**City of Mechanicville – Town of Stillwater**

**Industrial Development Agency**

**Chamber Office, XO Tower, Elizabeth Street**

**Mechanicville, NY, 12118**

MEETING MINUTES

June 17, 2019

Meeting called to order by Chairperson Sally Herrick at 5:15 p.m.

MEMBERS PRESENT: Chair Sally Herrick, Vice Chair Jim Salmon, Treasurer Sam Carabis, Secretary Maria Morris, Barbara Corsale, John Fusco.

ABSENT: Jan Sylvester.

ALSO PRESENT: CEO John Bove, CFO Sal Iavarone, SEDC President Dennis Brobston Gina Kenyon, Secretary to Mayor Baker.

SECRETARY’S REPORT: Maria presented the minutes from the March 25, 2019 meeting. Motion to accept the minutes made by John, seconded by Barb. Vote unanimous, motion carried.

TREASURER’S REPORT: Sam reported that we’ve received PILOT payment from DeCrescente for $254,796.41, which has been distributed to the County, City, School District and the Library. The current amount in the bank is $65, 528.35, and we will be paying Ed Galka’s bill of $1920, which will leave us with a balance of $63,608.35. Motion to approve the Treasurer’s Report made by Maria, seconded by John. Vote unanimous, motion carried.

OTHER/NEW BUSINESS: Sally handed out a Whistleblower Policy for the Board to review. Motion to accept and adopt the policy made by Maria, seconded by Barb.

 Barb introduced Sal Iavarone to the Board. Sal has been an accountant since 1985, and grew up in Mechanicville. Sally noted we have been looking for a CFO, and that Sal is interested. She reviewed the needs of the Agency and the general duties of the CFO, noting that it is a non-voting position. She advised that the Agency has four regularly scheduled meetings per year, with special meetings as needed. The CFO will also be expected to interface with Ed Galka, our independent accountant, regarding PILOT amounts. Sal has not yet gone through ABO training. Motion to appoint Sal Iavarone as CFO of the Mechanicville/ Stillwater Industrial Development Agency made by Maria, seconded by John. Vote unanimous, motion carried.

 Sally advised that the Senate Investigations and Government Operations Committee investigates compliance with the Public Authorities Reform Act and the General Municipal Law. They have sent us a letter for which we will have to provide answers and documents. Board members reviewed the questions and proposed responses. Since the Agency does not have a staff, attorney Jim Carminucci will prepare a response for us by the due date of June 28. Motion to authorize Sally Herrick to submit response through counsel made by Maria, seconded by Sam. Vote unanimous, motion carried. Sally will provide a copy of the finalized response to all members.

 SEDC President Dennis Brobston reported that Kevin Tollisen, head of the County Board of Supervisors, appointed Supervisor Phil Barrett head of Economic Development. The County BOS had concerns about giving money to the Economic Partnership while job creation has not risen to the level they’d expected. SEDC does not get money from the County, and is still successful. The County asked both agencies to meet together and come up with an agreement on working together, which they have done. There will still be two separate entities. SEDC will work on attraction and retention of projects in front of IDA’s and will be involved in discussions on strategic planning and economic development initiatives. The Partnership will work with community development, such as grants and working with municipalities on strategic planning. Their budget from the County would be cut in half. The County will be voting on this agreement tomorrow. Dennis reviewed the expected reporting process, and requirements, and interactions with the BOS and its committees.

 Sally reported on a potential new project in the Tech Park in Town of Stillwater. She and Jim Carminucci met with a solar company in May. The company indicated it should talk to the Partnership, and Dennis noted that the under this new agreement the project would fall under the SEDC. Sally also noted that there is a potential project in the City of Mechanicville in the manufacturing sector. Dennis stated there has been a lot of activity at the old DiSiena site on Central Avenue.

 The next meeting is scheduled for September 16. There may be a special meeting called in August if the Stillwater applicant is ready.

 Motion to adjourn made at 6:22 by John, seconded by Barb. Vote unanimous, motion carried.

Respectfully submitted,

Maria B. Morris, Secretary