Town of Montgomery Industrial Development Agency Meeting Minutes

Town Hall

110 Bracken Road

Montgomery, NY 12549

October 21, 2022

1:00 PM

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**PRESENT: ABSENT:**

Jeffrey Crist - Chairman Meghan Hurlburt Secretary

J. Thomas Jones- Second Vice

Matt Stoddard – Treasurer

John Dickson – First Vice Chairman

Robert Santo – Member

George Declue – Member

Felicia Kalan – Executive Director TOMIDA

Billy Ibberson – Livestream Services (Acquisitions Marketing)

NOTE: Conference Call Line – No Calls

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**AGENDA**

1. Call to Order and Declaration of Quorum
2. Approval of August 16 and September 12, 2022 Meeting Minutes
3. Public Comment on Items on the Agenda
4. Project Updates
5. 2023 Montgomery IDA Budget Discussion & Vote Consideration
6. Executive Director’s Report
7. Financial Report
8. Other Business
9. Adjournment
10. Next Meeting Scheduled for November 9, 2022

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**Meeting**

*1 - Chairman Jeffrey Crist began with the introduction of Board Members and other members in attendance.*

*2 - Meeting minutes from August 16 and September 12, 2022 meeting were approved and the Board members have a copy of those. No additions or corrections were needed. A motion to accept these minutes was made by John Dickinson, seconded by Bob Santo. All in favor with 1 member absent. Motion carried.*

3- Chairman Jeffrey Crist- Welcome to the MIDA Meeting for October 21, having the meeting on an usual date for timing issues to prepare and pass the budget for 2023 which is required to be filed by November 1, so that was the principle reason we adjusted the date to meet those requirements, thank you to the Board for your flexibility. Since there is no public comment at this time with nobody in the audience, we will move on to the next item on the agenda, Project Updates started with the Milk Factory LLC, Felicia.

4- Felicia Kalan-Milk Factory, LLC did submit an updated application to include mortgage tax exemption, they thought they had included that in the original application, and I sent their updated application to the Board and I am working on an updated cost benefit analysis.

They aren’t present today, but we are anticipating doing the public hearing soon, Chairman would you like to make a comment on that?

Chairman Jeffrey Crist- Thank you Felicia. We are preparing a resolution for our November Board meeting which is on Nov 9, a Wednesday by the way with the expectation that we can have the public hearing at our December meeting. Any comments or questions on the Milk Factory? Felicia and I had the opportunity to to walk the site tied in with filming an IDA video, Noah led us around and they appeared to be on track to move forward.

Moving on to KCE, NY 2 Battery Storage Project, Felicia.

Felicia Kalan-The update on that project is that the public hearing is set for November 9, I did send out public notices as required by the ABO to all the taxing jurisdictions and it has been posted in the Wallkill Times. I just want confirmation that everyone is still on board to move forward with the public hearing in November for this project?

Chairman Jeffrey Crist**-** And that would be from the project applicant, I believe we have done all the necessary requirements, any comments on that? One thing related to battery storage I learned recently between the Niagara Falls conference and talking to other battery storage people, it’s an intricate component in wind and solar because the sun isn’t always out and the wind isn’t always blowing, so there is storage feeding back to the power grid and that’s a critical link.

Tom Jones- I think that’s optimistic Chairman.

5- Chairman Jeffrey Crist-Moving on to our 2023 budget provided to the Board a few days ago, let me pull mine up. Hopefully everyone else has a copy, did you print the copy of the 2022 budget? This to a large degree is an expectation of some projects closing, which we are hopeful of next year. This year, projects didn’t close and it had a significant impact on our revenue. The expenses are more stable, there are some normal increases and keep in mind this year we didn’t have an Executive Director for close to half of the year, and 3 months of Felicia ramping up so it impacts the expenses. Next year, we are expecting to have staff fully on Board, and it would provide us with a surplus of $662,000 if the projects close. Any comments or questions.

Tom Jones-What are our projected, unrestricted beginning net assets for January 1? Just to confirm, it’s not on the sheet. If these projects don’t come to fruition.

