

# Columbia County Industrial Development Agency

## COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Please take notice that there will be a regular meeting of the Columbia County Industrial Development Agency and its Committees to be held in person on February 6, 2024 at 8:30am, at One Hudson City Centre, Suite 301, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a; This meeting is open to the public, who will have the opportunity to attend the meeting in person at the One Hudson City Centre address or via Zoom and provide live comments. Meeting packets are posted and available on the IDA's website: <https://columbiaedc.com/about-cedc/columbia-county-ida/ccida-public-documents-room/Join Zoom Meeting>:

<https://us06web.zoom.us/j/85999433187?pwd=ztLcjMrUEvMsteM1wQOoj2PugzgBGY.1>

Meeting ID: 859 9943 3187, Passcode: 321274, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/u/kdlgJSN4uG>

Dated: January 30, 2024

Nina Fingar-Smith Secretary, Columbia County Industrial Development Agency

### IDA Finance Committee Agenda

#### Members:

Nina Fingar-Smith	Brian Keeler	Sarah Sterling
Bob Galluscio	Carmine Pierro	
William Gerlach	Rick Rector	

1. Consent Agenda
  - a. Minutes, August 1, 2023\*
  - b. Treasurer's Report\*
  - c. Finance Charter Review\*
  - d. 2023 Discharged Duties\*
  - e. 2023 Committee Evaluation\*
  - f. 2023 Investment Report\*
2. Public Comments

#### Attachments:

Minutes August 1, 2023

Treasurer's Report

Finance Committee Charter

2023 Discharged Duties

2023 Committee Evaluation

2023 Investment Report

**One Hudson City Centre, Suite 301  
Hudson, New York 12534  
518-828-4718**

**Columbia County  
Industrial Development Agency**

**MINUTES DRAFT  
COLUMBIA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
Finance Committee  
Tuesday, August 1, 2023**

A regularly scheduled meeting of Columbia County Industrial Development Agency’s Finance Committee held in person on Tuesday, August 1, 2023. The meeting was called to order at 8:41 am by Carmine Pierro, Chair.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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	Vice-President of Economic Development	Present in person	
Chris Brown	Housing Development Coordinator	Present in person	
Martha Lane	Vice President of Business Development	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Lisa Draushuk	Administrative Supervisor	Present in person	
Cat Lyden	Bookkeeper	Absent	
Riley Werner	Administrative Assistant	Absent	

**Minutes, February 7, 2023:**

*Mr. Galluscio made a motion, seconded by Mr. Rector to approve the minutes from February 7, 2023. Carried.*

**Treasurer’s Report/ 2024 Budget:**

Mr. Tucker reviewed the outstanding project, 41 Cross Street. He noted the Apple Ice and Premier projects had ended in 2022. He stated he was no longer accruing the CEDC fee as of June and the contract for services would be reviewed at the end of year. He stated the 2024 IDA budget was the same as 2023, anticipating a 1% fee of a \$5,000,000 project. He noted new bank accounts had been opened and the bookkeeping would be moving to the cloud. *Mr. Keeler made a motion, seconded by Mr. Rector to recommend the Treasurer’s Report to the Full Board as presented. Carried. Mr. Galluscio made a motion, seconded by Ms. Sterling to recommend the proposed 2024 budget to the Full Board as presented. Carried.*

*With no further business to discuss or public comments, a motion was made by Mr. Rector and seconded by Mr. Gerlach. Carried. The meeting adjourned at 8:44am.*

*Respectfully submitted by Lisa Draushuk*

Columbia County IDA  
**Profit & Loss**  
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
Administration Fee Income	1,500.00
Application and Misc Income	2,000.00
Bank Interest	4.67
Total Income	<u>3,504.67</u>
Expense	
Legal Fees	2,180.00
Accounting & Audit	9,425.60
Administration/CEDC	12,500.00
Insurance	1,438.00
Office & Misc Exp	17.92
Total Expense	<u>25,561.52</u>
Net Ordinary Income	-22,056.85
Other Income/Expense	
Other Income	
PILOT Receipts	72,447.01
Total Other Income	<u>72,447.01</u>
Other Expense	
PILOT Payments	72,447.01
Total Other Expense	<u>72,447.01</u>
Net Other Income	0.00
Net Income	<u><u>-22,056.85</u></u>

