

CITY OF NEWBURGH  
INDUSTRIAL DEVELOPMENT AGENCY (IDA)  
MINUTES OF MEETING  
April 15, 2019

Present

Board Members: Austin DuBois, Chairman  
Christina Amato, Sarah Beckham Hooff, Michael Kelly, Adam Pollick,  
Marlon Ramos, and Nancy Thomas

Staff: Cher Vickers, Executive Director

GUESTS: A. Joseph Scott, Partner, HodgsonRuss  
Robert J. McLaughlin, Partner, HodgsonRuss

1. **Roll Call:** Chairman DuBois called the meeting to order at 6 pm. He roll called all members present and verified a quorum is present.

Chair Austin DuBois welcomed the new board members to the IDA and made introductions when appropriate.

2. **Proof of Notice of Meeting:** Accepted.

As Board Member Marlon Ramos was arriving late, the Chairman re-arranged the agenda so that Mr. Ramos could be present for the remainder of the business agenda. He then proceeded to introduce the gentlemen from Hodgson Russ and give a little background on how he came to know of them and why he thought it would be good for the board to know of them.

Both Mr. Scott and Mr. McLaughlin shared with the board what their firm does and how their firm may be able to assist the IDA in the future.

After the presentation, the board meeting resumed.

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

The Chairman allowed time for board members to read the minutes from the previous meetings if they had not already done so.

Approval of the March 18, 2019 board meeting minutes:

Ms. Thomas: Motion to approve the March 18, 2019 minutes as presented  
Mr. Ramos: Motion seconded.  
Discussion: None.  
VOTE: **Four ayes-** Austin DuBois, Adam Pollick, Marlon Ramos,  
Nancy Thomas  
**Abstentions** - Christina Amato, Sarah Beckham Hooff, and  
Michael Kelly.

With four aye votes, the minutes were adopted as presented.

#### 4. Report of the Treasurer; Approval of Payment of Bills

Treasurer Marlon Ramos presented the Treasurer's Report to the board and discussed the activities in the accounts (see enclosure).

On a motion made by Christina Amato and seconded by Sarah Beckham Hooff, the Treasurer's Report was accepted unanimously, motion carried.

On a motion made by Michael Kelly and seconded by Christina Amato, payment of bills (Check Nos. 772 through 778) approved and accepted unanimously, motion carried.

The annual audit was electronically distributed to the board prior to this evening's meeting for their review. Some discussion took place concerning the job description for the bookkeeper. On a motion made by Christina Amato and seconded by Sarah Beckham Hooff, Resolution 2019-04-15-01, was approved for a roll call. With seven aye votes, Resolution 2019-04-15-01, passed.

#### 5. Chairman's Report

Committee Assignments – every board member of the IDA serves on either the Governance Committee or the Audit/Finance Committee.

The suggested assignments are: Christina Amato, Finance/Audit Committee; Sarah Beckham Hooff and Michael Kelly, the Governance Committee.

The chair asked them if they were in agreement with the assignments, and all affirmed yes.

The Chair informed the board of an upcoming meeting in mid-May with several agencies to discuss a company that wants to expand and is looking to come to Newburgh for the expansion.

#### 6. Counsel's Report

IDA Counsel John Buckley explained briefly project GEMMA to the new board members present. He said that he would send the board an e-mail with more detailed information and background on the project for their information.

Another project, the Foundry, was briefly explained. The current status is that Mr. Weiss has filed for bankruptcy, thereby halting any and all other legal actions until the conclusion of the bankruptcy. The compliance hearing that was scheduled for April has been postponed until early August.

#### 7. Executive Director's Report

Job description – already discussed.

RFP for Scobie Drive – the RFP will be updated with board suggestions.

Well sampling from 5 Scobie Drive – McIver mentioned that many monitoring wells were destroyed due to the tree-cutting activities last year. They were able to find several wells to use for sampling that C.T. Male believes sufficient for the DEC's purposes and reflects site-wide conditions.

Contract – the executive director electronically sent to the board a draft of her contract for the board to review. The Chair said that the Governance Committee should meet to review the contract.

Insurance on IDA-owned property – the executive director mentioned this and said to table it for now but possibly discuss at the next board meeting.

8. **New Business**

At this time no new business to discuss.

9. **Old Business**

At this time no old business to discuss.

10. **Adjournment**

On a motion made by Nancy Thomas and seconded by Michael Kelly, the board meeting adjourned at 8:03 p.m.



# CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT AGENCY

Treasurer's Report as of April 15, 2019

## OPERATING Account

**Opening Balance** As of March 18, 2019 \$ 246,393.84

### Disbursements

Check Number	Check Date	Payee	Amount	Remarks
772	4/1/2019	Salvick Corp.	1,181.25	Inv. # 113
773	4/15/2019	Salvick Corp.	971.25	Inv. # 114
774	4/15/2019	Diana Hesse	1,332.18	Inv.# 2019-04-15
775	4/15/2019	BST	7,050.00	Inv. # 357494
776	4/15/2019	FCC Gallery & Awards	115.50	Inv. # 04032019-4
777	4/15/2019	Oxman Law Group	12,470.00	Inv. # 17576
778	4/15/2019	Shapiro's Furniture Barn	698.00	New tables
<b>TOTAL</b>			<b>\$ 23,818.18</b>	

### Deposits

Payor	Amount	Remarks
3/28/2019 Sprint	\$ 1,957.80	Cell Tower
4/3/2019 AT&T	3,347.18	Cell Tower
4/3/2019 T-Mobile	3,720.00	Cell Tower
<b>TOTAL</b>	<b>\$ 9,024.98</b>	

**Closing Balance** As of March 18, 2019 \$ 231,600.64

## APPLICATIONS FUND Account

**Opening Balance** As of March 1, 2019 \$ 14,137.50

**Closing Balance** As of March 31, 2019 \$ 14,137.50

## LESSOR/TENANT Account

**Opening Balance** As of March 1, 2019 \$ 2,400.00

**Closing Balance** As of March 31, 2019 \$ 2,400.00

## MONEY MARKET Account

**Opening Balance** As of March 1, 2019 \$ 742,078.42

**Interest credit** 567.23

**Closing Balance** As of March 31, 2019 \$ 742,645.65

**CITY OF NEWBURGH  
INDUSTRIAL DEVELOPMENT AGENCY**

**Resolution No. 2019-4-15-01**

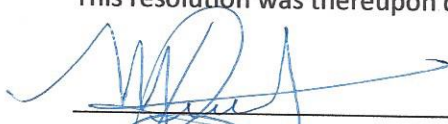
BE IT RESOLVED THAT the Board of Directors of the City of Newburgh Industrial Development Agency, in compliance with transparency requirements of the New York State Authorities Budget Office, does hereby:

1. Approve and adopt the 2018 Annual Audit
2. Authorize the Executive Director to certify the submission of the 2018 Annual PARIS Report to the Authorities Budget Office and Office of the State Comptroller
3. Reaffirmed compliance with applicable laws and policies guiding the operations of the Agency.

The foregoing resolution was duly put to vote, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Absent</i>	<i>Abstain</i>
<b>Austin DuBois</b>	<b>x</b>			
<b>Christina Amato</b>	<b>x</b>			
<b>Hooff, Sarah</b>	<b>x</b>			
<b>Michael Kelly</b>	<b>x</b>			
<b>Adam Pollick</b>	<b>x</b>			
<b>Marlon Ramos</b>	<b>x</b>			
<b>Nancy Thomas</b>	<b>x</b>			

This resolution was thereupon duly adopted on April 15, 2019.



Marlon Ramos, Secretary

April 15, 2019