



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

*110 Bracken Road
Montgomery, New York 12549
www.montgomeryida.com
(845) 457-2600
Tuesday, June 13, 2023*

AGENDA (*Draft Agenda Subject to Change)

1:00 PM

- 1. Call to Order and Declaration of Quorum**
- 2. Approval of the May 9, 2023 Meeting Minutes**
- 3. Public Comment on Items on the Agenda**
- 4. Public Hearing- KCE NY 2, LLC**
- 5. Milk Factory LLC- Project Updates**
- 6. Hudson Valley Country Club- Project Updates**
- 7. Executive Director's Report**
- 8. Financial Report**
- 9. Procurement Request Discussion and Consideration for Approval**
- 10. Other Business**
 - Thomas Wutz Fellowship Review & Vote Consideration
 - Sales Tax IDA Fee Form Discussion & Vote Consideration
- 1. Adjournment**
- 2. Next Meeting Scheduled for July 11, 2023**

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

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



**Regular Meeting of the
Town of Montgomery Industrial Development Agency Meeting Minutes**
*Town Hall
110 Bracken Road
Montgomery, NY 12549
www.montgomeryida.com
(845) 457-2600*

May 9, 2023
1:00 P.M.

PRESENT:

Jeffrey Crist – Chairman
J. Thomas Jones – Second Vice Chairman
Matt Stoddard – Treasurer
John Dickson – First Vice Chairman
Robert Santo – Member
George DeClue – Member
Felicia Kalan – Executive Director TOMIDA
Lauren Rowley – Secretary TOMIDA
Ashley Torre – Naughton & Torre LLP
Jose Rojas – Livestream Services (Acquisitions Marketing)

ABSENT:

NOTE: Conference Call Line – No Calls

AGENDA

1. Call to Order and Declaration of Quorum
 2. Approval of the April 11, 2023 Meeting Minutes
 3. Public Comment on Items on the Agenda
 4. Public Hearing- *Milk Factory, LLC*
 5. Executive Director's Report
 6. Consideration for Approval of ABO Required Documents
 7. Financial Report
 8. Procurement Request Discussion and Consideration for Approval
 9. Other Business
 10. Adjournment
-

MEETING

1. Chairman Jeffrey Crist called the meeting to order and introduced the board members and others in attendance. A quorum was present.
2. A motion was made by Robert Santo to approve the April 11, 2023 meeting minutes, which was seconded by George DeClue. All board members were in favor, none opposed, motion accepted.
3. There were no public comments on Items on the agenda.
4. Ashley advised that the Milk Factory, LLC public hearing could be closed since there have been no comments in the few meetings that it has been adjourned. Another public hearing could also be scheduled in the event that something happened in the future. A motion was made by Matt Stoddard to close the public hearing, which was seconded by John Dickson. A roll call vote was taken.

J. Thomas Jones – Aye
John Dickson – Aye
Matt Stoddard – Aye
Jeffrey Crist – Aye
Robert Santo – Aye
George DeClue – Aye

Motion accepted.

5. Felicia Kalan gave her Executive Director's Report to the board. (See attached.)
6. Jeffrey Crist reported that we received a letter shortly after the last board meeting with a list of requests from the ABO. Felicia Kalan stated that we are working through getting the list of items that was requested. We created a Net Position and an Assessment of Internal Controls document. They also asked if we owned any real property and we determined that we do not. We also had to do a measurement report for 2022, which states the number of jobs retained, and an Annual Assessment of Active Project Report. They're also asking about how we try to facilitate local and regional economic growth and relationship building. We have until June 9th to address some of these items.

Ashley Torre also explained that the ABO wants to have a designated Procurement Officer identified on the IDA's website. Felicia Kalan has been acting in that role, but Ashley recommends adding a sentence to the procurement policy Section 2 to say that the agency's Executive Director is designated as the Procurement Officer for purposes of the policy. IF the board agrees with this, the board should adopt this amended procurement policy.

Felicia Kalan clarified that this does not give her any account privileges. Ashley Torre further stated that it simply allows Felicia to ensure that the policy is complied with and that the proper number of quotations are received and things like that, it has nothing to do with banking.

A motion was made to accept the change to the procurement policy as stated by Ashley Torre by John Dickson, which was seconded by Matt Stoddard.

A roll call vote was taken.

J. Thomas Jones – Aye
John Dickson – Aye
Matt Stoddard – Aye
Jeffrey Crist – Aye
Robert Santo – Aye
George DeClue – Aye

Motion accepted.

