

OFFICERS

CHAIR
Dr. Diane Eynon

VICE CHAIR
Lynn Archer

TREASURER
Steven L. Kelley, FACHE

SECRETARY
Michael J. Ham

ASST. SECRETARY
Rashida Tyler

ASST. TREASURER
Rachel Silverman, Esq.

BOARD MEMBERS
Lynn Archer
Dr. Diane Eynon
Michael J. Ham
Steven L. Kelley, FACHE
Rachel Silverman, Esq.
Rashida Tyler
Kaustubh Wahal

September 21, 2022 - 9:00 AM

Legislative Chambers
County Office Building, 6th Floor,
244 Fair Street, Kingston, NY 12401

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call (Page 2)
4. Mission Statement
5. Approval of the Minutes – August 17, 2022 Regular Meeting (Page 3)
6. Public Comment (Agenda Items Only)
7. Executive Session
8. Chair’s Report
9. Financials, Accounting, and Administration Update
10. Committee Reports
 - Audit
Loewke Brill Reports (Page 8 & 9)
 - Finance
 - Governance
Revolving Door Policy (Page 10)
Draft Organizational Structure (Page 14)
11. Old Business
 - Status of Pending Projects (Page 24)
 - Pending Enforcement Matters List (Page 25)
12. New Business
13. Adjournment

The next meeting of the Ulster County Industrial Development Agency is scheduled for 9:00 a.m., October 19, 2022.

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

Item 2.

Roll Call

	<u>Present</u>	<u>Absent</u>
Dr. Diane Eynon, Chair	_____	_____
Lynn Archer, Vice Chair	_____	_____
Michael J. Ham, Secretary	_____	_____
Steven L. Kelley, FACHE, Treasurer	_____	_____
Rashida Tyler, Asst. Secretary	_____	_____
Rachel Silverman, Esq., Asst. Treasurer	_____	_____
Kaustubh Wahal, Member	_____	_____

UCIDA

Ulster County Industrial Development Agency

ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY MINUTES August 17, 2022

A regular monthly meeting of the Ulster County Industrial Development Agency was held on Wednesday, August 17, 2022 at 9:00 A.M.

The following agency members were present:

Dr. Diane Eynon	Chair
Lynn Archer	Vice Chair
Steven Kelley	Treasurer
Michael J. Ham	Secretary
Rashida Tyler	Assistant Secretary (arrived at 9:15 AM)
Rachel Silverman	Assistant Secretary
Kauthubh Wahal	Member (arrived at 9:15 AM)

The following Agency members were absent with notice:

None

Additional Attendees:

A. Joseph Scott, III, Esq.	Agency Counsel
William Kemble	Daily Freeman
Jay Mahler	Acting Staff
Amber Feaster	Resident

The meeting was called to order at 9:03 A.M. by Chair Diane Eynon.

PLEDGE OF ALLEGIANCE

The members of the Agency participated in the Pledge of Allegiance to the flag.

ROLL CALL

Roll was called, and it was noted that a quorum was present.

READING OF THE UCIDA MISSION STATEMENT

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity, and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding, and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

MINUTES

Motion No. 1: Steven Kelley, seconded by Lynn Archer, moved to approve the minutes of the July 20, 2022 regular meeting as presented.

Vote: The motion was adopted (5-0).

PUBLIC COMMENT

No public comment was reported.

EXECUTIVE SESSION

Executive Session was entered into at 9:05 A.M. and exited at 9:25 AM for the purpose of discussing personnel matters. Chair Diane Eynon announced that no action was taken during executive session.

FINANCIALS

Chair Diane Eynon presented the financial report as follows: the Chair noted that Mr. Ham was the only member of the Board authorized to sign checks, which has been updated to include Chair Eynon and to remove prior Board members who are no longer serving, that all bill payments are current, and that the Agency's credit card has been cancelled.

CHAIR'S REPORT

Chair Eynon acknowledged that the Agency is having difficulty logging into the Agency's website to upload documents and maintain the site.

The Chair thanked everyone for their help with the Administrative Transition. The Chair disclosed that she will be attending a gateway meeting with the County Planning Department, Economic Development Department, and Zinc-8, explaining the company's interest in a specific location within Ulster County. The purpose of the meeting is to help the company understand each party's role and available aid, as well as to understand Zinc-8's proposed project.

