

**City of Mechanicville – Town of Stillwater**  
**Industrial Development Agency**  
MEETING MINUTES  
January 22, 2024

MEMBERS PRESENT: Chair Sally Herrick, Vice-Chair Maria Morris, Secretary Pat Hildreth, John Amodeo, Barbara Corsale, Judy Wood-Zeno, and John Fusco.

MEMBERS NOT PRESENT: Treasurer Marilyn Erano, CEO John Bove Jr., and CFO Sal Iavarone.

ALSO PRESENT: Attorney James Carminucci.

ELECTION OF OFFICERS: Chairperson Sally Herrick asked if there were any nominations for Officers, Patrick Hildreth made a motion for the Officers from last year be voted in as Officers for this year. There was a second by John Fusco, there was a unanimous vote and the motion carried. The Officers are as follows: Chairperson Sally Herrick, Vice-Chairperson Maria Morris, Secretary Pat Hildreth, and Treasurer Marilyn Erano.

REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: Chairperson Sally Herrick asked if everyone has had a chance to read the minutes from the December meeting, there was a motion by Judy-Wood-Zeno to accept the minutes and seconded by Maria Morris, there was a unanimous vote and the motion carried.

TREASURER’S REPORT: Judy Wood-Zeno gave everyone the Treasurer’s report. John Fusco made a motion to accept the report, seconded by John Amodeo, there was a unanimous vote, and the motion was carried.

GOVERNANCE COMMITTEE REPORT: Pat Hildreth gave a report from the Governance Committee meeting. He stated that at their meeting they discussed extending the compensation for their Administrative Assistant Consultant to \$4900 and recommended the board accept the proposal. Maria Morris made a motion to offer the additional compensation to the Administrative Assistant Consultant as she feels the duties are continually expanding as they move forward, seconded by Barbara Corsale, there was a unanimous vote and the motion carried. Pat Hildreth stated that board evaluations have been handed out, he asked everyone to complete them anonymously, Maria Morris stated she would collect them and complete a summary. Chairperson Sally Herrick explained that the Authority Budget Office (ABO) sent a letter in December stating they reviewed the Mechanicville-Stillwater IDA website and have sent a letter with their findings and checklist in which the Governance Committee reviewed in their meeting. She explained that when going over the checklist it has been determined that some of the items on the checklist are already on the webpage, some of the items don’t pertain to this IDA, and some need to be added to the website, but they will be requesting an extension so that we can look more into detail into the list. Pat Hildreth made a motion to request a two-month extension from the ABO, seconded by Judy Wood-Zeno, there was a unanimous vote and the motion carried. Chairperson Sally Herrick handed out a “Policy Respecting Uniform Criteria for the Evaluation of Projects and Maria Morris

made a motion to accept the policy, seconded by John Fusco, there was a unanimous vote and the motion carried.

**OTHER/NEW BUSINESS:** Committee members were discussed for 2024 and a list of the committees and the members for 2024 is attached to the minutes. It was discussed that these committees meet annually and on a as needed basis. Barbara Corsale made a motion to allow Chairperson Sally Herrick to sign the engagement letter for Cusack and Company (audit), seconded by John Amodeo, there was a unanimous vote and the motion carried. The Board set a meeting date for the BoCrest application on Wednesday February 28, 2024, at 5:15 pm located at the Stillwater Town Hall, Hudson Avenue, Stillwater. The Board then set the regular meeting schedule for 2024 which is as follows:

March 18, 2024  
June 3, 2024  
September 9, 2024  
December 2, 2024

The scheduled meetings will be held at the XO Tower at 4:30pm.

**ADJOURNMENT:** Meeting adjourned: 5:58 p.m.  
Motion by: Maria Morris  
Seconded by: John Amodeo

Respectfully submitted,

Gina Kenyon  
Administrative Assistant Consultant