



COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY MEETING NOTICE

Notice is hereby given on this 20th day of March 2018, to all interested agencies, groups and persons that 10:00 am on the 27th day of March 2018, the Columbia County Industrial Development Agency (IDA) and its Audit Committee 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 20, 2018

IDA Board of Members Agenda

Members:

Bob Galluscio	Carmine Pierro	
William Gerlach	Sidney Richter	
Brian Keeler	Sarah Sterling	

1. Minutes, February 6, 2018*
2. CEO/President Report
 - a. Authorization for Check Signing*
3. Audit Committee Report
 - a. 2017 Draft Audited Financials*
 - b. 2017 Draft Internal Controls Statement*
 - c. 2017 Draft PARIS Report*
4. Finance Committee Report
 - a. Treasurer's Report*
5. Redburn Development
6. Public Comments

Attachments:

Minutes, February 6, 2018
2017 Internal Controls Statement
Treasurer's Report

* Action Required

DRAFT

**MINUTES
COLUMBIA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
Tuesday, February 6, 2017
4303 Route 9
Hudson, New York**

The regular meeting of Columbia County Industrial Development Agency held at their offices located at 4303 Route 9, Hudson, NY 12534 on February 6, 2018. The meeting was called to order at 8:30 am by Sidney Richter, Vice-Chairman.

Attendee Name	Title	Status	Arrived/Departed
Bob Galluscio	Treasurer	Present	
William Gerlach	Board Member	Excused	
Brian Keeler	Board Member	Present	
Carmine Pierro	Member	Present	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Brandon Dory	Project Manager	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Carol Wilber	Marketing Director	Excused	
Matthew Cabral, Esq.	Guterman, Shallo, Alford PLLC	Present	

Election of Officers:

Mr. Richer reminded the Members the Agency was currently without a Chairman. Mr. Tucker stated the Chairman of the Columbia County Board of Supervisors had not yet appointed a new member. He suggested the Agency re-elect the current officers, waiting until a new member was appointed to vote for a new IDA Chairperson. *Ms. Sterling made a motion, seconded by Mr. Galluscio to approve the following slate of officers: Vice-Chairman – Sidney Richter, Secretary – Sarah Sterling, Treasurer – Robert Galluscio. Carried.*

The Full Board meeting was held in abeyance at 8:32pm to conduct committee meetings ,and reconvened at 9:05am.

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2018 Annual Housekeeping Resolution:

The Board having reviewed the resolution held a roll call vote results as follows:

Sidney Richter	Aye
Sarah Sterling	Aye
Robert Galluscio	Aye
William Gerlach	absent
Brian Keeler	Aye
Carmine Pierro	Aye

Minutes:

Mr. Keeler made a motion, seconded by Mr. Pierro to approve the minutes of December 5, 2017. Carried.

2018 Mission and Measurements Statement:

The Board reviewed and suggested no changes to the document for the upcoming year. *Ms. Sterling made a motion, seconded by Mr. Keeler to approve the Mission and Measurements Statement.*

2017 Performance Measures:

Ms. Sterling made a motion, seconded by Mr. Pierro to approve the document as presented. Carried.

2017 Operations and Accomplishments:

Ms. Sterling made a motion seconded by Mr. Keeler to approve the document as presented. Carried.

CEDC/IDA Contract:

Mr. Guterman reviewed the contract, which had been approved at the last meeting. He noted the base fee remained at \$24,000/year with a 20% additional fee kicking in if the IDA received project fees over \$100,000.

Committee Reports:

Mr. Richter asked that the Audit, Finance and Governance Committee Reports be presented as a Consent Agenda. The Board unanimously agreed.

Columbia County IDA
Consent Agenda
February 6, 2018

1. Audit Committee Report
 - a. Audit Engagement Letter
 - b. Charter Review and Adoption
2. Finance Committee Report
 - a. Treasurer's Report
 - b. Charter Review and Adoption
3. Governance Committee Report
 - a. Charter Review and Adoption

b. Compliance Calendar

Ms. Sterling made a motion, seconded by Mr. Galluscio to approve the consent agenda as presented. Carried.

Redburn Development:

Mr. Tucker stated he had a conference call scheduled later in the day with The Wick, to check in on the project status, as well as their payment status. He reviewed the \$75,000 CEDC loan to The Wick for the demolition of part of the Kaz warehouse. He noted CEDC had also approved a \$95,000 loan to HDC for the acquisition of the CSZ property, in the same area.

Mr. Tucker handed out his annual CEDC CEO/President report to the board.

With no further business to discuss or public comment, a motion was made by Ms. Sterling and seconded by Mr. Keeler. Carried. The meeting adjourned at 9:14am

Respectfully submitted by Lisa Draushuk

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, 2016, and has concluded that based on its assessment, the Agency's internal control over the financial reporting was effective as of December 31, 2016.