

**COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY**

548 Broadway  
Monticello, New York 12701  
(845) 428-7575 - Voice  
(845) 428-7577 - Fax  
[www.sullivanida.com](http://www.sullivanida.com)  
TTY 711

**MEETING NOTICE**

**TO:** Howard Siegel, IDA Chairman and Treasurer/ Chief Financial Officer  
Kathleen Lara, IDA Vice Chairperson  
Philip Vallone, IDA Assistant Secretary  
Scott Smith, IDA Assistant Treasurer  
Paul Guenther, IDA Member  
Sean Brooks, IDA Member  
Ira Steingart, IDA Member & Chief Executive Officer  
Joseph Perrello, IDA Member  
Chairman and Members of the Sullivan County Legislature  
Josh Potosek, Sullivan County Manager  
Walter Garigliano, Esq., IDA Counsel  
**FROM:** Jennifer Flad, Executive Director  
**DATE:** January 8, 2025

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**PLEASE TAKE NOTICE** that there will be a Regular Meeting of the County of Sullivan Industrial Development Agency scheduled as follows:

**Date:** Monday, January 13, 2025  
**Time:** 11:00 AM  
**Location:** Legislative Committee Room, Sullivan County Government Center, 100 North Street, Monticello, New York 12701

This meeting video will also be livestreamed on the [IDA's YouTube Channel](#).

Meeting documents will be posted online [here](#).

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**MEETING AGENDA  
MONDAY, JANUARY 13, 2025**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MEETING MINUTES**

December 16, 2024 Special Meeting

**IV. BILLS AND COMMUNICATIONS**

**V. STAFF REPORT**

**VI. NEW BUSINESS**

*Resolution:* Authorizing the Consolidation of Four Existing Equipment Lease Agreements from the Agency to the Sullivan Catskills Regional Food Hub, Inc. Into One Equipment Lease Agreement

Any and All Other Business Before the Board

**VII. PUBLIC COMMENT AND ADJOURN**

**##**

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**MEETING MINUTES**  
**Monday, December 16, 2024**

**I. CALL TO ORDER**

Vice Chairperson Lara called to order the special meeting of the County of Sullivan Industrial Development Agency at approximately 9:22 AM in the Legislative Hearing Room at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701.

**II. ROLL CALL**

***Members Present-***

Kathleen Lara  
Carol Roig  
Scott Smith  
Ira Steingart  
Joseph Perrello

***Members Absent-***

Howard Siegel  
Philip Vallone  
Paul Guenther  
Sean Brooks

***Staff Present-***

Jennifer Flad, Executive Director  
Ira Steingart, Chief Executive Officer  
Julio Garaicoechea, Project Manager  
Bethanii Padu, Economic Development Coordinator

***Staff Absent-***

None

***Others Present-***

Shawn Griffin, Project counsel for NY Fallsburg (via Zoom)

**III. APPROVAL OF MEETING MINUTES**

On a motion made by Mr. Steingart and seconded by Ms. Roig, the Board voted and unanimously approved the November 18, 2024 meeting minutes.

**IV. BILLS AND COMMUNICATIONS**

On a motion made by Mr. Perrello and seconded by Mr. Smith, the Board voted and unanimously approved the schedule of payments showing five payments in the amount of \$13,656.07.

**V. STAFF REPORT**

There were no questions on the November staff report.

**VI. NEW BUSINESS**

On a motion made by Ms. Roig and seconded by Mr. Perrello, the Board reviewed and discussed a resolution of the Agency appointing **NY Fallsburg (Frank Brown Road) LLC** as its agent for the purpose of acquiring, constructing, installing, and equipping the project; making certain findings and determinations; and authorizing the execution and delivery of project documents. This resolution

related to the proposed development of a 4 MW solar photovoltaic electricity generating facility in the Town of Fallsburg. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously approved.

On a motion made by Mr. Smith and seconded by Ms. Roig, the Board reviewed and discussed a resolution authorizing the Agency to provide funding to the **Partnership for Economic Development** in Sullivan County for the fourth calendar quarter of 2024. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously approved.

