

Town of Rotterdam
IDA Board Meeting Minutes
July 29, 2008

Call to Order at 7:15 pm by Chair Santabarbara. Roll Call by Paula Marshman with those present noted below:

Angelo Santabarbara, Chair
Sharon Lair
William LaRoe
Paula Marshman
Robert St. John
Joseph Sicillia
Alex Stramenga
Gerard Parisi, Counsel
Marlo Carter, staff
Robert Ryan, Counsel, Harris Beach LLP

Regular Meeting Agenda

Minutes of June 23, 2008 Meeting

Motion to approve minutes made by Alex Stramenga, and seconded by Bill LaRoe.
Motion passes.

Treasurer's Report:

Decision made to forgo Treasurer's report this month due to receipt of information from Pat Aragosa.

Committee Reports

Both the Audit and Governance Committees met briefly prior to this regular board meeting and reported out the following:

Governance Committee – Primary charge is keeping the board abreast of statute best management practices and regulations. The committee looks at policies and procedures to periodically review and amend, if needed, and provide new policies. This committee is also responsible for new member orientation and training; and any implementation of keeping the operation of the IDA transparent.

Audit Committee – Primary charge is providing an independent audit of the IDA and be aware of applicable financial practices including the audit process. The committee is to work with the auditor to strengthen internal controls when applicable.

For both committees it is noted that any meeting must be open to the public and be posted. The committees can meet before or after regularly scheduled meetings. The next

scheduled committee meetings will be October 28 at 6:30pm at the Town Hall (made by motion of Joe, seconded by Sharon; motion passes.

Website – Certain information needs to be posted as required.

Special Reports

Bank Accounts – Patrick Aragosa has prepared a memo regarding changing banks from Bank of America. The town has accounts with Citizens Bank (acquired through RFP). Joe recommended Key Bank. It is recommended that board utilize one bank with several accounts.

A motion to approve Citizens Bank and transfer all funds (pending: how to invest funds) made by Alex, seconded by Bob; motion passes.

Public Authorities Accountability Act – Bob Ryan of Harris Beach discussed with board certain policy changes which are needed in order to come into compliance with the Public Authorities Accountability Act.

Hamburg St./Exit 25 Land Use Study – Peter Comanzo is to post on Town website. Synthesis has submitted invoice for \$4850. Paula is to check prior minutes for agreed to sum (\$4500 was the original amount determined from the provided minutes).

Unfinished Business:

Public Authorities Training – All board members received training except for Sharon who will reschedule (it is noted that she showed at another time prior to this date).

Small Business Grant Program –

A voucher was received from DeLuke fro work completed. Motion to provide disbursement of funds to DeLuke's made by Paula, seconded by Alex; motion passes.

The board reviewed the 2008 application with discussion. Motion to approve the application with changes as discussed made by Sharon, seconded by Bob; motion passes.

The public can request an application, and Marlo will place an ad in local newspapers, the Town website and in the Town Hall about the grant program. Applications are due by October 1 and can be hand delivered or postmarked.

New Business:

IDA Organizational Chart – Organizational chart distributed for board members and discussed. Motion to accept chart as distributed made by Bill, seconded by Bill; motion passes.

Public Authority Act Update – Mr. Ryan reported that is pleased with the progress of the IDA to make sure we are in compliance.

Personnel Issue – Motion to move into Executive Session to discuss a personnel issue was made by Joe, seconded by Alex; motion passes.

Motion to come out of Executive Session made by Joe, seconded by Bill; motion passes.

Motion made to hire Lisa Gallo as Administrative Assistant for the IDA made by Joe, seconded by Sharon; motion passes.

Galesi Group and Burdeck Street/Platform Realty – tabled until next meeting

Adjournment:

Motion to adjourn meeting at 8:55 pm made by Joe, seconded by Bill, motion to adjourn passes.

Minutes respectfully submitted by: Paula Marshman