



COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY MEETING NOTICE

Notice is hereby given on this 24th day of March 2016, to all interested agencies, groups and persons that 8:30 am on the 31st day of March 2016, the Columbia County Industrial Development Agency (IDA) and its Audit, Finance and Governance Committees will hold their regularly scheduled meeting 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.

Sarah Sterling
Secretary
Columbia County Industrial Development Agency
Dated March 24, 2016

IDA Board of Members Agenda

Members:

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

1. Minutes, February 2, 2016*
2. 2015 Operations and Accomplishments *
3. 2015 Assessment of Internal Controls*
4. Interim President/CEO Report
 - a. City of Hudson IDA
 - b. Board Orientation Manual
5. Committee Reports
 - a. Audit Committee
 - i. Draft 2015 Audited Financials*
 - ii. Draft 2015 Management Letter*
 - iii. PARIS Reports*
 - b. Finance Committee
 - i. Treasurer's Report*
 - c. Governance Committee
 - i. Procurement Policy*
6. Commerce Park Lot 27
7. Review of New IDA Requirements
8. Redburn Development Presentation
9. Public Comments

Attachments:

Minutes, February 2, 2016
2015 Operations and Accomplishments
Assessment of Internal Controls

* Requires Action

MINUTES
COLUMBIA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
Tuesday, February 2, 2016
4303 Route 9
Hudson, New York

The Annual meeting of Columbia County Industrial Development Agency held at their offices located at 4303 Route 9, Hudson, NY 12534 on February 2, 2016. The meeting was called to order at 8:30 AM by Sid Richter, Acting Chairman.

Attendee Name	Title	Status	Arrived
Bob Galluscio	Treasurer	Present	
William Gerlach	Board Member	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Excused	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	Interim President/CEO	Present	
Lisa Drahusuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Don Moore	Supervisor, City of Hudson	Present	

Mr. Richter welcomed the newest member of the IDA, William Gerlach.

Election of Officers:

Mr. Guterman read the slate of officers: James Mackerer – Chairman, Sidney Richter – Vice-Chairman, Robert Galluscio – Treasurer and Sarah Sterling – Secretary. *Mr. Galluscio made a motion, seconded by Mr. Keeler to approve the slate as presented. Carried.*

2016 Annual Housekeeping Resolution:

Mr. Guterman reviewed the proposed resolution, noting CEDC had approved the contract with the IDA. Mr. Tucker stated the accounting and legal procurement process had been done a year and a half ago. *Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the 2016 Annual Housekeeping resolution as presented. Carried.*

Minutes: *Mr. Keeler made a motion, seconded by Mr. Galluscio, to approve the minutes from December 1, 2015. Carried.*

2016 Mission and Measurements Report:

Mr. Tucker reviewed the report, asking if the Board had read and understood the Mission Statement and had read and agreed with the responses to the questions. The Board members indicated they had. He stated he was attempting to have the ABO come to Columbia County and give the required training to the CEDC Board and the IDA Board members. He noted if he was unsuccessful, the ABO offered a webinar. *Mr. Galluscio made a motion, seconded by Ms. Sterling to approve and authorize the statement to be submitted to the ABO. Carried.*

Interim President/CEO Report:

Mr. Tucker stated the IDA would be asked for input on the CEDC strategic plan. He stated a project intake form would be developed and the information would be added to a database allowing staff to keep in touch with potential projects. He noted the new CEDC board would need to be informed about the abilities of the IDA and the CRC.

Ms. Sterling asked how individual companies applied for the NYS Consolidated Funding Application grants. Mr. Tucker stated the Governor allowed any company to apply for the funding, noting it was unique in the region to have CEDC or the County apply for the funding and do the administrative work. He noted he was working with Empire State Development to transfer the administration for the Hudson Valley Creamery grants to the company.

City of Hudson IDA:

Mr. Tucker stated he had made a presentation and met with the City of Hudson IDA. He stated he had advised them to carefully consider dissolving the organization, noting the formation had been done by statute. He stated the County IDA could develop an administrative support process and once the City decided the action they wished to pursue, the County IDA could decide on their preferred action. Mr. Guterman stated there was no legal impediment to the County IDA working on projects in the City limits. He noted the County IDA supports the City IDA and will assist if possible.

Note: 9:00a.m., the meeting was held in abeyance in order to hold the Audi, Finance and Governance Committee meetings. The meeting was called back to order at 9:15a.m.

Columbia Economic Development Corporation 2016 Contract:

Mr. Guterman reminded the Board they had reviewed the terms of the administrative fee and had approved those at the December meeting. He noted the terms of the administrative fee was only for 1 year and in November new terms should be discussed and approved for the 2017 contract. He handed out a copy for the Board's review. *Mr. Galluscio made a motion, seconded by Mr. Keeler to approve the 2016 contract between the IDA and CEDC. Carried.*

Procurement Policy:

Mr. Guterman handed out a copy with suggested changes and changes to bring in line with current regulations. The Board discussed the suggested changes and asked Mr. Guterman to make the changes and add a requirement that professional services be sent out for bid every three years. Mr. Guterman will make the changes and present the amended policy at the April meeting.

