

**City of Poughkeepsie Industrial Development Agency
PO Box 4971
Poughkeepsie, New York. 12601**

MEETING AGENDA, 2022

October 12, 2022

- Chairperson call meeting to order
- Roll Call by Secretary
- Approval of Agenda
- Approval of Minutes of previous Meetings: - September 14, 2022
- Public Comment
- Resolution – Corrective Action Plan “CAP” to the Project Approval and Monitoring Report of Examination (221M-168) of the Office of the State Comptroller.
- Adjournment

The City of Poughkeepsie

INDUSTRIAL DEVELOPMENT AGENCY

September 14, 2022 - 6:30PM

REGULAR MEETING MINUTES

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

Absent: None

Staff: Daniel Birmingham

1. The IDA meeting was called to order by Rose Graziano-Moffett at 6:30pm.
2. Motion by Vincent Pedi to amend the agenda, strike item (Presentation – 141 No. Water Street), Seconded by Randy Johnson and all voted in favor.
3. Agenda Approval: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor.
4. Approval of Minutes from Meeting held on August 10, 2022: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor.
5. Public Comment: None
6. Adjourn Meeting: Motion by Randy Johnson, Seconded by Vincent Pedi and all voted in favor. Adjourned at 6:34pm.

Date: October 12, 2022

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, October 12, 2022, 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 consider and take action on certain matters pertaining to approval of the Agency's Corrective Action Plan to the Project Approval and Monitoring Report of Examination (2021M-168) of the Office of the State Comptroller.

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 THE AGENCY'S CORRECTIVE ACTION PLAN TO THE PROJECT APPROVAL AND MONITORING REPORT OF EXAMINATION (2021M-168) OF THE OFFICE OF THE STATE COMPTROLLER

WHEREAS, by Title 1 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 amended (collectively, the “**Act**”), the City of Poughkeepsie Industrial Development Agency (the “**Agency**”) was created with the authority and power, among other things, to promote, develop, encourage and assist in the acquisition, construction, improvement, maintenance, equipping and furnishing of certain industrial, manufacturing, warehousing, commercial, research, civic and recreation facilities as authorized by the Act in order to promote and maintain the job opportunities, health, general prosperity and economic welfare of the citizens of the City of Poughkeepsie, New York and of the State of New York and to improve their standard of living; and

WHEREAS, the Office of the New York State Comptroller issued a report (the “**Report**”) dated July 8, 2022 to determine whether the Agency properly evaluated and awarded projects and monitored the performance of the businesses that received financial benefits; and

WHEREAS, the Report made several recommendations, such as the Agency develop written procedures to periodically monitor projects’ progress and document , findings in writing, require the City or one of the taxing jurisdictions to request the project owners’ financial information to ensure the City is receiving the proper PILOT amounts, and ensure City officials provide the Board with periodic PILOT payment reports and assess penalties for late payments; and

WHEREAS, the Report requires the establishment of a written Corrective Action Plan that addresses the findings and recommendations of the Report; and

WHEREAS, the Chairperson of the Agency, in consultation with Agency Board members, city officials and other has produced a Corrective Action Plan and set forth such plan in Exhibit A of this Resolution

NOW, THEREFORE, BE IT RESOLVED by the Agency as follows:

Section 1. The Agency hereby accepts and approves the Corrective Action Plan as set forth in Exhibit A.

Section 2. The Chair of the Agency is hereby authorized and directed to diligently submit and transmit the Corrective Action Plan to the Office of the State Comptroller pursuant to Section 35 of the General Municipal Law.

Section 3. This resolution shall take effect immediately.

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 the minutes of the meeting of the City of
Poughkeepsie Industrial Development Agency (the "Agency"), including the resolutions contained
therein, held on the 12th day of October, 2022, 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, as amended, that all members of said
Agency had due notice of said meeting and that said meeting was in all respects duly held.

IN WITNESS WHEREOF, I have hereunto set my hand as of the 12th day of October, 2022.

By: _____
Secretary

Exhibit A
AUDIT REPORT

City of Poughkeepsie Industrial Development Agency
Project Approval and Monitoring
2021M-168

Audit Recommendation:

#5 - Develop formal procedures to monitor projects' progress yearly in compliance with GML.

Implementation Plan of Action:

The board will meet in formal session, and go into executive session as needed, to review each projects' annual report in conjunction with the CFO prior to the submission of the annual Paris Report.

Implementation Date:

January 2023

Person Responsible for Implementation:

Rose Graziano-Moffett, Chair

Signed:

Name/Title/Date

City of Poughkeepsie Industrial Development Agency
Project Approval and Monitoring
2021M-168

Audit Recommendation:

#6 – Work with the City and other taxing jurisdictions to request the project owners' financial information to review to ensure that they are receiving the proper PILOT amounts.

Implementation Plan of Action:

The IDA and the City of Poughkeepsie have agreed that the City will forward on a semi-annual basis (April and October) a report of all information in the City's possession regarding financial information of pilot recipients.

Implementation Date:

April 2023

Person Responsible for Implementation:

Rose Graziano-Moffett, Chair
Randall Johnson, Treasurer

Signed:

Name/Title/Date

City of Poughkeepsie Industrial Development Agency
Project Approval and Monitoring
2021M-168

Audit Recommendation:

#7 – Ensure the City provides the Board with periodic PILOT payment reports and that penalties are assessed for payments made 30 or more days late.

Implementation Plan of Action:

The IDA and the City of Poughkeepsie have agreed that the City will share all information relating to pilots and any late payments thereof and the IDA will act with due haste to collect penalties as necessary.

Implementation Date:

January 2023

Person Responsible for Implementation:

Rose Graziano-Moffett, Chair
Randall Johnson, Treasurer

Signed:

Name/Title/Date

City of Poughkeepsie Industrial Development Agency
Project Approval and Monitoring
2021M-168

Audit Recommendation:

#8 – Ensure that PARIS annual reporting information submitted is reviewed and verified to ensure accuracy.

Implementation Plan of Action:

The board will meet in formal session, and go into executive session as needed, to review each projects' annual report in conjunction with the CFO prior to the submission of the annual Paris Report.

Implementation Date:

January 2023

Person Responsible for Implementation:

Rose Graziano-Moffett, Chair
Randall Johnson, Treasurer

Signed:

Name/Title/Date