

CITY OF NEWBURGH  
INDUSTRIAL DEVELOPMENT AGENCY (IDA)  
MINUTES OF MEETING

May 28, 2019

Present

Board Members: Austin DuBois, Chairman  
Christina Amato, Sarah Beckham Hooff, Michael Kelly, Adam Pollick,  
and Nancy Thomas  
Excused: Marlon Ramos  
Staff: Cher Vickers, Executive Director  
GUEST: James McIver, C.T. Male

1. **Roll Call:** Chairman DuBois called the meeting to order at 7:03 pm. The Chairman roll called all members present and verified a quorum is present.
2. **Proof of Notice of Meeting:** Accepted.
3. **Reading and Approval of minutes of the previous meeting**

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

Approval of the April 15, 2019 board meeting minutes:

Mr. Kelly: Motion to approve the April 15, 2019 minutes as presented  
Ms. Thomas: Motion seconded.  
Discussion: None.  
VOTE: **Unanimously adopted.**

4. **Scobie Test Results**

Mr. McIver spoke to the board concerning the recent testing that his firm undertook on behalf of the IDA. The testing was undertaken at the behest of the NYS Department of Environmental Conservation. They are testing all known Brownfield sites for emerging contaminants. He mentioned that many of the wells have been compromised but of the three that were tested, there were some concerns; nothing that would stop moving forward with remediation or trying to utilize the site for its best potential.

The board also discussed the RFP for Scobie Drive--final changes, when to release the RFP, put it on the web page, etc. It was suggested to ask for Hodgson & Russ's input on the RFP before finalizing.

5. **May 13, 2019 Joint Meeting**

The Chairman shared with the board a recent meeting attended by himself, Cher, Allie Church, Joseph Donat, two representatives from ESD, and Bill Fioravanti to discuss a project that is looking to expand, with Newburgh being a possible location. This project utilizes local farm product and packs it for shipping, local use, etc. There are several hurdles for this project to be located at Scobie Drive but not insurmountable.

6. **Report of the Treasurer; Approval of Payment of Bills**

As Treasurer Marlon Ramos was not present for the meeting, Audit/Finance Committee Member Adam Pollick presented the Treasurer's Report to the board (see enclosure).

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

On a motion made by Adam Pollick and seconded by Sarah Beckham Hooff, the bills (Check Nos. 779 through 784) listed on the Treasurer's Report are approved for payment; unanimously accepted, motion carried.

On a motion made by Mike Kelly, and seconded by Nancy Thomas, the following motion was unanimously accepted. The IDA will pay any vendor or independent contractor performing staff services for the IDA, on a bi-monthly basis, the first and the fifteenth of each month, or a date which may be close to those dates. This change will take effect immediately, with review of policies to take place. If there is a conflict between this motion and a policy, this motion supersedes the policy until such time the policy can be updated to reflect this change.

7. **Governance Committee Meeting**

The IDA's current counsel, John Buckley, has been on retainer for the past year. Starting in May, Mr. Buckley will only attend board meeting as necessary to update the board concerning on-going litigation and things of that nature.

The committee also reviewed the Executive Director's proposed contract and recommends to the full board to approve the contract.

The committee also recommends to the full board to approve the hiring for the services of Hodgson and Russ. We believe they will make an excellent addition to assisting the director with compliance and guidance.

8. **Board Actions on Governance Committee recommendations**

Upon recommendations by the Governance Committee, the following motions were presented to the full board for approval:

A motion made by Christina Amato for the board to approve the Executive Director's contract, for one year beginning, at a rate of \$40.00 per hour; seconded by Adam Pollick, and unanimously approved.

A motion made by Christina Amato to hire the services of Hodgson and Russ to be utilized on an as-needed basis; seconded by Sarah Beckham Hooff, and unanimously approved.

9. **Chairman's Report**

As everyone may have seen by now, the Director sent to the board a letter from the NY Senate Standing Committee on Investigations and Government Operations. (All the IDAs in the state received the letter.) They have asked for a lot of information, with a draft response being sent to the board. After discussion, the Director was advised to share the draft response with Hodgson & Russ for guidance on responding.

Also discussed was a board retreat, with the possibility of Hodgson & Russ moderating. The new board members asked the purpose of the retreat, what do you do at a retreat? It was suggested that the report from the last board retreat be shared with the entire board.

10. **Counsel's Report**

No Counsel report at this time.

11. **New Business**

A request was made by a board member for any financial information on PILOTS that the IDA has awarded. The Director said that the information is available as it is gathered for input into the PARIS system; the information will be sent to the full board.

12. **Adjournment**

On a motion made by Sarah Beckham Hooff and seconded by Michael Kelly, the board meeting adjourned at 8:34 p.m.



**CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT AGENCY**  
 Treasurer's Report as of May 28, 2019

**OPERATING Account**

**Opening Balance** As of April 15, 2019 \$ 231,600.64  
*from Quickbooks*

Disbursements

Check Number	Check Date	Payee	Amount	Remarks
779	4/29/2019	Salvick Corp.	1,242.50	Inv. # 116
780	5/3/2019	Diana Hesse	265.16	Reimbursement for office supplies
781	5/16/2019	Diana Hesse	1,112.50	Inv.# 2019-05-13
782	5/16/019	Salvick Corp.	1,435.00	Inv. # 117
783	5/28/2019	Salvick Corp.	551.25	Inv. # 118
784	5/28/2019	Diana Hesse	375.00	Inv. # 2019-05-28
<b>TOTAL</b>			<b>\$ 4,981.41</b>	

Deposits

	Payor	Amount	Remarks
4/30/2019	Sprint	\$ 1,957.80	Cell Tower
5/7/2019	AT&T	3,347.18	Cell Tower
5/7/2019	T-Mobile	4,128.20	Cell Tower
<b>TOTAL</b>		<b>\$ 9,433.18</b>	

**Closing Balance** As of May 28, 2019 \$ **236,052.41**  
*from Quickbooks*

**APPLICATIONS FUND Account**

**Opening Balance** As of April 1, 2019 \$ 14,137.50  
**Closing Balance** As of April 30, 2019 \$ 14,137.50

**LESSOR/TENANT Account**

**Opening Balance** As of April 1, 2019 \$ 2,400.00  
**Closing Balance** As of April 30, 2019 \$ 2,400.00

**MONEY MARKET Account**

**Opening Balance** As of April 1, 2019 \$ 742,645.65  
**Interest credit** 549.35  
**Closing Balance** As of April 30, 2019 \$ 743,195.00