



**REGULAR MEETING OF THE
TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY**

*110 Bracken Road
Montgomery, New York 12549
www.montgomeryida.com
(845) 457-2600
Tuesday, January 10 2022*

AGENDA (Draft Agenda Subject to Change*)**

1:00 PM

1. Call to Order and Declaration of Quorum
2. Approval of the November and December 2022 Meeting Minutes
3. Public Comment on Items on the Agenda
4. Annual Reorganization Resolution: Consideration for Approval
5. UTEP Policy Discussion
6. Report from Governance, Audit and Finance Committees
7. Executive Director's Report
8. Financial Report
9. Other Business
10. Adjournment
11. Next Meeting Scheduled for February 14, 2023

The meeting shall be live-streamed and be available for viewing at the following sites:

<https://acquisitionsmarketing.com/>

<https://www.facebook.com/TownofMontgomeryOfficial/>

**ANNUAL HOUSEKEEPING RESOLUTION
FOR CALENDAR YEAR 2023**

A regular meeting of the Town of Montgomery Industrial Development Agency (the “Agency”) was convened in public session in the Town Government Center located at 110 Bracken Road, Second Floor Meeting Room, in the Town of Montgomery, Orange County, New York on January 10, 2023 at 1:00 o’clock p.m., local time.

The meeting was called to order by the Chairperson of the Agency and, upon roll being called, the following members of the Agency were:

PRESENT:

Jeffrey D. Crist	Chairperson
John W. Dickson	First Vice Chairperson
J. Thomas Jones	Second Vice Chairperson
Matthew P. Stoddard	Treasurer
Robert Santo	Member
George DeClue	Member

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

Felicia Kalan	Executive Director
Lauren Rowley	Secretary

ALSO PRESENT:

Ashley N. Torre	Agency Counsel
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The following resolution was offered by Member _____, seconded by Member _____, to wit:

Resolution No. 0123-1

RESOLUTION APPROVING CERTAIN APPOINTMENTS AND ADMINISTRATIVE MATTERS OF THE AGENCY.

WHEREAS, the Town of Montgomery Industrial Development Agency (the “Agency”) is authorized and empowered by the provisions of Chapter 1030 of the 1969 Laws of New York, constituting Title 1 of Article 18-A of the General Municipal Law, Chapter 24 of the Consolidated Laws of New York, as amended (the “Enabling Act”) and Chapter 527 of the 1971 Laws of New York, as amended, constituting Section 911-c of said General Municipal Law (said Chapter and the Enabling Act being hereinafter collectively referred to as the “Act”) to promote, develop, encourage and assist in the

acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing of manufacturing, warehousing, research, commercial and industrial facilities, among others, for the purpose of promoting, attracting and developing economically sound commerce and industry to advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York, to improve their prosperity and standard of living, and to prevent unemployment and economic deterioration; and

WHEREAS, under Section 858 of the Act, the Agency has the power to approve certain administrative matters; and

WHEREAS, under the Agency's Policy Manual, the Agency shall review its policies and by-laws on an annual basis;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The Agency hereby takes the following actions:

- (A) Approves and confirms the existing policies and procedures of the Agency described on Schedule A, as the same may have been amended previously to or at this meeting.
- (B) The Agency hereby approves the regular meeting schedule for the Agency for calendar year 2023 as set forth in Schedule B. Nothing shall preclude the Agency from scheduling special meetings as provided in its By Laws.
- (C) The Agency hereby appoints the members of the Board and staff of the Agency identified in Schedule A as the Officers of the Agency for the year 2023, such person to hold such positions until their resignation or their replacement by further vote of the Agency Board.
- (D) The Agency hereby appoints the Accounting Firm as identified in Schedule A.
- (E) The Agency hereby appoints Agency Counsel, Bond Counsel and Conflicts Counsel as identified in Schedule A.
- (F) In connection with the Agency's appointment of the Agency's Depository Banking Institutions, the Agency hereby authorizes its officers and/or members to execute any depository agreement, signature cards, and any related documents required to be executed before such officer and/or member will be authorized to make deposits and execute checks on behalf of the Agency.