Columbia County IDA  
**Balance Sheet**  
As of December 31, 2023

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Key Checking	1,186.58
Key Money Market	35,311.41
Total Checking/Savings	<u>36,497.99</u>
Other Current Assets	
Prepaid Expense	116.00
Total Other Current Assets	<u>116.00</u>
Total Current Assets	<u>36,613.99</u>
<b>TOTAL ASSETS</b>	<u><u>36,613.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
due to CEDC	12,500.00
Total Other Current Liabilities	<u>12,500.00</u>
Total Current Liabilities	12,500.00
Long Term Liabilities	
Due to Col.Cnty Land Sale	
HRVH, LLC	6,058.69
Total Due to Col.Cnty Land Sale	<u>6,058.69</u>
Total Long Term Liabilities	<u>6,058.69</u>
Total Liabilities	18,558.69
Equity	
Fund Balance - Unrestricted	40,112.15
Net Income	-22,056.85
Total Equity	<u>18,055.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>36,613.99</u></u>

Columbia County Industrial Development Agency  
FINANCE COMMITTEE CHARTER

Purpose

Pursuant to Article IV, Section 2 of the Authority's bylaws, the purpose of the finance committee is to oversee the Authority's debt and debt practices and to recommend policies concerning the Authority's issuance and management of debt.

Duties of the Finance Committee:

It shall be the responsibility of the finance committee to:

- Review proposals for the issuance of debt by the Authority and its subsidiaries and to make recommendations concerning those proposals to the board.
  
- Make recommendations to the board concerning the level of debt and nature of debt issued by the Authority.
  
- Make recommendations concerning the appointment and compensation of bond counsel, investment advisors and underwriting firms used by the Authority, and to oversee the work performed by these individuals and firms on behalf of the Authority.
  
- Meet with and request information from Authority staff, independent auditors and advisors or outside counsel, as necessary to perform the duties of the committee.
  
- Retain, at the Authority's expense, such outside counsel, experts and other advisors as the finance committee may deem appropriate.
  
- Review proposals relating to the repayment of debt or other long-term financing arrangements by the Authority and its subsidiaries.
  
- Annually review the Authority's financing guidelines and make recommendations to the board concerning criteria that should govern its financings. These should include security provision required for a bond financing undertaking, specific requirements of credit enhancements or additional guarantees used, such as a pledge of revenues, financial covenants or debt service reserves.
  
- Report annually to the Authority's board how it has discharged its duties and met its responsibilities as outlined in the charter.
  
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the charter and request the board approval for proposed changes.

Composition of Committee and Selection of Members

The finance committee shall consist of not less than three independent members of the board of directors, who shall constitute a majority on the committee. If the board has less than three independent members, non-independent members may be appointed to the committee provided that the independent members constitute a majority of the committee.

The Authority's board shall appoint the finance committee members and the finance committee chair. Members shall serve on the committee at the discretion of the board. Members appointed to the committee shall have the background necessary to perform its duties.

## Meetings

The finance committee shall meet at such times as deemed advisable by the chair, but not less than twice a year. The committee must meet prior to any debt issuance planned to be undertaken by the Authority. Members of the finance committee are expected to attend each committee meeting, in person. The finance committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary.

A majority of the committee members present or participating shall constitute a quorum. Meeting agendas shall be prepared prior to every meeting and provided to finance committee members along with briefing materials five (5) business days before the scheduled finance committee meeting. The finance committee may act only on the affirmative vote of a majority of the members or by unanimous consent. Minutes of these meetings shall be recorded.

A report of the committee's meeting shall be prepared and presented to the board at its next scheduled meeting following the meeting of the committee. Meetings of the committee are open to the public, and the committee shall be governed by the rules regarding public meetings set forth in the applicable provisions of the Public Authorities Law and Article 7 of the Public Officers Law that relate to public notice and the conduct of executive session.

