**City of Mechanicville – Town of Stillwater**

**Industrial Development Agency**

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

**Mechanicville, NY, 12118**

MEETING MINUTES

March 25, 2019

Meeting called to order by Chairperson Sally Herrick at 5:20 p.m.

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

ABSENT: Vice Chair Jim Salmon, Jan Sylvester.

ALSO PRESENT: Gina Kenyon, Secretary to Mayor Baker.

COMMITTEES: Sally noted that she needed to officially appoint members to committees, and made the following recommendations for vote:

 *Finance Committee:* Sam as Chair, John and Jim as members.

 *Audit Committee:* Barb as Chair, Sally and Sam as members.

 *Governance Committee:* Maria as Chair, Jim and John as members.

 Motion to accept all the aforementioned appointments made by John, seconded by Sam. Vote unanimous, motion carried.

SECRETARY’S REPORT: Maria noted that the Treasurer’s Report at the January 2, 2019 meeting had not been accepted. Motion to accept that report made by Barb, seconded by John. With that addition made, motion to accept the January 2, 2019 minutes made by John, seconded by Sam. Vote unanimous, motion carried.

 Maria also collected the completed Self-Assessment forms for 2019 from all members present.

TREASURER’S REPORT: Sam reported that the current amount in the bank is $66,780.35. He noted that Ed Galka’s bill has previously been capped at $2000, but our new project will require PILOT calculations for the taxing entities, so we should be expecting additional charges from him. Our audit has been completed and a check to the auditors for $2250 will be going out today.

 Motion to approve the Auditor’s Report made by Maria, seconded by Barb. Vote unanimous, motion carried. Motion to approve the Treasurer’s Report made by John, seconded by Barb. Vote unanimous, motion carried.

PARIS REPORT: The Board members each section of the PARIS Report for approval and submission. Motion to accept the Annual Report made by Maria, seconded by Sam. Vote unanimous, motion carried. Motion to accept the Budget Report made by Sam, seconded by Maria. Vote unanimous, motion carried. Motion to accept the Certified Financial Audit made by Sam, seconded by Barb. Vote unanimous, motion carried. Motion to accept the Investment Report made by John, seconded by Barb. Motion to approve the Procurement Report made by Maria, seconded by John. Motion to accept the PARIS Report in its entirety made by Maria, seconded by Barb. Vote unanimous, motion carried.

OTHER/NEW BUSINESS: Sally noted that the Department of Tax and Finance, Office of Tax Policy Analysis, is offering a webinar, which she will attend. She also noted that the SEDC annual networking reception is scheduled for May 2, 2019 at Vapor, from 5:30 to 8 p.m., if anyone is interested in attending.

 Next meeting is scheduled for June 10, 2019 at 5:15 pm.

 Motion to adjourn made by Barb, seconded by John. Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Maria Morris

Secretary