Ashley Torre stated that we needed a motion to approve the other documents the ABO was looking for and framed the motion as follows: a motion to approve the Four-Year Financial Projections Report, 2022 Management of Assessment of Effective Internal Controls, Control Structures, and Procedures, 2022 Measurement Report, and 2022 Annual Assessment of Active Projects. The motion was made by John Dickson, which was seconded by George DeClue.

A roll call vote was taken.

J. Thomas Jones – Aye
John Dickson – Aye
Matt Stoddard – Aye
Jeffrey Crist – Aye
Robert Santo – Aye
George DeClue – Aye

Motion accepted.

7. Matt Stoddard read the April Financial Report to the board. (See attached.)

Jeffrey Crist stated that the debit card account is now open and will be added to the account list on the financial report going forward. We also now have an escrow account for Hudson Valley Country Club, which will also be added to the report.

A motion was made by J. Thomas Jones to approve the financial report, which was seconded by John Dickson. All board members were in favor, none opposed. Motion accepted.

8. Felicia Kalan shared the first procurement memo for the accounting software Quickbooks, which is \$30/month, \$360 annually. Quotes were also received from NetSuite and FreshBooks. Quickbooks is the cheapest option, but is also preferred by our accountant.

A motion was made by J. Thomas Jones to move forward with the Quickbooks software, which was seconded by Matt Stoddard. All board members were in favor, none opposed. Motion accepted.

Felicia shared the second procurement memo which is for her to attend an Orange County Chamber of Commerce Women M.E.A.N Business event. The training event is to be held on June 1, 2023 and the ticket cost is \$85.

A motion was made by John Dickson to approve the procurement memo, which was seconded by Bob Santo. All board members were in favor, none opposed. Motion accepted.

The final procurement memo Felicia shared was for a conference to be held at SUNY Binghamton June 8 & 9, 2023 and would cost \$225 per person to attend.

A motion was made by John Dickson to approve the procurement memo, which was seconded by Bob Santo. All board members were in favor, none opposed. Motion accepted.

9. Jeffrey Crist referenced a previous discussion about the IDA's deposits being insured or not because they are over the \$250,000. Felicia Kalan reviewed the document that was included in everyone's board packet. It's a month-end collateral statement that says all the IDA's assets are insured up to the total collateral value. Banks have different tools they use to ensure municipal deposits over \$250,000. Orange Bank & Trust uses a Tri-Party Collateral Agreement where they sent funds to M&T Bank to cover the ensure up to the full amount plus 5% over so there is a cushion. J. Thomas Jones just wanted to make sure this was clarified to make sure we are truly protected. He also suggested the Vanguard Treasury as another possible tool to use, perhaps for accounts with less activity. No further action is required on this at this time.

10. John Dickson made a motion to adjourn the meeting, which was seconded by Robert Santo. All board members were in favor, none opposed. Motion accepted.

11. Next regular meeting of the Montgomery IDA: June 13, 2023

These minutes were transcribed by Lauren Rowley, Secretary of the Montgomery IDA.



Executive Director Report

This report highlights the ideas, efforts and actions taken by executive staff since the last MIDA Board meeting on April 11, 2023.

Key Actions:

- 4/26 Attended the internship expo at Valley Central High School
 - Internship Program Updates (Payroll through the Town for Workers Compensation/Insurance related purposes)
- 4/27 Panelist at the Greater Montgomery Economic Development Breakfast sponsored by the MIDA and hosted by BCGM, sponsored by the IDA
- Website Updates/Rebrand and updates to our online filing system
- 5/3 Meeting with Regional Food Bank, Marcia Jacobowitz (40,000 sq. ft near Aden Brook Farm in Village of Montgomery).
- 5/4- PBF Cafe Grand Opening- Village of Walden

Project Updates

- Milk Factory, LLC- SHPO Adverse Effect Letter, has to do their own finding and creating some project setbacks
- Osiris/Hudson Valley Country Club- awaiting updated application
- 29 Grant Street- worked with project to finalize application, however they would like to wait to present and officially submit application fee/escrow
- KCE NY 2, LLC- no updates

Business Development Opportunities:

- Yellow Freight in the Village of Maybrook that is under Village Planning Board (for the easement request we received) (SBL # 30-1-27.21, 58.2, 34.43.21) potentially looking at converting to a business park and or recreational park.
- Bayware 8-10 acres at landfill site, may not need to go through Planning Board but just Town Board, they would pay \$600,000/year to lease and still would like to pursue a PILOT. They are looking at around 200 megawatts also.
- Hawkins Drive, LLC- spec warehouse that has indicated they want to do an application

