

CITY OF NEWBURGH
INDUSTRIAL DEVELOPMENT AGENCY (IDA)
MINUTES OF **SPECIAL** BOARD MEETING
February 15, 2018

Present

Board Members: Joshua Smith, Chairman
Michael Curry, John Penney, Marlon Ramos, and Nancy Thomas

1. **Special Meeting:** As required by Agency By-laws Mr. Smith and Mr. Curry are recorded as the two members required to call a special meeting of NIDA. A quorum is present.
2. **Proof of Notice of Meeting:** Accepted.
3. **Approval of Forestry Management Services contract**

An RFP was released in early February for Forestry Management Services for a portion of 5 Scobie Drive property. The RFP included clearing nine acres of trees and shrubs; removal of large trees; chipping of shrubs and small trees, with chips remaining on site in a designated area; and maintaining a buffer zone as detailed on a map.

Mr. Curry expressed concern NIDA may not have adequate commitment in reference to any project indicating NIDA should embark in a public award work contract until NIDA at a minimum enters into a MOA with an entity willing to sign onto terms and conditions as a minimum due diligence requirement prior to entering into a public works contract.

Mr. Curry further noted, at this moment in time, NIDA, with an Acting Executive Director, whose resignation NIDA has accepted, and whose schedule is currently limited, an incoming Executive Director, and as NIDA entertains RFP for its future general council, NIDA may not be in a position to provide its staff the requisite resources to enter into and manage a public works contract, and the public/press interaction that may be needed to properly manage such a contract.

Mr. Penney indicated NIDA must choose whether it has sufficient commitment from CCC, to proceed with CCC's scope of work on its schedule, or does NIDA wish to move on a scope of work with a schedule more suitable to NIDA's schedule, in furtherance of a future marketing plan of the Scobie property.

The board discussed the awarding of a contract but was unable to award any contract. The final dollar amounts from bidders were not received in time for this meeting.

As this decision affected the rest of the agenda items that were to be discussed and voted on, the board discussed other aspects of a proposed project for 5 Scobie Drive.

The result of that discussion, by unanimous consent, was to send an e-mail to Community Composting Company (CCC) asking for a Memorandum of Understanding that needs to address several items (see Attachment 1). This Memorandum needs to be received by February 20, 2018 to allow time for attorney review and have it ready for the next board meeting on February 26, 2018.

4. **Adjournment**

A motion to adjourn was made by Mike Curry, seconded by Nancy Thomas, and unanimously passed.