

**City of Mechanicville – Town of Stillwater
Industrial Development Agency
Phone Meeting (1-425-436-6313) Access code 729696#**

MEETING MINUTES

January 11, 2022

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

ALSO PRESENT: SEDC President Dennis Brobston, Attorney James Carminucci, and Gina Kenyon Administrative Assistant Consultant.

ABSENT: John Bove Jr. CEO, Sal Iavarone CFO

Chair Sally Herrick opened the meeting at 5:15 pm

Sally welcomed new board member John Amodeo, who is representing Mechanicville. She said that John is replacing Jan Sylvester. Sally thanked Jan for all her years of service.

REVIEW AND APPROVAL OF MEETING MINUTES': Chair Sally Herrick asked if everyone had an opportunity to read the minutes. A motion to accept the minutes by Sam Carabis and seconded by John Fusco with a unanimous vote and motion carried.

BOARD EVALUATIONS: Vice Chair Maria Morris discussed that the yearly board evaluations are done in January and since the Board is not meeting in person the evaluations would be emailed/mailed to each member and then in turn they need to be filled out anonymously (no names anywhere on them) and mailed to Maria at P. O. Box 303, Stillwater, New York with no return address on the envelope. She asked that they be returned to her in the next week or so, if possible, as they need to be done before the PARIS report is inputted. Gina Kenyon stated she would email the evaluation form to everyone and if anyone would prefer a hard copy to let her know.

TREASURER'S REPORT: Sam Carabis stated there was a beginning balance of \$156,675.35. He added there were two (2) checks sent out: Diagnostic Services \$2502.45 for the purchased IT equipment and set up fees, and Gina Kenyon \$350.00 for the December Administrative fees. He stated there was a check image bank fee of \$2.00 deducted which left an ending balance of \$153,820.35. Motion to accept the treasurer's report by John Fusco and seconded by Maria Morris with a unanimous vote and motion carried.

ELECTION OF OFFICERS:

An Election of Officers took place the follow individuals were put forth as Officers for 2022:

CHAIRPERSON: Sally Herrick Motion made by: Patrick Hildreth

Seconded by: John Fusco
Unanimous Vote, motion carried

VICE CHAIR: Maria Morris Motion made by: Sam Carabis
Seconded by: Patrick Hildreth
Unanimous Vote, motion carried

SECRETARY: Patrick Hildreth Motion made by: Barbara Corsale
Seconded by: Sam Carabis
Unanimous Vote, motion carried

TREASURER: Sam Carabis Motion made by: John Fusco
Seconded by: Barbara Cosale
Unanimous Vote, motion carried

COMMITTEES FOR 2022: Chairperson Sally Herrick stated that the Committees have been set, shared with the Board, and are posted on the IDA website. She requested that each committee meet prior to March 10th. Sally said she would keep the Board informed as to whether these new committees could meet by phone after January 15th at which time she believes there would be new guidance from NYS regarding meetings.

OTHER/NEW BUSINESS: There was a motion made by Maria Morris and Seconded by John Amodeo with a unanimous vote to authorize Chairperson Sally Herrick to sign an engagement letter with Cusack and Company for the yearly IDA audit.

Dennis Brobston stated that the company Polyset which is located in Stillwater is looking to expand and is in the process of purchasing property on South Central Avenue in Mechanicville. He stated that Polyset is looking to submit an application to the IDA in early February. Pat asked if the company is moving to Mechanicville. Dennis responded that they are just expanding their operations and that they would still remain in Stillwater. Maria asked how big of a project it is going to be. Dennis responded that the project will be somewhere between \$1 million and \$1.5 million.

2022 MEETING CALENDAR: February 15th (review application for new project. If the application is accepted there would be a Public Hearing on March 7th followed immediately by a Board meeting that night. The remaining Board meetings will be March 21st, June 6th, September 12th, and December 5th. All meetings will begin at 5:15 p.m. unless otherwise stated. Sally stated if other new projects come along then the calendar would be adjusted as needed.

Chairperson Sally Herrick thanked former Mayor Dennis Baker for all of his support during his years in Office stating there was a time when the IDA was struggling financially and he worked with the City Council to help the IDA secure some operational funds. She mentioned that the Town of Stillwater did the same thing that year.

She welcomed the new Mayor, Mike Butler and stated she looks forward to working with him.

ADJOURNMENT: Meeting adjourned at 5:58pm.
Motion by: Patrick Hildreth
Seconded by: Sam Carabis

Respectfully submitted,

Gina Kenyon
Administrative Assistant Consultant