**MINUTES**

Meeting of the Board of Directors

January 11, 2022

A meeting of the Board of Directors of the Ulster County Economic Development Alliance was held at 4:30 P.M. on Tuesday, January 11, 2022 through a Zoom meeting:

https://us02web.zoom.us/j/83052242442

The following Board Members were present by video conference:

Sarah Haley

Herb Litts

Brian Cahill

Ashley Knox

Zac Kleinhandler

Ward Todd

Also in attendance were:

President:

 Tim Weidemann Director, Ulster County Office of Economic Development

Ulster County Office of Economic Development Staff:

 Kathryn Heidecker Deputy Director, Economic Development

Samantha Liotta Confidential Secretary, Economic Development

Other Attendees

Lindsay Simonson Ulster County Attorney’s Office

Dante Deleo Ulster County Attorney’s Office

March Gallagher Ulster County Comptroller’s Office

Alicia DeMarco Ulster County Comptroller’s Office

Rose Woodworth Ulster County IDA

Phil Erner Ulster County Legislature

Unidentified Phone Caller

The meeting was called to order by Chair Sarah Haley at 4:34 P.M.

**MINUTES**

**Motion:** Ward Todd made a motion seconded by Zac Kleinhandler, moved to approve the minutes for December 21, 2021.

**Vote:** The motion was adopted.

**Officer’s Report**

**President & CEO Report**

**Tech City Enterprise West Updates**

**Discussion:**  Entered into negotiations with Natural Resources to develop a term sheet for the development of the West side of the property. More to come in the near future. Appraisal and Survey is ongoing on the West side of the campus in accordance with approval by the legislature in late 2021, UCEDA is working with the UC Purchasing Department to issue a bid request in the next week or so. We continue to look for opportunities to fill the space to generate revenue via short-term storage agreements. One is pending – Anthology Film Archives. Payments are being received from the other tenants. Brian Cahill asked for a gross revenue number estimate, Tim estimated that $4 / square foot is the current average rate. Tim Weidemann will provide an exact figure in the next meeting. Event management is also being discussed for this coming summer. Brian Cahill asked for clarification on BluePrint contract dates and why cars are consistently parked at the property. Tim Weidemann clarified that storage users are likely the cause of the traffic on the site. Herb Litts asked if there was anything in agreements with iPark87 that would proclude UCEDA or any other event producer from using the property. Tim Weidemann said that we are not aware of plans to use the parking lot and therefore would like to move forward with a mechanism to use the parking lot this summer unless a new agreement is made. Sarah Haley expressed interest in the Enterprise West advisory committee having a conversation with iPark87 to discuss the East side of the campus being used for event production as well.

**Tech City Enterprise East Updates**

**Discussion:**  After the flurry of activity, a purchase and sales agreement was executed. The transfer of deeds is in process. UCEDA will hold the deeds to the property until the appraisal is complete and appropriate notice is given to ABO for the transaction. Brian Cahill asked if there were any additional set backs. Tim Weidemann said nothing new has surfaced.

**CARES Funding Update**

**Discussion:**  Tim Weidemann gave notice of the intent to request the legislature that an allocation of the County’s ARPA funds be distributed to UCEDA to reinvest in direct assistance to businesses and informed the Board that the OED team is working with members of the ARPA Executive Team to create such request. A budget amendment is being requested in later in this meeting to reallocate some funding from admin to program delivery. The original funding amount is now committed. Kathryn Heidecker then gave a presentation on the progress of CARES funding. Brian Cahill asked for clarification on the application completion date process. Tim Weidemann explained the applicants will receive a application completion date and the OED will continue to process applications in anticipation of additional funding. Sarah Haley asked for clarification of the budget amendment noticing that she does not see any auditing numbers that would allow UCEDA to reduce its administrative fee. Tim Weidemann clarified that current staff has been able to handle the administration and so a contractor has not been hired to date to provide support and that if a second round of CARES funding is requested, administrative fees will be included in that request.

**Solarize Ulster Update**

**Discussion:** Tim Weidemann explained that a Solarize Ulster campaign is currently in place and as part of the agreement with participating vendors, those vendors are making a contribution to Solarize Ulster with payments being made to UCEDA. In excess of $23,000 has been collected but they are restricted funds.

**New Business**

**Approval of UCEDA 2022 Budget Amendment**

**Discussion:**  Due to high demand, the full budgeted amount of $850,000 for direct financial assistance has been committed. In order to provide assistance to 3 additional businesses, staff have requested to reallocate $100,000 from the program delivery budget line to the direct assistance to business budget line. There is no net change to the overall program budget.

