



**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 9, 2024*

AGENDA (Draft Agenda Subject to Change*)**

1:00 PM

1. Call to Order and Declaration of Quorum
2. Approval of the December 12, 2023 Meeting Minutes
3. Public Comment on Items on the Agenda
4. Annual Housekeeping Resolution Discussion and Consideration for Approval
5. Executive Director's Report and 2024 Vision & Project Scope Presentation
6. Financial Report
7. Procurement Requests Discussion and Consideration for Approval
 - a. Acquisitions Marketing
 - b. New York State EDC Annual Membership
8. Other Business
9. Adjournment
10. Next Meeting Scheduled for February, 13 2024

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

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



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

December 12, 2023
1:00 PM

PRESENT:

John Dickson – Chairman
J. Thomas Jones – First Vice Chair
George DeClue – Second Vice Chair
Matt Stoddard – Treasurer
Robert Santo – Member
Jose Hernandez – Member
Stacey Hillman – Member
Felicia Kalan – Executive Director TOMIDA
Jose Rojas – Livestream Services (Acquisitions Marketing)

ABSENT:

Lauren Rowley – Secretary TOMIDA

NOTE: Conference Call Line – No calls.

AGENDA

- 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 Introductions & Committee Assignments**
 - Stacey Hillman – Audit Committee
 - Jose Hernandez – Governance Committee
- 5. Executive Director's Report & Annual Accomplishments Report**
- 6. Financial Report – October & November**
- 7. Procurement Request Discussion and Consideration for Approval**
- 8. Other Business**
 - 2024 MIDA Board Meeting Dates
 - Hawkins Drive, LLC / I-84 Logistics Public Notice moved to January 9, 2024 Meeting
- 9. Adjournment**
- 10. Next Regular Meeting scheduled for Tuesday, January 9, 2024 at 1pm. Please take note, the audit committee will also meet Tuesday, January 9, 2024 at 12:30pm.**

Meeting

1. Chairman John Dickson called the meeting to order and introduced the board members in attendance. A quorum was present.
2. A motion was made by Matt Stoddard to approve the October 10, 2023 meeting minutes, which was seconded by George DeClue. Ashley Torre asked that the two new board members abstain from this vote as they were not present. All board members were in favor, none opposed, motion accepted.
3. There were no public comments on items on the agenda.
4. John Dickson introduced the two newest members to the IDA board, Jose Hernandez and Stacey Hillman. Jose and Stacey each shared a little bit about themselves.

Chairman Dickson proposed that Stacey Hillman be assigned to the audit committee and Jose Hernandez to the governance committee. A motion was made by Matt Stoddard to accept this proposal, which was seconded by J. Thomas Jones. A vote was made by roll call.

Matt Stoddard – Aye
J. Thomas Jones – Aye
John Dickson – Aye
Robert Santo – Aye
George DeClue – Aye
Jose Hernandez – Aye
Stacey Hillman – Aye
John Dickson – Aye

Motion carried.

5. Felicia Kalan first welcomed Stacey and Jose to their first board meeting. She then gave her Executive Director report to the board. (Document attached.) Felicia also mentioned that she shared the 2023 Annual Accomplishments Report with everyone on the board.
6. Matt Stoddard read the October Financial Report. Bob Santo made a motion to accept the October Financial Report, which was seconded by J. Thomas Jones. A vote was taken by roll call.

Jose Hernandez – Aye
Stacey Hillman – Aye
Matt Stoddard – Aye

J. Thomas Jones – Aye
John Dickson – Aye
Robert Santo – Aye
George DeClue – Aye
John Dickson – Aye

Motion carried.

Matt Stoddard then read the November Financial Report. Stacey Hillman made a motion to accept the November Financial Report, which was seconded by George DeClue. A vote was taken by roll call.

Jose Hernandez – Aye
Stacey Hillman – Aye
Matt Stoddard – Aye
J. Thomas Jones – Aye
John Dickson – Aye
Robert Santo – Aye
George DeClue – Aye
John Dickson – Aye

Motion carried.

