



**COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LEGAL NOTICE**

Notice is hereby given on this 26th day of January 2016, to all interested agencies, groups and persons that 8:30 am on the 2nd day of February 2016, the Columbia County Industrial Development Agency (IDA) and its Audit, Finance and Governance Committees will hold their regularly scheduled meetings at their offices located at 4303 US Route 9, Hudson, NY 12534. This meeting will be held to consider all appropriate business brought before it. The meeting is open to the public.

Respectfully submitted,

Jim Mackerer
Chairman
Columbia County Industrial Development Agency
Dated January 26, 2016

IDA Board of Members Agenda

Members:

Bob Galluscio	Jim Mackerer
William Gerlach	Sidney Richter
Brian Keeler	Sarah Sterling

1. Election of Officers*
2. 2016 Annual Housekeeping Resolution *
3. Minutes, December 1, 2015*
4. 2016 Mission and Measurements Report *
5. Interim President/CEO Report
 - a. City of Hudson IDA
6. Committee Reports
 - a. Audit Committee
 - i. 2015 Committee Report
 - b. Finance Committee
 - i. Treasurer's Report*
 - ii. Fee Review
 - iii. 2015 Committee Report
 - c. Governance Committee
 - i. Ethics Officer Election*
 - ii. Draft By-Laws*
 - iii. 2015 Committee Report
7. Columbia Economic Development Corporation 2016 Contract*
8. Public Comments

Attachments:

Minutes, December 1, 2015
2016 Draft Missions and Measurements Report

* Requires Action

**MINUTES
COLUMBIA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
Tuesday, December 1, 2015
4303 Route 9
Hudson, New York**

A regularly scheduled meeting of Columbia County Industrial Development Agency held at their offices located at 4303 Route 9, Hudson, NY 12534 on December 1, 2015. The meeting was called to order at 9:27 AM by Jim Mackerer.

Attendee Name	Title	Status	Arrived
Bob Galluscio	Treasurer	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Present	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	Interim President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Katie Kocijanski	Register Star	Present	

Minutes: *Mr. Keeler made a motion, seconded by Mr. Galluscio, to approve the minutes from October 6, 2015. Carried.*

SunStream Hudson I&II:

Mr. Guterman stated the project fee had been received and the PILOT fee had been received and sent to the Columbia County Treasurer's office for the County to distribute. Mr. Guterman stated the sales tax letter had been sent to the business.

Interim President /CEO Report:

Mr. Tucker stated the Ginsberg CDBG project Notice of Finding of No Significant Impact and Notice of Intent to Request Release of Funds had been published as required. He noted the company has been unable to sign any contracts and can't spend any money on the project due to the funding restrictions. He stated funding should be released sometime in January.

Mr. Tucker stated he had attended a City of Hudson IDA meeting. He informed then the County IDA was available to them to provide administrative services for a fee. He noted they face the same audit fees as the County IDA faces. He noted most of the costs involve the administration housing costs of their projects. He stated he would put the topic on the February agenda to discuss.

Mr. Tucker stated the Regional Council awards were scheduled for Thursday, December 10. He stated if the Capital Region was awarded the URI, they would receive less in CFA funding. He noted the URI had no projects in the county.

Mr. Tucker informed the Members Mr. Benson had resigned from all three boards. Mr. Tucker had sent a letter to Chairman Grattan informing him and asking for new appointments to fill Mr. Benson's seat as well as Mr. Bohnsack's. He asked the Members to forward any recommendations for board seats to the Chairman.

Mr. Tucker stated he had researched the audit contract and found it was a three year contract. He stated it would be bid out closer to the expiration date. Mr. Galluscio stated audit fees were high due to the time and regulations involved.

Mr. Tucker noted the Commerce Park was full, but there were companies going out of business or selling providing opportunities for other businesses to move to the park. He stated a priority for the next year was to either partner with a developer or to begin another commerce park or expand the current one.

Finance Committee Report:

Treasurer's Report:

Mr. Galluscio made a motion, seconded by Mr. Richter to approve the Treasurer's Report as recommended by the Finance Committee. Carried.

Fees:

Mr. Mackerer stated the Finance Committee recommended approval of an annual administrative fee to be paid to CEDC of \$25,000 and 20% of any IDA fee over \$100,000 to a maximum of \$150,000 to be capped at \$36,000 annually. *Mr. Keeler made a motion, seconded by Mr. Galluscio to approve the administrative fee structure effective 2016. Carried.*

Governance Committee Report:

Conflict of Interest Policy and Code of Ethics:

Mr. Mackerer noted the ethics officer would be appointed in the new year as recommended by the Committee. *A motion was made by Ms. Sterling and seconded by Mr. Richter to approve the proposed conflict of interest policy and the proposed code of ethics. Carried.*

Bylaws:

Mr. Mackerer asked the Board to review the proposed amended bylaws and asked that they be brought to the Board at the first meeting of 2016.

Columbia Economic Development Corporation 2016 Contract:

Mr. Guterman stated he would draft a new contract between the IDA and CEDC and bring the draft to the first meeting of next year for board approval.

With no further business to discuss or public comment, a motion was made by Mr. Galluscio and seconded by Mr. Keeler. Carried. The meeting adjourned at 9:43am

Respectfully submitted by Lisa Draushuk

DRAFT

**Columbia County Industrial Development Agency
Mission Statement and Measurement Report**

Public Authority's Mission Statement: Our mission is to facilitate the establishment of new businesses and the enhancement of existing businesses that create and/or retain jobs and promote private sector investment using the statutory powers established under New York State Law.

Date Adopted:

List of Performance Goals:

- A. Educate local business owners, elected officials and other community representatives regarding the resources the Columbia County IDA has available to new and existing businesses in Columbia County. This includes participating in appropriate public meetings, press releases, marketing of the Columbia County IDA website, etc.
- B. Continue to work with all municipalities in Columbia County to assist with projects which will have an economic impact on local businesses including applications for grant funding and, if feasible, administration of grants secured.
- D. Through and cooperatively with the Columbia Economic Development Corporation, (CEDC) continue to work with all Columbia County organizations and departments to ensure business issues are addressed (workforce training, business development, etc.).
- E. Continue to work with the CEDC to coordinate marketing efforts toward entrepreneurs and businesses looking to start, expand and/or relocate to Columbia County.

Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?
2. Who has the power to appoint the management of the public authority?

Columbia County Board of Supervisors

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

N/A

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board (with participation from management) will develop the mission statement and continually evaluate and assess the goals and measurables to ensure the authority is meeting its mission. The management will work to implement the authority's mission and continually monitor the goals and objectives with measurables to define performance results to achieve the intended public purpose.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?