

Columbia County Industrial Development Agency

MINUTES COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY Full Board Tuesday, February 7, 2023

A regular meeting of Columbia County Industrial Development Agency’s Board held Tuesday, February 7, 2023 in person. The meeting was called to order at 8:45 am by Carmine Pierro, Chair.

Attendee Name	Title	Status	Arrived
Nina Fingar-Smith	Secretary	Absent	
Robert Galluscio	Treasurer	Present in person	
William Gerlach	Board Member	Present in person	
Brian Keeler	Board Member	Present in person	
Carmine Pierro	Chair	Present in person	
Rick Rector	Board Member	Present in person	
Sarah Sterling	Vice-Chair	Present in person	
Andrew Howard	Counsel	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Jessica Gabriel	Senior Economic Developer	Present in person	
Chris Brown	Housing Development Coordinator	Present in person	
Martha Lane	Business Development Director	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Cat Lyden	Bookkeeper	Present in person	
Riley Werner	Administrative Assistant	Present in person	

Slate of Directors:

Mr. Gerlach made a motion, seconded by Mr. Keeler to approve the Slate of Directors as follows: Chair: Carmine Pierro, Vice Chair: Sarah Sterling, Secretary: Nina Fingar-Smith, Treasurer: Robert Galluscio. Carried.

Annual Housekeeping Resolution:

Mr. Rector made a motion, seconded by Ms. Sterling to approve the Annual Housekeeping Resolution as presented. Carried.

Draft Minutes December 6, 2022:

Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the draft minutes of December 6, 2022 as presented. Carried.

Annual Reports:

2022 Performance Measures Report:

Ms. Sterling made a motion, seconded by Mr. Galluscio to approve the 2022 Performance Measures Report as presented. Carried.

2022 Operations and Accomplishments:

Mr. Keeler made a motion, seconded by Mr. Galluscio to approve the 2022 Operations and Accomplishments Report as presented. Carried.

2023 Mission Statement and Measurement Goals:

Mr. Rector made a motion, seconded by Ms. Sterling to approve the 2023 Mission Statement and Measurement Goals as presented. Carried.

2022 Discharged Duties:

Mr. Galluscio made a motion, seconded by Mr. Keeler to approve the 2022 Discharged Duties Report as presented. Carried.

2022 Full Board Evaluation:

Ms. Sterling made a motion, seconded by Mr. Gerlach to approve the 2022 Full Board evaluation as presented. Carried.

Mr. Galluscio made a motion, seconded by Mr. Keeler to hold the Full Board meeting in abeyance until after the the Committee meetings had been conducted. Carried.

Mr. Gerlach made a motion, seconded by Mr. Keeler to re-open the Full Board meeting at 9:03am. Carried.

Consent Agenda:

Mr. Pierro stated the following items were being presented as a consent agenda for the Board's approval.

Committee Reports

Audit Committee

Audit Committee Charter

Finance Committee

Finance Committee Charter

Treasurer's Report

2022 Investment Report

Governance Committee

Governance Committee Charter

2023 Compliance Calendar

Mr. Galluscio made a motion, seconded by Ms. Sterling to approve the consent agenda as presented. Carried.

Administrative Director's Report:

Mr. Tucker gave an update on the Klocke Estate Project. He introduced Chris Brown, Housing Development Coordinator, and gave an update on the County Housing advisory board. Mr. Brown gave an update of his objectives. Mr. Tucker introduced Steve VanDenburgh who was working with Ms. Lane on the Loan Program.

IDA/CEDC Contract:

Mr. Tucker noted the only change to the contract from the prior year was the date. Mr. Rector made a motion, seconded by Ms. Sterling to approve the contract as presented. Carried.

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KeyBank Signing Authorization:

Mr. Pierro explained that currently only Board Members were able to sign checks, and staff had no capability to go online in order to pull electronic bank statements. He asked that the Board approve authorizing Mr. Tucker to go to Key Bank to sign an check signing authorization allowing himself to obtain bank statements electronically. Mr. Tucker stated his ability would be limited to that purpose and the custom of continuing the current process of Mr. Tucker signing an approval of the expenditure with an IDA Board member (Mr. Pierro, Ms. Sterling, or Mr. Keeler) then executing the checks. Mr. Gerlach asked that the Treasurer Mr. Galluscio be added to the list of signers. *Mr. Gerlach made a motion, seconded by Mr. Rector to approve Mr. Tucker and Mr. Galluscio being added to the bank account as outlined. Carried.*

With no public comment or further business, Mr. Galluscio made a motion, seconded by Ms. Sterling to adjourn the meeting. The meeting adjourned at 9:17am.

Respectfully submitted by Lisa Draushuk