### Review the Authority's Annual Budget

The finance committee shall:

- Review the Authority's proposed annual operating budget as presented by Authority management for the upcoming fiscal year.
- Recommend the annual budget to the board for approval after incorporating necessary amendments.
- Monitor and report to the board on the Authority's compliance with its adopted budget during the fiscal year (actual verses estimated budget) on a monthly/quarterly basis.

### Oversee the Authority's Investments

The finance committee shall:

- Annually review the Authority's investment policy and evaluate allocation of assets.
- Review and recommend to the board approval of the Authority's annual investment report.
- Annually review the Authority's audit of investments as provided by independent auditors.
- Recommend to the board the selection of investment advisors.
- Monitor the economic performance of the Authority's pension plans.

### Assess the Authority's Capital Requirements and Capital Plan

The finance committee shall:

- Assess the financial requirements of the Authority's capital plans. The assessment is to include current and future capital needs, a justification of why such capital expenditure is required and an explanation of funding sources for capital projects such as grants, issuance of debtor specified pay-as-you-go resources.

- Review the financial aspects of major proposed transactions, significant expenditures, new programs and services, as well as proposals to discontinue programs or services and making action recommendations to the board.

#### Review Financial and Procurement Thresholds

The finance committee shall:

- Review and make recommendations to the board regarding any proposed procurements submitted to the committee by the Authority's procurement officer.
- Review and recommend changes to the Authority's thresholds for procuring goods and services and procurement policy.
- Review and recommend changes to the Authority's uniform tax exemption policy that includes general provisions for entering into payment-in-lieu-of-taxes (PILOT) agreements and allowing tax exemptions.
- Review and recommend changes to the Authority's fee schedules.
- Review the scope and terms of the Authority's insurance policies and liability coverage on an annual basis

Reviewed and re-affirmed February 7, 2017

## **Columbia County Industrial Development Agency 2023 Discharged Duties**

### Audit Committee:

- Reviewed and approved committee charter, committee evaluation and 2022 discharge of duties.
- Reviewed and recommended to the full board the 2022 audited financials.
- Approved Audit Engagement Letter 2023

### Finance Committee:

- Reviewed and recommended to the full board: quarterly treasurer's reports, 2024 budget.
- Reviewed and approved: committee charter, committee evaluation, 2022 discharge of duties and the 2022 Investment Report

### Governance Committee:

- Reviewed and recommended to the full board: slate of directors, 2023 compliance calendar, statement of internal controls, 2024 meeting schedule, revised evaluation and application
- Reviewed and approved committee charter, 2022 discharged duties and committee evaluation.

### Full Board:

- Appointed: corporate officers, corporate attorney, corporate accountant, administrative officer and staff, committee members, ethics and procurement officers.
- Reviewed and approved corporate policies and procedures, banks and accounts, 2023 compliance calendar, 2022 committee discharges duties, 2022 internal controls statement, 2022 performance goals report, 2023 mission and measurements statement, 2022 operations and accomplishments, 2022 Investment Report, 2023 CEDC contract with the IDA, 2022 confidential board evaluation, 2024 budget, 2024 meeting schedule, committee charters, 2022 audit and related correspondence.
- Reviewed and updated the Uniform Tax Exempt policy and the Uniform Criteria for Project Evaluation
- Heard project updates.
- Approved the assignment and assumption of the 41 Cross Street Hospitality LLC project to HN MacArthur 41 Cross Street Owner, LLC
- Approved 2024 Audit Engagement letter.