COMMITTEE REPORTS

The Audit Committee did not meet.

The Finance Committee did not meet.

Governance Committee: Mr. Ham, Chairman of the Governance Committee, informed the Board that the Committee is discussing staffing and that the next meeting will take place prior to the September Regular IDA Meeting. Mr. Ham, on behalf of the Governance Committee, requested the Board extend the Housing Moratorium for three (3) months.

Motion No. 2: To extend the Housing Moratorium for three (3) months.

Motion Made By: Michael Ham
Motion Seconded By: Lynn Archer

Discussion: Ms. Tyler expressed support for a two (2) month extension, expressing concern that three (3) months brings the Board into the winter. Discussion pursued on the Agency's power to cancel the extension at any point, the Agency's ability to focus on housing within the upcoming three (3) months, and how the Working Group can support the completion of the project. Ms. Tyler emphasized desire to reduce this timeline and not extend the Housing Moratorium further.

Voting in Favor: Eynon, Archer, Ham, Kelley, Silverman, Wahal
Voting Against: Tyler
No. of Votes in Favor: 6
No. of Votes Against: 1

Disposition: Approved

OLD BUSINESS

Status of Pending Projects

Agency Counsel A. Joseph Scott, III reported on the status of pending projects:

- A. Wildberry Lodge, LLC – No changes.
- B. Magruder Solar, LLC – No changes.

C. Bayside Marlboro, LLC – No changes.

D. Cresco Labs – Mr. Scott stated he will follow up with the Company on their closing status.

NEW BUSINESS

Short-Term Transition Employment Contract

Chair Eynon acknowledged that the immediate transition period is the next six (6) months, that the Governance Committee is working to create recommendations for the Agency’s permanent structure moving forward, and that before the Board for consideration is a contract with the Ulster County Office of the Legislative Clerk from September 1st through February 28th to perform administrative services to temporarily support the Agency. The Chair noted that the contract includes a training component which will further aid the Agency during the transition to a permanent structure.

Motion No. 3: To approve the Short-Term Transition Employment Contractual Agreement.

Motion Made By: Ham

Motion Seconded By: Tyler

Discussion: Ms. Archer stated that she has worked with the two individuals who will be working on the short-term contract, expressing support for and confidence in the group, as well as disclosing that the involved individuals will be required to sign a Non-Disclosure Agreement to preserve the confidentiality of Agency information.

Voting in Favor: Eynon, Archer, Ham, Tyler, Silverman, Wahal

Voting Against: Kelley

No. of Votes in Favor: 6

No. of Votes Against: 1

Disposition: Approved

Motion No. 4: To approve the contractual agreement with Norman Staffing.

Motion Made By: Archer

Motion Seconded By: Tyler

Discussion: Chair Eynon explained that this contract is in preparation of the Agency’s next phase of the permanent staffing process.

Voting in Favor: Eynon, Archer, Ham, Kelley, Tyler, Silverman, Wahal
Voting Against: None
No. of Votes in Favor: 7
No. of Votes Against: 0

Disposition: Approved

ADJOURNMENT

Motion No. 5: To adjourn the meeting.

Motion Made by: Silverman
Motion Seconded by: Tyler
Disposition: Approved (7-0)

The meeting was adjourned at 9:52
A.M.

Respectfully submitted,
Amber Feaster, Staff

August 2022 Monthly UCIDA Report

September 9th, 2022

Inness New York, LLC – A total monthly head count of **6** workers were reported

- A. Of the 6 workers **6** were compliant and no exemptions
- B. Of the 6 workers **0** were non compliant

a. **Total monthly compliance average was 100%**

Romeo Enterprises, LLC – A total monthly head count of **138** workers were reported

- A. Of the 138 workers **135** were compliant and no exemptions
- B. Of the 138 workers **3** were non compliant

a. **Total monthly compliance average was 98%**



ULSTER COUNTY IDA MONTHLY LOCAL LABOR STATUS REPORT

For the Month of August 2022

Sites	Monitored	Date(s) of Visits	% Local Labor
22-001	Romeo Enterprises, LLC	August 29, 2022	88%
1			

1) Romeo Enterprises, LLC Site Visit on August 29th, 2022

Contractor:	# of Workers	# of Exceptions	# of Non-Compliant	% of Local labor	Comment
BENSON STEEL	5	0	1	80%	BENSON - 1 OUT OF AREA
KC & SONS	3	0	0	100%	
TOTAL WORKERS	8	0	1	88%	

ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY

[REVOLVING DOOR] POLICY

Section 1. Purpose and Authority.

