

CITY OF NEWBURGH  
INDUSTRIAL DEVELOPMENT AGENCY (IDA)  
MINUTES OF MEETING  
September 18, 2017

Present

Board Members: Joshua Smith, Chairman  
Michael Curry, Austin DuBois, John Penney, Adam Pollick, Marlon Ramos  
Excused: Nancy Thomas  
Staff: Theresa Waivada, Executive Director  
Craig Skelly, CFO

1. **Roll Call**: Chairman Smith called the meeting to order at 7:05 pm. A quorum is present.
2. **Proof of Notice of Meeting**: Accepted.
3. **Reading and Approval of minutes of the previous meeting**

Approval of the June 19, 2017 board meeting minutes:

Mr. Curry: Motion to approve the June 19, 2017 minutes as presented  
Mr. Penney: Motion seconded.  
Discussion: None.  
VOTE: Unanimously adopted.

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

Treasurer Michael Curry presented the Treasurer's Report (see Attachment 1).

A motion to approve the Treasurer's Report and approve payment of bills (Check Numbers 660-672) as presented was made by Jack Penney, seconded by Austin DuBois, and unanimously approved.

The Treasurer reported that work is being done on the budgets and will be presented to the Board at the October board meeting.

5. **Communications**

The Executive Director reported that a FOIL request came from a woman named Cynthia Corsiglia. She is an attorney and has an interest in the Foundry. Some of what she is asking for is not available through our office and some is. She has presented another list of 14 items that she is seeking. Her list is for the last two years and covers the reverter clause. As the IDA is currently in litigation concerning the Foundry, no discussion can take place.

6. **New Business**

Appointments to Audit Committee:

The two new directors, Marlon Ramos and Adam Pollick, have been appointed to the Audit-Finance Committee. The committee usually meets twice a year, pre and post the annual audit.

Web site selection process:

Board member Marlon Ramos has reviewed all of the proposals that were received in response to the RFP for web site services. He says that one stands out amongst all of them. The next step is to choose three finalist from the pool of prospects and schedule interviews.

Composting on Scobie Drive site:

Board Member Austin DuBois has been involved with several initiatives in the city, one being composting. He introduced Bailey Burke from Community Composting Company, based in New Paltz, whose company is possibly interested in a part or whole of the Scobie Drive site. This interest is dependent upon how timely the property can be ready for use.

A motion was made by Austin DuBois to talk to Jim McIver about a scope of services to make the Scobie Drive site "shovel ready" for this specific project; Jack Penney seconded the motion, and all unanimously agreed, motion passed.

Legal Services RFP:

Executive Director Teri Waivada is working on an RFP to send to various bar associations and identified legal firms. At the present time, the board can move forward with finding another legal counsel to represent them. A new director coming on board does not affect this process as the attorney works for the board, not the director. The ongoing Foundry litigation is being handled by a firm already and that will remain there until or unless there is a need to change the representation.

7. **Fairweather Report on Retreat**

The report was e-mailed to all the directors for their review. Towards the end of the report is a draft job description for the Executive Director position. Board member Austin DuBois volunteered to review the job description and prepare a draft for the board to review. This lead into a discussion on various factors surrounding the Executive Director's resignation/retirement, such as timing of the advertisement, succession plan, scheduling of interviews, etc. More discussion and planning will take place at next month's meeting. In the meantime, the Governance Committee will meet to review the draft job description and make recommendations to the board.

8. **Executive Session**

At this time, Board member Austin DuBois excused himself from the Board meeting so that the Board may go into Executive Session concerning litigation on the Foundry.

A motion to go into Executive Session was made by Jack Penney, seconded by Mike Curry, and unanimously passed.

A motion to come out of Executive Session was made by Mike Curry, seconded by Jack Penney, and unanimously passed.

9. **Adjournment**

A motion to adjourn the meeting was made by Jack Penney, seconded by Mike Curry, and unanimously passed.

**Operating Account - TD Bank**

**Opening Balance**

6/19/2017 \$ 210,497.78

Check #	Voucher #	Check Date	Invoice	Amount (\$)	Remark	Payee
660		8/7/2017	ALREADY PAID	\$ 3.90	Conference	Verizon
661		8/7/2017	ALREADY PAID	\$ 600.00	Admin Services	Diana Hesse
662		8/15/2017	ALREADY PAID	\$ 60.00	Retreat Expense	Bonnie Clemmer
663		8/14/2017	ALREADY PAID	\$ 53.21	Telephone	Verizon
664		8/28/2017	ALREADY PAID	\$ 112.00	Catering Retreat	Kevin Lahey
665		8/28/2017		\$ 706.25	Admin Services	Diana Hesse
666		8/28/2017		\$ 4,237.50	Admin Services	Theresa Waivada
667		8/28/2017		\$ 330.00	Services Rendered for Bookkeeping	On The Money Bookkeeping, Inc.
668		8/28/2017		\$ 1,732.50	Legal Services	Thomas Wyatt, Esq.
669		8/28/2017		\$ 2,495.00	Retreat Expense	Fairweather Consulting
670		8/28/2017		\$ 1,818.00	Insurance	Philadelphia Insurance
671		8/28/2017		\$ 53.21	Telephone	Verizon
672		8/28/2017		\$ 1,348.50	Legal Services	Oxman Tulis
				\$ 13,550.07		

Deposit List

Payor

		Amount
Metro PCS	6/1/2017	\$ 1,770.13
Sprint	6/13/2017	\$ 1,845.41
AT&T	6/13/2017	\$ 3,249.69
T-Mobile	6/13/2017	\$ 3,281.44
Central Hudson	7/20/2017	\$ 15,922.85
Metro PCS	8/14/2017	\$ 1,770.13
Sprint	8/14/2017	\$ 1,845.41
AT&T	8/14/2017	\$ 4,549.57
T-Mobile	8/14/2017	\$ 3,281.44
T-Mobile	8/14/2017	\$ 3,295.08
Central Hudson	8/14/2017	\$ 1,160.40
Central Hudson	9/14/2017	\$ 1,160.40
Metro PCS	9/1/2014	\$ 1,770.13
Sprint	9/14/2017	\$ 1,845.41
AT&T	9/14/2017	\$ 1,949.81
T-Mobile	9/14/2017	\$ 3,334.31
Verizon	9/14/2017	\$ 4.86

Total \$ 52,036.47

Operating Account

Closing Balance

\$ 248,984.18

Balance as of 9/18/2017 \$ 248,984.18

**Applicant Funds - TD Bank**

**Opening Balance**

6/19/2017 \$ 14,137.50

Balance as of 9/18/2017 \$ 14,137.50

**Tenant Security - TD Bank**

**Opening Balance**

6/19/2017 \$ 2,400.00

Balance as of 9/18/2017 \$ 2,400.00

**Money Market - TD Bank**

**Opening Balance**

6/19/2017 \$ 732,263.25

6/30/2017 \$ 270.84

7/31/2017 \$ 332.15

8/31/2017 \$ 404.58

Balance as of 9/18/2017 \$ 733,270.82

M Curry  
Treasurer  
City of Newburgh IDA Board