

**City of Mechanicville – Town of Stillwater  
Industrial Development Agency  
March 22, 2016  
Chamber Office, XO Tower, Elizabeth Street  
Mechanicville, NY, 12118**

MEETING MINUTES

March 22, 2016

Meeting called to order at 5:16 p.m. by Chairperson Sally Herrick.

MEMBERS PRESENT: Chair Sally Herrick, Vice Chair Larry Rinaldi, Treasurer Sam Carabis, Secretary Maria Morris, Barbara Corsale, John Fusco,

MEMBERS ABSENT: James Salmon and Jan Sylvester, both excused.

ALSO PRESENT: CEO John Bove, Jr., Attorney James Carminucci, Mayor Dennis Baker, Supervisor Ed Kinowski.

Sally Herrick announced that Tiara Brown, Town of Stillwater employee, will be doing the IDA minutes beginning with the next meeting.

SECRETARY'S REPORT: Maria Morris presented the minutes from the previous meeting. Sally Herrick suggested one correction, that the Board did not discuss possibly joining Saratoga County Partnership, but rather Sam Carabis had mentioned it. With that correction, motion to accept minutes made by Barb Corsale, seconded by John Fusco. Motion carried.

Maria also reported that the Evaluation Summary, as corrected from last meeting to include missing evaluation, was submitted to the ABO. Vote to formally approve the summary for submission was made by Sam Carabis, seconded by Barb Corsale, motion carried. The summary was given to Mayor Baker for filing.

TREASURER'S REPORT: Sam Carabis reported that as of March 9, 2016, we had cash on hand \$6246.35 after paying \$998 for our insurance. Sam also reported that he would be sending a check for \$2200 for our audit. Motion to accept report made by Barb Corsale, seconded by John Fusco. Motion carried.

Sam reported that the tentative budget for 2016 has been amended, since Ed Galka had not cashed his last check until after the first of this year. Also, there was discussion over whether the cost of steno services should be left in the budget if Stillwater was taking over that duty, and it was decided to leave that item in the budget for now. We have no anticipated income as of yet. This tentative budget shows an anticipated balance for 2016 at \$1454.35. Motion to accept the tentative budget made by Larry Rinaldi, seconded by Barb Corsale. Motion carried.

Approval of the Audit Report – Motion to accept the Auditor's letter to the Board dated February 23, 2016 made by Maria Morris, seconded by John Fusco. Motion carried. Motion to accept the report on internal controls made by Sam Carabis, seconded by Barb Corsale. Motion carried. Motion to accept the Audit Report in its entirety made by John Fusco, seconded by Larry Rinaldi. Motion carried.

UPDATE ON MECHANICVILLE SCHOOL MATTER: Jim Carminucci reported that a draft of a PILOT agreement was sent today to Ed Keis, and he will follow up with Ed Galka, and then it will be sent to the taxing jurisdictions. The School seemed to understand where the discrepancy came from. Sally thanked Ed Galka, Dennis Baker and Jim Carminucci for their team effort in resolving this matter. There was follow-up discussion on what happens when a PILOT is done, and how matters get wrapped up.

PARIS REPORT: Sally Herrick discussed our annual report, and stated she will discuss with Ed Galka on whether we have one project or two, based on the ABO review of 2015. Our audit has been approved, the investment report is done, the procurement report is done, our budget is approved. Motion to approve contents and all data of our PARIS report as presented at the meeting, subject to conference with Ed Galka on the clarification of number of projects, made by Barb Corsale, seconded by John Fusco. Motion carried. Sally congratulated all on their work and on submitting the report on time. Motion to authorize CEO John Bove to certify the entire PARIS report, which includes all documents and data within, made by John Fusco, seconded by Barb Corsale. Motion carried.

WEBSITE: Sally Herrick reported that our website needs to be updated and overhauled. She will work with Tiara Brown for ideas.

OTHER/NEW BUSINESS: Supervisor Ed Kinowski reported that someone is purchasing the old Town Hall for a business and is looking for tax incentives and wanted to know what is needed to submit to the Agency.

Ed also discussed at length his suggestion that we utilize Saratoga County Property Partnership. He reported that the Partnership was developed by Saratoga County as an "arm of the County" and the County funds them through occupancy taxes. The SEDC had been doing this, but the County has chosen a different path. The County Board of Supervisors was looking for a different direction of economic development for the County, with the authority to help leverage companies to come to the County and setting the stage for development. The Partnership has a full board of directors, made up of high level business people. It is housed in the Stewarts Headquarters on Rt. 9. Tomorrow at the County IDA meeting the Partnership has a proposal pending to be the exclusive IDA for the County.

Further discussion followed. Sally stated that we have a contract with SEDC, which we will have to review. There was also discussion regarding our needs for new projects, the current fee splitting structure we have with SEDC and the minimum size of the projects we would consider. Jim Carminucci noted that we should make our application process available on our website. We will further discuss this issue at our next meeting.

Barb Corsale left at 6:30. Ed Kinowski stated he is still looking for more members, and we need to appoint a CFO. Sam Carabis thanked Sally for being Chair, and noted that he has updated our accounts for Sally's signature.

Next meeting will be April 7, 2016 at 5:15. Motion to adjourn made by Maria Morris, seconded by John Fusco. Motion carried. Meeting adjourned at 6:40 p.m.

Respectfully submitted,  
Maria Morris, Secretary