Pursuant to Section 858 of the General Municipal Law of the State of New York (the “GML”), the Agency has the power to adopt policies relating to the operations of the Agency. The purpose of this policy (the “Policy”) is to describe the policy of the Ulster County Industrial Development Agency (the “Agency”) with respect to conflicts of interest which arise between the Agency and former employees of the Agency.

Section 2. Background.

It is the policy of the Agency that employees, members, or other individuals who perform services for the Agency are restricted in performing certain post-employment representational activities for private parties in front of or involving the Agency. The Agency desires to avoid a so-called “revolving door” to protect against the use of proprietary information by former employees of the Agency to the potential detriment of the public interest. The Agency also desires to avoid the potential influence of a former employee on the Agency, and the appearance of unfair use of prior affiliation with the Agency.

Section 3. Definitions.

The following definitions are set forth for purpose of this Policy:

“**Active Projects**” shall mean projects that are approved and are receiving financial assistance from the Agency (as defined in Section 854(14) of the General Municipal Law of the State of New York).

“**Agency**” shall mean, collectively, the Ulster County Industrial Development Agency and the Ulster County Capital Resource Corporation.

“**Agency Employee**” shall mean any officer, employee, or independent contractor or firm hired by the Agency to perform certain services on behalf of the Agency.

“**Compensation**” shall mean any money, thing of value or financial benefit conferred in return for services rendered or to be rendered. With regard to matters undertaken by a firm, corporation or association, compensation shall mean net revenues, as defined in accordance with generally accepted accounting principles.

“**Completed Projects**” shall mean projects that were approved and received financial assistance from the Agency (as defined in Section 854(14) of the General

Municipal Law of the State of New York), but whose project term has been completed.

“**Project Applicant**” shall mean any person, firm, organization or other entity which requests, prepares, or submits an application for financial assistance to the Agency.

Section 4. Prohibition on Representation by Former Agency Employees.

- A.** No person or firm who has served as an Agency Employee shall, within a period of [one (1) year] after the termination of such service or employment, interact (in person, on the phone, or via written or electronic correspondence) with any current Agency Employee or member of the Agency in an attempt to influence such current Agency Employee’s or member’s decision on any matter, proceeding, application or transaction.
- B. (i)** No person or firm who has served as an Agency Employee shall, within a period of [one (1) year] after the termination of such service or employment, appear before the Agency or receive Compensation for any services rendered by such former Agency Employee on behalf of any Project Applicant or other person, firm, corporation or association in relation to any proceeding or application or other matter before the Agency involving a new project seeking financial assistance from the Agency (and which is not otherwise covered by Section 4C below).
- (ii)** Examples of such prohibited appearances or services include, but are not limited to:
- (a)** Negotiating a contract with the Agency;
 - (b)** Submitting a response to a Request for Proposal of the Agency;
 - (c)** Assisting another person, firm, corporation, or association in preparing a Request for Proposal of the Agency;
 - (d)** Assisting another person, firm, corporation, or association in preparing or submitting an application for financial assistance to the Agency;
 - (e)** Requesting that the Agency take any action on behalf of a Project Applicant, Active Project, or Completed Project;
 - (f)** Submitting reports or filings to the Agency; or
 - (g)** Seeking information from the Agency that is not available to the public.
- C. (i)** No person or firm who has served as an Agency Employee shall, after the termination of such service or employment appear, communicate or otherwise render services before the Agency or receive Compensation for any such services rendered by such former Agency Employee on behalf of:
- (a)** Any Active Project, or other person, firm, corporation or other entity in relation to any matter, proceeding, or transaction with respect to which such former Agency Employee was concerned and in which he or she personally participated in during his or her service or employment, or which was under his or her active consideration;
 - (b)** Any Project Applicant, or other person, firm, corporation or other entity, who is involved in another Active Project with the Agency, with respect to

which such former Agency Employee was concerned with the Active Project and in which he or she personally participated during his or her service or employment, or which was under his or her active consideration, in relation to any new matter, proceeding, application, or transaction;