Section 2. The Agency hereby authorizes the Chairperson and Agency Counsel to take all steps necessary to implement the matters described in Schedule A attached.

Section 3. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Jeffrey D. Crist	VOTING
John W. Dickson	VOTING
Matthew P. Stoddard	VOTING
Robert Santo	VOTING
J. Thomas Jones	VOTING
George DeClue	VOTING

The foregoing resolution was thereupon declared duly adopted.

STATE OF NEW YORK)
) SS.:
COUNTY OF ORANGE)

I, the undersigned Authorized Officer of Town of Montgomery Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency held on January 10, 2023 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this ___ day of January, 2023.

Authorized Officer

(SEAL)

SCHEDULE A

TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

HOUSEKEEPING MATTERS

1. Approval and Confirmation of Agency Policies and Procedures for Calendar Year 2023:

- Code of Ethics
- Conflicts of Interest
- FOIL Policy
- Investment Policy
- Local Labor Policy
- Procurement Policy
- Property Acquisition Policy
- Property Disposition Policy
- Retaliatory Action Policy (Whistleblower)
- Uniform Criteria for the Evaluation of Projects Policy
- Minority and Women-Owned Business Enterprises & Veteran Owned Businesses Policy

2. Confirmation of Regular Agency Meeting Schedule for Calendar Year 2023:

SEE ATTACHED SCHEDULE B

3. Appointment of Executive Director and Staff to the Agency

- Felicia Kalan Executive Director
- Lauren Rowley Clerical and Recording Secretary

4. Appointment of Agency Officers for Calendar Year 2023:

<u>TITLE</u>	<u>NAME</u>
Chair	Jeffrey D, Crist
First Vice Chair	John W. Dickson
Second Vice Chair	J. Thomas Jones
Treasurer	Matthew P. Stoddard
Secretary	Robert Santos
Assistant Treasurer	George DeClue
Assistant Secretary	Matthew P. Stoddard

5. Appointment of Committee Assignments for Calendar Year 2023:

AUDIT COMMITTEE
Jeffrey D. Crist
John W. Dickson
Matthew P. Stoddard

FINANCE COMMITTEE
Mathew P. Stoddard
John W. Dickson
J. Thomas Jones

GOVERNANCE COMMITTEE
Jeffrey D. Crist
Robert Santo
George DeClue

6. Appointment of Accounting Firm of the Agency

PKF O'Connor Davies

7. Appointment of Agency Counsel and Bond Counsel to the Agency:

From Naughton & Torre, LLP:

Ashley N. Torre, Esq. Agency Counsel

From Whiteman Osterman & Hanna LLP:

Robert J. McLaughlin, Esq. Bond Counsel and Conflicts Counsel

8. Appointment of Bank of the Agency and Accounts

_____ Orange Bank and Trust _____

SCHEDULE B

TENTATIVE MEETING SCHEDULE

*Town of Montgomery
Industrial Development Agency
110 Bracken Road
Montgomery, New York 12549*

Scheduled Regular Meetings for 2023 - Second Tuesday of every month at
1:00 PM

Tuesday, January 10, 2023
Tuesday, February 14, 2023
Tuesday, March 14, 2023
Tuesday, April 11, 2023
Tuesday, May 9, 2023
Tuesday, June 13, 2023
Tuesday, July 11, 2023
Tuesday, August 8, 2023
Tuesday, September 12, 2023
Tuesday, October 10, 2023
Tuesday, November 14, 2023
Tuesday, December 12, 2023

Scheduled Committee Meetings for 2023

Governance Committee – Tuesday, April 11, 2023 at 12:30 p.m.
Finance Committee – Tuesday, August 8, 2023 at 12:30 p.m.
Audit Committee – Tuesday, January 10, 2023 at 12:30 p.m.,
Tuesday, December 12, 2023 at 12:30 p.m.

Acquisitions Marketing Inc.

