



**MONTGOMERY
COUNTY NY**

BUSINESS DEVELOPMENT CENTER

Made of Something Stronger

Meeting Notice

TO: Agency Members

FROM: Kenneth F. Rose, Chief Executive Officer

DATE: February 10, 2025

RE: MCIDA Regular Meeting

The organizational and regular meetings of the Montgomery County Industrial Development Agency is scheduled for Thursday, February 13, 2025 at 3:30 p.m. at the Montgomery County Business Development Center, 113 Park Drive, Fultonville, NY

Please call Vincenzo at 853-8334 between 8:30 a.m. and 4:00 p.m. if you have any question

cc: Christopher Canada, Esq. The Recorder
Montgomery Co. Legislature

Montgomery County Industrial Development Agency
Meeting
February 13, 2025

AGENDA

- I. Call to Order
- II. Minutes-January 9, 2025
 - A. Governance Committee Meeting
 - B. Organizational Meeting
 - C. Regular Board Meeting
- III. Communications
- IV. Public Comments
- V. Chair's Report
- VI. Director's Report
- VII. Financial Report
 - A. Revolving Loan Fund
- VIII. Marketing Report
- IX. Unfinished Business
- X. New Business
 - A. Appraisal Services
 - B. Broker Services
 - C. Owner Representative Services
- XI. Adjournment

**Montgomery County Industrial Development Agency
Governance Committee Meeting Minutes
January 9, 2025**

MEMBERS PRESENT:

Matthew Beck, Chair
Mark Kowalczyk, Vice-Chair
Brent Phetteplace, Secretary
Cheryl Reese, Treasurer
Jessica Cyr, 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
Shannon Wagner, Agency Counsel

MEMBERS ABSENT:

Edward Watt, Member
Daniel Roth, Member

OTHERS PRESENT:

I. Call to Order

The meeting was called to order by Chairman Beck at 3:21 p.m.

II. New Business

A. Review Policy and Procedures

Chairman Beck asked if everyone has reviewed the policy and procedures that were in the packets sent out.

Mr. Ken Rose explained to the board the yearly review of the policy and procedure is required by PAAA. Upon continued review throughout the year, there were no changes in the policy and procedure manual from last year to this year. There is one item that is currently in the Agency Counsels office for review to see if it is something that will need to change our policy. If there needs to be a change, the policy will come back to the board to do a resolution to amend the policy at that time.

Chairman Beck asked for a recommendation from the Governance Committee to bring the agency policies forward to the full Agency board with positive recommendations. A motion was made by Cheryl Reese seconded by Brent Phetteplace to bring the Policy and Procedures to full board. All members present voted in favor.

III. Discussion

Chairman Beck discussed the nominating committee meeting on Tuesday. The nominating committee added the new IDA members into the committees where there were vacancies, and the rest of the members and appointments will remain the same.

Cheryl Reese asked about the appointment of media being The Recorder and if the board would want to add the Daily Gazette too. The board discussed Montgomery County's appointment of media is just The Recorder. No changes were made.

IV. Adjournment

A motion was made by Brent Phetteplace, seconded by Cheryl Reese, to adjourn the meeting at 3:26pm. All members present voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steph Battisti', written over a horizontal line.

Stephanie Battisti
Economic Development Specialist

**Montgomery County Industrial Development Agency
Organizational Meeting Minutes
January 9, 2025**

MEMBERS PRESENT:

Matthew Beck, Chair
Mark Kowalczyk, Vice-Chair
Brent Phetteplace, Secretary
Cheryl Reese, Treasurer
Jessica Cyr, Member
Daniel Roth, Member
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
Shannon Wagner, Agency Counsel

MEMBERS ABSENT:

OTHERS PRESENT:

Peter Vroman, County Executive

I. Call to Order

The meeting was called to order by Chairman Beck at 3:32 p.m.

II. Organizational Meeting

A. Resolution Approving Certain Appointments and Administrative Matters of the Agency

Chairman Beck reminded the board this resolution was discussed at the Governance meeting and what was discussed.

Mr. Ken Rose stated that the resolution 25-01 before the Agency board includes the appointments, along with committee members, officers, which was previously discussed at the Governance Committee.

There were no questions or discussion on the resolution.

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

**RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE
MATTERS OF THE AGENCY**

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

Mark Kowalczyk	VOTING	YES
Matthew Beck	VOTING	YES
Brent Phetteplace	VOTING	YES
Cheryl Reese	VOTING	YES
Edward Watt	VOTING	YES

Jessica Cyr
Daniel Roth

VOTING
VOTING

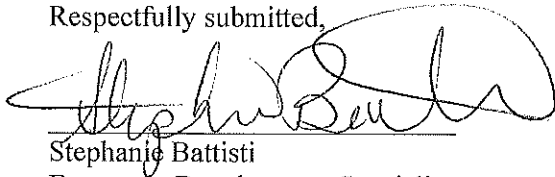
YES
YES

The foregoing Resolution No. 25-01 was thereupon declared duly adopted.

III. Adjournment

A motion was made by Cheryl Reese, seconded by Matthew Beck, to adjourn the meeting at 3:34pm.
All members present voted in favor

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stephanie Battisti', is written over a horizontal line.

Stephanie Battisti
Economic Development Specialist
Attachments: Resolution 25-01

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY

An organizational meeting of Montgomery County Industrial Development Agency (the "Agency") was convened in public session at the offices of the Agency located at 113 Park Drive, Fultonville, New York on January 9, 2025.

