

**Columbia County
Industrial Development Agency**

**DRAFT MINUTES
COLUMBIA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
Full Board
Tuesday, December 5, 2023**

A regular meeting of Columbia County Industrial Development Agency’s Board was held Tuesday, December 5, 2023 in person, and accessible to the public via Zoom. The meeting was called to order at 9:21 am by Sarah Sterling, Vice-Chair.

Attendee Name	Title	Status	Arrived
Nina Fingar-Smith	Secretary	Present in person	
Robert Galluscio	Treasurer	Absent	
William Gerlach	Board Member	Present in person	
Brian Keeler	Board Member	Present in person	
Carmine Pierro	Chair	Absent	
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 via Zoom	
Chris Brown	Housing Development Coordinator	Absent	
Martha Lane	Business Development Director	Absent	
Stephen Vandenburg	Business Development Specialist	Present in person	
Cat Lyden	Bookkeeper	Absent	
Riley Werner	Administrative Assistant	Present in person	
Lisa Draushuk	Administrative Supervisor	Present in person	

Minutes October 3, 2023:

Mr. Rector made a motion, seconded by Mr. Gerlach to approve the minutes of October 3, 2023 as presented. Carried.

Treasurer’s Report:

Mr. Tucker reviewed the Financial statements for the Full Board. Mr. Keeler made a motion, seconded by Mr. Rector to approve the Treasurer’s Report. Carried.

2023 Audit Engagement Letter:

Mr. Rector made a motion, seconded by Mr. Gerlach to approve the Audit Engagement Letter with Mr. Tucker charged with reducing the fee. Carried.

Uniform Tax Exempt Policy:

Ms. Fingar-Smith made a motion, seconded by Mr. Keeler to approve the Uniform Tax Exempt policy as recommended by the Governance Committee. Carried.

Uniform Criteria Policy:

Ms. Fingar-Smith made a motion, seconded by Mr. Keeler to approve the Uniform Criteria Policy as recommended. Carried.

CEDC IDA 2024 Contract:

Mr. Keeler made a motion seconded by Mr. Rector to approve the 2024 CEDC /IDA contract as recommended by the Governance Committee. Carried.

2023 Contract Amendment:

Mr. Gerlach made a motion, seconded by Mr. Rector to approve the recommended contract amendment to the CEDC/IDA 2023 Contract, reducing the fee to \$12,500 per year. Carried.

With no public comment or further business, Mr. Gerlach made a motion, seconded by Mr. Rector to adjourn the meeting. The meeting adjourned at 9:34am.

Respectfully submitted by Lisa Drahushuk