

**Montgomery County Industrial Development Agency Meeting
Meeting Minutes
January 9, 2020**

MEMBERS PRESENT:

Matthew Beck, Chairman
Carol Shineman, Vice Chair
Robert Harris, Treasurer
Laurie Weingart, Secretary
Mark Kowalczyk, Member
Cheryl Reese, Member

STAFF MEMBERS PRESENT:

Kenneth F. Rose, Chief Executive Officer
Sheila Snell, Chief Financial Officer
Andrew Santillo, Staff Assistant
Vincenzo Nicosia, Economic Dev. Specialist
Karl Gustafson, Jr., Grant Assistant
A. Joseph Scott, Esq., Agency Counsel

ABSENT:

Amanda Auricchio, Esq., Member

OTHERS PRESENT:

I. Call to Order

The meeting was called to order by Chairman Beck at 4:36 p.m.

II. Minutes

A motion was made by Robert Harris, seconded by Carol Shineman, to approve the minutes from the IDA regular meeting of December 12, 2019. All members present were in favor.

III. Communications

There was no communications.

IV. Public Comments

There was no public comment.

V. Chair's Report

There was no Chair's Report.

VI. Director's Report

Mr. Ken Rose says that annually January is a busy month, with all of the reporting for county grants and all of the reporting for IDA projects. Letters have gone out to businesses and then they come back and department staff will use the information to produce the finalized PARIS Report that's due at the end of March. This information is also used for financial reports that are reviewed and completed in February.

VII. Financial Report

A. IDA Financial Report

Ms. Sheila Snell reported that there are no financial reports until the auditors come in. In the meantime, if any of the Agency board members need anything, they just need to ask her.

B. Revolving Loan Fund

Mr. Snell reported that the revolving loan report is included in the packet for review.

VIII. Marketing Report

Mr. Vincenzo Nicosia reported the department staff met with Empire Solutions today to go through marketing strategies, plans and goals for Quarter 1 2020 and for the entire year. There will be updates to the website and also a look at the Exit 29 website to see what needs to be updated.

Mr. Andrew Santillo said that since projects are moving forward and look different now, new photos are needed. Department staff also recently underwent a website audit to see what is need to be updated, taken down because it is out of date or added.

Mr. Nicosia said we are looking to refresh our pictures of buildings and landscapes from across the county and looking at new video ideas.

Mr. Rose said the Governor did award the IDA with a strategic planning grant and work has been ongoing to slightly change the direction of that grant in a way that would be much more beneficial. Coordination is ongoing with ESD, but this would help in identifying new industry sectors that would be a good fit for the county to pursue.

Mr. Rose adds that there has been a lot of good progress on key projects and as of right now, 2020 looks very positive for the county.

IX. Unfinished Business

A. None.

X. New Business

A. Annual Board of Directors Evaluation

Chairman Beck reminded Agency board members that as part of the annual beginning of the year items, they should have received the Board of Directors evaluation. He requests members, even the newer ones, to really take some time in reviewing and filling out the evaluation in the next few weeks. Previous evaluations have helped create some updated policies and those responses really are utilized to make updates to the Policy & Procedure manual.

B. Financial Disclosure Forms

Chairman Beck says if there are any questions with the Financial Disclosure forms to reach out, but that this is the standard, yearly form.

Mr. Rose reminds Agency board members that this information is being asked of calendar year 2019.

C. County Administrative Services

Mr. Rose said another yearly item that is considered is a resolution authorizing the contract with the Agency and the county. The Agency provides services for the county and utilizes department staff and county office space.

The following resolution was offered by Robert Harris, seconded by Mark Kowalczyk, to wit:

RESOLUTION AUTHORIZING MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY CHAIRMAN TO SIGN AND ENTER INTO CONTRACT FOR ADMINISTRATIVE AND STAFF SUPPORT SERVICES

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Matthew Beck	VOTING	YES
Carol Shineman	VOTING	YES
Robert Harris	VOTING	YES
Amanda J. Auricchio, Esq.	VOTING	ABSENT
Mark Kowalczyk	VOTING	YES
Laurie Weingart	VOTING	YES
Cheryl Reese	VOTING	YES

The foregoing Resolution No. 20-02 was thereupon declared duly adopted.

IX. Adjournment

A motion was made by Cheryl Reese, seconded by Laurie Weingart, to adjourn the meeting at 4:50 p.m. All members present were in favor.

Respectfully submitted,

Andrew Santillo
Economic Development Staff Assistant
Attachments: Resolution No. 20-02

**RESOLUTION AUTHORIZING MONTGOMERY COUNTY INDUSTRIAL
DEVELOPMENT AGENCY CHAIRMAN TO SIGN AND ENTER INTO CONTRACT
FOR ADMINISTRATIVE AND STAFF SUPPORT SERVICES,**

A meeting of Montgomery County Industrial Development Agency (the "Agency") was convened in public session at the offices of the Montgomery County Industrial Development Agency located at the Old County Courthouse, 9 Park Street, Fonda, New York on January 9, 2020.

The meeting was called to order by the Chairman Beck and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chairperson
Carol Shineman	Vice-Chair
Robert Harris	Treasurer
Laurie Weingart	Secretary
Amanda Auricchio, Esq.	Member
Mark Kowalczyk	Member
Cheryl Reese	Member

ABSENT:

Amanda Auricchio, Esq.	Member
------------------------	--------

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Kenneth F. Rose	Chief Executive Officer
Sheila Snell	Chief Financial Officer
Vincenzo Nicosia	Economic Dev. Specialist
Karl Gustafson, Jr.	Grant Assistant
Andrew Santillo	Staff Assistant
A. Joseph Scott, Esq.	Agency Counsel

The following resolution was offered by Robert Harris, seconded by Mark Kowalczyk to wit:

Resolution No. 20-02

**RESOLUTION AUTHORIZING MONTGOMERY COUNTY INDUSTRIAL
DEVELOPMENT AGENCY CHAIRMAN TO SIGN AND ENTER INTO CONTRACT
FOR ADMINISTRATIVE AND STAFF SUPPORT SERVICES**

WHEREAS, Montgomery County Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of chapter 1030 of Laws of 1969 of New York, constituting Title 1 of Article 18-A of the General Municipal law, Chapter 24 of the Consolidated Laws of New York, as amended (the "Enabling Act") and Chapter 666 of

the 1970 Laws of New York, as amended, constituting Section 895-d of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnished of industrial, manufacturing, warehouse, commercial, research, recreation and civic facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, Montgomery County Industrial Development Agency is desirous of retaining the Montgomery County Economic Development Department for administrative and staff support services per the attached contract and scope of services,

RESOLVED, that Montgomery County Industrial Development Agency, following review and approval by the Agency Attorney, hereby authorizes the Chairman to sign and enter into a contract with Montgomery County for administrative and support services for a period of January 1, 2020 to December 31, 2020.

FURTHER RESOLVED, the amount set for this service will be \$17,500.

The question of the adoption of the foregoing resolution was duly put to a vote upon roll call, which resulted as follows:

Matthew Beck	VOTING	YES
Carol Shineman	VOTING	YES
Robert Harris	VOTING	YES
Laurie Weingart	VOTING	YES
Amanda Auricchio, Esq.	VOTING	ABSENT
Mark Kowalczyk	VOTING	YES
Cheryl Reese	VOTING	YES

The foregoing Resolution No. 20-02 was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS.:
COUNTY OF MONTGOMERY)

I, the undersigned (Assistant) Secretary of Montgomery County Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency held on January 9, 2020, with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 9th day of January, 2020.

(SEAL)

(Assistant) Secretary