The meeting was called to order by the Chairperson Beck at 3:32 P.M. and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chairperson
Mark Kowalczyk	Vice-Chairperson
Cheryl Reese	Treasurer
Brent Phetteplace	Secretary
Jessica Cyr	Member
Daniel Roth	Member
Edward Watt	Member

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Kenneth Rose	Chief Executive Officer
Sheila Snell	Chief Financial Officer
Vincenzo Nicosia	Director of Program Development
Andrew Santillo	Staff Assistant
Stephanie Battisti	Economic Dev. Specialist
Shannon Wagner, Esq.	Agency Counsel

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

Resolution No. 25-01

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY

WHEREAS, Montgomery County Industrial Development Agency (the "Agency") is authorized and empowered by the provisions of Chapter 1030 of 1969 Laws 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 furnishing of industrial, manufacturing, warehousing, commercial, research and recreation 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, under Section 858 of the Act, the Agency has the power to make certain appointments and approve certain administrative matters; and

WHEREAS, under Section 856 of the Act, the members of the Agency shall elect the officers of the Agency; and

WHEREAS, as provided in the Agency's by-laws and the Governance Committee Charter, the members of the Governance Committee have reviewed and made certain recommendations on the Agency policies; and

WHEREAS, the members of the Agency desire to make certain appointments and approve certain administrative matters;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

(A) Approves the appointments and the administrative matters described in Schedule A attached hereto.

(B) Approves and confirms the policies described in Schedule A and contained in the Agency's Policy Manual.

Section 2. The Agency hereby authorizes the (Vice) Chairman and the Chief Executive Officer to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

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

Matthew Beck	VOTING	YES
Mark Kowalczyk	VOTING	YES
Cheryl Reese	VOTING	YES
Brent Phetteplace	VOTING	YES

Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES
Edward Watt	VOTING	YES

The foregoing Resolution No. 25-01 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 9, 2025, 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 _____, 2025.

(SEAL)

(Assistant) Secretary

SCHEDULE A

Confirmation of Regular Agency Meeting Schedule

Regular Meetings are the 2nd Thursday of Every Month at 3:30 P.M.

Election of Officers of the Agency

Chair	Matthew Beck
Vice Chair	Mark Kowalczyk
Treasurer (Asst. Secretary)	Cheryl Reese
Secretary (Asst. Treasurer)	Brent Phetteplace

Appointment of Chief Executive Officer and Staff to the Agency

Chief Executive Officer	Kenneth Rose
Chief Financial Officer	Sheila Snell
Director of Program Dev.	Vincenzo Nicosia
Ec. Dev. Specialist	Stephanie Battisti

Appointment of Accounting Firm of the Agency

West and Company

Appointment of Agency and Bond Counsel

Hodgson Russ

Appointment of Bank of the Agency and Accounts

NBT Bank

Approval and Confirmation of Agency Policies

- (Uniform Tax Exemption Policy)
- (Investment Policy)
- (Real Property Disposition Policy)
- (Real Property Acquisition Policy)
- (Procurement Policy)
- (Personnel Policy including Compensation, Reimbursement and Attendance Policy)
- (Travel Policy)
- (Code of Ethics Policy)
- (Depreciation of Personal Property Assets)
- (Project Monitoring and Enforcement)
- (Retaliatory Action Policy)

(Indemnification of Officers and Trustees Policy)

Appointment of Contracting Officer

Kenneth Rose

Appointment of Investment Officer

Sheila Snell

Appointment of Governance Committee Members

1. Matthew Beck
2. Mark Kowalczyk
3. Cheryl Reese

Appointment of Audit Committee Members

1. Mark Kowalczyk
2. Brent Phetteplace
3. Jessica Cyr

Appointment of Finance Committee Members

1. Brent Phetteplace
2. Edward Watt
3. Cheryl Reese

Appointment of Marketing Committee Members

1. Mark Kowalczyk
2. Brent Phetteplace
3. Daniel Roth

Appointment of Media

1. The Recorder

Montgomery County Industrial Development Agency Meeting
January 9, 2025
Meeting Minutes

MEMBERS PRESENT:

Matthew Beck, Chair
Mark Kowalczyk, Vice-Chair
Brent Phetteplace, Secretary
Cheryl Reese, Treasurer
Jessica Cyr, Member
Daniel Roth, Member
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
Shannon Wagner, Agency Counsel

MEMBERS ABSENT:

OTHERS PRESENT:

Peter Vroman, County Executive

I. Call to Order

The meeting was called to order by Chairman Beck at 3:35 p.m.

II. Minutes

A motion was made by Brent Phetteplace, seconded by Edward Watt, to approve the meeting minutes from the IDA regular meeting of December 12, 2024. All members present voted in favor.

III. Communications

There were 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 let the board know the resolution for the revolving loan fund approval for the childcare expansion will be before the legislature this month.

Mr. Rose updated the board on the Log City One, LLC. Project that initial Lease/leaseback documents have been distributed to the Company for their review.

Mr. Rose updated the board on the NYSDOT easement progress and stated that it is progressing through the State's process.

Mr. Rose updated the board on the call staff had with NBT regarding the parking lot ownership and that they are going to discuss whether or not they want to lease or purchase the parking lot after the existing agreement terminates.

VII. Financial Report

A. Financial Report

Ms. Sheila Snell stated that the financial transaction report is included in the Agency Board member's packets for December, there was nothing unusual to report. Ms. Snell mentioned auditors will be coming in February and she will have all of that information for the March meeting

A motion by Matthew Beck, seconded by Mark Kowalczyk was made to approve all transactions. All members present voted in favor.

B. Revolving Loan Fund Report

Ms. Snell said that the Revolving Loan Fund is included in the Agency Board members' packets and that there was nothing outstanding and everything was up to date.