**Motion:** Harb Litts made a motion, seconded by Ward Todd to adopt the proposed budget amendment (Amendment #2022-1).

**Vote:** The motion was adopted.

**Approval of CARES Awardees Contracts Pending NYS Underwriting Approval**

**Discussion:**  Tim Weidemann clarified that normally contracts would be approved, but asked that these contracts be conditionally approved subject to the State’s underwriting review and approval. Herb Litts ensured that the contracts have been reviewed and vetted by County Attorney’s office.

**Motion:** Herb Litts made a motion, seconded by Brian Cahill, to approve contracts for the Round 2 Ulster County Cares awardees, subject to review and approval of awards by NYS Office of Homes & Community Renewal.

**Vote:** The motion was adopted.

**Approval of UHY Invoices**

**Discussion:**  Final billing for 2020 audit invoice number 550409834.

**Motion:** Ward Todd made a motion, seconded by Brian Cahill, to approve payment in the amount of $1,000.00 for UHY Invoice number 550409834.

**Vote:** The motion was adopted.

**Approval of UHY Invoices**

**Discussion:**  Final billing for 2020 tax return invoice number 620410979.

**Motion:** Ward Todd made a motion, seconded by Ashley Knox, to approve payment in the amount of $1,650.00 for UHY Invoice number 620410979.

**Vote:** The motion was adopted.

**Approval of Harris Beach Invoice**

**Discussion:**  Tim Weidemann clarified the amount currently up for approval is $40,716.80. Herb Litts asked that in future meetings, a detailed breakdown of what has previously been approved be provided in the meeting when invoices are presented to ensure that a budget set by the Ulster County Legislature is not being exceeded for the West side of the campus UCEDA staff will provide moving forward.

**Motion:** Herb Litts made a motion, seconded by Ward Todd, to pay Invoice #8834863 and Invoice # 8836694 totalling $40,716.80 and to remit payments with a request that the properties are invoiced and paid separately with totals to date.

**Vote:** The motion was adopted.

**Approval of Chronogram Media Invoice**

**Discussion:**  The Board reviewed the supporting documentation for the $8,500 invoice due for the Ulster 2040 Strategy and Content marketing campaign.

**Motion:** Brian Cahill made a motion, seconded by Herb Litts, to remit payment of invoice 40293 in the amount of $8,500 to Chronogram Media.

**Vote:** The motion was adopted.

**Approval of BluePrint Invoice**

**Discussion:**  Dates and amounts on the BluePrint invoices were not clear regarding services provided in relation to the contract. As a result of the discussion, the invoice was not presented for board approval of payment. Herb Litts recommended that the County Attorney’s office reviews the language of the contract and advises on payment.

**Amendment for HILCO Appraisal Agreement**

**Discussion:**  Tim Weidemann provided a verbal summary on the amendment needed on the preciously approved contract to reflect a parcel that was not included in the foreclosure process and also added clarification that the amendment of this agreement is approved by the County Attorney’s office. The proposed amendment is to add the parcel having Section/Block/Lot number 48.7-1-29.600, to extend the term of the agreement to March 22, 2022, and to increase the not-to-exceed contract amount by $2,500. Herb Litts made a note of concern regarding the funds used for payment of this amendment, indicating that no escrow funds from the Tech City transaction should be used to pay for this additional parcel’s appraisal.

**Motion:** Herb Litts made a motion, seconded by Brian Cahill, to approve the amendment of the HILCO appraisal contract with a condition to postpone for further discussion the source of funds to be used to pay the additional fees associated with the contract amendment.

**Vote:** The motion was adopted.

**PUBLIC COMMENT**

Sarah Haley recognized Comptroller March Gallagher. Comptroller Gallagher noted that it is clear in the purchase and sale agreement that iPark87 can, if they so choose, apply for federal funding as the site is designated a brownfield site.

Sarah Haley recognized Phil Erner, Ulster County Legislator. Phil Erner clarified that the CARES contracts were approved. Herb Litts clarified they were approved contingently. Phil Erner then offered his contingent congratulations to the new awardees.

**ADJOURNMENT**

**Motion**: Brian Cahill made a motion, seconded by Ward Todd to adjourn the meeting.

**Vote**: The motion was adopted.

The meeting was adjourned at 5:51pm.