- MDS HVAC-R Inc. purchasing the other portion of Town Hall 110 Bracken Rd, business expansion
- 29 Grant Street
- RDM Barron Rd- spec project, help to attract potential tenants
- 55 Plains Rd-Solar Development



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

Monthly Statement
4/30/2023

Orange Bank & Trust

Checkbook Beginning Balance from last report----- \$ 159,649.91

ADD:

CHECKS

1798	Felicia Kalan--Economic Development Conf. Reim-----	\$	225.00
1799	Jeffrey Crist---Economic Development Conf Reim-----	\$	225.00
1800	Blustein, Shapiro, Frank & Barone, LLP.-- File # 23-0328-----	\$	74.00
1801	Naughton & Torre, LLP--Inv # 30741/Feb. 2023-----	\$	1,980.00
1803	Lauren Rowley----Jan & Feb pay-----	\$	1,000.00
1806	Acquisitions Marketing--Inv 4/1/2023-----	\$	1,100.00
1808	Town of Montgomery---Montgomery IDA Reimbursement-----	\$	35,481.81
1812	Business Council of Greater Montgomery-Econ. Dev. Breakfast	\$	2,500.00
AW	Transfer to new debit card account #2940-----	\$	5,000.00

Checking Account Balance 30-Apr-23 **\$ 112,064.10**

SAILFISH ESCROW ACCT (8008)

Checkbook Beginning Balance----- \$ 3,215.00

ADD

Checking Account Balance 30-Apr-23 **\$ 3,215.00**

KEY CAPTURE ENERGY (4109)

Checkbook Beginning Balance 30-Apr-23 \$ 2,040.00

ADD:

CHECKS

9999 Naughton & Torre, LLP----Inv 30669----- \$ 120.00

\$ 1,920.00

CITY WINERY ESCROW (4112)

Checkbook Beginning Balance 30-Apr-23 \$ 2,360.00

ADD

CHECKS

9999 Naughton & Torre, LLP----Inv # 30670----- \$40.00

\$ 2,320.00

	CURRENT 4/30/2023	LAST REPORT 3/31/2023	CHANGE
Orange Bank & Trust (3366)-----	\$ 112,064.10	\$ 159,649.91	\$ (47,585.81)
Orange Bank & Trust - Sailfish Escrow Acct (8008)-----	\$ 3,215.00	\$ 3,215.00	\$ -
Orange Bank & Trust Money Market (4593)-----	\$456,442.11	\$ 456,407.10	\$ 35.01
Orange Bank & Trust Key Capture Energy Escrow (4109)-----	\$1,920.00	\$ 2,040.00	\$ (120.00)
Orange Bank & Trust City Winery Escrow (4112)-----	\$2,320.00	\$ 2,360.00	\$ (40.00)
TOTAL	\$ 575,961.21	\$ 623,672.01	\$ (47,710.80)



Executive Director Report

This report highlights the ideas, efforts and actions taken by executive staff since the last MIDA Board meeting on May 9, 2023.

Key Actions:

- **5/16-** Met w/ Clint Sabin, Senior Manager of Public Affairs for Medline Industries and their rooftop solar project is nearly complete and includes 20,000 panels that will generate 8.7 million kilowatts.
- **5/17** Barron Rd project meeting with Conor Eckert/Fred to discuss a timeline, project likely to go to public hearing by fall, approvals estimated to be 10 months out. Conor has a potential warehouse medical device tenant ready for that facility.
- **5/19-** Ribbon Cutting ceremony for Hudson Valley Regional Food Bank in the Village of Montgomery attended by notable elected officials including Congressman Pat Ryan
- **5/23:** Toured Bruderhof Community Playthings Factory along with Superintendent Avila, Business Council and the Business Council
- **5/24** Attended Hudson Valley EDC Luncheon
 - 120 Board Member Organization including, great networking and resource opportunities; Met Council of Industry, and several other Hudson Valley business owners
- **6/1** Women Mean Business Orange Chamber Meeting
 - Keynote speaker Maureen Hallahan, Orange Partnership gave advice to women in business
 - Breakout Panel discussion regarding Women in Corporate Leadership led by Gaye Mallet, Vice President of HR and Organization Development at Adams Fairacre Farms range of topics included being a working mom, salary negotiation, career and professional development and advancement, challenges of being a woman in leadership
- **6/2** Vision Hudson Valley conference at SUNY Orange, Placemaking via the trails system
 - Topics included the roles of trails in economic development, the 2nd or 3rd thing home buyers look for, highly ranked category for quality of life
 - City of Middletown Mayor Destafno spoke and is paving the way for leveraging the trail for economic growth, and has seen business expansion in downtown as a result

Business Incubator Association of New York State Conference at Binghamton University hosted June 8 & 9

