

CITY OF NEWBURGH
INDUSTRIAL DEVELOPMENT AGENCY (IDA)
MINUTES OF MEETING
April 17, 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

Guests: Adam Pollick, Marlon Ramos (potential board candidates)

Presenters: City of Newburgh Department of Planning and Development:
Deidre Glenn, Economic Development Director;
David Kohl, Economic Development Specialist;
Allie Church, City Planner,

1. **Roll Call:** Chairman Smith called the meeting to order at 7:04 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 29, 2017 board meeting minutes:

Mr. Penney: Motion to approve the March 29, 2017 minutes as presented

Ms. Thomas: Motion seconded.

Discussion: None.

VOTE: Unanimously adopted.

4. **Report of the Treasurer**

Treasurer Curry stated that the Treasurer's Report will be presented at the Agency's next meeting due to unavailability of the CFO.

Treasurer Curry read the balances from the bank accounts as of March 31, 2017: Money Market Account, \$731,751.94; Operating/Checking Account, \$205,913.29; Application Funds Account, \$14,137.50; and Lessor/Security Account, \$2,400.00.

The following checks have been written and are proposed for payment:

Check #	Payee	Amount
641	Verizon	\$53.18
642	Oxman Law Group	391.50
643	BST (audit)	4,000.00
644	BST (audit)	5,750.00

645	Theresa Waivada (expenses)	50.00
646	Diana Hesse (staff)	1,111.25
647	Theresa Waivada (staff)	6,825.00
	TOTAL AMOUNT OF FUNDS FOR CHECKS WRITTEN	<u>\$18,180.93</u>

On a motion made by Jack Penney and seconded by Austin DuBois, the checks submitted for payment are approved for payment by the board. All ayes, none opposed, motion passed.

On a motion made by Jack Penney and seconded by Nancy Thomas, the Treasurer's Report as read by Treasurer Curry is accepted. All ayes, none opposed, motion passed.

5. **Procurement – Appoint the Executive Director as Procurement Officer**

The IDA Procurement Policy states that an authorized designee is to be appointed for procurement contracts over \$5,000. On a motion made by Austin DuBois, seconded by Jack Penney, and unanimously passed, the board approved appointing the Executive Director Waivada as procurement officer and to issue an RFP for website design, website hosting, and instruction on updating and management of the web site.

6. **Communications**

A letter was received from Empire State Development stating that the bond cap for 2017 is \$471,594.00.

On Friday, April 7, a meeting was held with representatives from NYS Dept. of Environmental Conservation, the city planning department, and others concerning brownfield properties in the city. A potential developer for Scobie Drive was present to discuss how tax credits were allotted and responsibilities of a developer.

CPC has invited the Executive Director to speak about IDA benefits at a workshop on Main Street programs. May 5, 8:30 am at Kaplan Hall. The Board will be invited.

AT THIS TIME, a break in the regular agenda was made in order for the presenters to update the IDA Board on the activities of the City's Planning and Development department. A copy of the presentation was disseminated to attendees of the meeting.

After the presentation, the Chairman thanked the presenters for attending the meeting and presenting their information. The slide presentation, entitled "*Planning & Economic Development, Year in Review 2016*" was informative and insightful. It will be posted on the Agency's website.

7. Motion for the Board to go into Executive Session to discuss Foundry litigation. (At this time, Board Member Austin Dubois recused himself from the meeting.) The motion was made by Nancy Thomas, seconded by Jack Penney, and unanimously passed.

8. Motion for the Board to come out of Executive Session and resume board meeting. (Board Member Austin Dubois did not return to the meeting.) The motion was made by Michael Curry, seconded by Nancy Thomas, and unanimously passed.

9. There being no further business to come before the Board, a motion to adjourn the meeting was made by Jack Penney, seconded by Nancy Thomas, and unanimously passed, 8:30 p.m.