VIII. Marketing & Tourism Report

Mr. Vincenzo Nicosia said we are still going forward with the Small Business of the Month. He went out to Kelly Imperial Lanes to give them their award and will be making his way out to the Bridge Street Diner to give them theirs. Mr. Nicosia asked the board if they had any recommendations for January and going forward to let Mr. Nicosia know. Mr. Nicosia mentioned they are going to start doing small business videos as they go out to them to present the awards. A few board members suggested a couple of businesses to Mr. Nicosia.

Mr. Nicosia informed the board that staff is getting ready to market the remaining 19 acres on the Exit 29 Redevelopment site. Mr. Santillo informed the board that they are going through the Exit 29 Redevelopment website updating pictures and videos to show the status of the site.

For Tourism, Vincenzo Nicosia, Morgan McCleary, and Stephanie Battisti all went out and met with Canajoharie, Fort Plain and St. Johnsville about putting kiosks in their tourism booths. There will also be one placed in Fonda once a building is purchased. Mr. Nicosia explained a bit about what the kiosks will have. Cheryl Reese asked Mr. Nicosia if the tourism staff could go out and look at the Town of St. Johnsville bike path gazebo as there is room there to put updated flyers or other information for the bikers/visitors. Mr. Nicosia explained that the tourism group purchased updated bike racks to put around the bike path throughout the county.

IX. Unfinished Business

A. NYSDOT Easements Resolution

Mr. Rose explained resolution 25-02 to the board in that the final appropriations maps attached to the Resolution have been approved by DOT and therefore the IDA can move forward with the resolution.

The following resolution was offered by Cheryl Reese, seconded by Edward Watt, to wit:

RESOLUTION AUTHORIZING EASEMENTS TO NYSDOT-FLORIDA PARK
EXTENSION.

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

Cheryl Reese	VOTING	YES
Matthew Beck	VOTING	YES
Mark Kowalczyk	VOTING	YES
Brent Phetteplace	VOTING	YES
Edward Watt	VOTING	YES
Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES

The foregoing Resolution No. 25-02 was thereupon declared duly adopted

X. New Business

A. Annual Board of Directors Evaluation

Chairman Beck states that the Annual Board of Directors evaluations will be sent out and they will need to be filled out by each member and returned to go over in the February or March meeting.

B. Financial and Gift Disclosure Forms

Chairman Beck stated that the financial and gift disclosures were sent out and need to be done as soon as possible as these are a part of the annual process.

C. County Administrative Services

Mr. Ken Rose 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 Edward Watt, seconded by Matthew Beck, 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:

Edward Watt	VOTING	YES
Matthew Beck	VOTING	YES
Mark Kowalczyk	VOTING	YES
Cheryl Reese	VOTING	YES
Brent Phetteplace	VOTING	YES
Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES

The foregoing Resolution No. 25-03 was thereupon declared duly adopted

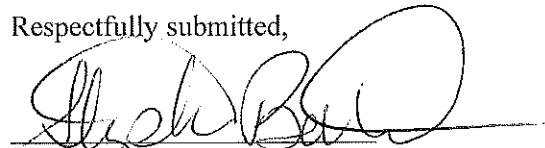
Chairman Beck wanted to mention to the board that it was nice to have the new Montgomery County Executive Peter Vroman at the meeting for the first time. Peter thanked everyone for all they do.

Mr. Ken Rose and Chairman Beck informed the board there may be a project coming up this month and if it does, they will be in contact with the board right away.

IX. Adjournment

A motion was made by Edward Watt, seconded by Matthew Beck, to adjourn the meeting at 3:56p.m. All members present voted in favor.

Respectfully submitted,



Stephanie Battisti

Economic Development Specialist

Attachments: Resolution No. 25-02, 25-03

RESOLUTION AUTHORIZING EASEMENTS TO NYSDOT-FLORIDA PARK EXTENSION

A regular meeting of Montgomery County Industrial Development Agency (the "Agency") was convened in public session at the offices of the Agency located at 113 Park Drive, Fonda, New York on January 9, 2025 at 3:35 o'clock p.m., local time.

The meeting was called to order by the (Vice) Chair and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chair
Mark Kowalczyk	Vice Chair
Cheryl Reese	Treasurer
Brent Phetteplace	Secretary
Jessica Cyr	Member
Daniel Roth	Member
Edward Watt	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Kenneth Rose	Chief Executive Officer
Sheila Snell	Chief Financial Officer
Vincenzo Nicosia	Director of Program Development
Stephanie Battisti	Economic Dev. Specialist
Andrew Santillo	Staff Assistant
Shannon Wagner, Esq.	Agency Counsel

OTHERS PRESENT:

The following resolution was offered by Cheryl Reese, seconded by Edward Watt to wit:

Resolution No. 25-02

RESOLUTION AUTHORIZING EASEMENTS TO NYSDOT-FLORIDA PARK EXTENSION

WHEREAS, the Agency is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws 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 furnishing of industrial, warehousing, commercial, research and manufacturing 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, the Montgomery County Industrial Development Agency has developed the Florida Business Park Extension in the Town of Florida, and

WHEREAS, the MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY (the "MCIDA") has been in discussions with the NEW YORK STATE DEPARTMENT OF TRANSPORTATION ("The State") in regards to the donation of two permanent easements over property owned by the MCIDA in the Town of Florida, Montgomery County, New York; located along or in the vicinity of State Route 5S on Tax Parcel No. 54.-2-2.31 (the Parcel) and detailed in Exhibit A as Map 52, Parcels 65 & 66, to The State, and

WHEREAS, the MCIDA wishes to adopt a resolution authorizing the MCIDA Chairperson and/or the CEO upon review and approval by the MCIDA Board, to sign any necessary documents donating the permanent easements over the Parcel to The State, and

WHEREAS, once the permanent easements over said parcel are donated to The State, The State will release maintenance jurisdiction over another parcel owned in fee by Montgomery County, and Montgomery County will convey said parcel to the MCIDA at a cost of \$1.00 in order to facilitate further development of the Florida Park Extension.

