



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

110 Bracken Road
Montgomery, New York 12549
www.montgomeryida.com
(845) 457-2600
December 12, 2023

AGENDA (*Draft Agenda Subject to Change)

1:00 PM

- 1. Call to Order and Declaration of Quorum**
- 2. Approval of the October 10, 2023 Meeting Minutes**
- 3. Public Comment on Items on the Agenda**
- 4. IDA New Board Member Introduction & Committee Assignments**
 - Stacey Hillman- Audit Committee
 - Jose Hernandez - Governance Committee
- 5. Executive Director's Monthly Report & Annual Accomplishments Report**
- 6. Financial Reports- October and November**
- 7. Procurement Request Discussion and Consideration for Approval**
- 8. Other Business**
 - 2024 MIDA Board Meeting Dates
 - Hawkins Drive, LLC/I84 Logistics Center Public Notice moved to January 9 Meeting
- 9. Adjournment**
- 10. Next Regular Meeting Scheduled for Tuesday, January 9, 2024 at 1 p.m. Please take note, the Audit Committee will also meet Tuesday, January 9, 2024 at 12:30 p.m.**

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

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



TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

*110 Bracken Road
Montgomery, New York 12549
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**Scheduled Regular Meetings for 2024 - Second Tuesday of every month at
1:00 PM**

Tuesday, January 9, 2024
Tuesday, February 13, 2024
Tuesday, March 12, 2024
Tuesday, April 9, 2024
Tuesday, May 14, 2024
Tuesday, June 11, 2024
Tuesday, July 9, 2024
Tuesday, August 13, 2024
Tuesday, September 10, 2024
Tuesday, October 8, 2024
Tuesday, November 12, 2024
Tuesday, December 10, 2024

Scheduled Committee Meetings for 2024

Governance Committee - Tuesday, April 9, 2024 at 12:30 p.m.

Finance Committee - Tuesday, August 13, 2024 at 12:30 p.m.

*Audit Committee - Tuesday, January 9, 2024 at 12:30 p.m., Tuesday, December 10, 2024
at 12:30 p.m.*

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



**Monthly Statement
11/30/2023**

Orange Bank & Trust

PUBLIC FUND MUNI (3366)

Checkbook Beginning Balance from last report----- \$ 15,418.98

ADD

\$ 15,418.98

CHECKS

1832	Naughton & Torre, LLP----Inv 31276-----	\$	1,560.00
1833	Acquisitions Marketing---Live Stream-----	\$	1,100.00
1835	Acquisitions Marketing---Live Stream-----	\$	1,075.00
1836	Lauren Rowley----July/August/September-----	\$	1,500.00
1837	Naughton & Torre, LLP----Inv 31456-----	\$	1,200.00

\$ 6,435.00

Checking Account Balance

\$ 8,983.98

SAILFISH ESCROW ACCT (8008)

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

ADD

CHECKS

Checking Account Balance

\$ 3,215.00

KEY CAPTURE ENERGY (4109)

Checkbook Beginning Balance \$ 1,840.00

ADD:

CHECKS

Checking Account Balance

\$ 1,840.00

CITY WINERY ESCROW (4112)

Checkbook Beginning Balance \$ 2,160.00

ADD

CHECKS

9999	Naughton & Torre, LLP----Inv 31457-----		\$40.00
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Checking Account Balance