Felicia Kalan-That’s a good question, I will prepare that for the Board, we don’t have Matt our treasurer here with us today unfortunately, he had a meeting but that’s something we can get. If you look you can see our checking account balance, I believe it’s just south of $200,000 in our account balance.

Tom Jones-We just need to understand if these are restricted funds. The other question I had on here too is where do we account for benefits to support the staff**,** just want to make sure we are accounting for it.

Chairman Jeffrey Crist**-** Yes, it is.

Felicia Kalan- And that also includes our Secretary who gets $500 a month. I would also like to note that under the Fellowship line item, this is an initiative I want to champion next year, to find a graduating senior or college fellow and to show that example of economic and workforce development merging, create an application process for an IDA fellow who I bring in and get involved, so you will see that line item, and you can see a side-by-side comparison, I tried to keep operating expenses the same, doing research on what you paid in legal and accounting fees in 2022 and kept that number pretty conservative.

Robert Santo- Felicia on the Scholarship, have you been in contact with the high school?

Felicia Kalan-Yes, I’d like to start there, I first just wanted to propose it and make sure everyone was on board, and I included it in my Operations Plan.

Robert Santo- I’m in favor of that, that’s a good idea.

Felicia Kalan- Thank you, yes I think it’s good to keep a good pipeline of local talent and give back.

Chairman Jeffrey Crist- Felicia getting back to Tom’s question on benefits, it doesn’t appear your benefits are included, I just would suggest we increase that number by $10,000, or closer to $120,000 for the line item for total staff salary and benefits but we can fine tune that, but we should make an adjustment. Does $120,000 but sense to you, to make that adjustment. Anything else on the projected budget? Would anyone like to make that motion?

Chairman Crist- I just want to check wording from our attorney. Motion to accept the projected budget for fiscal year 2023 and to authorize the Executive Director to file the report on the ABO PARIS system?

*John Dickinson made the motion, seconded by George Declue.*

Roll Call:

John Dickinson- Aye

Jeffrey Crist-Aye

Bob Santo- Aye

George DeClue- Aye

Tom Jones- Aye

Passed with 1 absent. Motion carried.

Chairman Crist-Moving on to the Executive Director Report.

6- Felicia Kalan-Thank you Chairman, we’ve already done project updates, and it’s been a busy month. We finalized the budget and sent it over to the Supervisor. I attended the NYATEP/EDC Fall Conference in Niagara Falls along with some great networking opportunities, key learnings included the importance of placemaking in communities to win over quality projects such as housing, infrastructure, and the other community assets needed to attract quality projects so I want that to be a major focus. This isn’t a new thing, but we did here this past month that Micron was investing in a billion dollar chip plant, I met with one of the presenters from Plug Power and we want to continue that relationship, continue to engage with them because that’s an emerging industry. I also have done some research and we learned of grants available. In terms of workforce development initiatives, it was really the main component of the conference, they spoke a lot about equity and some important initiatives that I think are important to keep in mind as well. There is a Workforce Development Task Force in the county, so I’ve started to reach out.

Chairman Jeffrey Crist- Related to the workforce, you really have to look forward and some of the jobs are changing so quickly that a job needed today might not exist in 4 years, we have to ensure individuals have the right training, with some of the automation and we see it happening all over.

Robert Santo- You should include BOCES, that’s the entity that does the training on the workforce with the trades.

Chairman Jeffrey Crist- Interested you note that Bob, and yesterday I actually attended a press conference in Albany at the capital region BOCES center, this was a brand new complex of buildings and they were doing that and we got a tour, three training kitchens and had students working in them yesterday, and they have different tracts based on age, ability, and interests. But back to the conference whether it’s proper power, interest services, or housing the more you prepare and organize the more choices for site selection for good businesses, it starts in each community and our work doing the evaluation on a site ready site in the Town and looking at various avenues of business in our corridor study was neat and I was looking back on that a few days ago, and it’s fun to see and might be another step for us in the corridor study. We did hear about other studies being done in the County also.