RESOLVED, the MCIDA hereby authorizes the Chairperson and/or CEO to sign and accept the Agreement of Adjustment and Release of Owner donating the two permanent easements over the Parcel as detailed in Exhibit A as Map 52, Parcels 65 & 66, located along or in the vicinity of State Route 5S in the Town of Florida, New York to The State, and

FURTHER RESOLVED, the MCIDA hereby authorizes the MCIDA Chairperson and/or CEO to sign, upon review and approval of the MCIDA Board, any documents associated with the transfer of property from Montgomery County to the MCIDA.

FURTHER RESOLVED, The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided to carry out the terms of this Resolution, and to execute and deliver any additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of this Resolution, and

FURTHER RESOLVED, Any action heretofore taken by the Agency, its officers or its staff in carrying out the matters contemplated by this Resolution is hereby ratified, confirmed and approved.

FURTHER RESOLVED, this Resolution shall take effect immediately.

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
Mark Kowalczyk	VOTING	YES
Cheryl Rees	VOTING	YES
Brent Phetteplace	VOTING	YES
Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES
Edward Watt	VOTING	YES

The foregoing Resolution No. 25-02 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, including the resolution contained therein, held on January 9, 2025, with the original thereof on file in my office, and that the same is a true and correct copy of such proceedings of the Agency and of such resolution set forth 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.

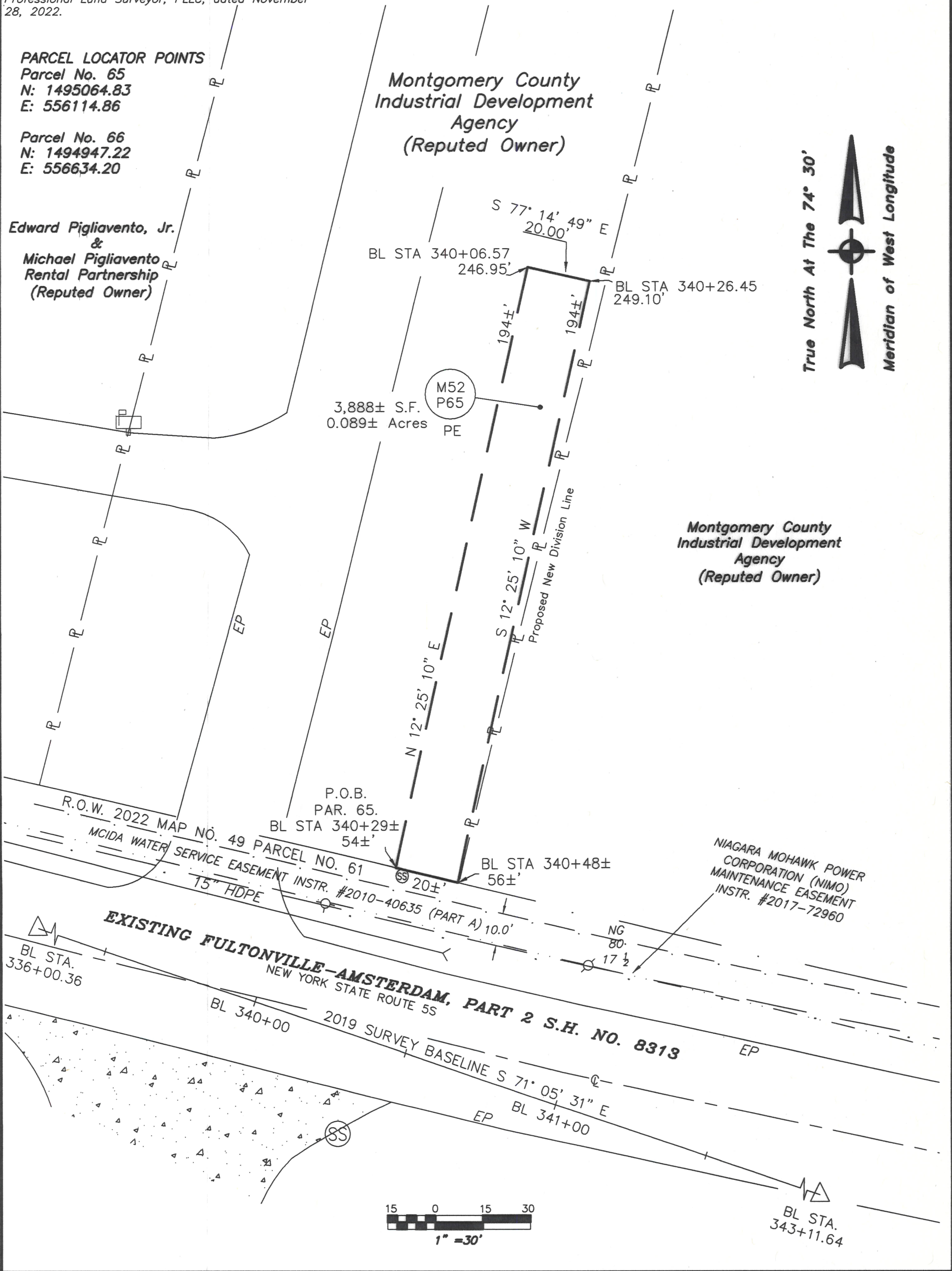
I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this _____ day of _____ 2025.