IDA Reform Legislation:

Mr. Guterman reviewed a handout from Hodgson Russ outlining the certain reforms proposed by the NYS Legislature for Industrial Development Agencies. He noted the IDA has a standard application which is used for projects. He recommended developing a uniform criteria for evaluating projects,

He noted the criteria can be somewhat flexible. He also suggested the Board become more involved in projects when they first come to the IDA. He suggested that at least one Board member and the IDA counsel be involved from the initial meetings and discussions. He also suggested the taxing jurisdictions be more involved in the process, thereby making the process and benefits clearer. Mr. Galluscio agreed, noting the public had no concept of the IDA role or the final agreement. Mr. Tucker stated CEDC needs to better communication on behalf of the IDA.

Mr. Guterman stated the Legislature also is requesting uniform project agreements and recapture provisions for benefits. He noted that would be difficult to have totally uniform agreements, simply due to the diversity of the projects. He stated he would work on developing an agreement that would fit the requirements.

Mr. Tucker stated he would work with Mr. Guterman and would bring the IDA into compliance by June meeting. He handed out an article on PILOT's. He handed out copies of the PILOT's paid to the County by the IDA and copies of the PILOT's received by the County. He handed out and reviewed a handout comparing the PILOT payments in the region to Columbia County's. He noted the amounts didn't include sales tax, mortgage tax and fees. He noted that his review found the incentives offered by Columbia County IDA were competitive.

Public Comments:

Don Moore, introduced himself as the Third Ward Supervisor of the City of Hudson. He noted there had been changes at HDC to make that corporation more active. He thanked the Board for their open conversations.

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 9:48am

Respectfully submitted by Lisa Draushuk

**COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
OPERATIONS AND ACCOMPLISHMENTS
January 1, 2015 – December 31, 2015**

Operations

The Columbia County Industrial Development Agency is able to assist economic development projects by lowering costs through tax-favored financing and exemption from specific local taxes. The Columbia County Industrial Development Agency (IDA) was created by the New York Legislature on January 14, 1976 under Article 18-A, Chapter 366 of the General Municipal Law. The Agency's 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 utilizing the statutory powers established under New York State law.

The Agency offers four basic forms of financial assistance that includes: (1) mortgage recording tax exemption, (2) sales and use tax exemption, (3) real property tax abatement and (4) interest rate savings via tax-exempt financing. The Agency has the power to issue taxable or tax-exempt bonds. These non-recourse bonds are not an obligation of the sponsoring community or state or its tax payees but rather are backed solely by the credit rating of the company.

Accomplishments

- Reviewed, approved, and submitted to the Authority Budget Office, the mission statement and performance goals for 2015.
- Reviewed Uniform Tax Exempt policy.
- Reviewed and approved sales of Commerce Park property.
- Reviewed and approved request from the Upstate Revitalization Initiative for contribution which was given after favorable opinion by ABO.
- Accepted and reviewed applications from SunStream Hudson I & II.
- Completed, compiled and submitted to the Authority Budget Office the annual Confidential Board Evaluation summary.
- Approved 2016 budget.
- Met with City of Hudson officials and City of Hudson IDA members re: potential of merging/providing services.
- Revised Code of Ethics and Conflict of Interest Policy to reflect current best practices.
- Reviewed and approved 2014 audited financial statements.
- Updated webpage.
- Met with businesses and local officials to inform them of the mission and potential role of the IDA in local projects.
- Reviewed all PILOTs.
- Reviewed and authorized refinancing of America BioMedica debt.
- Approved and closed on SunStream Hudson I & II projects, included a \$20,000 PILOT payment to be applied to local sales tax, project supported NYS Energy Initiative, supported regional businesses (Center for Disability Services and St. Peter's Hospital) in accordance with CREDC goals and lessens the impact of environmental pollution.
- Held closing on \$12 million DNJ Properties, LLC and G's Best Realty, Inc. (Ginsberg) project. Project includes acquisition of 33 acre parcel, construction of buildings and improvements in multiple phases, acquisition and installation of machinery and equipment to be used for warehousing, refrigerated storage, distribution and office space. The project will retain 254 jobs and create 21 permanent jobs by the second year of operation with an average annual wage of \$52,000.

COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
ASSESSMENT OF THE EFFECTIVENESS OF INTERNAL CONTROL
STRUCTURE AND PROCEDURES

The management of the Agency is responsible for establishing and maintaining adequate internal control over financial reporting. Internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial statements for the external reporting purposes in accordance with accounting principles generally accepted in the United States of America. Because of its inherent limitations, internal control over financial reporting may not prevent or detect misstatements. Management has assessed the effectiveness of the Agency's internal control over financial reporting as of December 31, 2015, and has concluded that based on its assessment, the Agency's internal control over the financial reporting was effective as of December 31, 2015.