

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

MEETING MINUTES

May 3, 2021

Meeting called to order by Chairperson Sally Herrick at 5:17 p.m.

MEMBERS PRESENT: Chair Sally Herrick, Vice Chair Maria Morris, Treasurer Sam Carabis, Barbara Corsale, Jan Sylvester, John Fusco, Patrick Hildreth, CEO John Bove.

ALSO PRESENT: SEDC President Dennis Brobston, Attorney Jim Carminucci,

MEETING MINUTES: Maria Morris asked the board if everyone had a chance to review the March 15, 2021 minutes that were sent out by Gina Kenyon. Motion to accept the minutes was made by Sam Carabis, and seconded by Jan Sylvester. Vote unanimous, motion carried.

TREASURER'S REPORT: Sam reported the beginning balance for the month was \$68,472.30. Also, Sam reported that two checks were paid totaling \$2700, and there was a \$2.00 Service charge from the bank leaving an ending monthly balance of \$65,770.30. There was a motion to accept the treasurer's report by John Fusco, and seconded by Barbara Corsale. Vote unanimous, motion carried.

PROCUREMENT POLICY: Sally Herrick announced that the IDA did not have a current procurement policy therefore; Jim Carminucci developed a procurement policy; he went through the policy which is attached to the minutes.

There was a motion to accept the procurement policy by Sam Carabis, Seconded by Maria Morris. Vote unanimous, motion carried.

IT LAPTOP and EQUIPMENT: Chairperson Sally Herrick went over the 3 quotes (We should add the places and amounts of the other quotes) for the purchase of a new laptop, software and equipment. She went on to say that Diagnostic Services & Installation LLC was the lowest bid with a price of \$2023.95. There was a motion to accept the purchase with Diagnostic Services & Installation, LLC by Maria Morris, seconded by Sam Carabis. Vote Unanimous, motion carried.

Chairperson Sally Herrick added the labor price to install the equipment and anti-virus anti-malware protection will be \$478.50. That installation will be completed by Diagnostic Services. Motion by Sam Carabis, seconded by John Fusco, vote unanimous, motion carried.

ELP STILLWATER SOLAR PROJECT- SALES TAX EXTENSION: Chairperson Sally Herrick stated the sales tax for the ELP Stillwater Solar Project need to be extended. Jim Carminucci stated that he has been in communication with the ELP Stillwater Solar Project attorney and they have begun construction but have realized the current sales tax appointment

expires in the end of May so they are looking to have it extended through September 2022. Jim Carminucci stated he does think they will close by the end of June 2021. Barbara Corsale stated that it is a project that the agency is already supporting and the way the economy is right now because of COVID everyone has been affected. There was a motion to extend the sales tax for ELP Stillwater Solar Project by Sam Carabis, seconded by Jan Sylvester. Vote Unanimous, motion carried.

OTHER/NEW BUSINESS:

Chairperson Sally Herrick stated that Ed Galka helped do the PILOT calculations and he also helped with some small pieces of the PARIS report which was submitted on time and he was advised to bill the agency. She added that she plans on meeting with Ed and some board members so he can develop a procedure for calculations that can be used in the future.

Chairperson Sally Herrick stated she reached out to the Stillwater Town Supervisor Ed Kinowski advising him of the need for another board member from the Town of Stillwater in which he responded that he will pursue the issue of getting another member.

Chairperson stated SEDC is sponsoring a 2021 Economic Summit in May, as a virtual summit. Dennis Brobston highlighted what the Summit was going to cover. He said there are various levels for supporting the event which includes the opportunity to attend virtually. There was a motion by Barbara Corsale to support the SEDC Summit event at the \$1000 level, seconded by John Fusco, vote was unanimous, motion carried.

Barbara Corsale shared that the Chamber of Commerce is putting a spotlight to shop locally with small businesses in Mechanicville and Stillwater. She went on to say if you spend at least \$20.21 at any small locally owned business in Mechanicville or Stillwater you can email a picture of your receipt to the Chamber at info@saratoga.org and you will be entered to win a weekly drawing for a selection of gift cards valued at \$50 to \$100. She added it runs from May 1st to June 30th and at the end of the 8 weeks all participants will have a chance to win a \$500 gift card to the business of your choice in Mechanicville or Stillwater.

Next meeting: June 7, 2021

There was a motion to adjourn made by John Fusco, seconded by Barbara Corsale. Meeting adjourned at 5:49 p.m.

Respectfully submitted,

Gina Kenyon
Administrative Assistant Consultant