(c) Any Project Applicant, or other person, firm, corporation or other entity, who was involved in a Completed Project with the Agency, with respect to which such former Agency Employee was concerned with the Completed Project and in which he or she personally participated during his or her service or employment, or which was under his or her active consideration, in relation to any new matter, proceeding, application, or transaction; and

(d) Any Project Applicant, or other person, firm, corporation or other entity, who previously applied for, and was denied, financial assistance from the Agency, with respect to which such former Agency Employee was concerned with the earlier application and in which he or she personally participated during his or her service or employment, or which was under his or her active consideration, in relation to any new matter, proceeding, application, or transaction.

(ii) Examples of such prohibited appearances or services include, but are not limited to, the examples enumerated in subparagraph (B)(ii) of this Section 4.

Section 5. Matters Against the Agency.

Nothing herein shall be deemed to bar or prevent the appearance of a present or former Agency Employee before the Agency on his or her own behalf, to express an opinion or comment on a matter before the Agency, nor prevent the appearance or timely filing of any claim, account, demand or suit against the Agency where the matter arises out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 6. Implementation.

All Agency Employees shall be provided with this Policy upon their employment with the Agency and shall be required to acknowledge that they have read, understand and shall comply with the Policy upon termination of their position with the Agency.

Section 7. Compliance.

The Agency will ensure compliance with this Policy by any former Agency Employee, Project Applicant, or Active Project of the Agency. The Agency will reserve the ability to periodically check directly with any Active Projects to confirm that a former Agency Employee is not providing any services to the Active Project in violation of this Policy.

Section 8. Severability.

If any clause, sentence, paragraph, section, subdivision, item or other part of this Policy or the application thereof to any person or circumstance should be held by a court of competent jurisdiction to be invalid, void, or violative of a constitution or controlling law, such judgment, holding or determination shall be restricted to such clause, sentence, paragraph, section, subdivision, item or other part or the application thereof and shall not

apply to the remaining parts of such local law. To this end, the provisions of each clause, sentence, paragraph, section subdivision, item or other part of this local law are hereby declared to be severable.

Section 9. Effective Date.

This Agreement shall take effect immediately upon approval by a majority of the members at a regular Agency meeting at which a quorum of the membership is present.

Adopted: September __, 2022

UCIDA and UCCRC Illustrative Organization Design Plan [DRAFT - WIP]