(Assistant) Secretary

(SEAL)

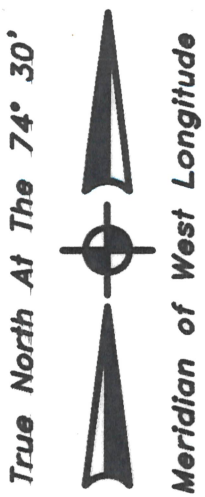
Exhibit A



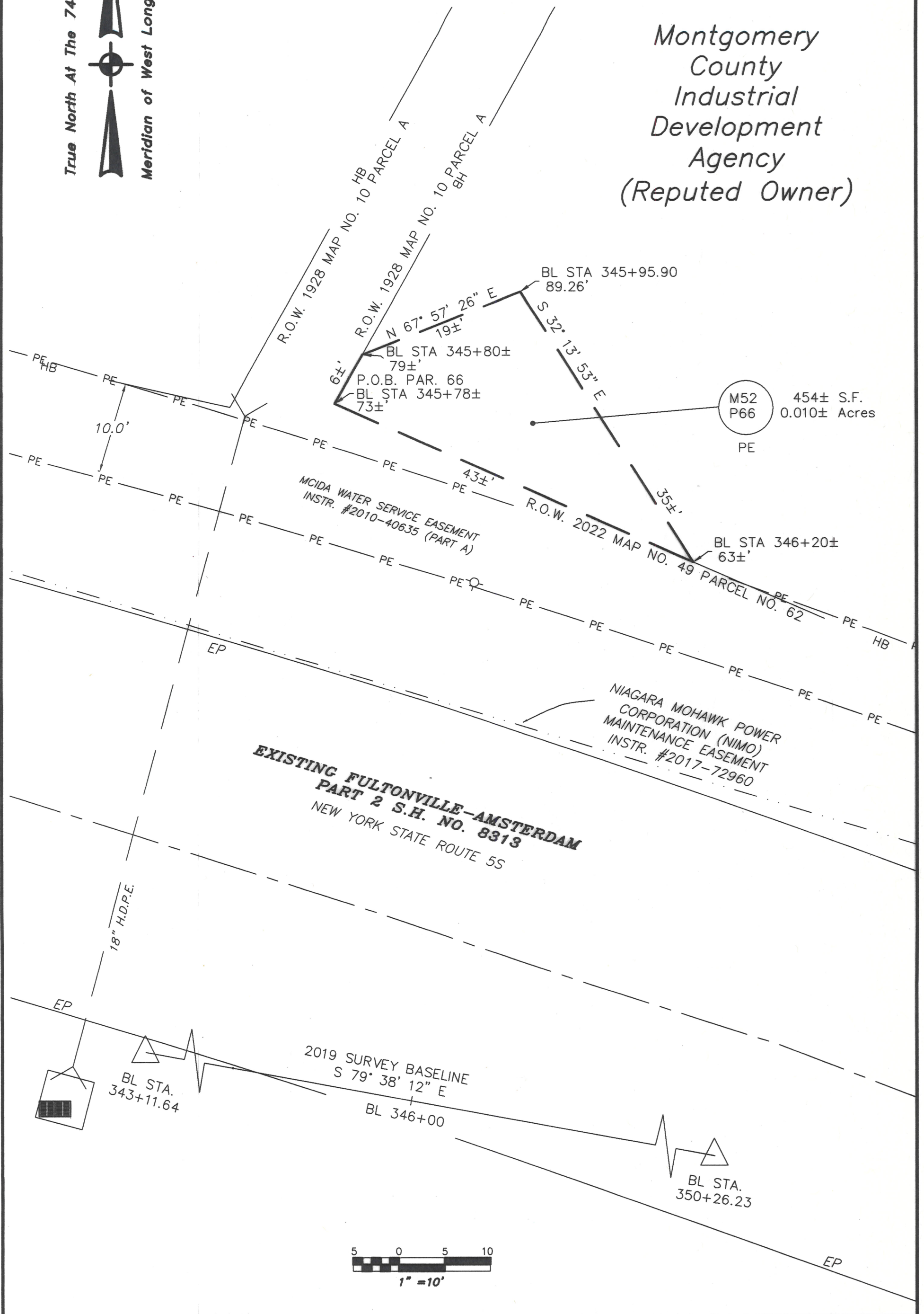
Type: PERMANENT EASEMENT
Portion of 2024 Tax Map
Ref. No. 54.-2-2.31
Town of Florida
County of Montgomery
State of New York

