

Ulster County Economic Development Alliance
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MINUTES

Special Meeting of the Board of Directors

A special meeting of the Board of Directors of the Ulster County Economic Development Alliance was held on Wednesday, September 27, 2023 at the Ulster County Legislative Chambers, 244 Fair Street, 6th floor, Kingston, NY 12401

Members of the public may also join from:
925 Sonoma Way, Sacramento, CA 95819
1106 Dalewood St. Kingston, NY 12401

or via Zoom:
Join Zoom Meeting
<https://us02web.zoom.us/j/83253754527>

Meeting ID: 832 5375 4527

The following Board Members were present in person:

Ward Todd
Herb Litts
Christopher Cerrone

The following Board Members were present via Zoom:

Sarah Haley
Brian Cahill

Also, in attendance were:

President/CEO:	Amanda LaValle, Deputy County Executive
CFO:	Christopher Jaros, Deputy Commissioner, Ulster County Department of Finance
UCEDA Director	Rev. Dr. Gregory Simpson, via Zoom (not counted toward quorum)

Ulster County Office of Economic Development Staff:

Kevin Lynch	Director, Economic Development
Samantha Liotta	Business Services Administrator

Other Attendees

Alicia DeMarco	Ulster County Comptroller's Office
Chales Dinstuhl	Ulster County Comptroller's Office
Lindsay Chen	County Attorney's Office
Nicole Overbaugh	UHY

The meeting was called to order at 4:24 P.M.

This institution is an equal opportunity provider, employer, and lender.

AGENDA

Motion: Herb Litts made a motion to approve the agenda as presented, seconded by Brian Cahill

Vote: Motion Passed

PUBLIC COMMENT ON AGENDA ITEMS

Discussion: No one asked for the privilege of the floor.

MINUTES

Motion: Herb Litts made a motion to approve the minutes for the August 22, 2023 meeting as submitted, seconded by Brian Cahill.

Vote: Motion Passed.

PRESIDENT/CEO REPORT

Project Updates

Discussion: Amanda LaValle let the Board know that the majority of UCEDA activity has surrounded finalizing the 2022 Audit. In addition, the plans for iPark87 are moving forward via the hiring of an architect by the County, however, a complete lease has not been prepared yet for UCEDA board review. Cares 2 and Cares 2.1 are both moving forward with disbursements.

CFO Report

Discussion: Christopher Jaros agreed that the main focus has been on the 2022 Audit noting that adjusting journal entries from UHY are being worked on. Once the audit is completed, 2023 financials will be reviewed and prepared. Herb Litts noted that the last approved financials for UCEDA were in February 2023. Ward Todd requested that financials be presented in October. Brian Cahill emphasized the need for a financial consultant to decrease the burden on the County finance department. Amanda LaValle agreed that a scope of work for a RFP will be presented to the Board at the next meeting for their approval.

NEW BUSINESS

2022 Audit

Discussion: The meeting was turned over Nicole Overbaugh of UHY for a brief presentation of the 2022 draft audit. Brian Cahill asked if policies have been created to execute recommendations have been put in place based on the draft audit findings which Amanda LaValle said that actions have not been taken to date, but a plan will be put in place and recommendations will be reviewed to see what can be done in-house and what should be done by a consultant.

Motion: Herb Litts made a motion to accept UCEDA's Audit Committee recommendation to approve the 2022 draft audit, seconded by Ward Todd.

Vote: Motion carries.

UHY Invoice Approval

Discussion: Amanda LaValle explained that these invoices are progress invoices for work done through September on the 2022 audit.

Motion: Herb Litts made a motion to remit payment upon receipt of the final audit, seconded by Ward Todd.

Vote: Motion carries.

IPark Mortgage Release

Discussion: Samantha Liotta and Lindsay Chen explained that the additional parcel (Lot 400) being requested for release from National Resources was meant to be included in their original request but was inadvertently left out. The current request is to approve the release of the mortgage on lot 400.

Motion: Brian Cahill made a motion to release the mortgage on Lot 400, seconded by Chris Cerrone.

Vote: Motion Passed.

OLD BUSINESS

Harris Beach Invoice Approval

Discussion: Samantha Liotta clarified that there are now 2 spreadsheets-one for Enterprise East / West legal services and one for other services that includes workforce innovation center lease negotiation services. Sarah Haley said that she finds it challenging to approve invoices without knowing what is in the bank accounts however feels more comfortable paying the invoices that are reimbursed from the imprest account.

Motion: Herb Litts made a motion to approve payment for invoices ending in 889, 990, 251, 250, 968, for \$35,692.50 seconded by Brian Cahill.

Vote: Motion Passed.

Scope of Work for Financial Consultant

Discussion: Amanda LaValle clarified that the updated scope of work was not ready for review and will check the procurement procedure on how best to move forward with presenting an updated scope of work to the Board.

Scheduling of Special Meetings

Discussion: Samantha Liotta explained that a possible schedule shift to the first Tuesday of the month might be proposed in the future to align with the Legislative Economic Development Committee meeting.

PUBLIC COMMENT

Discussion: Sarah Haley recognized Alicia DeMarco who inquired about any action against a Cares awardee who did not comply with grant requirements. Lindsay Chen clarified that the County Attorney's office will research possible actions before the next board meeting.

Sarah Haley informed the board that this meeting is her last. Herb Litts thanked her for her service. The Board wishes her the best in her future endeavors.

ADJOURNMENT

Motion: Herb Litts made a motion to adjourn the meeting, seconded by Brian Cahill.

Vote: Motion passed. Meeting adjourned at 5:19PM