September 2022

Governance Committee

Michael Ham

Lynn Archer

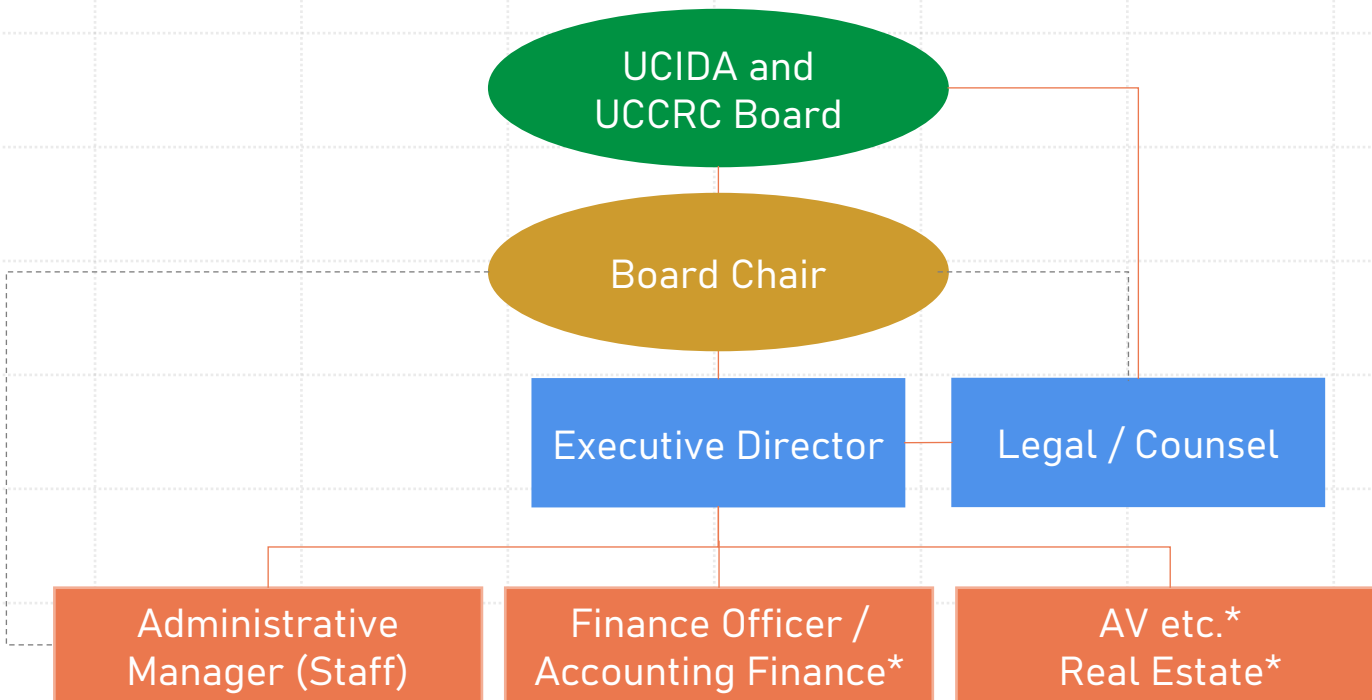
Kaustubh Wahal

Subject to review by legal counsel

Organization Structure

Ulster County IDA and UCCRC's Board is appointed by Ulster County Legislature as an independent Body [and functions at the Legislature's discretion], for the community

▪ Reporting structure and Communication



▪ Key Objectives

- Independence
- Continuity
- Transparency
- Accountability
- Constructive (communication)
- Structural redundancy
- Management team to be staggered relative to the Board term
 - Standard non-competes for management and administration

▪ Benefits

- Long-term, uninterrupted longevity of IDA operations to provide continued benefits to the community
- Complete dissemination of information to the public and governmental bodies
- Remain impactful, sustainable and independent
- Structural redundancies protect against systemic issues
- Separation of Vision and Execution to provide strength in governance

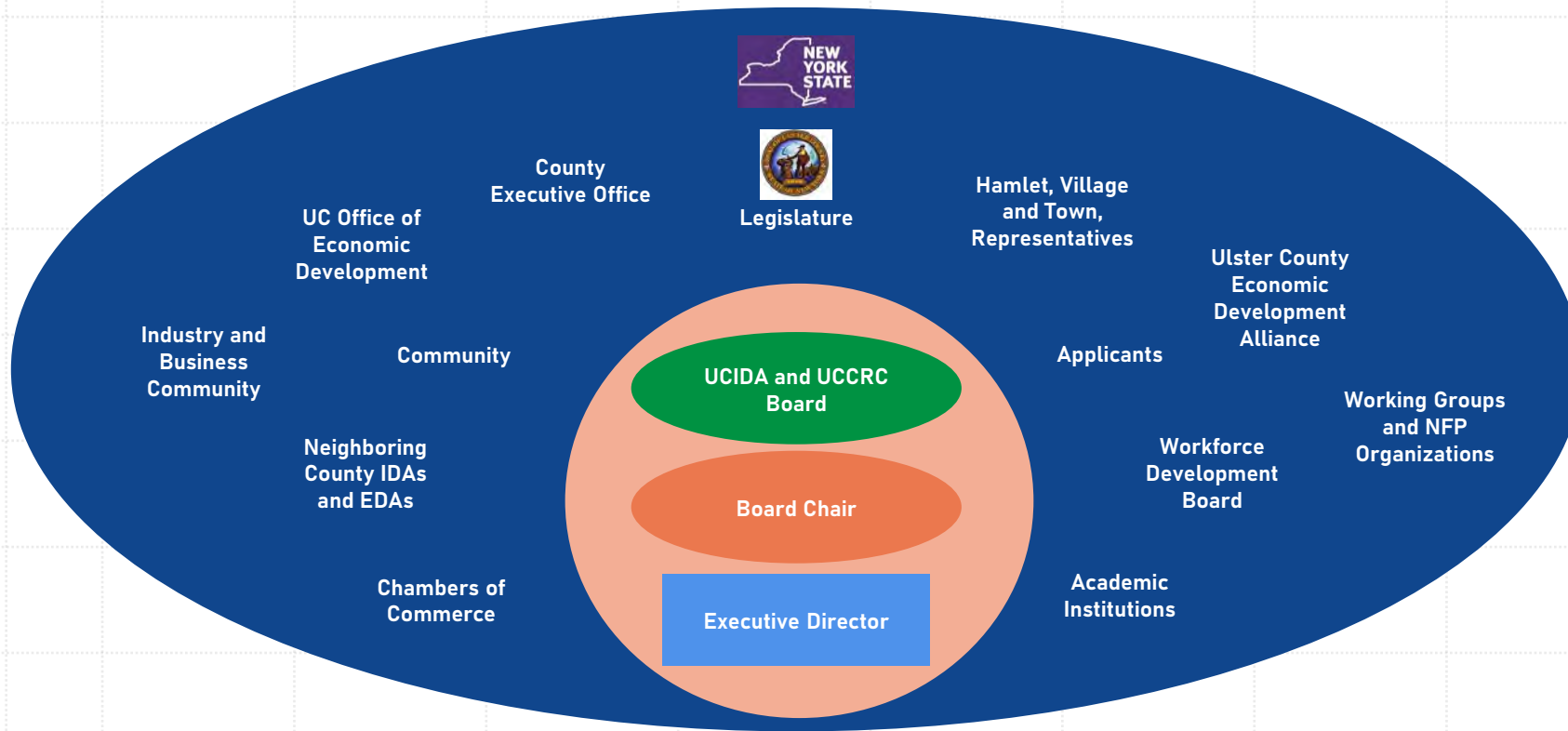
Notes:

