Town of Montgomery Industrial Development Agency Meeting Minutes

Town Government Center

110 Bracken Road

Montgomery, NY 12549

January 11, 2022

1:00 PM

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**PRESENT: ABSENT:**

Jeffrey Crist - Chairman Robert Santo – Board Member

J. Thomas Jones - Second Vice Chairman Ed Williams - Resigned

Matt Stoddard – Treasurer

John Dickson – First Vice Chairman

Ashley Torre – Attorney with Burke, Miele, Golden & Naughton, LLP

Rick Golden – Attorney with Burke, Miele, Golden & Naughton, LLP

Conor Eckert – Executive Director TOMIDA

Billy Ibberson – Livestream Services (Acquisitions Marketing)

George DeClue – Board Member

Meghan Hurlburt – Secretary

NOTE: Conference Call Line – No Calls

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**AGENDA**

1. Call to Order and Declaration of Quorum
2. Approval of the December 14, 2021 Meeting Minutes
3. Public Comment on Items on the Agenda
4. Annual Reorganization Resolution: Consideration for Approval
5. Executive Director’s Report
6. Financial Report
7. Other Business
8. Adjournment
9. Next Meeting Scheduled for February 8, 2022
10. Executive Session

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**Meeting**

1 - Chairman Jeff Crist began with the introduction of Board Members and other members in attendance. IDA Board welcomed George DeClue as a new Board Member and stated that George will be working on the new training this year. Chairman Crist also thanked Board Member, Ed Williams, who resigned and has submitted his letter of resignation to the IDA Board and he sincerely thanked Ed for his service to the Town of Montgomery for roughly 20 years. Ed has served this Town on the IDA Board playing an important role in significant Economic Development on projects such as Amazon, Orange County Iron Works and the list goes on. He is certainly a respected volunteer and active member of the community. Thank you, Ed Williams, so much for your service.

3 – Our first item on the agenda is public comment on items on the agenda. I don’t’ see anyone here that is present to make public comment but I do present this opportunity as part of our regular process with meetings of the IDA.

4 – Our next item on the agenda is the annual reorganization resolution, consideration for approval and that has a number of items in it. Board members have a copy of that in front of them. I would ask Conor Eckert to review that for us before we consider action.

Conor Eckert – Thank you Mr. Chairman. Quick summary, this resolution contains everything we reviewed last month. So, all of our policies that we went into in depth and also goes into some of the appointments to the board, so it’s, of course it’s the reappointment of the Chairman, First Vice Chair, Second Vice Chair and so on. Also, it’s the reappointment of staff, so myself and Meghan Hurlburt and some of the policies that are included in this that we went through last month. For instance, Code of Ethics, Conflicts of Interest, FOIL, Investment, Local Labor, Procurement, Acquisition and Disposition Policy, Whistleblower, UTEP, MBE Policy and the Mission Statement. The only addition we made to the Mission Statement, which, is in your packet is that we added a couple of words and I will read that. To advance economic development and diverse sustainable economic growth in the Town of Montgomery through acting in support of appropriate attraction, expansion and retention projects that create or retain jobs, promote private-sector investment and this is the addition: And advance the community through utilizing the statutory powers of the agency set forth in the provisions of the laws of NYS. Just that little change, I think, reflects that the projects we take on are meant to advance the community and it’s not a substantial change, but a slight tweak in the ABL likes and we review it annually and work on edit where appropriate. So, I would be happy to answer any questions on this resolution but like I said it’s the policies we discussed; the Board Members, the Committees and also the reappointment of our Legal Team, Accounting Firm and Bank.

Chairman Crist – Thank you Conor and I neglected to introduce Ashley Torre, our Legal Counsel who is on the phone for this meeting due to protocol for COVID I believe. Questions on the annual reorganization resolution for 2022? We did talk about them last month. As far as the Officer positions, certainly that is something to discuss if anyone else would like to volunteer for any of those positions I believe Conor discussed with each Board Member this morning to be sure everyone was up to speed. You okay with all this George? I know it’s a lot.

George DeClue – Yes, I understand.

Chairman Crist – We had drafts of this resolution by e-mail, I believe last week, Conor?

Conor Eckert – Yes, last year’s resolution which is substantially the same document with just a few additional names, actually one new name.