\$ 2,120.00

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



**Monthly Statement
11/30/2023**

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	11/1/2023		10/31/2023		
Orange Bank & Trust (3366)-----	\$ 8,983.98	\$	15,418.98	\$	(6,435.00)
Orange Bank & Trust - Sailfish Escrow Acct (8008)-----	\$ 3,215.00	\$	3,215.00	\$	-
Orange Bank & Trust Key Capture Energy Escrow (4109)-----	\$ 1,840.00	\$	1,840.00	\$	-
Orange Bank & Trust City Winery Escrow (4112)-----	\$ 2,120.00	\$	2,160.00	\$	(40.00)
Orange Bank & Trust Money Market (4593)-----	\$ 497,385.84	\$	497,038.59	\$	347.25
Orange Bank & Trust Hudson Valley Country Club (3062)	\$ 8,200.00	\$	10,000.00	\$	(1,800.00)
Orange Bank & Trust-Public Fund Bank Card (2940)-----	\$ 3,109.39	\$	3,482.69	\$	(373.30)
Orange Bank & Trust - Hawkins Drive Escrow (3127)-----	\$ 4,120.00	\$	5,000.00	\$	(880.00)
TOTAL	\$ 528,974.21	\$	538,155.26	\$	(9,181.05)

www.montgomeryida.com

MONTGOMERY
INDUSTRIAL DEVELOPMENT AUTHORITY

ANNUAL
ACCOMPLISHMENTS
REPORT

2023

EXECUTIVE SUMMARY

In 2023, The Town of Montgomery IDA staff included full-time Executive Director Felicia Kalan and Secretary Lauren Rowley. IDA Board Members were Town of Montgomery residents Jeffrey Crist (resigned October 2023), John Dickson, Tom Jones, Matt Stoddard, Robert Santo, George Declue, Stacey Hillman (appointed October 2023) and Jose Hernandez (appointed October 23). In October of 2023, John Dickson became the newly appointed Chairman of the Town of Montgomery IDA.

In 2023, the Board and Executive Director worked to enhance economic development, and also secured and reviewed the following applicants including Milk Factory LLC, KCE Energy NY 2, Hawkins Drive LLC, 29 Grant Street LLC, City Winery, and Hudson Valley Country Club LLC. In October 2023, the Hudson Valley Country Club LLC was officially approved for sales tax exemptions at the existing Lake Osiris golf course as an adaptive reuse project- the only new IDA project approved in 2023. A full list of projects can be found on our website at montgomeryida.com/projects.

Our efforts have focused on attracting our niche of agritourism related projects and helping current businesses expand. There is a need for infrastructure updates in the Town of Montgomery to attract larger manufacturing projects, several projects were lost due to this ongoing issue. The Town of Montgomery and Village of Montgomery are contracted to receive additional sewage and water capacity from the Village of Maybrook. Moreover, there is a clear need for senior housing and more housing-related projects in general, including mixed-use developments.

NUMBER OF FULL-TIME JOBS RETAINED OR CREATED

2,122

SUPPORTING LOCAL ECONOMIC GROWTH AND JOB GROWTH IN THE TOWN

- To date with current IDA PILOT projects, the MIDA has aided in creating **2,122 jobs through attraction efforts.**
- Working to identify potential developers that would be good partners with the Town
- Attending various stakeholders meetings for Town Board to improve existing sewage infrastructure in Town and Villages
- Researched Grant Opportunities including the Shovel Ready Grant and the Restore NY Grant, presented these funding opportunities to the Town of Montgomery and Village elected officials
- Identifying and touring available sites for development in the Town and Villages
- Creating and implemented framework for an IDA Fellowship Program to support local workforce development initiatives; **hosted first IDA fellow Thomas Wutz in summer of 2023**
- Spent several months aiding in attracting an adaptive reuse project for the declining Lake Osiris Country Club; received an application from **Hudson Valley Country Club, LLC that will bring 19 additional jobs to the Town of Montgomery and the application was approved in September 2023.** Also received application for 29 Grant Street adaptive reuse project, however the developer decided to hold on moving forward until receiving planning board approvals. Hawkins Drive, LLC is also pending for a sales tax exemption.
- Continued IDA Board review of the following applications for TMIDA PILOT benefits: Hawkins Drive, LLC, KCE NY 2, LLC and Milk Factory, LLC set to be approved in January 2024. The Town of Montgomery Board members voted on a 12-month moratorium for battery storage facilities on November 28, 2023, the IDA cannot take approval action on the KCE NY 2, LLC project until the moratorium is lifted in December 2024.
- Ongoing conversations with the following projects to attract to the Town of Montgomery. Our efforts have focused on attracting our niche of agritourism-related projects and helping current businesses expand. There is a need for infrastructure updates in the Town of Montgomery to attract larger manufacturing projects, several projects were lost due to this ongoing issue. The Town of Montgomery and Village of Montgomery are contracted to receive additional sewage and water capacity from the Village of Maybrook. Moreover, there is a clear need for senior housing and more housing-related projects in general, including mixed-use developments.
 - Dinosaur Park and Treetop Zipline- Neil Gold, City Winery expansion, Angry Orchard expansion, Senior Housing Project- Chris LaPorta, 29 Grant Street, LLC- Israel Miller, BayWare Solar Project- Chris Lazinski, RDM Spec Projects- attracting final tenants.

