

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

December 7, 2020

Chair Sally Herrick called the PUBLIC HEARING on the application of Best Avenue Ventures LLC to order at 5:15 p.m. She noted that the meeting was being held telephonically, and the call recorded, in accordance with the Governor’s Executive Order of March 12, 2020, allowing same due to the COVID-19 pandemic. The Chair called the PUBLIC HEARING closed at 5:41 p.m., at which time the Regular Meeting commenced.

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

ABSENT: Jan Sylvester.

ALSO PRESENT: CEO John Bove, CFO Sal Iavarone, Attorney Jim Carminucci, SEDC President Dennis Brobston, Ed Keis, representing Best Avenue Ventures, LLC, Christopher Felden, Attorney for Mechanicville School District and Jim Traynor, Attorney for the Town of Stillwater.

SECRETARY’S REPORT: Maria presented the minutes from the November 16, 2020 14, 2020 meeting. Motion to accept made by Barb, seconded by John. Vote unanimous, motion carried.

TREASURER’S REPORT: Sam reported that from November 1 through 30 there were no transactions. Our balance remains at \$57, 036.30. Motion to accept the Treasurer’s Report made by Maria, seconded by Barb. Vote unanimous, motion carried.

BEST AVENUE VENTURES, LLC: Sally noted that the Agency had heard from the applicants about the proposed project at a Special meeting on November 16, 2020, as well as at the Public Hearing immediately preceding this meeting. Jim Carminucci noted the resolution he’d prepared for us is preliminary, contingent on final approval under SEQRA. He will correct the lead-in paragraph in the resolution to reflect that the hearing was a teleconference. Motion to approve the project made by John, seconded by Sam. Roll call vote:

Sally Herrick	Yes
Sam Carabis	Yes
Maria Morris	Yes
Barbara Corsale	Yes
Jan Sylvester	ABSENT
John Fusco	Yes
Patrick Hildreth	Yes

The IDA has approved the project. Sally thanked Dennis Brobston and Ed Keis for their work and for bringing the project to us.

REVIEW OF PROPOSED ADMINISTRATIVE ASSISTANT CONSULTANT DUTIES: Sally noted a draft list of duties that she had compiled with help from Jim Carminucci, and is recommending Gina Kenyon for the position. Barb stated that with the amount of work that she is already doing for us, and her efficiency, she recommends we approve the position. Sam noted that Gina is always available when needed. John noted that the duties should include assisting us with electronic virtual meetings. Sally stated that this will be an independent contracting position, for which Gina would receive a 1099. Jim Carminucci stated that we can do a short employment contract with Gina if the position is approved. Barb asked if Gina would be using her own laptop, and Sally stated that the IDA would supply the necessary equipment. Maria asked if the fee would be hourly or flat, and Sally responded that it would be a flat fee. We are looking at \$350 per month, or \$4200 per year. She has consulted with Dennis Brobston and Jim Carminucci on comparisons with other IDA's. The Mechanicville Mayor is supportive of the appointment. Motion to hire Gina Kenyon as an independent contractor in the position of Administrative Assistant Consultant, per the job description with amendment, at a rate of \$4200 per year made by Barb, seconded by Sam. Vote unanimous, motion carried. Motion to amend the 2021 budget to include this position and expenditure made by Maria, seconded by John. Vote unanimous, motion carried.

OTHER/NEW BUSINESS: Dennis Brobston advised that he and Jim Carminucci met with someone on a proposed project this week, and may be coming to us soon. He congratulated everyone on the Best Avenue project. Sally noted that our next meeting is scheduled for January 4, 2021, at which time we will set the schedule for 2021 meetings. She presumes that we will meet virtually again in January as the Executive Order extended to January. Jim Carminucci reported that he'd heard today that the East Line Partnes would like to close on their project before the end of the year. Sam congratulated Sally on having done a great job as Chair this year. Sally noted there will be election of officers at our January meeting. Sam asked about the position we still have open from the Town of Stillwater, and Sally reported that she regularly brings up the subject with the Town Supervisor. Dennis stated he'd received an email indicating that the order about meeting remotely was only until January 1, but he presumes that it will be extended. The telephone conference number we have been using continues to be ours to use. Maria wished all a happy holiday season, and Sally thanked everyone for all their work, as this year has been challenging and interesting.

The next meeting is scheduled for January 4, 2021.

Motion to adjourn made by Barb, seconded by John. Vote unanimous, motion carried.
Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Maria Morris
Secretary