

City of Poughkeepsie Industrial Development Agency

PO Box 4971

Poughkeepsie, New York 12601

Meeting Agenda

September 13, 2023

- Chairperson call the meeting to order
- Roll Call by Secretary
- Introduction of new members
- Approval of the Agenda
- Approval of June 14, 2023 meeting minutes
- Public Comment
- Resolution for payment of Invoices, Treasurer
- Budget Review, Treasurer
- Authorities Budget Office Web-site Review, Chair
- Current Project Updates, Vice Chair
- New Business:
 - New Committees with New Members
 - Committee Meeting Schedule
- Adjournment

The City of Poughkeepsie

INDUSTRIAL DEVELOPMENT AGENCY

June 14, 2023 - 6:30PM

REGULAR MEETING MINUTES

Attending: Rose Graziano-Moffett, Matthew Diggins, Randall Johnson, & Vincent Pedi

Absent: None

Staff: Ron Grosser

1. The IDA meeting was called to order by Rose Graziano-Moffett at 6:42pm.
2. Agenda Approval: Motion by Matthew Diggins, Seconded by Vincent Pedi and all voted in favor.
3. Approval of Minutes from Meeting held on April 12, 2023: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor.
4. Public Comment: None
5. Resolution - 2022 Paris Report: Motion by Matthew Diggins, Seconded by Randy Johnson and all voted in favor.
6. Resolution - 2022 Annual Independent Audit: Motion by Randy Johnson, Seconded by Rose Graziano-Moffett and all voted in favor.
7. Resolution - 2022 Annual Performance Review: Motion by Matthew Diggins, Seconded by Randy Johnson and all voted in favor.
8. Resolution - Payment of Invoice: Motion by Randy Johnson, Seconded by Matthew Diggins and all voted in favor.

9. Resolution - Committees: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor.

10. Resolution - Easement for 411 Main Street: Tabled by Chair Rose Graziano-Moffett

11. Rip Van Winkle Presentation

12. Adjourn Meeting: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor. Adjourned at 7:31pm.

Date: September 13, 2023

At a regularly scheduled meeting of the City of Poughkeepsie Industrial Development Agency (the "Agency") duly convened by the Chairperson of the Agency and held on Wednesday, September 13, 2023, at 6:30 p.m. at Common Council Chambers, Poughkeepsie City Hall, 62 Civic Center Plaza, 3rd Floor, Poughkeepsie, New York 12601, the following members of the Agency were:

Present:

Absent:

After the meeting had been duly called to order, the Chairperson announced that among the purposes of the meeting was to consider and take action on certain matters pertaining to the payment of invoices presented to the Agency for payment.

The following resolution was duly moved and seconded, discussed and adopted with the following members voting:

Voting Aye

Voting Nay

**RESOLUTION OF THE CITY OF POUGHKEEPSIE
INDUSTRIAL DEVELOPMENT AGENCY APPROVING AND
AUTHORIZING THE PAYMENT OF INVOICES PRESENTED
TO THE AGENCY FOR PAYMENT**

WHEREAS, by Title I of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 304 of the Laws of 1974 of the State of New York, as the same may be amended from time to time (collectively, the "Act"), the **CITY OF POUGHKEEPSIE INDUSTRIAL DEVELOPMENT AGENCY** (the "Agency"), was created with the authority and power among other things, to assist with the acquisition of certain industrial development projects as authorized by the Act; and

WHEREAS, the Act authorizes the Agency (1) to promote the economic welfare, recreational opportunities and prosperity of the inhabitants of the City of Poughkeepsie (the "City"), and (2) to promote, attract, encourage and develop recreation and economically sound commerce and industry through governmental action for the purpose of preventing unemployment and economic deterioration; and

WHEREAS, the Agency has been presented with certain bills, statements and/or invoices for payment for services and/or goods provided to or for the benefit of the Agency as follows ("Invoices"):

Lamb & Barnosky, LLP	\$1,088.31*
Hawkins Delafield & Wood LLP	7,500.00
Allen F. Maikels, CPA	5,000.00

** inclusive of previous balance*

WHEREAS, the Treasurer has reviewed the Invoices and made such inquiry with respect thereto as he has determined to be necessary and appropriate; and

WHEREAS, the Treasurer has advised the Agency at the meeting at which these resolutions are presented for adoption of the identity, nature and amount of each such Invoice; and

WHEREAS, the Treasurer has recommended and approved the payment of the Invoices,

NOW, THEREFORE, BE IT RESOLVED by the Agency (a majority of the members thereof affirmatively concurring) as follows:

- Section 1. The Agency hereby approves and authorizes the payment of the Invoices.
- Section 2. The Agency is hereby authorized and directed to immediately pay the Invoices.
- Section 3. This resolution shall take effect immediately.

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STATE OF NEW YORK)
) ss:
COUNTY OF DUTCHESS)

I, the undersigned, Secretary of the City of Poughkeepsie Industrial Development Agency, DO
HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the City of Poughkeepsie Industrial Development Agency (the "Agency"), including the resolutions contained therein, held on September 13, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Agency and of such resolutions set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY that public notice of the time and place of said meeting was duly given to the public and the news media in accordance with the New York Open Meetings Law, constituting Chapter 511 of the Laws of 1976 of the State of New York, that all members of said Agency had due notice of said meeting and that the meeting was in all respects duly held.

I FURTHER CERTIFY, that there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolutions are in full force and effect and have not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Agency this
____ day of September, 2023.

