

UCIDA

Ulster County Industrial Development Agency

GOVERNANCE COMMITTEE Minutes April 11, 2018

A meeting of the Governance Committee of the Ulster County Industrial Development Agency was held immediately following a Regular Board Meeting of Ulster County Industrial Development Agency on Wednesday, April 11, 2018, in the Legislative Chambers, 6th Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

The following committee members were present:

James Malcolm, Chairman
Randall Leverette, Vice-Chairman

The following committee members were absent with notice:

Robert Kinnin

The following additional UCIDA Agency members were present:

John Morrow
John Livermore

Office of Economic Development Staff:

Suzanne Holt
Evelyn Heinbach
Bernadette Andreassen

Additional Attendees:

Geddy Sveikauskas Ulster Publishing

The meeting was called to order at 9:51 A.M.

MINUTES

Motion: Randall Leverette, seconded by John Livermore, moved to approve the Minutes of the February 9, 2018 meeting. A copy of said Minutes is on file.

Vote: The motion was adopted.

BACKGROUND CHECK POLICY

Evelyn Heinbach reviewed the changes which were suggested at the prior Governance Committee meeting with the members present and pointed out that the major revision was to the verbiage involving FOIL requests.

Counsel Scott added that he believes while it is helpful to have the financial and credit information regarding an applicant, one could argue that the Board is not making a credit decision with respect to a project and does not need the information.

Mr. Scott suggested one option to consider which may insulate the Agency would be to review the material submitted, take necessary notes, and then return all the confidential information to the applicant or shred it after thirty days.

Motion: Randall Leverette, seconded by John Livermore moved to recommend the Background Check Policy as presented **with the addition of a provision which would allow staff to collect the applicant's confidential information and after it has been reviewed to return the same to the applicant and/or shred the information after 30 days.**

Vote: The motion was adopted.

UCIDA FEE SCHEDULE GUIDELINES

Some discussion ensued with regard to a fee for the Special meetings.

Motion: Randall Leverette, seconded by James Malcolm, moved to recommend the Fee Schedule Guidelines to the full Board as presented with an additional provision to set the fee for Special Meetings at **FIVE HUNDRED DOLLARS (\$500.00) plus costs** and to add the same to the UCIDA Fee Schedule Guidelines.

Vote: The motion was adopted.

Some discussion ensued with regard to the fee for a Transfer of Ownership (assignment).

Motion: Randall Leverette, seconded by James Malcolm, moved to recommend the Fee Schedule Guidelines to the full Board as previously described with an additional provision to set the project fee at a minimum of **THREE THOUSAND DOLLARS (\$3,000.00)** for a transference and to add the same to the UCIDA Fee Schedule Guidelines.

Vote: The motion was adopted.

ADJOURNMENT

Motion: Randall Leverette, seconded by John Livermore, moved to adjourn the meeting.

Vote: The motion was adopted.

The meeting was adjourned at 10:01 A.M.

James Malcolm, Committee Chair