2023 Summary Confidential Board Evaluation of IDA Finance Committee Performance				
Criteria		Somewhat	Somewhat	
	Agree	Agree	Disagree	Disagree
The Committee members meet applicable independence requirements.	7			
The Committee reviews and approves its charter and its policies and procedures, and recommends any changes to the board for approval, at least annually.	7			
Discusses guidelines and policies governing the processes used to address and manage risk exposure.	7			
Reports proceedings, findings and recommendations to the Board after each Committee meeting.	7			
Agendas and related information are circulated in advance of meetings allowing the Committee sufficient time to review information.	7			
The Committee monitors management's assessment of the adequacy and effectiveness of internal controls over financial reporting as well as deficiencies and remedies	7			
Reviews and suggests changes to the annual budget.	7			
Reviews financial reports at least quarterly.	7			
The Committee members have the opportunity to speak with and ask questions of any Committee advisors that attend Committee meetings.	7			
The Committee conducts a self-evaluation at least annually	7			

**Columbia County  
Industrial Development Agency  
2023 Investment Report**

In accordance with Section 2925 of the Public Authorities Law; Sections 10, 11 and 858-A of General Municipal Law, the Columbia County Industrial Development Agency has prepared an annual Investment Report for 2023.

The Columbia County Industrial Development Agency Investment Policy was originally approved on February 3, 2015, with the latest amendment being adopted on December 3, 2019.

The policy was reviewed and adopted with no changes on February 6, 2024.

The Investment Policy has been attached to this document as Schedule A.

The 2023 Annual Financial Audit is attached as Schedule B.

The Agency generated \$ 4.67 in interest income for the period January 1, 2023 – December 31, 2023.

Bank Name	Amount Generated	Fees Paid
Key Bank (Checking Account)	\$4.67	\$17.92

## Schedule A

### COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY INVESTMENT POLICY

#### Scope

This investment policy applies to all moneys and other financial resources available for investment by the Columbia County Industrial Development Agency (the "Agency").

#### I. Objectives

The primary objectives of the Agency's investment activities are, in priority order.

- To conform with all applicable federal, state and other legal requirements;
- To adequately safeguard principal;
- To provide sufficient liquidity to meet all operating requirements; and
- To obtain a reasonable rate of return.

#### II. Delegation of Authority

The responsibility for administration of the investment program is delegated to the Administrative Director who shall establish procedures, subject to Board approval, for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information.

#### III. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Agency.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

Consistent with the Columbia County IDA's Conflict of Interest Policy, all participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### IV. Diversification

It is the policy of the Agency to diversify its deposits and investments by financial institution such that the Agency's deposits and investments do not exceed FDIC coverage and collateral pledged by such institution.

#### V. Internal Controls

It is the policy of the Agency that all moneys collected by any officer or employee of the Agency be transferred to the Administrative Director or his designee within 5 days of receipt for deposit into Agency account.

The Administrative Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

#### VI. Designation of Authorized Depositories

The banks and trust companies authorized for the deposit of monies, up to the amounts; which are collateralized:

- Depository
- Key Bank
- Community Bank

#### VII. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, § 10, all deposits of the Agency, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate market value, as provided by General Municipal Law, § 10, equal to the aggregate amount of such deposits (a list of eligible collateral securities are included as Appendix A to this policy).

#### VIII. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depositaries trust department and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which enable the Agency to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Agency or its custodial bank.

The custodial agreement shall provide securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### IX. Authorized Investments

As authorized by General Municipal Law, § 11, the Agency authorizes the Administrative Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York
- Money market/savings

All investment obligations shall be payable or redeemable at the option of the Agency within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Agency within one year of the date of purchase.

#### X. Monthly Reporting Requirements

At each regularly scheduled bimonthly meeting of the Agency's Board of Directors, the Treasurer shall prepare a report of the Agency's cash and investments balances as of the last day of the preceding month or a later date, if available. At a minimum, such report shall contain:

- The name of each financial institution
- Type of account (checking, savings, certificate of deposit, etc.)
- Current rate of interest
- Account balance as of the last day of the previous month
- Maturity date in the case where funds are not currently available

THIS POLICY SHALL BE REVIEWED AND ADOPTED ANNUALLY.

## APPENDIX A

Schedule of securities eligible for collateralization of Agency deposits:

- I. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- II. Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- III. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation that under a specific State statute may be accepted as security for deposit of public moneys.
- IV. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- V. Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- VI. Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- VII. Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally statistical rating organization.
- VIII. Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- IX. Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- X. Zero coupon obligations of the United States government marketed as "Treasury strips".

**Schedule B**

**2023 Audit**

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