**City of Mechanicville – Town of Stillwater**

**Industrial Development Agency**

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

**Mechanicville, NY, 12118**

MEETING MINUTES

March 19, 2018

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

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

ABSENT: Jan Sylvester.

ALSO PRESENT: CEO John Bove, SEDC President Dennis Brobston, Mayor’s Secretary Gina Kenyon.

SECRETARY’S REPORT/MINUTES: Motion to accept the minutes from the Annual Meeting of January 16, 2018 made by John, seconded by Sam. Vote unanimous, motion carried. Sally requested the Secretary to provide the members with the annual confidential evaluation forms, which the members completed and submitted.

TREASURER’S REPORT: Sam reported on a balance of $1798.35. We paid Ed Galka his $2000 fee from 2017, and we also had $4 in fees deducted by the bank. Those fees were supposed to have been waived and reimbursed; Sam will follow up. The liability insurance bill from the Connors Agency is $793, and Sam will pay that tomorrow.

 Sally reported that Ed Galka had sent her an email stating he would be charging $80/hour for 2018, and will do our billing for the PILOTs. He hasn’t gotten the PARIS report done for us yet. Motion to agree to this new billing structure, so long as it includes an hourly breakdown and so long as the total does not exceed $2000 made by Barb, seconded by John. Vote unanimous, motion carried. Sally will talk to Ed.

115 ROUND LAKE UPDATE: Dennis Brobston reported that the project is a “no go”. The applicant has decided to withdraw due to unknown circumstances regarding contamination and clean-up costs, and they were not comfortable moving forward. This was to be a $4m project. There are other buildings available in the area, and the applicant is talking to real estate agents; we expect to hear back by the end of the month. Dennis passed on the applicant’s appreciation for our quick approval, and feels that our due diligence and time were worth it to them, but the project was just too costly for them.

PARIS REPORT: Sally reported that Ed Galka is in the process of inputting the data. The Auditor had asked a few questions, and his report is not yet ready either. We will likely need to have another meeting to approve the final report. Sally also reported that she signed the engagement letter with the Auditors to conduct our audit.

OTHER BUSINESS: Dennis reported that the SEDC is holding its 40th Anniversary celebration at the Canfield Casino on May 3. Cost is $100/person for members, or $150 for non-members.

 John asked about our incoming funds. Sally reported that money for us is in the budgets for both the Town of Stillwater and the City of Mechanicville, to keep us going for 2018.

 Sam asked about the possibility of appointing an alternate Board member. Sally does not believe we can, and noted that we are still down a member from Stillwater.

 Next meeting will be on June 11, 2018 at 5:15 p.m. There will also be a special meeting, date and time to be determined, for us to approve the PARIS report.

 Motion to adjourn made by Barb, seconded by John. Vote unanimous, motion carried. Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Maria Morris, Secretary