- Associate Executive Director of BIANYS is Marc Alessa and Board Chair is Tom Schryver, David J. BenDaniel Faculty Advisor for Cornell SJ Johnson College of Business and BR Ventures, an accelerator that invests in early stage companies at Cornell <https://www.brventurefund.com/>
- BIANYS has a total of 120 members from across New York state, many incubators and accelerators are housed at universities. The "accelerator" in Orange County is housed with the Orange County IDA, however there is little activity. SUNY New Paltz just received a large grant and houses the Hudson Valley Venture Hub, they also cover Orange County: <https://esd.ny.gov/certified-business-incubator>
- Empire State Development through their NYSTAR chooses a select few programs as NYSTAR Innovation Hubs, and SUNY New Paltz was chosen to represent the Mid-Hudson Valley Region of Orange, Putnam, Ulster, and Westchester counties. The SUNY New Paltz Hudson Valley Venture Hub connects businesses to existing regional organizations and services - as well as provide direct, and highly individualized services to select startups and existing companies with the potential to reach larger scale commercialization of their products and services. <https://www.newpaltz.edu/schoolofbusiness/hvventurehub/>
- Toured iM3NY gigafactory, high-tech manufacturer of lithium ion batteries startup, Huron Campus in Endicott, NY from IBM warehouse these "cells" are used for charging stations, electric vehicles/bikes, energy storage, edge is they have a longer life cycle. Connected with CEO/Founder, Shailesh Upreti. iM3NY technology can technically power any facility without being connected to the grid.
- Met Stanley Whittingham, awarded the Nobel Prize in Chemistry for his development of lithium-ion batteries current professor at Binghamton University
- Business/Economic Development grant funders were present: NYSTAR, Federal EDA (the U.S. Economic Development Association is the entity that Administers Cares Act/America Rescue Plan), NYSERDA, Empire State Development grants/funding opportunities (including Shovel-Ready Grant,

Key Takeaways/Next Steps:

- It's clear renewable energy is the future of the New York state economy, and the more we can connect with start-ups in the space, the better opportunities we have to win high tech manufacturing type projects
- iM3NY technology can technically power any facility without being connected to the grid, perhaps future opportunity for companies with our limited power infrastructure
- Part of the economic development ecosystem of attracting new projects is to further connect with our area accelerators/incubator's that house budding start-ups as they outgrow accelerator spaces.

- We need to tour/connect with SUNY New Paltz Hudson Valley Venture Hub and try to attend some of the events to gain a better understanding the business and startup resources offered.
- Follow up with the Orange County IDA on the status of their accelerator program
- Funding opportunities available for business and startups/municipalities is often tied to these incubator/accelerators, they often help assist companies in accessing these opportunities

Thomas Wutz
17 Walden Estates Rd.
Walden, NY 12586
tewutz@buffalo.edu
845-420-0924

May 11, 2023

Montgomery Town Hall
110 Bracken Rd.
Montgomery, NY 12549

Dear, Executive Director of the Montgomery Industrial Development Agency Fellowship Program,

My name is Thomas Wutz and I am currently completing my sophomore year at the University of Buffalo. I am an Industrial Engineering major studying machine systems, production and manufacturing processes, operations research, and management. I plan to further my studies during my junior and senior years by exploring internship opportunities with my classmates in my Industrial Engineering program. A goal of mine is to one day own my own Engineering firm. Therefore, my ultimate educational aspiration is to earn a Master's degree in Business Management to best utilize my skills in engineering and business.

For the past three summers, I have worked at the Wallkill Valley Cemetery in Walden, NY under the mentorship of Mr. Brant Winum. I have learned valuable skills of maintenance, management and customer service. This summer, I would like to enhance my skills by working in your office. The scope of work and skills you listed match well with not only my education goals, but also my career aspirations of owning my own engineering firm one day. The opportunity to work in your office and learn database management, record keeping, maintaining a social media presence, attend meetings, and prepare documents is exciting to me. More importantly, are the networking and professional development opportunities available during your summer fellowship program.

I hope you find my experience and education helpful in your search for a candidate for the Town of Montgomery Industrial Development Agency Fellowship Program. I look forward to hearing from you.

Sincerely,

Thomas Wutz
Sophomore
Industrial Engineering Major
University of Buffalo

James R. Grismer
12 Berwick Avenue
Walden, N.Y. 12586

May 13, 2023

To whom it may concern:

Since he was a young I have had the pleasure of knowing Thomas Wutz.