SUPPORTING REGIONAL ECONOMIC GROWTH

- Attended NYATEP and NYSEDC Conferences to get more of an understanding of regional approaches to economic development efforts, to network with colleagues, and to receive economic development related training and education
- Formed ongoing relationship with BOCES, Valley Central, and SUNY Orange for workforce development initiatives
- Attended Fall OC Economic Development Summit- SUNY Orange
- Attended Orange County Partnership Networking Breakfasts and monthly events
- Relationship building with key stakeholders

IDA COMMUNITY PROJECTS & COMMUNITY ENGAGEMENT

- Weekly social media engagement with the Town of Montgomery community in partnership with Acquisitions Marketing; attended various community events and speaking engagements to continue to promote the Town of Montgomery IDA as a positive force in the community for economic growth
- Aided in grant research and connections for the Town of Montgomery Pedestrian Park and walking path concept in partnership with a local community group led by Marc Devitt that will continue to spur economic development in the Village of Montgomery.
- Researched Grant Opportunities including the Shovel Ready Grant and the Restore NY Grant, presented these funding opportunities to the Town of Montgomery and Village elected officials
- Regular meetings with Town and Village elected officials and the Valley Central School Superintendent
- Sponsored various community events including an Economic Development Summit in January of 2022 in partnership with the Business Council; also sponsored the Tri-Montgomery Triathlon to help promote health and wellness and attract bike tourist visitors.

ORGANIZATIONAL UPDATES

- Made branding and technical updates to the Town of Montgomery IDA website: www.montgomeryida.com
- Former Chairman Jeff Crist resigned and helped facilitate interviews for new board members; Stacey Hillman and Jose Hernandez were officially appointed as new IDA members in October 2023 and aided in onboarding the new members.
- Continued to livestream all public meetings
- Former Chairman Jeffrey Crist and Executive Director attended the EDC Conferences and organizational trainings
- In May, received an at-length request from the ABO to update the website with required documents and information that had not been previously done by the Montgomery IDA. Upon making updates, received favorable response from the ABO of fulfilled requirements.
- Policy updates: Mission Statement, FAQ, IDA Fee Schedule, Adopted Uniform Tax Exemption Policy 4-11-23, Debit Card Policy, Travel and Discretionary Funds Policy: <https://montgomeryida.com/resources/>

ADDITIONAL QUESTIONS

1. Have the members of the Agency acknowledged that they have read and understood the mission of the public authority? The members of the Agency have reviewed the mission statement and approved the same by resolution on January 10, 2023.

2. Who has the power to appoint the management of the public authority? The Board members of the Agency appoint the Executive Director of the Agency

3. If the members appoint management, do you have a policy you follow when Appointing the management of the Agency? The Agency looks to the Board Members and Town Board to find appropriate candidates for management through a rigorous application process.

4. Briefly describe the role of the members and the role of management in the implementation of the mission. The Mission of the Agency was developed by the members through much consideration and discussion. The members of the Agency act as an independent body of members who all take their role and responsibility as Agency members very seriously. They consider the facts and implications when making determinations. The members make policy decisions, and look to management to implement said policy. All decisions to grant financial assistance by the Agency ("Project Approvals") require approval of the members; in those cases, the members request insight and recommendations from management; however all final decisions on Project Approvals reside with the voting members of the Agency.