1. Admirative staff / Manager to be hired initially on a temporary (3-6 months) basis, and subsequently confirmed or re-hired on a full-time basis.
2. Accounting and Finance vendor RFP to be initiated and released as soon as actionably possible.
3. Considerations for an office location to be discussed and determined.

* Potential outside consultant / vendor / contracted employees.

Key Partner Ecosystem & Communication

- Active Communication as a tool of Transparency will allow UCIDA's recognition in the community and further help build credibility and empower its mission
- Healthy level of proactive interaction between all stake holders and the community is one of the most effective ways to collaborate and flourish



- Proactive interaction within the community to “listen”
- Inter-agency seamless communication to develop effective solutions
- Directed communication with leaders and decision makers to effect change and develop sustainable job opportunities and continued investment in Ulster County
- Improved communication between all stakeholders for opportunity development and timely outcomes

[Visuals and notes to be added]

Resource and Staffing Considerations

▪ Full-time Management and Administration

Pros

- Allows for complete independence
- Potentially structurally burdensome
- Could be cost ineffective
- Greater control

Considerations

- Payroll
- Benefits
- Healthcare
- 401-K / Retirement
- Pension
- Office space and storage

▪ Full-time Management and Outsourced Services

Pros

- Allows for independence, structural strength and continuity
- Potential for improved accountability
- Optimal and effective control

Considerations

- Payroll
- Benefits
- Healthcare
- 401-K / Retirement
- Pension
- Office space and storage
- Potential RFP for services

▪ Contracted Management and Outsourced Staff

Pros

- Distributed execution team
- Reduced vested interest
- Less effective execution and control
- Potentially less attractive for high-caliber, civic minded talent

Considerations

- Payroll
- Benefits
- Healthcare
- 401-K / Retirement
- Pension
- RFP for services would be needed

Positions, Responsibilities, Role Descriptions

▪ Executive Director

Summary:

- Responsible for the successful leadership and management of the UCIDA according to the strategic direction set by the members of the Board
- Liaison between Board, applicants, vendors and potentially legislature and other appointed county officials & government Bodies and the community
- Works closely with the Board Chair

Skills:

- Leadership and General Management
- Operational Planning and Management
- Program Planning and Management
- Representative of UCIDA
 - Community Relations/Advocacy
- Risk Management
- Community (individual and business interactions)
- Interaction with local town officials
- Connectivity with other IDAs in NYS and potential investors
- Strong and effective communication skills