7. Felicia Kalan stated that there were no Procurement Requests this month.

8. Chairman John Dickson stated that Felicia Kalan prepared the list of meetings for 2024. Board members reviewed the schedule and Felicia Kalan stated that meetings are scheduled for every month, with the expectation that if there are no agenda items for a particular month, that meeting could be cancelled. It is definitely an easier process to cancel a meeting then to schedule an additional one. Bob Santo made a motion to accept the 2024 meeting schedule as proposed, which was seconded by Matt Stoddard. A vote was taken by roll call.

Jose Hernandez – Aye
Stacey Hillman – Aye
Matt Stoddard – Aye
J. Thomas Jones – Aye
John Dickson – Aye
Robert Santo – Aye
George DeClue – Aye
John Dickson – Aye

Motion carried.

9. Jose Hernandez made a motion to adjourn the meeting, which was seconded by Stacey Hillman. All board members were in favor, none opposed. Motion accepted.

10. Next regular meeting of the Montgomery IDA: Tuesday, January 9, 2024 at 1pm.

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

**ANNUAL HOUSEKEEPING RESOLUTION
FOR CALENDAR YEAR 2024**

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 9, 2024 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:

| | |
|---------------------|-------------------------|
| John W. Dickson | Chairperson |
| J. Thomas Jones | First Vice Chairperson |
| George DeClue | Second Vice Chairperson |
| Matthew P. Stoddard | Treasurer |
| Robert Santo | Member |
| Stacey Hillman | Member |
| Jose Hernandez | Member |

ABSENT:

AGENCY STAFF PRESENT INCLUDED THE FOLLOWING:

| | |
|---------------|--------------------|
| Felicia Kalan | Executive Director |
| Lauren Rowley | Secretary |

ALSO PRESENT:

| | |
|-----------------|----------------|
| Ashley N. Torre | Agency Counsel |
|-----------------|----------------|

The following resolution was offered by Member _____, seconded by Member _____, to wit:

Resolution No. 0124-1

**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

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

| | |
|---------------------|--------|
| John W. Dickson | VOTING |
| Matthew P. Stoddard | VOTING |
| Robert Santo | VOTING |
| J. Thomas Jones | VOTING |
| George DeClue | VOTING |
| Stacey Hillman | VOTING |
| Jose Hernandez | VOTING |

The foregoing resolution was thereupon declared duly adopted.

SCHEDULE A

TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

HOUSEKEEPING MATTERS

1. Approval and Confirmation of Agency Policies and Procedures for Calendar Year 2024:

- 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
- Mission Statement and Performance Measurements
- Debit Card Policy
- Travel and Discretionary Funds Policy
- Fee Schedule

2. Confirmation of Regular Agency Meeting Schedule for Calendar Year 2024:

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 2024:

| <u>TITLE</u> | <u>NAME</u> |
|---------------------|---------------------|
| Chair | John W. Dickson |
| First Vice Chair | J. Thomas Jones |
| Second Vice Chair | George DeClue |
| Treasurer | Matthew P. Stoddard |
| Secretary | Robert Santo |
| Assistant Treasurer | Stacey Hillman |
| Assistant Secretary | Jose Hernandez |

SCHEDULE B

TENTATIVE MEETING SCHEDULE

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

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.



Executive Director Report January 2024

This report highlights the ideas, efforts and actions taken by executive staff since the last regular board meeting December 10, 2024, as well as Executive Director operational goals for 2024.

Key Actions and Matters to Take Note Of:

- EDC Conference February 13, 14 in Albany
- Project Audit underway with PKF O' Connor Davies
- Fast NY Shovel Ready Grant- 574 State Route 416 Montgomery, NY 12549 is being submitted by Orange County IDA (owned by Aden Brook Agricultural, LLC).
- Supervisor Steve Brescia officially took office in Town Hall, working to update the Supervisor on MIDA projects and align on operational goals.