5. Have the members acknowledged that they have read and understood the responses to each of these questions? All members will participate in presentation for discussion, and approval of these responses at our December 12, 2023 board meeting.



Executive Director Report December 2023

This report highlights the ideas, efforts and actions taken by executive staff since the last regular board meeting October 10, 2023.

Key Actions and Matters to Take Note Of:

- Attended 10/24 Town Board meeting, Town Board officially voted for Stacey Hillman and Jose Hernandez to join the MIDA Board voted 3-1, one absent. Kristen Brown opposed.
- Onboarding documents and Oath of Office sent to Jose and Stacey, I also created MIDA emails: jhernandez@montgomeryida.com and shillman@montgomeryida.com and they now have working emails. Stacey has completed her required ABO training and Jose has his training scheduled.
- 10/24 Town Board voted to set public hearing for November 28 for a moratorium on battery storage facilities, a 12 month moratorium was imposed
- Marc Devitt and a group from Village of Montgomery are working on a trail/bridge project and seeking funding to create a trail and update the bridge and walking path (area between City Winery and Benedict Park Farm), they need \$4 million. I had a conference call with Marc and worked to help gather resources from the State/Vision Hudson Valley.
- Assemblyman Brian Maher assembled a Tourism Task Force and asked that MIDA join, our first meeting was held on Monday, November 13 at Angry Orchards and Legoland.
- 2023 Budget Report submitted on PARIS by November 1 per ABO guidelines, also sent you a copy of the downloaded budget report and updated our website
- Senator Skoufis sent out a letter to all Orange County municipalities/school districts regarding the 485-B urging them to opt out. We will be meeting with the Superintendent Avilla to discuss next Wednesday.
- Begin to prepare for 2023 Audit, reached out to PKF

- 11/16: Mandatory Sexual Harassment Training Day with the Town HR department completed

Project Updates

- **HV Country Club-** IDA officially signed all closing documents and transcript of proceedings was sent from Naughton & Torre and is on file, \$23,560 in closing costs to the IDA. Set up Local Labor Meeting with HV Country Club and Fellenzer Engineering
- **Milk Factory LLC-** the holdup there is ODOT dispute, updating budget on application to reflect in house sewage costs, planning board won't issue SEQR yet. Project will be delayed to early 2024.
- **KCE NY 2, LLC-** waiting to hear from Michael Carrela on next steps after the moratorium
- **Hawkins Drive, LLC-** Public Hearing pushed to 2024, waiting to confirm a tenant
- **Senior Housing Project-** Chris LaPorta
- **Dinosaur Park/TreeTop-** waiting to receive IDA application
- **29 Grant Street-** no updates

Business Development

- 11/25- Chairman Dickson and I met with Dennis Lahey to discuss potential development and adaptive reuse opportunities in the Village of Maybrook; they have the infrastructure capacity (water/sewer) to handle larger-scale projects. Yellow Freight is in a bidding war with Old Dominion and another carrier for their location.
- 134 Neelytown Rd by Brookfield Properties - potentially will be applying for sales tax exemptions for tenant racking, equipment, furnishings, fixtures, etc.
- The I-84 site is currently being marketed; they have already received full approvals from the Town Planning Board. Our public hearing is set for December; it's spec so we are hoping to know who the tenant is by December.
- City Winery Expansion- received application, waiting for them to give escrow and application fee so Ashley can review, they are finaling a few things and sending me an updated application.
- Treetop (tourism related project) at Walden Savings Bank Property- some movement at Planning Board level.
- *Angry Orchards:* Toured the facility and discussed current bottlenecks for their business. They are going to be doing an expansion project, potential IDA opportunity. I'm working on getting a meeting scheduled with Jamie the GM to discuss further.

Meetings & Events

- Proampac Tour 12-4-23
- Attended Orange Partnership Gala 12-5-23
- Steve Brescia requested all staff meeting on November 29 which I attended- Lauren is working to schedule follow up with department heads so we may have a meeting with Steve in December