On a motion made by Mr. Perrello and seconded by Mr. Smith, the Board reviewed and discussed a resolution extending the sales tax abatement period for **Monticello Industrial Park LLC** project from January 1, 2025 through and including June 30, 2025. This resolution relates to the proposed development of roadways and infrastructure to facilitate the future development of a commercial/industrial park in the Town of Thompson. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously approved.

On motion made by Mr. Perrello and seconded by Ms. Roig the Board reviewed and discussed a resolution directing the recapture of sales and use tax benefits exceeding the amount authorized from **FSH Lodge at Neversink LLC and 7491 State Route 55 Property Co LLC**. Mr. Steingart disclosed that his Steingart Associates, Inc. has a business relationship with the project company but he has no financial interest in the outcome of the resolution. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously approved.

## **VII. PUBLIC COMMENT AND ADJOURN**

Vice Chairperson Lara asked those present for comment. There was none. On a motion made by Mr. Perrello and seconded by Mr. Smith, the Board adjourned the meeting at approximately 9:32 AM.

Respectfully submitted:  
Bethanii Padu, Economic Development Coordinator

**COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY**

**548 Broadway, Monticello, NY 12701**

**845-428-7575**

<b>SCHEDULE OF PAYMENTS: January 13, 2025</b>			
<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	<b>Charter Communications</b>	Phone & Internet Service January 2025	\$ 284.95
2	<b>Credit Bureau of Monticello</b>	Public Record Bulletin 2025	\$ 270.00
3	<b>Elan Financial</b>	Zoom, Adobe, Asure, FedEx	\$ 252.86
4	<b>Kristt Kelly Office Systems Corp.</b>	Service Contract 1/13/25 - 1/12/26 (Eco 92040DW)	\$ 249.00
5	<b>Mike Preis</b>	D&O Policy Renewal 2/5/25 - 2/5/26	\$ 3,395.00
6	<b>New Southern Tier Title Agency</b>	Office Rent: February 2025	\$ 3,700.00
7	<b>Pattern for Progress</b>	2025 Membership Dues	\$ 5,450.00
8	<b>USDA Rural Development</b>	RMAP Loan Payment January 2025	\$ 2,730.41
9	<b>Walter F. Garigliano, P.C.</b>	January 2025 Retainer, Legal Fees (SVG 26 LLC) (Basil & Barns LLC--pass-through)	\$ 8,850.00
<b>TOTAL</b>			<b>\$ 25,182.22</b>
I certify that the payments listed above were audited by the Board of the IDA on January 13, 2025 and allowed in the amounts shown. You are hereby authorized and directed to pay each of the claimants in the amount opposite its name.			
_____			<u>1/13/2025</u>
<b>Signature</b>			<b>Date</b>

<b>Expenses Approved and Paid Since Last Regular Meeting 12/16/24)</b>			
<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	<b>Fay Hospitality LLC</b>	New Bank Account - Sales Tax Escrow Funds	\$ 12,000.00
2	<b>M E P Wholesalers / Gibbers Estates LLC</b>	New Bank Account - Sales Tax Escrow Funds	\$ 9,000.00
3	<b>Maude Crawford Realty LLC</b>	New Bank Account - Sales Tax Escrow Funds	\$ 3,500.00
4	<b>Mountain Kosher Supermarket LLC</b>	New Bank Account - Sales Tax Escrow Funds	\$ 7,500.00
5	<b>Monticello Industrial Park LLC</b>	New Bank Account - Sales Tax Escrow Funds	\$ 2,500.00
6	<b>Beaverkill Studios Inc</b>	New Bank Account - Sales Tax Escrow Funds	\$ 10,530.95
7	<b>Dimifini-Fallsburg</b>	Return of Recording Fees	\$ 65.50
<b>TOTAL</b>			<b>\$ 45,096.45</b>