▪ Administrative Manager

Summary:

- Provide administrative and office support to UCIDA Board and management
- Coordination with vendors and project applicants
- Provide assistance in organizing and scheduling Board and committee meetings
- Work closely with the ED and the Chair, receive direction, proactively plan and prepare and distribute agendas, minutes and meeting packets
- Schedule and coordinate meeting set-up and location; file and post all required public notices and documentation
- Maintain and update the agency's website including but not limited to assembling and posting documents to the website including ensuring compliance with NYS law and Authorities Budget Office
- Clerical tasks, office support and ensure that meetings are live streamed

Skills:

- Strong organizational skills, good follow-through, problem solving skills, attention to detail
- Proficient in Microsoft Office, [other software?]

▪ Vendors

- Finance Officer (Finance, Accounting, Reporting and Risk)
- Legal – External Counsel
- Audio Visual
- Real Estate

▪ Work Location and Other

- **Executive Director:** Virtual, physical, some local and inter-county travel involved, including site-visits
- **Administrative Assistant:** On-site and virtual with potential for off-site meeting attendance
- **Vendors:** Virtual and physical attendance, [office location separate from IDA]

Detailed Role Descriptions

Executive Director

Leadership

- Participates with the Board in developing a vision and strategic plan for the Agency
- Identify, assess, and inform the Board of internal and external issues that affect the Agency
- Work with Board Committee's to address Agency needs and compliance with state laws
- Act as a professional advisor to the Board on all aspects of the Agency's activities
- Foster effective teamwork between the Board and other Agency staff
- In addition to the Chair of the Board, act as a spokesperson for the Agency
- Conduct official correspondence on behalf of, or with, the Board as appropriate
- Represent the Agency at community activities to enhance the Agency's community profile

Operational Planning and Management

- Manage and direct the activities of the Agency, including industrial, commercial, retail, office, tourism and not-for-profit development
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Board
- Ensure that the operation of the Agency meets the expectations of its Board and clients
- Oversee the efficient and effective day-to-day operation of the Agency
- Draft policies for the approval of the Board and prepare procedures to implement the Agency's policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, client, financial assistance and administrative files are securely stored, and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Notes:

- Specific Job Qualifications and working conditions to be finalized and shared with the Governance Committee and the Board.
- HR Responsibilities to be determined

Detailed Role Descriptions (*contd.*)

Executive Director (contd.)

Program Planning and Management

- Oversee the planning, implementation and evaluation of the Agency's programs and services
- Ensure that the programs and services offered by the Agency contribute to the Agency's mission and reflect the priorities of the Board
- Oversee the planning, implementation, execution and evaluation of special projects
- Works closely with the Board, Board Chair, Board members, committees and the team, such that information fluidity and consistency exists across the team

Risk Management

- Identify and evaluate the risks to the Agency's people (clients, staff, management) property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board and the Agency carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Financial Planning and Management

- Work with Accounting Firm / Finance Officer and the Board (Finance Committee) to prepare a comprehensive annual budget

Via the Accounting Firm and/or Finance Officer:

- Approve authorized expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping, accounting and reporting procedures are followed
- Administer the funds of the Agency according to the approved budget and monitor the monthly cash flows
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the Agency
- Ensure that the Agency is compliant
- Responsible for all annual filings and timely submissions

Detailed Role Descriptions (*contd.*)

[VP?] Finance Manager / Accounting and Finance Firm [Title to be determined]

Financial Planning and Management (via the accounting firm and/or Finance Officer):

