

Montgomery County Industrial Development Agency Meeting
Meeting Minutes
April 9, 2026

MEMBERS PRESENT:

Mark Kowalczyk, Vice-Chair
Brent Phetteplace, Secretary
Cheryl Reese, Treasurer
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.
Christie Dingman, Staff Assistant
Stephanie Battisti, Economic Dev. Specialist
Shannon Wagner, Agency Counsel

MEMBERS ABSENT:

Matthew Beck, Chair
Jessica Cyr, Member

OTHERS PRESENT:

I. Call to Order

The meeting was called to order by Vice-Chair Mark Kowalczyk at 3:26 p.m.

II. Minutes

A motion was made by Edward Watt, seconded by Cheryl Reese, to approve the Governance Committee meeting minutes from March 12, 2026. All members present voted in favor

A motion was made by Edward Watt, seconded by Cheryl Reese, to approve the Audit Committee meeting minutes from March 12, 2026. All members present voted in favor.

A motion was made by Edward Watt, seconded by Cheryl Reese, to approve the meeting minutes from the IDA regular meeting of March 12, 2026. 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 chairs report.

VI. Director's Report

Mr. Rose informed the board that this is Edward Watt's last IDA meeting and thanked him for his service. Winn Construction is currently before the Town of Florida planning board and the urchase and sale agreement is currently being reviewed by attorneys, and the closing should be forthcoming soon. Mr. Rose noted that Amazon is well underway with their construction. Dollar General Cold Storage, there has been no construction start date given yet.

VII. Financial Report

A. Financial Transactions

Sheila Snell let the board know the financial statements were included in the Agency Board member's packets with Nothing unusual to report.

A motion to approve the financial transaction report was made by Edward Watt and seconded by Brent Phetteplace. All members present voted in favor.

B. Revolving Loan Fund Report

The Revolving Loan Fund report was included in the Agency Board members' packet. Sheila Snell reported that everyone is current and up to date with all payments. Sheila let the board know that staff had met with a few potential loan borrowers so there might see some new loan applications soon.

VIII. Marketing & Tourism Report

Brownfield Developer Summit is coming up next month in Herkimer and staff will be marketing a couple locations in St. Johnsville and one in Fonda.

Small Business of the Month – Vincenzo Nicosia let the board know this month will be going to Napa in Palatine Bridge. Vinnie also told the board if they have any other nominations they can send them to Vinnie

Tourism – Restaurant week is happening April 22-26, with 38 business participating. The most we have ever had.

IX. Unfinished Business

There was no unfinished business

X. New Business

A. Annual Project Assessment Review

Sheila Snell reported that the Annual Assessment Project Review is included for the board. This is a document to show staff is doing its due diligence tracking projects all lease/leaseback projects where there is a Payment In Lieu Of Taxes (PILOTs), sales and mortgage recording tax exemptions in place with companies. This document is a requirement of the Authorities Budget Office (ABO) and is available on the department's website.

A motion to approve the Annual Project Assessment Review was made by Edward Watt and seconded by Cheryl Reese. All members present voted in favor.

B. Civic Serve Program and Project Tracking

Ken Rose explained to the board that staff has been working with Civic Serve for a bit over a month to see if this program would be something staff can use to put all the projects, grants, and loans in. This would help with all our tracking and applications by having them in one location. Civic Serve did a 10-minute presentation on zoom, answering any questions the board had for them.

Ken asked the board if anyone had any questions or concerns, Dan Roth had concerns about it being simple and the price point. The board asked staff to table this resolution and see what other IDA's use, if there are any other companies that would do the same economic development technology.

C. Business Park RFP

Ken Rose explained this came from the IDA Marking Committee with a positive recommendation to the full board.

The following resolution was offered by Brent Phetteplace, seconded by Daniel Roth, to wit:

RESOLUTION AUTHORIZING CHIEF EXECUTIVE OFFICE OF MCIDA TO SIGN AGREEMENT WITH BARTON & LOGUIDICE FOR SERVICES RELATED TO THE IDENTIFICATION OF POTENTIAL BUSINESS/INDUSTRIAL PARK SITES

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

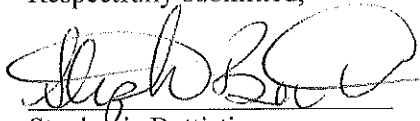
| | | |
|-------------------|--------|--------|
| Edward Watt | VOTING | YES |
| Matthew Beck | VOTING | ABSENT |
| Mark Kowalczyk | VOTING | YES |
| Brent Phetteplace | VOTING | YES |
| Cheryl Reese | VOTING | YES |
| Jessica Cyr | VOTING | ABSENT |
| Daniel Roth | VOTING | YES |

The foregoing Resolution No. 26-11 was thereupon declared duly adopted

IX. Adjournment

A motion was made by Edward Watt, seconded by Cheryl Reese, to adjourn the meeting at 4:00 p.m. All members present were in favor.

Respectfully submitted,



Stephanie Battisti
Economic Development Specialist
Attachments: Resolution No. 26-11