November 17, 2022

1092 State Route 17K Montgomery, NY 12549

(845) 427 - 1859

Town of Montgomery IDA

Project Summary

The objective of this project is to provide social media management and two posts per week to one Facebook Page, one Instagram Account and one LinkedIn account. The posts will be at the direction of the IDA. Post includes one graphic design and one caption. Up to one additional short-video based posts (reels) can be created using content provided by the IDA per month. One regularly scheduled meeting per month to be live streamed and included in agreement. Quote valid for ninety days.

Cost and Payment

The total cost of this project will be \$1,050 per calendar month. Invoiced at the end of each month. A marketing budget for increased reach can be added for an additional \$1,000 per month. Video productions and additional services can be added for an additional cost.

Scope and Schedule

- This project will commence upon agreement from the client via electronic, written

or verbal acceptance of the terms listed herein for a period of one year.

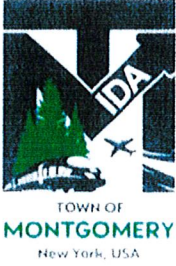
- The client agrees not to hold Acquisitions Marketing Inc. liable for any incidental or consequential damages that arise from the performance of this agreement.
- Live Streaming services beyond one meeting per month will be billed at a rate of two hundred and fifty dollars (\$250) per production set-up. This includes up to sixty minutes of live-streaming operator time, beginning at the scheduled meeting start time. Additional streaming/recording hours will be billed at one-hundred dollars (\$100) per.
- Any meeting that is canceled without at least forty-eight (48) hours notice will be charged two hundred (\$200) dollars.
- A fee of 10% will be added for late payments each month.
- Additional Computer, Laptop, or Camera provided at the rate of one hundred dollars (\$100) per meeting.
- Teleconference meeting scheduling plus broadcasting of meetings live at the rate of one hundred dollars (\$100) per meeting.
- Upload to additional platform or digital transfer fee of \$100 per upload.
- Additional services and equipment beyond what is listed can be provided for an additional fee.
- Custom Graphic requests will take at least 48 hours.
- All meetings needing live stream coverage must be provided in January.

Meetings

- Reviewed and Revised Mission Statement and UTEP Policy
- Onboarding Lauren Rowley now officially the TMIDA Secretary
- Milk Factory project updates
- KCE project updates
- Auditor Discussion?
- Project Audit Preparation, all project details in one location
- Email Migration

Matters to Take Note Of:

- Chamber of Commerce Event
- SOW's
- Email Migration Update
- No applicants yet for the TMIDA Fellowship
- Orange County IDA Site Prep Meeting



TOWN OF MONTGOMERY
MONTGOMERY
INDUSTRIAL DEVELOPMENT AGENCY
110 BRACKEN ROAD
MONTGOMERY, NY 12549

Monthly Statement
12/31/2022

PUBLIC FUND MUNI (3366)

Orange Bank & Trust

Checkbook Beginning Balance from last report----- \$ 199,826.08

ADD:

CHECKS

1772	Times Community Newspapers---# 108818-----	\$	78.53
1778	Times Community Newspapers---Ad #1019351 & #109321-----	\$	160.90
1779	Felicia Kalan---#004 & USPS-----	\$	4,108.24
1780	Times Community Newspapers---#109321-----	\$	81.22
1781	Meghan Hurlburt-----Oct, Nov, Dec. fee-----	\$	1,500.00
1782	Naughton & Torre, LLP--- #29992, #30114, #30223, #30224-----	\$	2,680.00

Checking Account Balance	31-Dec-22	\$	191,217.19
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SAILFISH ESCROW ACCT (8008)

Checkbook Beginning Balance----- \$ 3,055.00

ADD

CHECKS

Checking Account Balance	31-Dec-22	\$	3,055.00
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	CURRENT	LAST REPORT	CHANGE
	12/31/2022	11/30/2022	
Orange Bank & Trust (3366)-----	\$ 191,217.19	\$ 199,826.08	\$ (8,608.89)
Orange Bank & Trust - Sailfish Escrow Acct (8008)-----	\$ 3,055.00	\$ 3,055.00	\$ -
Orange Bank & Trust Money Market (4593)-----	\$456,293.33	\$456,258.83	\$ 34.50
TOTAL	\$ 650,565.52	\$ 659,139.91	\$ (8,574.39)