- Manage accounting, finance and timely reporting operations of the UCIDA
- Create and maintain financial records, tax filings, reconciliation accounts, general ledger and furnish respective accounting and reporting
- Create and help develop historical analysis, budgets and forecasts along with other analyses
- Excellent record keeping and communication skills required
- Ensure that adopted internal control policies and procedures are sound; bookkeeping, accounting, and reporting is accurate and procedures are followed; any concerns are raised in a timely and accurate fashion
- Administer the funds of the Agency under the supervision of the Executive Director, the Board and their approval
- Follow procurement policy as outlined and as directed, utilizing Board approved budget
- Monitor monthly cash flows; including the completion of monthly bank reconciliations for Executive Director's and Board's review and approval
- Provide the Board with comprehensive and accurate, regular monthly reports on the Revenues and Expenditures of the UCIDA, along with other financial information
- Ensure that the UCIDA is compliant with the submission of the financial filings including the annual budget report, the procurement report, the investment report, and the annual certified audit filing
- Act as a liaison between the Board and the annual external auditor, including providing the external auditor with access to the books and records as engaged by the Board
- Be responsible to advise the Board on compliance with all annual filings and timely submissions
- Be responsible to provide necessary and required information to external parties including government bodies, applicants and vendors
- Manage accounts payables, approve record, and issue payment checks for authorized expenditures within the authority as delegated by the Board

Detailed Role Descriptions (*contd.*)

Administrative Manager

Essential Duties and Responsibilities

- Answers phones assists callers with inquiries; responsible for follow-ups
- Schedule appointments, meetings, both virtual and in-person
- Makes Photocopies and fax documents as necessary
- Ensures all printing deadlines are met
- Distributes application materials via mail and email in advance of board meetings
- Maintains and organizes client information files ensuring compliance with required documentation and for future reporting purposes
- Orders supplies as needed
- Attends board meetings and takes minutes, follows up with tasks assigned
- Reports to the Executive Director and the Chair; provides assistance to all Board members

Required Knowledge, Skills, and Abilities:

- Exhibits strong organizational skills good follow through and follow up on tasks as required, pays close attention to detail
- Is proficient in Microsoft Office and [other software]
- Has familiarity with other software as needed
- Demonstrates strong interpersonal skills – friendly, courteous, helpful, engaged, flexible and interested
- Excellent phone etiquette
- Communicates clearly and effectively both orally and in writing
- Exhibits ability to handle confidential client information in a responsible manner
- Uses good judgement and when in doubt seeks answer from the Executive Director, Chair or other team members
- Proficient in using office technology and equipment, such as fax machines and printers

[DRAFT / WIP]

End of Document

Thank you

Dated: September 18, 2022

Pending Transaction List

	<u>Deal Name</u>	<u>Agency Action</u>	<u>Status</u>	<u>Estimated IDA Admin Fee</u>
1.	Wildberry Lodge LLC	Public hearing resolution – 5.9.2018	NO CHANGE BEEN ADVISED THAT PROJECT IS NOT MOVING FORWARD – WILL DELETE FOR NEXT MEETING	Estimated Project Cost: \$80,000,000 Estimated Admin Fee: \$800,000 (\$80,000,000 * 1%)
2.	Magruder Solar, LLC	Agency adopted PH resolution – 3.17.21.	NO CHANGE Ready to schedule PH once project applicant finalizes Application.	Estimated Project Cost: \$8,712,833 Estimated Admin Fee: \$87,128.33 (\$8,712,833* 1%)
3.	Bayside Marlboro, LLC	Agency adopted PH resolution – 9.15.21	NO CHANGE Agency has adopted a resolution approving a moratorium on housing projects. Agency has adopted PH resolution, and there has been on-going discussions with the Project applicant. Ready to consider scheduling a Public Hearing if desired. Have prepared PILOT Approval resolutions for the Town and the School District.	Estimated Project Cost: \$30,907,229.26 Estimated Admin Fee: \$309,072 (\$30,907,229.26* 1%)
4.	Cresco Labs Project	Agency adopted SEQR and Approving resolutions at the 5.18.22 meeting	NO CHANGE Waiting on direction from project applicant to begin drafting IDA documents.	Estimated Project Cost: \$209,008,535 Estimated Admin Fee: \$2,090,085.35 (\$209,008,535 * 1%)

Pending Enforcement Matters List

	<u>Deal Name</u>	<u>Agency Action</u>	<u>Status</u>
1.	Golden Hill/NH Realty	Agency adopted resolution determining to terminate IDA Straight Lease Documents.	<p>Documents completed and filed. IDA Project is terminated.</p> <p>City Assessor has informed me that the City would like to exercise claw-back provisions. I will forward claw-back bill after I receive payment amounts from City Assessor. I have followed-up with City Assessor to get information required to complete the billing.</p>

Dated: September 18, 2022