Chairman Crist – And we can incorporate the mission statement into this motion if that’s so desired.

Conor Eckert – Yes, include it in there.

Chairman Crist – As Conor pointed out, it’s quite a comprehensive list of different things. It’s my understanding Board Members are open and willing to serve on the committees that are designated within this resolution. So, I’m not hearing any other questions?

John Dickson – I do have a question. Appointment of accounting firm and agency, I do have to recuse myself from that.

Chairman Crist – Okay. Ashley, would John be able to vote on this except on that part or does he have to abstain from the whole vote?

Ashley Torre – He can specify that he is abstaining from that portion of the resolution. And did he indicate why he is recusing? Just for the record if he wants to briefly state the reason why.

John Dickson – My cousin’s husband works for the Accounting firm.

Chairman Crist – That makes sense. Did you hear that Ashley?

Ashley Torre – Yes, thank you.

Chairman Crist – Okay, good deal! It would probably be appropriate if you didn’t participate in the motion. I know you are good at making motions John. Would anyone care to make a motion on the annual reorganization resolution, also known as the housekeeping resolution for calendar year 2022, as well as the mission statement, which is incorporated within this? Tom Jones made the motion and George DeClue seconded the motion. All in favor except John Dickson recused himself on item 6. None opposed. Motion carried.

2 - Meeting minutes from December 14, 2021 meeting were approved and the Board members have a copy of those. No additions or corrections were needed. A motion to accept these minutes – John Dickson made the motion to accept and Matt Stoddard seconded that motion. All were in favor, none opposed. George DeClue abstained from the vote as he was not present at the December meeting. Motion carried. Now back to Conor for Executive Director’s report.

5 – Executive Director’s Report – Discussion on Cardinal Health expansion project which is still before the Planning Board to see if it meets SEQRA approval before they can come back to the IDA. I have been working with legal team and the Walden Construction team on project closing. I am working with potential projects on submitting IDA applications. I am doing various media for 2022 and the IDA’s vision. I have been working on the year-end compliance filings and the audit so a lot of reconciliation and tracking down the minutes, the bills, and getting everything in order. I have been working with the audit committee to satisfy our meeting requirements and holding those meetings. Orientations with George and meeting with Orange IDA and the Rockland IDA and building on these relationships. Matters to take note of are the welcoming of George DeClue. Ed Williams has resigned and he has done some incredible work with the IDA and we thank him for that. Staff is working through the yearly audit and we expect to get those materials submitted this week and unfortunately the IDA conference in Albany has been cancelled due to COVID. It’s said to be rescheduled within the coming months.

6 – Financial Report - Chairman Crist – Questions or comments for Conor on the Executive Director report? Not hearing any so we will move on to the financial report. Some of the information is not available unfortunately.

Matt Stoddard – Correct. When we tried to obtain that information, it was not on the banks website so I called the Executive Director and he stepped in to help. It was an error on the banks side.

Conor Eckert – That’s correct. (Conor discussed the checks cashed). See attachment of financial report.

Chairman Crist – So I think we can accept that report and finish it up next month. Is there a motion to accept the information that was provided today? John Dickson made the motion and George DeClue seconded the motion. All in favor, none opposed. Moving on to other business.

7 – Other Business of the Board – Chairman Crist – Anything else that this Board would like to come before us other than consideration of executive session? Our next meeting is February 8th of 2022 at 1 PM. I would like to thank everybody for being here today as always and willingness to serve in the capacity that’s outlined in our reorganization resolution. I look forward to working with you all for another year and I appreciate the vote of confidence for the positions that we are appointed to. We would like to consider an executive session and I have some wording. I would like it to be considered to go to executive session after the conclusion in which no business will be taken and the meeting will be adjourned. It’s for the purpose of discussing employment history of a particular person leading to the appointment/employment of a particular persons. Any questions on that motion? Would anyone care to make that motion? Motion made by Matt Stoddard and seconded by George DeClue. All were in favor, none opposed. I just want to indicate to the public that no action will be taken and when we come out we will formally close the meeting but the livestream will end now. Thank you to everybody for being here and we will move into executive session for the matters discussed.

Meeting minutes were transcribed and submitted by Meghan Hurlburt.