<b>Other Expenses and Items Paid Since Last Regular Meeting 12/16/24)—no approval required</b>			
<b>No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	<b>Payroll Expenses</b>	Payroll Check Dates: 12/27/24, W-2 Processing, 1/10/25	\$ 23,769.84
2	<b>Jennifer Flad</b>	December 2024 Health Insurance Reimbursement	\$ 1,037.50
3	<b>Bethanii Padu</b>	December 2024 Health Insurance Reimbursement	\$ 241.59
4	<b>Julio Garaicoechea</b>	January 2025 Health Insurance Reimbursement	\$ 529.17
5	<b>FP Mailing Solutions</b>	Postage for postage meter	\$ 100.00
<b>TOTAL</b>			<b>\$ 25,678.10</b>

**ACTIVITY REPORT –DECEMBER 2024**  
**COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY (IDA), SULLIVAN COUNTY**  
**FUNDING CORPORATION (SCFC), THE SULLIVAN COUNTY INFRASTRUCTURE LOCAL**  
**DEVELOPMENT CORPORATION (TSCILDC)**

January 7, 2025

The IDA Board meeting scheduled for December 9 was cancelled. A special meeting was held on December 16, at which time the following resolutions were adopted:

- NY Fallsburg (Frank Brown Road), LLC: Approving IDA incentives for the proposed development of a 4 MW solar photovoltaic electricity generating facility in the Town of Fallsburg.
- Partnership for Economic Development in Sullivan County, Inc.: Approving the fourth calendar quarter 2024 payment.
- Monticello Industrial Park LLC: Extending the sales tax exemption period from January 1, 2025 through June 30, 2025. This resolution relates to the development of roadways and infrastructure to facilitate the future development of a commercial/industrial park at the former Sullivan County landfill expansion site in the Village of Monticello.
- FSH Lodge at Neversink LLC and 7491 State Route 55 Property Co LLC: Authorizing and directing the recapture of unauthorized sales and use tax exemptions. This relates to the Hemlock Neversink project in the Town of Neversink.

The Governance Committees of the IDA, SCFC, and TSCILDC also met on December 16 to conduct routine business.

On December 31 IDA and NY Fallsburg (Frank Brown Road), LLC closed on the above-described transaction.

Staff is working to calculate and issue IDA's 2025 Payment in Lieu of Tax (PILOT) bills. In the coming weeks we will collect PILOT payments from over sixty projects and disburse 100% of the funds to the taxing jurisdictions.

Cooper Arias, LLP has begun its 2024 financial audit of the IDA, SCFC, and TSCILDC. We are working with Cooper Arias to collect and provide information as needed. Much of the audit process will take place remotely, with Cooper Arias on-site at our offices during the first week of February.

The next regular meeting of the IDA Board is scheduled for Monday, January 13, 2025 at 11:00 AM in the Legislative Committee Room.

##

RESOLUTION

A regular meeting of the County of Sullivan Industrial Development Agency (“Agency”) was convened on January 13, 2025 at 11:00 a.m. local time at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701.

The meeting was called to order by Chairman Howard Siegel, and, upon the roll being called, the following members of the Agency were:

	<u>PRESENT</u>	<u>ABSENT</u>
Howard Siegel	[     ]	[     ]
Kathleen Lara	[     ]	[     ]
Philip Vallone	[     ]	[     ]
Scott Smith	[     ]	[     ]
Paul Guenther	[     ]	[     ]
Sean Brooks	[     ]	[     ]
Ira Steingart	[     ]	[     ]
Joseph Perrello	[     ]	[     ]

The following persons were also present:

- Jennifer M. Flad, Executive Director
- Ira Steingart, Chief Executive Officer
- Julio Garaicoechea, Project Manager
- Bethanii Padu, Economic Development Coordinator
- Walter F. Garigliano, Agency General Counsel

The following resolution was duly offered by \_\_\_\_\_, and seconded by \_\_\_\_\_, to wit:

Resolution No. \_\_ - 25

*RESOLUTION AUTHORIZING THE CONSOLIDATION OF FOUR (4) EXISTING EQUIPMENT LEASE AGREEMENTS FROM THE AGENCY TO THE SULLIVAN CATSKILLS REGIONAL FOOD HUB, INC. (“COMPANY”) INTO ONE (1) EQUIPMENT LEASE AGREEMENT*

