

**COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY**

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**MEETING MINUTES**

**Monday, April 12, 2021 (Recessed) & Wednesday, April 21, 2021 (Reconvened)**

**I. CALL TO ORDER**

Acting Chairperson Loughlin called to order the regular meeting of the County of Sullivan Industrial Development Agency at approximately 11:04 AM via teleconference.

**II. ROLL CALL**

***Members Present-***

Suzanne Loughlin  
Howard Siegel  
Carol Roig  
Paul Guenther  
Scott Smith  
Craig Fleischman  
Sean Brooks

***Members Absent-***

Edward Sykes

***Staff Present-***

Jennifer Flad, Executive Director  
Julio Garaicoechea, Project Manager  
Deborah Nola, Accounting and Financial Analyst

***Staff Absent-***

None

***Others Present-***

Ira Steingart, Sullivan County Legislature  
Walter Garigliano, Agency Counsel  
Joseph Abraham, *SC Democrat*  
George Duke, Esq.  
Steve Vegliante, Esq.  
Jena Berman, Avon Road Partners LP  
John Kiefer  
Ken Walter

**III. INTRODUCTION OF NEW IDA BOARD MEMBERS**

Ms. Loughlin welcomed new IDA Board Members Craig Fleischman and Sean Brooks.

**IV. APPROVAL OF MEETING MINUTES**

On a motion made by Mr. Guenther, seconded by Mr. Smith, the Board voted and unanimously adopted the minutes of the March 8, 2021 Recessed Meeting and March 10, 2021 Reconvened Meeting.

**V. BILLS AND COMMUNICATIONS**

On a motion made by Mr. Siegel, and seconded by Mr. Guenther, the revised Schedule of Payments was unanimously approved.

#### VI. STAFF ACTIVITY REPORT

Ms. Flad reminded Board Members that Financial Disclosure forms are due to the County by May 15<sup>th</sup>. Extensions may be requested by contacting the Clerk to the Legislature AnnMarie Martin. She also added that the New York State Authorities Budget Office mandates that new Board Members attend a Public Authority Board Member Training Session and strongly recommends current members to attend training courses once every three years. Ms. Flad stated that the Personnel Committee authorized hiring a new part-time temporary staff member. Chairperson Loughlin disclosed that she has a familial relationship with the new hire. Mr. Siegel directed staff to provide the new IDA Board members with six months of IDA minutes prior to the Board Member training courses.

#### VII. NEW BUSINESS

On a motion made by Mr. Gunther, and seconded by Mr. Siegel, the board unanimously approved the proposed Agency Officers and Committee Members as presented. Ms. Flad noted that the Agency Officers and Committee Members are as follows:

- **Chairperson:** Suzanne Loughlin
- **Vice-Chair:** Edward T. Sykes
- **Treasurer:** Howard Siegel
- **Secretary:** Carol Roig
- **Assistant Treasurer:** Scott Smith
- **Assistant Secretary:** Craig Fleischman
- **Personnel Committee:** Suzanne Loughlin, Ed Sykes, Howard Siegel, Paul Guenther
- **Investment Committee:** Howard Siegel, Paul Guenther
- **Governance Committee:** Suzanne Loughlin, Paul Guenther, Scott Smith
- **Audit Committee:** Howard Siegel, Suzanne Loughlin, Scott Smith
- **Finance Committee:** Scott Smith, Paul Guenther, Howard Siegel
- **Revolving Loan Fund Committee, Agri-Business Revolving Loan & Lease Fund Committee, Rural Microentrepreneur Assistance Program Loan Committee:** CEO, Howard Siegel, Paul Guenther

Ms. Flad stated that the Bank Signatories are the following positions: Chairperson, Treasurer, Secretary and CEO.

On a motion made by Ms. Roig, and seconded by Mr. Guenther, the Board discussed a resolution authorizing an extension of the Sales Tax Abatement period for the **Amytra Development LLC, Eldred Entertainment LLC, and Eldred Hospitality LLC** project from May 1, 2021 through and including October 31, 2021. Mr. Garaicoechea stated that the project is current with respect to fees and reports due to the Agency. Chairperson Loughlin called the motion to question, the Board voted, and the resolution was unanimously approved.