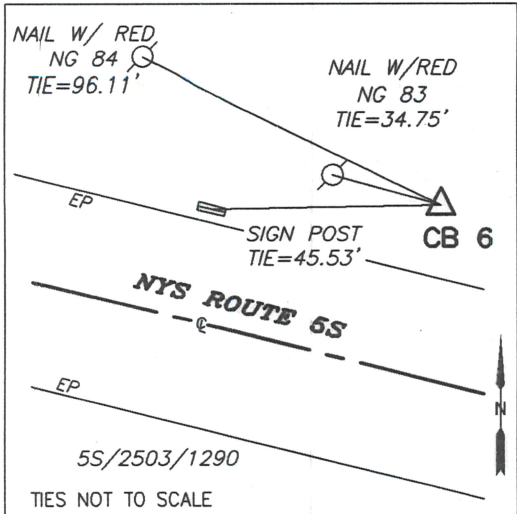
DATE ARCHIVED _____ PREPARED BY _____ CHECKED BY _____ FINAL CHECK BY _____

COPY



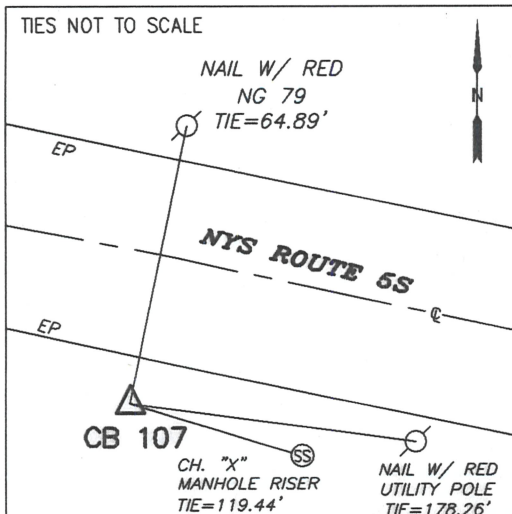
Montgomery
County
Industrial
Development
Agency
(Reputed Owner)





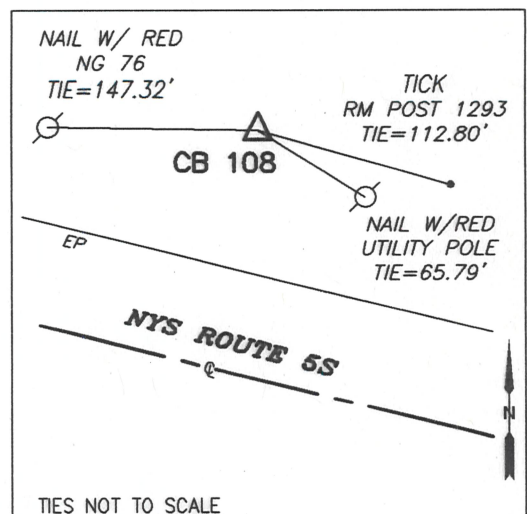
BL STA. 336+00.36
5/8" CAPPED REBAR ON THE NORTH SIDE OF
ROUTE 5S, 10±' NORTH OF THE PAVEMENT
EDGE, 50±' EAST OF RM 5S/2503/1290

NYSPCS EAST ZONE NAD83 (2011)
N: 1495153.756
E: 555687.471



BL STA. 343+11.64
5/8" CAPPED REBAR ON THE SOUTH SIDE OF
ROUTE 5S, 14±' SOUTH OF THE PAVEMENT
EDGE, 190±' EAST OF RM 5S/2503/1291

NYSPCS EAST ZONE NAD83 (2011)
N: 1494923.266
E: 556360.372



BL STA. 350+26.23
5/8" CAPPED REBAR ON THE NORTH SIDE OF
ROUTE 5S, 49±' NORTH OF THE PAVEMENT
EDGE, 385±' EAST OF RM 5S/2503/1292

NYSPCS EAST ZONE NAD83 (2011)
N: 1494794.717
E: 557063.303

PERMANENT EASEMENT FOR DRAINAGE PIPELINE

A permanent easement to be exercised in, on and over the property above delineated for the purpose of constructing, reconstructing, and maintaining thereon a drainage pipeline and appurtenances in and to all those pieces or parcels of property designated as Parcel Nos. 65 and 66, as shown on the accompanying map.

RESERVING, however, to the owner of any right, title or interest in and to the property above delineated, and such owner's successors or assigns, the right of access and the right of using said property and such use shall not be further limited or restricted under this easement beyond that which is necessary to effectuate its purposes for, and as established by, the construction or reconstruction and as so constructed or reconstructed, the maintenance, of the herein identified project.

I hereby certify that the
property mapped above is
necessary for
this project, and the
acquisition thereof is
recommended.

Date 10/31 2024

Brian R. Hoffmann, P.E.
Regional Design Engineer
for the Regional Director of
Transportation Region No. 2



MONTGOMERY COUNTY
INDUSTRIAL DEVELOPMENT
AGENCY
(REPUTED OWNER)

"Unauthorized alteration of a
survey map bearing a licensed
land surveyor's seal is a
violation of the New York State
Education Law."

I hereby certify that this map
was prepared in accordance with
current NYSDOT policies, standards
and procedures.
Date October 29, 2024

Susan M. Anacker Land Surveyor
P.L.S. License No. 50321

Total Area = 4,342± SQ. FT. OR
0.099± ACRE

Map of property in and to which an easement as hereinabove defined is deemed necessary by the Commissioner of Transportation to be acquired by appropriation in the name of the People of the State of New York for purposes connected with the highway system of the State of New York pursuant to Section 30 of the Highway Law and the Eminent Domain Procedure Law.

There is excepted from this appropriation all the right, title and interest, if any, of the United States of America in or to said property.

Pursuant to the statute (s) set forth above
and the authority delegated to me by
Official Order of the Commissioner of
Transportation, this acquisition map is
hereby approved and filed in the main office
of the New York State Department of
Transportation.

I have compared the foregoing copy of the map with the
original thereof, as filed in the Office of the State
Department of Transportation, and I do hereby certify
the same to be a true and correct copy of the original
and the whole thereof.

Date _____ 20____

Real Estate Division

Real Estate Division

**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 9, 2025.

The meeting was called to order by the Chairperson Beck at 3:35 P.M. and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chairperson
Mark Kowalczyk	Vice-Chairperson
Cheryl Reese	Treasurer
Brent Phetteplace	Secretary
Jessica Cyr	Member
Daniel Roth	Member
Edward Watt	Member

ABSENT:

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
Shannon Wagner, Esq.	Agency Counsel

The following resolution was offered by Edward Watt seconded by Matthew Beck to wit:

Resolution No. 25-03

**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, 2025 to December 31, 2025.

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	YES
Brent Phetteplace	VOTING	YES
Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES
Edward Watt	VOTING	YES

The foregoing Resolution No. 25-03 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 9, 2025, 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 _____, 2025.