*WHEREAS*, the Agency was created by Chapter 560 of the Laws of 1970 of the State of New York, as amended pursuant to Title I of Article 18-A of the General Municipal Law of the State of New York (collectively, the "Act") as a body corporate and politic and as a public benefit corporation of the State of New York; and

*WHEREAS*, Sullivan Catskills Regional Food Hub, Inc. (“SCRFH”) is a not-for-profit corporation having an address of P.O. Box 1015, Liberty, New York 12754; and

*WHEREAS*, the Agency has applied for and received numerous grants from the United States Department of Agriculture, for the acquisition of equipment to be leased to SCR FH in furtherance of the development of the Catskills Food Hub; and

*WHEREAS*, the Agency and SCRFH entered into the following leases, as amended:

- (a) Cooler and Freezer Boxes Lease.
  - (i) Equipment Lease Agreement (Cooler and Freezer Boxes), effective October 1, 2018 (“2018 Cooler and Freezer Boxes Lease”);
  - (ii) First Amendment to Equipment Lease Agreement (Cooler and Freezer Boxes), effective February 1, 2021 (“First Amendment to Cooler and Freezer Boxes Lease”); and
  - (iii) Second Amendment to Equipment Lease Agreement (Cooler and Freezer Boxes), effective February 1, 2022 (“Second Amendment to Cooler and Freezer Boxes Lease” and together with the 2018 Cooler and Freezer Boxes Lease and First Amendment to Cooler and Freezer Boxes Lease, the “Cooler and Freezer Boxes Lease”).
  
- (b) Cooler and Freezer Machinery Lease.
  - (i) Equipment Lease Agreement (Cooler and Freezer Machinery), effective October 1, 2018 (“2018 Cooler and Freezer Machinery Lease”);
  - (ii) First Amendment to Equipment Lease Agreement (Cooler and Freezer Machinery), effective February 1, 2021 (“First Amendment to Cooler and Freezer Machinery Lease”); and
  - (iii) Second Amendment to Equipment Lease Agreement (Cooler and Freezer Machinery), effective February 1, 2022 (“Second Amendment to Cooler and Freezer Machinery Lease” and together with the 2018 Cooler and Freezer Machinery Lease and First Amendment to Cooler and Freezer Machinery Lease, the “Cooler and Freezer Machinery Lease”).
  
- (c) Miscellaneous Equipment Lease.
  - (i) Equipment Lease Agreement (Miscellaneous), effective October 1, 2018 (“2018 Miscellaneous Lease”);
  - (ii) First Amendment to Equipment Lease Agreement (Miscellaneous), effective February 1, 2021 (“First Amendment to Miscellaneous Lease”); and
  - (iii) Second Amendment to Equipment Lease Agreement (Miscellaneous), effective February 1, 2022 (“Second Amendment to Miscellaneous Lease” and together with the 2018 Miscellaneous Lease and First Amendment to Miscellaneous Lease, the “Miscellaneous Equipment Lease”).
  
- (d) Generator Lease.
  - (i) Equipment Lease Agreement (Generator), effective April 1, 2019 (“2019 Generator Lease”);
  - (ii) First Amendment to Equipment Lease Agreement (Generator), effective February 1, 2021 (“First Amendment to Generator Lease”); and
  - (iii) Second Amendment to Equipment Lease Agreement (Generator), effective February 1, 2022 (“Second Amendment to Generator Lease” and together with the



2019 Generator Lease and First Amendment to Generator Lease, the “Generator Lease”); and

*WHEREAS*, on or about February 6, 2023, the Agency, SCRFH, and A Single Bite, a Field of Interest Fund administered by the Community Foundation of Orange and Sullivan, a New York not-for-profit corporation, entered into that certain Omnibus Amendment to Lease Agreements, through which the Cooler and Freezer Boxes Lease, the Cooler and Freezer Machinery Lease, the Miscellaneous Equipment Lease, and the Generator Lease were amended so that the right to use the equipment leased by the Agency to the Company were available for use by both the Company and A Single Bite, among other amendments (the “Omnibus Amendment”); and

*WHEREAS*, on or about December 19, 2023, SCRFH filed with the New York State Department of State a Certificate of Assumed Name, such that SCRFH is now doing business as A Single Bite; and

*WHEREAS*, in an effort to reduce the administrative burden on all parties, the Agency and SCRFH wish to consolidate the Cooler and Freezer Boxes Lease, the Cooler and Freezer Machinery Lease, the Miscellaneous Equipment Lease, and the Generator Lease into an Equipment Lease Agreement with such terms as shall be negotiated by the Executive Director and approved by the Agency’s Loan and Lease Committee.

*NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE AGENCY AS FOLLOWS:*

Section 1. The Agency’s Chairman or Executive Director, each acting individually, is hereby authorized and directed to execute an Equipment Lease Agreement to consolidate the Cooler and Freezer Boxes Lease, the Cooler and Freezer Machinery Lease, the Miscellaneous Equipment Lease, and the Generator Lease.

Section 2. The Executive Director or Counsel to the Agency is hereby authorized and directed (i) to distribute copies of this resolution to the Company; and (ii) to do such further things or perform such acts and to execute any and all documents as may be necessary or convenient to implement the provisions of this resolution.

Section 3. The officers, employees and agents of the Agency are hereby authorized and directed for and in the name and on behalf of the Agency to do all acts and things required and to execute and deliver all such certificates, instruments, documents, and to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or in the opinion of the officer, employee or agent acting on behalf of the Agency desirable and proper to effect the purposes of the foregoing resolution and to cause compliance by the Agency with all the terms, covenants and provisions of the documents for and on behalf of the Agency.

Section 4. In recognition of the mission of A Single Bite and the ongoing efforts to introduce

Sullivan County students to locally sourced healthy foods, the Agency shall pay all fees and costs incurred to carry out the intent of these resolutions.

Section 5. These resolutions shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Howard Siegel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Kathleen Lara	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Philip Vallone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Scott Smith	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Paul Guenther	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Sean Brooks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ira Steingart	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Joseph Perrello	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

The resolution was thereupon duly adopted.

STATE OF NEW YORK :  
:SS  
COUNTY OF SULLIVAN :

I, the undersigned Assistant Secretary of the Agency DO HEREBY CERTIFY THAT:

1. I have compared the foregoing copy of a resolution of the County of Sullivan Industrial Development Agency (“Agency”) with the original thereof on file in the office of the Agency, and that the same is a true and correct copy of such resolution and of the proceedings of the Agency in connection with such matter.
2. Such resolution was passed at a meeting of the Agency duly convened in public session on January 13, 2025 at 11:00 a.m. at the Sullivan County Government Center, 100 North Street, Village of Monticello, Sullivan County, New York, at which the following members were present:

	<u>PRESENT</u>		<u>ABSENT</u>	
Howard Siegel	[ ]	]	[ ]	]
Kathleen Lara	[ ]	]	[ ]	]
Philip Vallone	[ ]	]	[ ]	]
Scott Smith	[ ]	]	[ ]	]
Paul Guenther	[ ]	]	[ ]	]
Sean Brooks	[ ]	]	[ ]	]
Ira Steingart	[ ]	]	[ ]	]
Joseph Perrello	[ ]	]	[ ]	]

3. The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Howard Siegel	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Kathleen Lara	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Philip Vallone	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Scott Smith	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Paul Guenther	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Sean Brooks	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Ira Steingart	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain
Joseph Perrello	[ ]	] Yes	[ ]	] No	[ ]	] Absent	[ ]	] Abstain

and therefore, the resolution was declared duly adopted.

I FURTHER CERTIFY that (i) all members of the Agency had due notice of said meeting, (ii) pursuant to Sections 103(a) and 104 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public and public notice of the time and place of said meeting was duly given in accordance with such Sections 103(a) and 104, (iii) the meeting in all respects was duly held, and (iv) there was a quorum present throughout.

*IN WITNESS WHEREOF*, I have hereunto set my hand and seal on the 13<sup>th</sup> day of January, 2025.

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Philip Vallone, Assistant Secretary