The Board discussed the proposed **Commercial Industrial Park Uniform Tax Exemption Policy**. Attorney Garigliano stated that the Agency distributed the proposed policy to all affected taxing jurisdictions. The Liberty Central School District submitted a comment on the proposed policy and prefers to not be included. Attorney Garigliano stated that there are discussions to be set up with the Superintendent so that the District is aware of the ramifications of their decision. Attorney Garigliano recommended the Agency modify the policy to exclude any parcels located within the Liberty Central School District. Attorney

Garigliano described the policy for the new Board members. Mr. Siegel directed Attorney Garigliano to prepare a resolution for discussion and adoption at the next meeting.

**VIII. RECESS**

Mr. Smith made a motion to recess the meeting while the Sullivan County Funding Corporation and The Sullivan County Infrastructure Local Development Corporation hold special meetings to the same conference line. Mr. Guenther seconded the motion, the Board voted, and the meeting was recessed at approximately 11:26 AM.

**IX. RECONVENE**

Chairperson Loughlin reconvened the meeting at approximately 11:47 AM via teleconference.

**X. PUBLIC COMMENT**

Chairperson Loughlin asked those present for Public Comment. The Board recognized the comments of Ken Walter and Ira Steingart.

Mr. Siegel made a motion to enter Executive Session to discuss matters leading to the Appointment, Employment, Promotion, Demotion, Discipline, Suspension, Dismissal, or Removal of a Particular Person. Ms. Roig seconded the motion and the Board entered Executive Session at approximately 11:50 AM.

Mr. Siegel made a motion to exit Executive Session. Chairperson Loughlin seconded the motion and the Board exited Executive session at approximately 12:18 PM.

**XI. RECESS**

Mr. Siegel made a motion to recess the meeting to Wednesday, April 21, 2021 at 10:00 AM via conference line. Chairperson Loughlin seconded the motion, and the meeting was recessed at approximately 12:18 PM.

**XII. RECONVENE—APRIL 21, 2021**

Ms. Loughlin reconvened the recessed meeting of the County of Sullivan Industrial Development Agency on April 21, 2021 at approximately 10:04 AM via teleconference.

**XIII. ROLL CALL**

***Members Present-***

Suzanne Loughlin  
Howard Siegel  
Carol Roig  
Paul Guenther  
Scott Smith  
Sean Brooks

***Members Absent-***

Edward Sykes  
Craig Fleischman

***Staff Present-***

Jennifer Flad, Executive Director  
Julio Garaicoechea, Project Manager  
Deborah Nola, Accounting and Financial Analyst

***Staff Absent-***

None

**Others Present-**

Walter Garigliano, Agency Counsel

George Duke, Esq.

Steve Vegliante, Esq.

**XIV. NEW BUSINESS**

On a motion made by Mr. Guenther, and seconded by Mr. Siegel, the Board discussed the proposed **Commercial/Industrial Park Uniform Tax Exemption Policy**. Ms. Flad updated the Board on discussions with Liberty Central School District Superintendent Dr. Augustine Tornatore. Dr. Tornatore's concerns have been addressed and he has expressed support for the policy if it creates tax ratables, jobs and overall investment in the district. Attorney Garigliano advised he has revised the policy to include the district. Ms. Flad also stated that there were no other comments received. Chairperson Loughlin called the resolution to question, the Board voted, and the Board unanimously approved the policy.

The Board recognized the comments of Steven Vegliante, Esq. and George Duke, Esq.

Chairperson Loughlin updated the Board on the search for a Chief Executive Officer. Mr. Siegel stated that the Personnel Committee has drafted the terms of an offer of employment for this position.

On a motion made by Mr. Siegel, and seconded by Mr. Smith, the Board entered Executive Session to discuss matters leading to the employment of a new Agency Chief Executive Officer at approximately 10:12 AM.

On a motion made by Mr. Siegel and seconded by Mr. Guenther the Board exited Executive Session at approximately 10:20 AM.

On a motion made by Mr. Guenther, and seconded by Mr. Smith, the Board discussed a resolution authorizing the engagement of a new Agency Chief Executive Officer. Chairperson Loughlin called the resolution to question, the Board voted, and the Board unanimously approved the resolution.

**XV. PUBLIC COMMENT AND ADJOURNMENT**

Chairperson Loughlin asked those present for comment. There was none. On a motion made by Mr. Siegel and seconded by Ms. Roig the Board adjourned the meeting at approximately 10:21 AM.

Respectfully submitted:

Julio Garaicoechea and Jennifer Flad

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