

# UCIDA

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Ulster County Industrial Development Agency

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES September 12, 2018

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A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, September 12, 2018, at 8:00 A.M. in the Legislative Chambers, 6<sup>th</sup> Floor, Ulster County Office Building, 244 Fair Street, Kingston, NY.

### Roll Call:

The following agency members were present:

Randall Leverette	Chair
James Malcolm	Vice Chair
Paul Andreassen	Secretary
Richard Jones	Treasurer
Daniel Savona	Member
Faye Storms	Assistant Secretary

The following agency members were absent (with notice):

Michael Ham	Secretary
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Office of Economic Development Staff:

Suzanne Holt  
Evelyn Heinbach  
Kayleen Scali

UCIDA Attorney and Bond Counsel:

A. Joseph Scott	Hodgson Russ LLP
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Chief Financial Officer:

Christopher J. Rioux

Additional Attendees:

Hector Rodriguez	Legislator
William Kemble	Daily Freeman

The meeting was called to order at 8:10 A.M. by Chair Randall Leverette

P.O. Box 4265, Kingston, NY 12402-4265

### **READING OF THE UCIDA MISSION STATEMENT**

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

### **PUBLIC COMMENT ON AGENDA ITEMS**

No one asked for privilege of the floor. The public comment on agenda items was closed.

### **MINUTES**

**Motion:** James Malcolm, seconded by Richard Jones, moved to approve the minutes of the August 8<sup>th</sup>, 2018 meeting. A copy of said minutes is on file.

**Vote:** The motion was adopted.

### **FINANCIALS**

CFO, Christopher J. Rioux reviewed the financial report with the members. In the month of August, the IDA finished with \$470,002.24. The IDA closed on the Hudson Valley Kingston Development project. Copies of said financials are on file.

As per request, Christopher Rioux notified the board that he had two checks to be paid. The first was for Joseph Scott from Hodgson Russ LLP for legal services in the amount of \$28,593.04 and the second is for Bernadette Andreassen for reimbursement on food for UCIDA training in the amount of \$157.00.

**Motion:** James Malcom, seconded by Paul Andreassen, moved to accept the Financials for the period ending August 31<sup>st</sup>, 2018, as presented. (A copy of the said financial report is on file.)

**Vote:** The motion was adopted.

### **COMMITTEE REPORTS**

#### **Audit Committee**

Committee Chair Richard Jones reported that a meeting was held with Christopher Rioux and Joseph Scott to review the past roles and functions of the audit committee. Overall, the committee felt it was a useful review. Moving forward the Audit Committee would like to hold a public meeting with the audit firm in the month of December.

#### **Finance Committee**

Committee Chair Randall Leverette reported that the Finance Committee met this morning and reviewed the budget for 2019-2022. The members unanimously agreed to submit the 2019-2022 Proposed Budget for consideration by the membership of the Agency at the October meeting.

**Motion:** Rick Jones, seconded by Daniel Savona, moved that the proposed draft of the 2019-2022 Agency Budget, as amended, be recommended for approval to the full membership of the Agency at the October meeting.

**Vote:** The motion was adopted.

### **Governance Committee**

Committee Chair James Malcolm stated that there was nothing to report although he is concerned with an outstanding application. Star Distillery is an approved applicant that has not completed the application process. It was brought to the board in 2015. Mr. Malcolm would like to discuss if there needs to be an expiration date on applications. The Governance Committee will meet and report back to the board.

### **OLD BUSINESS**

#### **Pre-Screening Process**

Recently, the board members decided to form sub-committees to review new applications. Chair Leverette with the assistance of counsel composed a draft document outlining a procedure for the UCIDA board to follow going forward. He opened the floor for discussion. The concerns presented were that some of the steps seemed redundant or could be less efficient related to staff time and that of the applicant. Following discussion, the rationale for this pre-screening procedure is for the UCIDA members to vet new applicants and over see more closely the staff's decisions before a new applicant is presented to the board.

Chair Leverette stated that this document is a living document that can change as necessary. Following discussion, a motion was made for the pre-screening procedure to be put in place.

**Motion:** James Malcolm, seconded by Daniel Savona, moved to put in place the procedure for processing applications.

**Vote:** The motion was adopted.

### **Discussion on Housing**

The memo presented to the board is an illustration of the possible housing project types. Daniel Savona, Michael Ham and Rick Jones created this memo to generate a discussion by the board as to what types of housing projects UCIDA would like to get involved in.

Currently, under the Uniform Tax Exemption Policy senior housing with care services and student dormitory housing are included. Under the statute the IDA is empowered to take on projects involving senior housing with continuing care.

There was a discussion on whether or not the UTEP needs to be revised.

Legislator Hector Rodriguez shared his opinion that the IDA is not a housing agency. He clarified that under the statute senior housing with continued care is included. Mr. Rodriguez will report back to his colleagues on this discussion.

Overall, the board would like to have the Legislature weigh in on this discussion to assist in providing guidelines. The feeling is that the UCIDA board needs to focus on what is laid out for them in the mission statement. Counsel strongly suggests that the board create a reasonably well defined guideline that they use to decide on every housing project.

Joseph Scott together with Chair Leverette will compose a housing policy that will be sent to Governance. Governance will then meet, review the memo and report back to the UCIDA board.

**Motion:** James Malcolm, seconded by Paul Andreassen, moved to make a motion for counsel to draft a housing policy to go before Governance.

**Vote:** The motion was adopted.

### **Ellenbogen Update**

Evelyn Heinbach gave a follow up summary on the informational video that UCIDA has chosen Ellenbogen to create. Ellenbogen will come to the October meeting with a story board and present to the board. It is estimated that the video will be ready for the new year.

### **Conference Attendance**

Suzanne Holt asked how we should handle conference attendance moving forward. Overall the feeling is that members can sign themselves up for a conference and if they are attending as an IDA member they can asked to be reimbursed by the IDA.

### ECONOMIC DEVELOPMENT UPDATE

Suzanne Holt gave the following updates:

- CFA's just closed. We were working with businesses, non-for profits and the municipalities with their applications.
- We just completed our first application for a CBDG Grant.
- The Jump Start Competition in Ellenville decided on 2 businesses to fund.
- There is one new applicant for the IDA. There is a preliminary application. They are waiting on DEC permits.

Chair Leverette announced that once this applicant has completed the process then Paul Andreassen, Faye Storms and Randall Leverette will be the next pre-screening group to review the applicant.

### PUBLIC COMMENT

Bill Kemble from the Daily Freeman commented on how many people are needed to have a quorum. Chair Leverette will follow up with counsel.

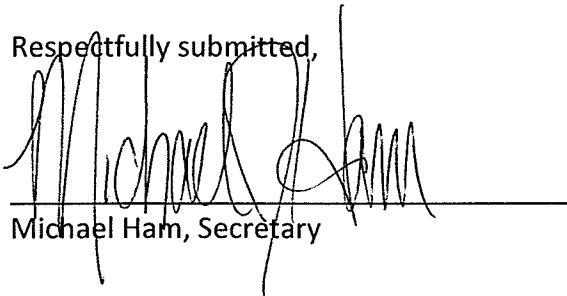
### ADJOURNMENT

**Motion:** Paul Andreassen, seconded by Daniel Savona, moved to adjourn the meeting.

**Vote:** The motion was adopted.

The meeting was adjourned at 9:34 A.M.

Respectfully submitted,



Michael Ham, Secretary