(SEAL)

(Assistant) Secretary

**RESOLUTION AUTHORIZING ADDITIONAL MONETARY ALLOCATION FOR EXISTING
RETAINER AGREEMENT FOR PROFESSIONAL APPRAISAL OF REAL PROPERTY**

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 February 13, 2025.

The meeting was called to order by the Chairperson Beck at 3:30 P.M. and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chairperson
Mark Kowalczyk	Vice-Chairperson
Cheryl Reese	Treasurer
Brent Phetteplace	Secretary
Jessica Cyr	Member
Daniel Roth	Member
Edward Watt	Member

ABSENT:

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
Shannon Wagner, Esq.	Agency Counsel

The following resolution was offered by _____ seconded by _____
_____ to wit:

Resolution No. 25-04

**RESOLUTION AUTHORIZING ADDITIONAL MONETARY ALLOCATION FOR EXISTING
RETAINER AGREEMENT FOR PROFESSIONAL APPRAISAL OF REAL PROPERTY**

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, the Public Authority Accountability Act requires that any Public Authority conduct an appraisal by an independent appraiser prior to the acquisition and disposition of real property.

WHEREAS, the Agency per Resolution Numbers 11-26, 19-20 and 22-15 entered into a retainer agreement with Conti Appraisal and Consulting, LLC for the purposes of conducting appraisals on an as needed basis with the original budgeted amount not to exceed \$10,000 and an amended amount not to exceed \$30,000,

RESOLVED, the Agency hereby authorizes an additional \$10,000 for the purposes of appraisals under the existing retainer agreement with Conti Appraisal and Consulting, LLC., and

FURTHER RESOLVED, The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided to carry out the terms of this Resolution, and to execute and deliver any additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing Resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of this Resolutions, and

FURTHER RESOLVED, Any action heretofore taken by the Agency, its officers or its staff in carrying out the matters contemplated by this Resolution is hereby ratified, confirmed and approved, and

FURTHER RESOLVED, this Resolution shall take effect immediately.

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	YES
Brent Phetteplace	VOTING	YES
Jessica Cyr	VOTING	YES
Daniel Roth	VOTING	YES
Edward Watt	VOTING	YES

The foregoing Resolution No. 25-04 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 February 13, 2025, 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 _____, 2025.

(SEAL)

(Assistant) Secretary

**RESOLUTION AUTHORIZING THE ENTERING OF THE MONTGOMERY COUNTY
INDUSTRIAL DEVELOPMENT AGENCY INTO AN AGREEMENT FOR PROFESSIONAL
SERVICES-INDUSTRIAL SITE REDEVELOPMENT PROGRAM BROKERAGE 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 February 13, 2025.

The meeting was called to order by Chairperson Beck at 3:30 P.M. and, upon roll being called, the following members of the Agency were:

PRESENT:

Matthew Beck	Chairperson
Mark Kowalczyk	Vice-Chairperson
Cheryl Reese	Treasurer
Brent Phetteplace	Secretary
Jessica Cyr	Member
Daniel Roth	Member
Edward Watt	Member

ABSENT:

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
Shannon Wagner, Esq.	Agency Counsel

The following resolution was offered by _____ seconded by _____
_____ to wit:

Resolution No. 25-05

**RESOLUTION AUTHORIZING THE MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT
AGENCY TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL INDUSTRIAL SITE
REDEVELOPMENT PROGRAM BROKERAGE 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, the mission of the Agency is to assist in creating and maintaining jobs, thereby strengthening the economic base of the community as well as improving the quality of life of the residents of Montgomery County, New York (the “County”); and

WHEREAS, the Agency, in support of its underlying mission, established the Industrial Site Redevelopment Program through Resolution 15-15; and

WHEREAS, a strong focus of the program to date has been on the Exit 29 Redevelopment project at the former Beech Nut Nutrition Facility; and

WHEREAS, pursuant to the authorization contained in Resolution 24-15, the Agency, among other things, entered into an assignment and assumption of purchase and sale agreement dated as of December 1, 2024 (the “Assignment Agreement”) by and between the Agency and 102 Church Street LLC (the “Assignor”), with acknowledgement by the County, pursuant to which the Agency is expected to purchase certain real property (the “Project Site”) located on Church Street in the Town and Village of Canajoharie, Montgomery County, New York (formerly part of Tax Map No.: 63.14-1-9.1; currently Tax Map No.: 63.14-1-9.13) in connection with the Exit 29 Redevelopment Project; and

WHEREAS, in connection with the acquisition of the Project Site, the Agency deems it critical to engage with a qualified broker to provide professional services (the “Broker Services”) including marketing the Project Site for uses that will lead to long term economic benefits to the Village of Canajoharie and the County; and

WHEREAS, the Agency has adopted a Procurement Policy to guide the Agency in contracting for goods and services; and

WHEREAS, the Agency has reviewed the Broker Services in connection with the Procurement Policy of the Agency; and

WHEREAS, pursuant to Section 504(A) of the Procurement Policy, the Agency is authorized, in the sole discretion of the members of the Agency, to determine that the solicitation of alternative proposals or quotations would not be in the best interest of the Agency when the Agency is procuring professional services; and