By: _____
Secretary



e-mail address:
info@abo.ny.gov

STATE OF NEW YORK
Authorities Budget Office
P O Box 2076
Albany, NY 12220-0076
WWW.ABO.NY.GOV

Local: 518-474-1932
Toll Free: 1-800-560-1770

April 25, 2023

Randy Johnson
Chief Executive Officer
Poughkeepsie Industrial Development Agency
62 Civic Center Plaza
Poughkeepsie, New York 12601

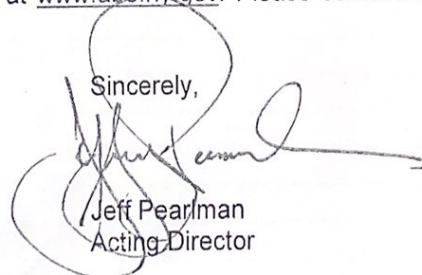
Dear Randy Johnson:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared website. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 22-01: "Posting and Maintaining Reports on Public Authority Websites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 and other provisions of law.

Between February 6, 2023 and February 8, 2023, we reviewed the Poughkeepsie Industrial Development Agency's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website and did not address the substance of these documents. Our review focused on current information and required data for the fiscal year ending December 31, 2021. We have concluded that the Authority needs to make additional required information available on its website. Please review the attached findings and take the appropriate action so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public.

Please provide us with a written confirmation that you have fully addressed these concerns by June 6, 2023. You may view Policy Guidance No. 22-01 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,



Jeff Pearlman
Acting Director

Enclosure

cc: Rose Graziano-Moffett, Chair
Poughkeepsie Industrial Development Agency

Review of Poughkeepsie Industrial Development Agency's Website

Information To Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Enabling Statute	No
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	Yes
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the IDA's executive structure and major organizational units	No
Report on Operations and Accomplishments – including a description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	No, most recent report is 2020
List of IDA Board Members - including appointing entity, appointment dates, and term	Yes, but no appointment dates
Each IDA board member's current employment and professional background	No, only one member's bio is included
List of Committees and Committee Members	No
Executive Management Team - including professional background and qualifications	Yes, but background and qualifications are not included
Authority Performance Measures	Yes, but 2021 is not included
Annual Performance Evaluation indicating status of Performance Measures	Yes, but 2021 is not included
Authority Schedule of Debt (including conduit debt)	No
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks and any policies to mitigate risk	No
Board meeting schedule	Yes
Board meeting notice	Yes
Board agendas	Yes, but not all
Board packets	Yes, but not all
Board meeting minutes	No, not all minutes are included only some for 2022
Board meeting webcasting and video recordings	Yes, included with City webcasts
Board resolutions	Yes
Committee meeting schedule	No
Committee meeting notice	No
Committee meeting agendas	No
Committee meeting packets	No
Committee meeting minutes	No
Committee meeting webcasting and video recordings	No
Annual Budget Report and details of 4-year financial plan	No, most recent is 2020
Annual Independent Certified Financial Audit	No
Independent Auditor's Report on Internal Controls over Financial Reporting	No
Independent audit management letter	No

List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	N/A, no grants provided
List of loans provided - including borrower's name and address, loan purpose, date awarded, amount issued, term of the loan, repayment status, principal repaid and amount outstanding as of the end of the fiscal year	N/A, no loans provided
List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year	No
List of active IDA projects, including the current year's financial assistance (tax exemptions received and PILOT payments made) and existing jobs	No, list included but current year's financial assistance and jobs are not included
Assessment of the progress of each active project	No
Standard Application form	Yes
Applications for all active projects	Yes, but not all are included
Resolutions for all active projects	Yes, but not all are included
Project Agreements - including PILOT agreements (if applicable) for all active projects	Yes, but not all are included
Uniform Evaluation Criteria and Selection Policy	Yes
Uniform Tax Exemption Policy	Yes
Policies for the Suspension, Discontinuance or Modification of Financial Assistance	Yes
Recapture Policy - including policies for return of all or part of financial assistance provided (PILOT and tax exemptions) when a material violation occurs	Yes
Annual Compliance Report Regarding State Sales Tax Recaptures (ST-62)	No
Property Acquisition Policies	Yes
Property Disposition Policies	Yes
List of Real Property owned by the Authority	No, if none it should be stated
Personal Property Transactions	No, if none it should be stated
Real Property Transactions	No, if none it should be stated
Policies for the procurement of all goods and services	Yes
Annual Procurement Report	No, most recent report is 2019
Authority's Procurement Officer	Yes
Investment Policies	Yes
Annual Investment Report - including the investment audit results and management letter, record of investment income, list of fees paid for investment services, and explanation of any amendments to the Investment Policy	No
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents	N/A

*Review conducted by the Authorities Budget Office between February 6, 2023 and February 8, 2023

Poughkeepsie Industrial Development Agency
62 Civic Center Plaza
Poughkeepsie, New York. 12601

July 29, 2023

State of New York
Authorities Budget Office
P O Box 2076
Albany, New York 12220-0076

Att: Jeff Pearlman, Acting Director

Dear Mr. Pearlman,

This letter is in response to the April 25, 2023 letter received regarding the City of Poughkeepsie Industrial Development Agency web-site review conducted between February 6, 2023 and February 8, 2023.

Please accept this letter as confirmation that we have received the findings and are in the process of addressing all the deficiencies noted.

Sincerely,


Rose Graziano-Moffett
Chair