Agency

ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES January 8, 2020

A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, January 8, 2020 at 9:00 A.M. at SUNY Ulster, 94 Marys Avenue, Room 101, Kingston, NY.

Roll Call:

The following agency members were present:

Randall Leverette	Chair
Michael J. Ham	Secretary
Paul Andreassen	Assistant Secretary
James Malcolm	Member

The following agency members were absent (with notice):

Faye Storms	Vice Chair/Assistant Treasurer
Richard O. Jones	Treasurer/Assistant Secretary
Daniel Savona	Member

UCIDA Attorneys and Bond Counsel:

A. Joseph Scott, III, Esq.	Agency Counsel (via telephone)
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Additional Attendees:

Rose Woodworth	Agency Staff
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The meeting was called to order at 9:00 A.M. by Chair Randall Leverette.

Rose Woodworth 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.

P.O. Box 4265, Kingston, NY 12402-4265

MINUTES

Motion: Paul Andreassen, seconded by Michael J. Ham, moved to approve the minutes of the December 11, 2019 meeting. A copy of said minutes is on file.

Vote: The motion was unanimously adopted (4-0).

EXECUTIVE SESSION

Motion: James Malcolm, seconded by Michael Ham, made a motion to go into Executive Session for the advice of Counsel.

Vote: The motion was unanimously adopted (4-0).

The Board entered into Executive Session at 9:04 A.M.

Motion: Paul Andreassen, seconded by James Malcolm, made a motion to come out of Executive Session.

Vote: The motion was unanimously adopted (4-0).

The Board came out of Executive Session at 10:09 A.M.

No action was taken during the Executive Session.

FINANCIALS

Rose Woodworth presented the financial report. Due to some necessary year-end adjustments because of the Agency's accounting being kept on the accrual, the financial report presented is only preliminary. Some December bills still need to be gathered. It was decided that projects that were supposed to be closed out will not have to pay the CPA fee which will increase the project admin fees revenue and will bring down the project admin expense Pass-Thru. The administrative staff fees were a little higher than what was budgeted due to a few more site visits than was predicted and the CRC not needing to reimburse the IDA for as much of the administrative staff fees as originally anticipated. Additional legal fees will be added to December's financial report due to the litigation issue which was settled.

Motion: Paul Andreassen, seconded by Michael Ham, made a motion to accept the monthly financial report as presented.

Vote: The motion was unanimously adopted (4-0).

CHAIR'S REPORT

Chair Leverette presented his Chair's Report. As part of his report, the Chair reported on the following:

- A. Brooklyn Bottling of Milton New York, Inc. – Closed on the December 31, 2019, and all fees were paid.
- B. Live-Streaming – Set to begin this year. The Chair is actively looking to temporarily hire a videographer for the website since the live-streaming is not practical with the supplies currently had. Possibility of looking into a grant for the startup costs of live-streaming since they would otherwise be astronomical. Other problems with live-streaming include no service for streaming for offsite hearings and current the current building used for meetings does not offer wi-fi.
- C. Email and Website – E-mail service has been restored. The Agency will be paying \$80 annually for a more secure place.
- D. Site Visits – All end-of-year site visits have been completed.
- E. Annual Summary – The Agency has had an eventful year. The support and pushback have helped the agency be better and do better. The Agency hopes to keep up the great work and hopes everyone has a happy and healthy new year.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Rose Woodworth presented her Executive Director's Report. As part of her report, she reported on the following:

- A. Follow-up on site visits – In addition to the chair's report, it has been mentioned that all annual site visits have been completed. The Agency's policy mandates a visit to each project at least every other year. As a take-away from the site visits, the Executive Director thinks it is important for the Agency to improve transparency on cost. It is important to help Project Applicants understand what the Agency's expectations are. Ms. Woodworth is looking forward to putting together a "Welcome Packet" that has been talked about so everything transparent from the beginning.

COMMITTEE REPORTS

Audit Committee

No report.

Finance Committee

No report.

Governance Committee

Paul Andreassen, Chair of the Audit Committee, reported that the Committee is aiming to schedule a public hearing in February 2020.

OLD BUSINESS

Annual Administrative Fees for Projects

The Board was presented with a revised Fee Schedule Guidelines. It outlines everything that the board has agreed to. The Board decided it would be best to discuss further at a future meeting when all members are present and available to provide input.

Status of Pending Projects

The Executive Director reported on the status of pending projects as Agency Counsel was difficult to hear over the phone:

- Wildberry Lodge, LLC – No change. Project is completing SEQR process. No action can be taken until the process is completed.
- Brooklyn Bottling of Milton, New York, Inc. – Project closed on December 31, 2019, and all incurred fees have been paid off.

NEW BUSINESS

Organizational Resolutions

The Chair offered the board a slate of candidates for officers of the Agency by indicating that all Agency officer positions were the same with the only change being the addition of James Malcolm as Assistant Secretary. Members were informed the Agency Chair election had a separate resolution and that the election of Chair would be done first before the election of the remaining slate of nominations. The floor was then opened for nominations for Chair.

Election of Chairman for 2020

James Malcolm nominated Randall Leverette for Chair of the Agency; seconded by Paul Andreassen

After a roll call vote, Randall Leverette was unanimously elected Chairman.

Election of Balance of Officers for 2020

The Chair read the proposed slate for other officers of the Agency and made three calls for other nominations.

James Malcolm moved that nominations be closed, Paul Andreasson seconded closing nominations. Nominations were closed by a unanimous voice vote.

After a roll call vote, the following additional officers were elected:

Faye Storms was unanimously elected Vice Chair.

Michael Ham was unanimously elected Secretary.

Paul Andreassan was unanimously elected Assistant Secretary.

James Malcolm was unanimously elected Assistant Secretary.

Richard Jones was unanimously elected Treasurer.

Faye Storms was unanimously elected Assistant Treasurer.

Motion: James Malcolm, seconded by Paul Andreassen, moved to close nominations

Vote: The motion was unanimously adopted (4-0).

Motion: James Malcolm, seconded by Paul Andreassen, moved to accept the slate of said candidates.

Vote: The motion was unanimously adopted (4-0).

Housekeeping

The Chair presented members the Annual Housekeeping Resolution reaffirming Agency policies:

Motion: Paul Andreassen, seconded by James Malcolm, moved to approve the Annual Housekeeping Resolution. A copy of the Resolution is on file.

Vote: After a roll call vote, the Annual Housekeeping Resolution was unanimously adopted (4-0).

PUBLIC COMMENT

Bill Kimball asked about pending litigation. Agency Counsel responded to the that nothing has been filed yet. it will be further discussed with the Chairman and will have a full report at the next board meeting. Attorney Scott indicated that it could potentially be a matter against another party by the agency.

ADJOURNMENT

Motion: James Malcolm, seconded by Paul Andreassen, moved to adjourn the meeting.

Vote: The motion was unanimously adopted.

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The meeting was adjourned at 10:37 A.M.

Respectfully submitted,

Michael Ham, Secretary