WHEREAS, based on a review of the Broker Services, the Agency desires to make special findings determining (a) that the Broker Services are classified as a professional service which is eligible for exemption from the competitive bidding requirements under the Procurement Policy and the Act, and (b) that a request for proposals ("RFP") is not required to procure the Broker Services; and

WHEREAS, subject to the special findings outlined in this resolution, the Agency desires to authorize the Chairperson, Vice Chairperson, or Chief Executive Officer of the Agency to execute and deliver an exclusive authorization to sell/lease/exchange the Project Site and other required documents (the "Broker Services Documents") with Pyramid Brokerage Company of Albany, Inc. (the "Broker") for the provision of the Broker Services;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF MONTGOMERY COUNTY INDUSTRIAL DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. The Agency hereby finds and determines that the provision of the Broker Services requires special and technical skill, training or expertise, and therefore constitutes a professional service pursuant to Section 504(A) of the Procurement Policy, based on the following factors:

- (A) Provision of the Broker Services requires special training, education, and is subject to State licensing and testing requirements; and
- (B) Provision of the Broker Services requires a professional relationship between the Agency and the Broker; and
- (C) Provision of Broker Services from a broker are generally understood as constituting professional services.

Section 2. Based on the determinations made in Section 1 hereof, the Agency hereby further finds and determines that the Broker Services constitute professional services pursuant to Section 504(A) of the Procurement Policy and the Act and, therefore, are eligible for an exemption from both the competitive bidding and RFP requirements, and, therefore determines to enter into the Broker Services Documents with the Broker for the purposes of providing the Broker Services.

Section 3. The Agency hereby authorizes and directs the Chairperson, Vice Chairperson, and/or Chief Executive Officer of the Agency to execute and deliver Broker Services Documents with the Broker, and any related documents required for the provision of the Broker Services.

Section 4. All action taken by the Chairperson, Vice Chairperson, Chief Executive Officer and/or Staff of the Agency with respect to the solicitation of the Broker Services is hereby ratified and confirmed.

Section 5. The Chairperson, Vice Chairperson and/or Chief Executive Officer of the Agency is hereby authorized to execute and deliver the Broker Services Documents, and, where appropriate, the Secretary of the Agency is hereby authorized to affix the seal of the Agency thereto and to attest the same, all in substantially the form thereof presented to the members of the Agency, with such changes, variations, omissions and insertions as the Chairperson, Vice Chairperson and/or Chief Executive Officer of the Agency shall approve, the execution thereof by the Chairperson, Vice Chairperson and/or Chief Executive Officer of the Agency to constitute conclusive evidence of such approval.

Section 6. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required or provided for by the provisions of the Broker Services Documents, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Agency with all of the terms, covenants and provisions of the Broker Services Documents binding upon the Agency.

Section 7. This resolution shall take effect immediately.

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	_____
Mark Kowalczyk	VOTING	_____
Cheryl Reese	VOTING	_____
Brent Phetteplace	VOTING	_____
Jessica Cyr	VOTING	_____
Daniel Roth	VOTING	_____
Edward Watt	VOTING	_____

The foregoing Resolution No. 25-05 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 February 13, 2025, 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 _____, 2025.

(SEAL)

(Assistant) Secretary

GRG Construction Services, LLC

63 Ironwood Road

New Hartford, NY 13413

Phone (315) 723-5415

grgconstructionservices@gmail.com

February 7, 2025

Mr. Ken Rose, Executive Director
Montgomery County IDA
PO Box 277
113 Park Drive
Fultonville, NY 12072

Re: Montgomery County
E29 Site Redevelopment
GRG Construction Services RETAINER AGREEMENT

Dear Ken,

We appreciate the opportunity to provide you with a **RETAINER AGREEMENT** to provide GRG Owners Representative Services for the Montgomery County E29 Redevelopment Project.

This retainer agreement (hereinafter referred to as the "Agreement" is entered into on January 22, 2025, (the "Effective Date") by and between GRG Construction Services, LLC with an address of 63 Ironwood Rd, New Hartford, NY 13413, (hereinafter referred to as the ("Consultant") and Montgomery County IDA, with an address of 113 Park Drive, Fultonville, NY 12072, (hereinafter referred to as the "Owner") (collectively referred to as the "Parties").

TERM

This agreement shall be effective on the date of signing this agreement (hereinafter referred to as the "Effective Date") and will continue on a month-to-month basis for a period of 12 months,

The total proposed FEE of this retainer is \$21,100, Twenty-one thousand, one hundred dollars, NTE for the period noted. Any additional fee will be by an accepted EWA.

Upon the end of the term of the agreement, this agreement will need to be reviewed & renewed by both parties.

Additionally separate CM Services provided by GRG for future projects will be accepted by an Extra Work Order (EWA) for the specific scope & fees per project.

GRG Services Provided

Hereby, the consultant agrees to provide the Owners Rep services enlisted below (hereinafter referred to as the "Services" including but not limited to:

1. RFP Development	8. Planning Board Assistance
2. Concept Budgets/Estimates	9. Review/Assist with potential Client Leads /development
3. Logistics Planning	10. Procurement services as directed by MCBDC
4. Document review	11. Contractor Procurement Development Services
5. Project Meetings	12. Variance assistance development
6. Master Plan Review	SEQR Requirements Assistance
7. Monthly Project Report	

- **Reimbursable Expense will be submitted and invoiced monthly.**

RETAINER

It is hereby agreed that the Consultant will provide an invoice for the first of the month with an amount for services rendered on the month as well as any pre-approved expenses incurred during the previous month.

Accepted By _____ Date _____
Montgomery County IDA

Accepted By _____ Date _____
GRG Construction Services,LLC