

CITY OF NEWBURGH
INDUSTRIAL DEVELOPMENT AGENCY (IDA)
MINUTES OF BOARD MEETING
November 18, 2019

Present

Board Members: Austin DuBois, Chairman
Christine Amato, Sarah Beckham Hooff, Michael Kelly,
and Nancy Thomas

Absent: Adam Pollick and Marlon Ramos

Staff: Cherisse Vickers, Executive Director
Counsel: Robert McLaughlin, Hodgson Russ, LLP

GUESTS: Christopher Cooney, Erik Cooney, George Cooney;
Jim McIver, C.T. Male Associates

1. **Roll Call**: Chairman Austin DuBois called the meeting to order; a quorum is present.
2. **Proof of Notice of Meeting**: Accepted.

Due to the Chairman's need to take care of a family issue, he will need to leave early and has subsequently changed the order of the agenda.

3. **Reading and Approval of minutes of the previous meeting**

Minutes from the previous board meeting of October 21 were distributed to the board via e-mail.

The Chairman called for a motion to accept the minutes as presented/e-mailed:

Motion to approve the minutes of October 21 as presented:

Ms. Thomas: Motion to approve the minutes
Mr. Kelly: Motion seconded.
Discussion: None.
VOTE: Unanimously adopted.

4. **Nominating Committee**:

The Chairman sent an e-mail to the existing officers to see if they are still willing to serve in their current capacity; he had not heard back from anyone yet. The proposed slate of officers will be presented at the next board meeting for approval and adoption for the year 2020. The position of Secretary is open as Treasurer Ramos is currently

filling two officer positions. Board Member Christina Amato asked the Chairman what the duties are of the Secretary. After a brief discussion, she offered to take the officer position of Secretary.

5. **Executive Session**

On a motion made by Sarah Beckham Hooff and seconded by Nancy Thomas, the board moved to go into executive session to discuss pending litigation.

On a motion made by Mike Kelly and seconded by Nancy Thomas, the board came out of executive session.

6. **Anti-Harassment Policy:**

The Governance Committee recommends that the full board adopt Resolution No. 2019-11-18-03, Anti-Harassment Policy. On a motion made by Sarah Beckham Hooff and seconded by Christina Amato, the resolution was presented for a roll call vote. The resolution was adopted with five (5) votes.

7. **Report of the Treasurer; Approval of Payment of Bills**

As the Treasurer was absent from this meeting, Audit Committee Member Christina Amato presented the financial information for the board's information and voting.

The board has the adjusted the budget based on the recommendations from the last board meeting. On a motion made by Mike Kelly and seconded by Nancy Thomas, Resolution No. 2019-11-18-01 was presented for a roll call vote. The resolution was adopted with four (4) votes.

Resolution 2019-11-18-02 was presented for approval. This resolution approves all of the agencies policies, except the Anti-Harassment Policy and the Uniform Tax Exempt Policy. The resolution also approves the agency's By-Laws and its Board of Directors' Duties and Responsibilities. On a motion made by Christina Amato and seconded by Nancy Thomas, Resolution No. 2019-11-18-02 was presented for a roll call vote. The resolution was adopted with four (4) votes.

On a motion made by Sarah Beckham Hooff and seconded by Michael Kelly, the Treasurer's Report was accepted and payment of bills (Check Nos. 822 through 828) approved.

The Director let the board know that the engagement letter for the auditor will be mailed shortly and that the cost for the 2019 audit should be \$10,000.00.

8. **Counsel's Report**

Counsel let the board members know that they will be receiving the UTEP by end of week; legal counsel is still working on it. It can be reviewed and approved at the December board meeting.

Counsel also offered some sample reverter language that would be included in any deed for projects that the IDA is currently working on. Also discussed was an easement option.

Also presented were two new draft policies – IDA's policy for acquiring property and uniform criteria for evaluating projects. Adoption of the policies were tabled for

December's meeting after the board reviews the policies and has had an opportunity to ask questions.

9. **Executive Director's Report**

The director reported on the IDA conference in Long Island.

10. **Liberty Street School**

The Director mentioned to the board they have in their packet a resolution for a public hearing for the project. She asked Counsel to go over the timeline. Counsel mentioned the need for a public hearing as they are requesting over \$100,000 in assistance. After some discussion about a public hearing and the process, a motion was made by Mike Kelly and seconded by Sarah Beckham Hoof, to present Resolution No. 2019-11-18-04 for a roll call vote. The resolution was adopted with four (4) votes.

11. **Old Business**

Scobie Drive RFP – Mr. Cooney attended the board meeting for the board to ask questions on their application in response to the IDA's RFP. A great deal of discussion took place concerning the site, IDA's mandated responsibilities, how the project fits into the IDA's mission, etc.

An immediate request was made of Mr. Cooney to send any market analysis data that they possess for this site; this information will help the board with their decision-making process.

12. **Adjournment:**

A motion to adjourn the meeting was made by Sarah Beckman Hooff, seconded by Christina Amato, and unanimously passed.