Felicia Kalan- Matt’s not here, I did get to tour the Ironworkers facility, very impressive. I’ve been attending a number of community events, so you can see a list of those. Then we did have a conference call with another battery storage facility, a project more like 2 years down the road, they are looking at the old landfill site and they would lease the property from the town for $75,000 a year, they are in the beginning stages of looking at that location.

Chairman Jeffrey Crist- There aren’t many residents in the area so it should be a respectable site, I’m wondering where their research will conclude in putting weighted batteries in the landfill, it’s fairly high so more to come.

Felicia Kalan-The tourism and film industry opportunities, they did a filming in the Village of Montgomery as a larger project to attract tourism to the area. The Town Board is working on a file for the film permit process, so producers within the film industry can apply for, so just want to make you aware of that, many opportunities there. I made updates to the Operations Plan and emailed that to you, feel free to give feedback. We are also in the beginning stages of filming a new marketing video with Acquisitions Marketing and want to feature community assets and show the vision of the IDA. There is an IDA training in UTICA, and we want to transfer to another to google or microsoft and in order to do that, we need to get our email storage somewhere for public records, we have been working with Volume8 who originally did our website and email, so they are submitting a proposal for costs on that. When we do that, we will have to figure out how to save your old emails, I’m having email issues so it’s been a process. I have tried to get the social media up and going and Billy sent out a proposal I will show you perhaps next Board meeting, not sure if we need to do an RFP but Billy currently has been our social media person so I think it’s a natural partnership.

Tom Jones- Two suggestions, for site visits if it’s possible to give the Board opportunities to go to the sites, I think that would have been something that enhanced understanding. For projects, we really want to think about the image we want to build within the Town, some of these contradict each other with tourism and battery storage facilities.

Chairman Crist- That ties in with revisiting the Corridor Study and where we want different things. The Town just did some updates to zoning based on the Comprehensive Plan. Related to site visits we haven’t had many places to visit lately, but Tom it’s certainly something we should do on every project. I think it’s in the guidance for IDAs that we just give the applicant notice and in some cases, we are looking even before an application is in. One applicant 18 Leonards Drive, LLC going on the site you would see more, it’s under construction. For Milk Factory project, you can see a certain amount from the road, I wouldn’t recommend going inside without proper authorization.

*7- Chairman Crist**gave financial updates since Treasurer Matt Stoddard was absent.*

 *Motion to accept made by George Declue, seconded by Robert Santo.*

Roll Call:

John Dickinson- Aye

Jeffrey Crist-Aye

Bob Santo- Aye

George DeClue- Aye

Tom Jones- Aye

*All in favor with 1 absent, motion carried.*

8. Chairman Crist- A request for a deed transfer was made related to 194 Neelytown Rd.

Felicia Kalan- It was a project in 2002, and I’ve been in conversation with their legal team representing the truck company,I reached out to the Assessor’s office and they gave confirmation that they did the full PILOT and no outstanding issues.

Chairman Crist**-** Updates Fall IDA Academy for EDC, Board members encouraged to attend in Utica it runs for 9:00am- 4:30 p.m. so it’s a full day. Felicia and I will attend and make the trip back that day, anyone is welcome to join and drive.

George Declue- Quick update on IDA training, it went great.

Felicia Kalan- within one year of a Board appointment, our Board members are required to do ABO complaint training. They recommend doing it every three years.

Tom Jones-We used to do mandatory training annually, some virtual.

Felicia Kalan- I’ll double check with the ABO.

George Declue-Yes it did mention every three years.

Chairman Crist- For meeting dates and times for 2023, does the second Tuesday at 1:00 p.m. still work, our Board seems flexible to do it during the day.

John Dickinson- I think it’s good to keep it the same.

George Declue- Yes, I agree.

9. Chairman Crist- Any other business for today? Thank you for adjusting to this date for the budget.

*John Dicksion motioned to adjourn, seconded by George.*

 *Meeting Adjourned. Next meeting scheduled for November 9, 2022.*

*Minutes prepared and submitted by Secretary Meghan Hurlburt*