

CITY OF NEWBURGH
INDUSTRIAL DEVELOPMENT AGENCY (IDA)
MINUTES OF MEETING
March 29, 2017

Present

Board Members: Joshua Smith, Chairman
Richard Bedrosian, Michael Curry, Austin DuBois, John Penney,
Nancy Thomas
Staff: Theresa Waivada, Executive Director
Craig Skelly, CFO

1. **Roll Call**: Chairman Smith called the meeting to order at 7 p.m. and noted that a quorum is present.
2. **Proof of Notice of Meeting**: Accepted.
3. **Reading and Approval of minutes of the previous meeting**

Approval of the March 6, 2017 board meeting minutes:

Mr. DuBois: Motion to approve the December 19, 2016 minutes as presented
Ms. Thomas: Motion seconded.
Discussion: None.
VOTE: Unanimously adopted.

4. **Report of the Treasurer**

Treasurer Mike Curry stated that there is no Treasurer's Report for this meeting as the CFO was unable to attend.

Treasurer Mike Curry, briefly discussed the 2016 audit, noting that several questions to the auditor were cleared up, specifically language concerning last year's audit agency and revenue, and adjustments.

Audit/Finance Committee Chair, Mike Curry, stated that the committee members met prior to the board meeting and reviewed the 2016 audit, with the following recommendation to the full board from the committee.

The Audit/Finance Committee unanimously consented to present to the full board the 2016 audit and request that it be adopted, posted to the web site, and sent to agencies as required.

Governance Committee Chair Josh Smith stated that the committee members met prior to the board meeting and reviewed all the documents presented: the 2017 Mission Statement and Goals and the 2016 Measurement, Performance, and Operations Report. They believe the documents to be accurate and true and recommend that the full board adopt the documents as presented. The committee also recommended that the Agency redesign its web page and have it posted on a separate server.

Mr. DuBois: Motion to accept 2016 Audit; 2017 Mission Statement and Goals, 2016 Measurements, Performance, and Operations Report
Mr. Curry: Motion seconded.
Discussion: No discussion.
VOTE: Unanimously adopted.

5. **Request for Communications**

None.

6. **Report of Chair, IDA Counsel, and Executive Director**

Executive Director Teri Waivada requested that, due to extenuating circumstances, the Board extend the time frame for the ST-60 for Benzina Inc. The ST-60 grants to Benzina sales tax exemption on certain goods purchased for the project.

On a motion made by Austin DuBois, seconded by Nancy Thomas, and unanimously passed, all agreed to extend the sales tax period from the current date to December 31, 2017 and that no further extension be permitted for Benzina Inc.

There is a meeting on April 7 with expected attendees to be Teri Waivada, the city's department of development, Mr. Dodd, and NYS DEC representatives. The purpose of this meeting is to review the brownfield program on Scobie Drive and other sites.

7. **New Business**

The board recommended that the Agency redesign its web page and have it posted on a separate server. The director will pursue procurement of website services.

8. **Unfinished Business**

Election of Officers. After some discussion on how to move forward, the consensus was that the officers currently holding office remain until the two new board members have been appointed and installed on the board. Wait two board meetings for the new members to become acclimated and on the third meeting, re-visit the election of officers.

9. **Adjourn**

There being no further business to come before the board this evening, a motion to adjourn has been made by Mike Curry, seconded by Jack Penney, and unanimously passed with no opposition – 7:30 p.m.