

**Montgomery County Industrial Development Agency Meeting**  
**January 11, 2024**  
**Meeting Minutes**

**MEMBERS PRESENT:**

Matthew Beck, Chair  
Mark Kowalczyk, Vice-Chair  
Brent Phetteplace, Secretary  
Edward Watt, Member

**STAFF MEMBERS PRESENT:**

Kenneth F. Rose, Chief Executive Officer  
Sheila Snell, Chief Financial Officer  
Vincenzo Nicosia, Director of Program Dev.  
Andrew Santillo, Staff Assistant  
Stephanie Battisti, Economic Dev. Specialist

**MEMBERS ABSENT:**

Amanda Auricchio, Esq., Member  
Laurie Weingart, Member  
Cheryl Reese, Treasurer

**OTHERS PRESENT:**

**I. Call to Order**

The meeting was called to order by Chairman Beck at 3:36 p.m.

Chairman Beck and Mr. Ken Rose led a moment of silence for Laurie Weingart's husband and Counsel Joseph Scott's Father In-Law, who both passed away recently.

**II. Minutes**

A motion was made by Mark Kowalczyk, seconded by Matthew Beck, to approve the meeting minutes from the IDA regular meeting of December 14, 2023.

**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 stated that staff has started the year-end project monitoring reports, with all of the Agency projects and the Revolving Loan Fund reporting, which includes all of the Public Authorities Reporting Information System (PARIS) documents that are completed over the next few months. Will report back to the board in the March meeting.

Beech Nut demolition is progressing along nicely, Stephanie has been taking pictures. Anticipate building being down end of February and the project being done on target by end of March.

E29 Labs sent their cultivation processing application back in October, still waiting to hear from New York State so we are hoping to hear something shortly.

Dollar General still waiting on the final signoff from NYSDOT to start on that project.

## **VII. Financial Report**

### **A. Financial Report**

Ms. Sheila Snell stated that the financial reports are included in the Agency Board member's packets for December. Financials will be presented in March after the audit is done.

### **B. Revolving Loan Fund Report**

Ms. Snell said that the Revolving Loan Fund is included in the Agency Board members' packets.

## **VIII. Marketing & Tourism Report**

Mr. Vincenzo Nicosia said we are still going forward with the Small Business of the Month. This month will be Wrath of Grapes in Fort Plain. Through Tourism they bought some new video and photography equipment so they are going to try to make some short videos when they do the Small Business of the Month along with continuing to make longer videos of the businesses in the County.

Continue to show some media marketing, maybe some job spot lights with the businesses up at the Route 5 Corridor.

For Tourism, a bunch of events planned for this year, with either the County Tourism putting the event on our assisting with the events. Some of the events our tourism group will be doing include the Kayak-A-Thon in the summer, Restaurant Week, Blues at Burbine Disc Golf Tournament, then assisting with the states Cycle the Erie Canal Bike Tour and Erie Canalway Marina Regatta. Opening a new Tourism office on the Southside of Amsterdam on Bridge Street.

Business Development Center did get an intern to help with Marketing and Tourism along with any other projects.

The office staff is going through our websites and updating each page, including the Buy It In Montgomery site and the job opportunities page with all of our local businesses.

## **IX. Unfinished Business**

There was no unfinished business.

**X. New Business**

**A. Annual Board of Directors Evaluation**

Chairman Beck states that the Annual Board of Directors evaluations were sent out and need to be filled out by each member.

Mr. Ken Rose tells the board to get those back in as soon as possible because they are reviewed by the Governance Committee at that time.

**B. Financial and Gift Disclosure Forms**

Mr. Ken Rose asks everyone to get these forms in by the end of the month.

**C. County Administrative Services**

Matt Beck states that this is an annual resolution that is done as an agreement between the IDA and Montgomery County, with regards to administrative services. This agreement outlines that the IDA will compensate the county for utilizing offices and staff services.

The following resolution was offered by Mark Kowalczyk, seconded by Brent Phetteplace, 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:

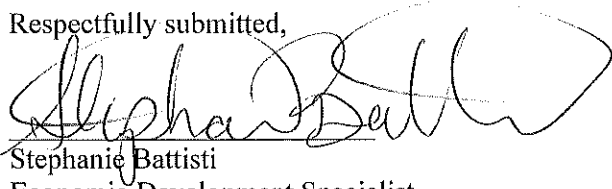
Matthew Beck	VOTING	YES
Edward Watt	VOTING	YES
Mark Kowalczyk	VOTING	YES
Amanda J. Auricchio, Esq.	VOTING	ABSENT
Laurie Weingart	VOTING	ABSENT
Cheryl Reese	VOTING	ABSENT
Brent Phetteplace	VOTING	YES

The foregoing Resolution No. 24-02 was thereupon declared duly adopted

**IX. Adjournment**

A motion was made by Edward Watt, seconded by Matt Beck, to adjourn the meeting at 3:52p.m. All members present were in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephanie Battisti". The signature is written in a cursive style with large, sweeping loops.

Stephanie Battisti

Economic Development Specialist

Attachments: Resolution No. 24-02

**RESOLUTION AUTHORIZING MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY CHAIRPERSON 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 113 Park Drive, Fultonville, New York on January 11, 2024.

The meeting was called to order by the Chairperson Beck at 3:36 P.M. and, upon roll being called, the following members of the Agency were:

**PRESENT:**

Matthew Beck	Chairperson
Mark Kowalczyk	Vice-Chairperson
Brent Phetteplace	Secretary
Edward Watt	Member

**ABSENT:**

Cheryl Reese	Treasurer
Amanda Auricchio, Esq.	Member
Laurie Weingart	Member

**THE FOLLOWING PERSONS WERE ALSO PRESENT:**

Kenneth F. Rose	Chief Executive Officer
Sheila Snell	Chief Financial Officer
Vincenzo Nicosia	Director of Program Development
Andrew Santillo	Staff Assistant
Stephanie Battisti	Economic Dev. Specialist

The following resolution was offered by Mark Kowalczyk seconded by Brent Phetteplace to wit:

Resolution No. 24-02

**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, 2024 to December 31, 2024.

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
Mark Kowalczyk	VOTING	YES
Cheryl Reese	VOTING	ABSENT
Brent Phetteplace	VOTING	YES
Amanda Auricchio, Esq.	VOTING	ABSENT
Mark Kowalczyk	VOTING	YES
Laurie Weingart	VOTING	ABSENT
Edward Watt	VOTING	YES

The foregoing Resolution No. 24-02 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 annexed extract of the minutes of the meeting of the members of the Agency, including the resolution contained therein, held on January 11, 2024, with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such resolution contained therein 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

(SEAL)

\_\_\_\_\_  
(Assistant) Secretary