

**Town of Montgomery Industrial Development Agency Meeting Minutes
Town Hall
110 Bracken Road
Montgomery, NY 12549**

**December 13, 2022
1:00 PM**

PRESENT:

**Jeffrey Crist - Chairman
Meghan Hurlburt Secretary
J. Thomas Jones- Second Vice**

ABSENT:

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

AGENDA

- 1. Call to Order and Declaration of Quorum**
 - 2. Public Comment of Items on the Agenda**
 - 3. Public Hearing- Milk Factory, LLC**
 - 4. Public Hearing- KCE NY 2, LLC**
 - 5. Consideration of Vote on Executive Director Contract**
 - 6. Executive Director Report**
 - 7. Financial Report Update**
 - 8. Other Business**
 - 9. UTEP Policy/Mission Statement**
 - 10. Consideration of Vote on MIDA Board Meeting Dates for 2023**
 - 11. Consideration of Vote Approval MIDA Secretary- Lauren Rowley**
 - 12. Adjournment**
 - 13. Next Meeting Scheduled for January 10, 2023**
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Meeting

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

2 - Meeting minutes from the November meeting were deferred approval to January's meeting.

3 – Public Hearing – Milk Factory, LLC – Please see Minutes of Public Hearing which are attached to these minutes. Meeting minutes transcribed by Court Reporter Danielle Christian.

4- Public Hearing- KCE Energy, LLC- Please see Minutes of Public Hearing which are attached to these minutes. Meeting minutes transcribed by Court Reporter Danielle Christian.

5- Jeffrey Crist- The next meeting item in our agenda is the Consideration of Vote on the Executive Director Contract. This contract was already approved by the Town Board, correct Ashley?

Ashley Torre- This contract has to be approved by both the Town Board and the MIDA Board, and the Town Board already passed this contract. You would make a motion to approve the contract and to authorize the Chair to execute the same.

Jeffrey Crist- It's a facilitation of employing our Executive Director the most straightforward and efficient way in partnership with the Town. Any questions or can anyone make that motion?

John Dickson- Motion.

Bob Santo- Second.

Jeffrey Crist- Roll Call Vote

John Dickson-Aye

Robert Santo- Aye

Tom Jones- Aye

Jeffrey Crist- Aye

George Declue- Aye

Jeffrey Crist- Five in favor with one absent, motion approved.

7- Felicia Kalan- Gave the Executive Director Report.

Felicia Kalan- I did want to make everyone aware of a conflict of interest letter that was submitted by Nugent & Haeussler regarding Spruce Properties, you can find that letter in your packets.

Felicia Kalan- I also would like to get expenditure approvals for several items including website updates, email conversion and social media marketing.

Ashley Torre- These types of expenditures would fall under the Professional Services expenditures, there is an under \$5,000 threshold for certain services that does require two written quotes and the scope of services. And if you have the specific amounts to share with the Board as well.

Jeffrey Crist- Is there still a question there if it's under \$5,000?

Ashley Torre- If it's under \$5,000 and the scope of services doesn't fall under Professional Services, you would need two quotes.

Felicia Kalan- The email conversion and website updates are pretty routine.

Ashley Torre- Do you have an existing contract with the website company?

Felicia Kalan- Yes, they were the vendor when I first became the Executive Director. But I will make sure to get those items in order for a vote for our next meeting.

Jeffrey Crist- Comments or questions?

8- Jeffrey Crist- Moving on to the next item agenda we have the financial report update.

(The financial report was read and is attached below).

Jeffrey Crist- Motion to accept the monthly financial report.

Tom Jones- Motion.

Robert Santo- Second.

John Dickson- Aye

Jeffrey Crist- Aye

George Declue- Aye

Jeffrey Crist- All in favor with one absent, motion carried.

Tom Jones- If I can just go back to the expenditure approvals, I would like to request procurement memos identifying what we are doing and how it ties into the budget.

Felicia Kalan- I can have that done for the next meeting.

9- Jeffery Crist- Other Business- UTEP Policy Discussion.

Felicia Kalan- We annually review the UTEP Policy to ensure the projects we are bringing in align with the UTEP Policy, if you can time between now and then to review the UTEP Policy and our mission statement and if you have requests or changes, please bring that to our January Meeting.

10- Jeffrey Crist- Consideration of 2023 Meeting Dates. There is a copy of those dates in your paperwork. Any discussion on this? Consideration of a motion?

Robert Santo- Motion

John Dickson- Second

Tom Jones- Aye

Jeffrey Crist-Aye

George Declue- Aye

Jeffrey Crist- All in favor with one absent, motion carried.

11- Jeffrey Crist- The MIDA Secretary vacancy that begins on December 15 and we have identified a candidate to fill this role, Lauren Rowley. I would suggest a motion to approve Lauren Rowley to the position of the Town of Montgomery IDA Secretary?

Ashley Torre- A motion to have Lauren Rowley as the Secretary for \$500 per month.

Jeffrey Crist- Anyone care to make that motion?

John Dickson- Motion

Robert Santo- Second

Jeffrey Crist- Roll Call

John Dickson-Aye

Robert Santo- Aye

Tom Jones- Aye

Jeffrey Crist-Aye

George Declue- Aye

Jeffrey Crist- All in favor with one absent, motion carried.

Jeffrey Crist- Welcome aboard Lauren, we look forward to working with you.

12- Jeffrey Crist- Hearing no other items of discussion, would anyone like to make the motion to adjourn the meeting?

John Dickson- Motion.

Tom Jones- Second.

Robert Santo- Aye

Jeffrey Crist- Aye

George Declue- Aye

Jeffrey Crist- With all in favor motion carried, this meeting is adjourned.

Meeting minutes were typed and submitted by Lauren Rowley & Felicia Kalan