MIDA 2024 Operational Goals

Our primary goal in 2024 is attracting and closing targeted industry projects that will yield quality jobs and strategic economic development for the Town of Montgomery. With limited available sites that do not currently have site ownership, our target industries must be strategic and could include: Business Services Headquarters, Aerospace/Aeronautics/Aviation, BioTech/Medical/Life Science, R&D, Agribusiness/Craft Beverage/Tourism, Renewable Energy, Media, Data Centers, Tech.

It is crucial that we align with the Town of Montgomery Supervisor, Town Board, county state and federal elected officials, community stakeholders, and Orange County economic development leaders. Strategic measures to attract targeted industries could include:

- **Grants/Infrastructure/Shovel Ready Sites**
 - Village Of Maybrook Galaxy Park Business Park
 - Fitzpatrick Property Business Park (574 State Route 416, Montgomery, NY 12549)
 - Infrastructure Updates and Zoning Changes as needed
 - Downtown Revitalization Grants
 - Seek ways to gain site ownership to control the future of the site
- **Marketing Initiatives**

- Implementing community input from the comprehensive Corridor Study:
 - Research and Development type projects is encouraged
 - Adaptive Reuse
 - Connect Parks/Foster Tourism
 - More Entertainment
 - Agritourism- where locals can socialize
 - Recreation Center for Kids
 - Close to airport have facilities for conferences, meetings, retail, car rental, etc
 - Makers studio to help small scale businesses
 - Housing/Jobs for younger people
 - Preserve Farmland
 - Make 17K recreational
 - Create Senior Housing in Close Proximity to Village

Procurement Memorandum

To: Town of Montgomery IDA Board Members
From: Felicia Kalan, Executive Director TMIDA
Date: January 2, 2024

Subject: Acquisitions Marketing 2024 Proposal

Budget Line Item: Video & Marketing

Amount Requested: \$1050 monthly, \$12,600 Annual

Item Description: Please see attached RFP; includes monthly video livestream of the MIDA meetings, quarterly email marketing assistance to targeted site selectors, targeted ads on LinkedIn to site selectors and developers.

Proposal 2: Marketing and Livestream Package

Services Provided:

- Livestream services for one monthly Montgomery IDA meeting.
 - Additional hours beyond the first hour billed at \$100 per hour.
 - Additional equipment will be subject to an additional fee
- Evergreen LinkedIn Ads Campaign for 60 days targeting site selectors/developers/major businesses.
- Quarterly distribution of targeted email newsletters focused on available land/sites/IDA.
- Monthly production of one social media post.

Contract Terms:

- The agreement is effective from February 1, 2024, to January 31, 2025, for a one-year term.
- Montgomery IDA agrees to engage the service provider for the specified Livestream and Marketing services at the bundled rate of \$1050 per month with payment for the first three months due upon agreement.

Payment and Performance Terms:

- Payments for the comprehensive package shall be made within 15 business days of receipt of invoice, with a 15% late fee for overdue invoices.
- A \$200 discount per canceled meeting will be applied.
- Meetings not canceled with at least 48 hours' notice will incur a fee equivalent to the full price.
- The client is responsible for providing content and direction for email campaigns.
- The LinkedIn campaign includes a maximum of three graphics and allows for one revision per graphic.
- Board meeting dates and time must be provided at time of agreement.

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Procurement Memorandum

To: Town of Montgomery IDA Board Members
From: Felicia Kalan, Executive Director TMIDA
Date: January 2, 2024

Subject: New York State Economic Development Council

Budget Line Item: IDA Related Conferences, Events & Educational Trainings

Amount Requested: \$850

Item Description: 2024 Membership Renewal Dues- EDO Level 1 (covering calendar year January 1-December 31)

Benefits of the EDC Membership:

- Membership network events and training for statewide Industrial Development and Economic Development Agencies
- Lobbyist for IDA's at State Level; advocate for state funding for economic development related grants including downtown revitalization and NY Forward
- Economic and Workforce Development Collaboration
- Business Driven Workforce Training