

CITY OF NEWBURGH
INDUSTRIAL DEVELOPMENT AGENCY (IDA)
MINUTES OF THE **SPECIAL** BOARD MEETING
March 5, 2018

Present

Board Members: Joshua Smith, Chairman
John Penney, Adam Pollick, and Marlon Ramos
Excused: Michael Curry, Austin DuBois, and Nancy Thomas
Staff: Cherisse Vickers, Executive Director
Theresa Waivada, Consultant

1. **Roll Call**: Chairman Smith asked the secretary for a roll call. All present were accounted for, with three excused absentees. A quorum is present. The meeting was called to order at 7:02 p.m.
2. **Proof of Notice of Meeting**: the Chairman accepted the proof of meeting notice.
3. **Approval of Forestry Management Services contract**

Resolution Number 2018-03-05-01, Authorizing a Contractor for Tree Cutting on 5 Scobie Drive Parcel.

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. Two bids were received, and the IDA chose the lower bid, received from A.W. Coon.

A motion was made by Jack Penney, seconded by Marlon Ramos, and open for discussion. With no further discussion, the resolution was approved unanimously.

4. **Approval of CT Male Contract – To Provide Services During Tree Clearing**

Resolution Number 2018-03-05-02, Authorizing Consulting Service During Tree Clearing, 5 Scobie Drive, Newburgh New York.

Jim McIver, from C.T. Male, submitted a proposal for services/tasks to be undertaken while the tree clearing process occurs—marking of boundary for tree cutting, interim inspection(s), and final inspection.

A motion was made by Jack Penney, seconded by Marlon Ramos, and open for discussion. The city's engineer (Jason Morris) was asked if he would like to participate and he declined. With no further discussion, the resolution was approved unanimously.

5. **Direction on Outgoing Executive Directors' meeting commitments**

The outgoing director has been attending meetings when possible and while she can train in the administrative areas of the position, you cannot train for projects. That will take on-the-job learning over time. No direction was given at this time.

6. **Adjournment**

On a motion made by Jack Penney and seconded by Adam Pollick, the meeting was adjourned at 7:35 p.m.