As Coordinator of the Walden Fire Department 'Fire Explorer Program' to which Thomas was a member for three years I had become quite acquainted with Thomas. This is a program where young men and women starting at age 13 learn the basics of Firefighting ie. Stretching Hose lines, Ladder Placement, Apparatus Familiarization, CPR, etc. we also take the 'Team and Respect Approach' with our Leaders and Explorers alike.

Thomas was a 'model member' in our program. He was always willing to learn a new topic or learn to utilize a piece of Fire Equipment. He served as a 'Lieutenant' in the program assisting and guiding younger Explorers in our many tasks.

He is also a 'quick study'! Once something is explained to him, he picks it up quickly and executes the exercise flawlessly. Most of all, Thomas is a respectable young man who is consistently polite and helpful to his Leaders and fellow Explorers.

I truly believe that given the opportunity with this 'Internship' Thomas will certainly not disappoint and he will conduct his responsibilities exceptionally.

Respectfully yours,

Lieutenant James R. Grismer

Walden F.D. Explorer Post #46

Coordinator

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



**Monthly Statement
5/31/2023**

PUBLIC FUND MUNI (3366)

Orange Bank & Trust

	Checkbook Beginning Balance from last report-----	\$	112,064.10
<u>ADD</u>	Deposit-----	\$	500.00
		\$	112,564.10
<u>CHECKS</u>			
1805	Jeffrey Crist---Google mail reimbursment-----	\$	218.95
1807	PKF O'Connor Davis---Inv# 701572-----	\$	2,500.00
1809	Lauren Rowley----March 2023-----	\$	500.00
1810	Naughton & Torre LLP---Inv 30869-----	\$	1,740.00
1813	Acquisitions Marketing---4/11 mtg-----	\$	1,100.00
1814	Naughton & Torre LLP---Inv 30941-----	\$	1,890.00
	TOM IDA---Transfer to MMDA-----	\$	75,000.00
	Checking Account Balance	5/31/2023	\$ 29,615.15

SAILFISH ESCROW ACCT (8008)

	Checkbook Beginning Balance-----	\$	3,215.00
<u>ADD</u>			
<u>CHECKS</u>			
	Checking Account Balance	5/31/2023	\$ 3,215.00

KEY CAPTURE ENERGY (4109)

	Checkbook Beginning Balance	5/31/2023	\$ 1,920.00
<u>ADD:</u>			
<u>CHECKS</u>			
9999	Naughton & Torre, LLP---Inv # 30944-----	\$	40.00
		\$	1,880.00

CITY WINERY ESCROW (4112)

	Checkbook Beginning Balance	5/31/2023	\$ 2,320.00
<u>ADD</u>			
<u>CHECKS</u>			
9999	Naughton & Torre---Inv # 30943-----		\$80.00
		\$	2,240.00

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



**Monthly Statement
5/31/2023**

Pg 2 Cont.

MMDA MUNICIPAL (4593)

Checkbook Beginning Balance	5/31/2023	\$	456,442.11
<u>ADD</u> Deposit-----		\$	75,000.00
Interest-----		\$	195.99
Dormant Charge Refund-----		\$	30.00
		\$	75,225.99

CHECKS

\$ 531,668.10

HUDSON VALLEY COUNTRY CLUB (3062)

Checkbook Beginning Balance	5/31/023	\$	-
<u>ADD</u> Deposit-----		\$	5,000.00

CHECKS

99 Naughton & Torre, LLP---Inc # 30942-----		\$	1,840.00
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\$ 3,160.00

PUBLIC FUND- BANK CARD (2940)

Card Balance-----		\$	5,000.00
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ADD

WITHDRAWAL

5/25/2023 Purchase sign-----		\$	80.00
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\$ 4,920.00

	5/31/2023		4/30/2023	
Orange Bank & Trust (3366)-----	\$ 29,615.15	\$	112,064.10	\$ (82,448.95)
Orange Bank & Trust - Sailfish Escrow Acct (8008)-----	\$ 3,215.00	\$	3,215.00	-
Orange Bank & Trust Money Market (4593)-----	\$531,668.10	\$	456,442.11	\$ 75,225.99
Orange Bank & Trust Key Capture Energy Escrow (4109)----	\$1,880.00	\$	1,920.00	\$ (40.00)
Orange Bank & Trust Hudson Valley Country Club (3062)	\$3,160.00			
Orange Bank & Trust City Winery Escrow (4112)-----	\$2,240.00	\$	2,320.00	\$ (80.00)
Orange Bank & Trust-Public Fund Bank Card (2940)-----	\$4,920.00	\$	5,000.00	\$ (80.00)
TOTAL	\$ 576,698.25	\$	575,961.21	\$ (7,422.96)