

**HUDSON DEVELOPMENT CORPORATION
BOARD OF DIRECTOR'S MEETING
JULY 25, 2012
1 NORTH FRONT STREET
HUDSON, NEW YORK**

PRESENT

Victor Mendolia
Ohrine Stewart
Mayor William Hallenbeck
Carmine Pierro
Don Moore
Steve Anderson
Seth Rapport

ABSENT

Lori Selden
Perry Lasher

ALSO PRESENT

John Duchessi, TGW Planning Consultants
Sheena Salvino, Executive Director
Mary Rembach, Executive Assistant

The meeting was called to order at 12:06 by Sheena Salvino.

READING OF MINUTES

Minutes of the May 23, 2012 meeting were reviewed by the Board. Ohrine Stewart noted there was a miss spelling of her name on page three- change Steward to Stewart. MOTION by Don Moore, seconded by Victor Mendolia to accept the May 23, 2012 minutes as corrected. All in favor. MOTION passed.

Ohrine Stewart stated she would like to do the ABO training this week, since she is on vacation.

Mayor Hallenbeck spoke to a representative of Craftech who related they purchased the former Housing & Business building on Mill St. (across from DPW) and they want to expand. It was stated they want to have a night shift and hire some people.

They are requesting a PILOT and they would like to either purchase the land opposite Riverlofts or be allowed to use the land and maintain it.

Following discussion it was decided the Executive Director would write letters to both the owner of Craftech and Rob Kalin (who also had expressed an interest in purchasing it) explaining two parties are interested in the land.

Sheena handed out copies of the comparison of last year's advertising and donations vs this fiscal year to date. We spent \$10,761.00 last fiscal year to date vs. \$19,711. this fiscal year to date. We are also committed to an additional \$668 in advertising for WKZE this fiscal year

and \$600 to WGXC. We also have to address a request from Artswalk for \$2500. that had been tabled at the previous meeting.

Don Moore requested a P&L showing last month and this fiscal year to date on the same report. Mary reviewed the financial statements with the Board.

MOTION to accept financial report by Victor Mendolia, seconded by Ohrine Stewart with an explanation to be presented at the next meeting on two lines of the balance sheet -1) Fixed Assets -Other Property, 41,597.00 and Long Term Liabilities Deferred Revenue -HRBT Foundation \$24,783.32. All in favor. MOTION passed.

OLD BUSINESS

Artswalk requested \$2500 - tabled from last meeting. Following discussion

MOTION by Seth Rapport, seconded by Don Moore to donate \$500 cash and \$500 in advertising spots to Artswalk 2012. All in favor. MOTION passed.

Sheena advised the Board that the wall at KAZ is being repaired at a cost of \$7700 and the total amount is to be covered by the insurance company of the person who's car ran into it. It should be completed tomorrow.

NEW BUSINESS

Sheena then asked the Board for a vote on her signing vouchers for payment. She will not be signing vouchers that involve funds being paid to her.

MOTION by Don Moore, seconded by Steve Anderson to approve Sheena Salvino as Executive Director to sign vouchers for payment not involving any payments to her. All in favor. MOTION passed. It was noted all checks are signed by President Seth Rapport and any checks over \$5,000 require two signatures.

Don Moore stated NADA is having a two-day conference at Basilica. We can get an 11 seat van/bus for 7 hours a day for 2 days for about \$750. This conference last year brought many business people into the city and supporting this event definitely falls within our mission statement. DPW will make some temporary bus stop signs. Two signs will be made by a volunteer to go on the side of the bus and at the bus stops showing that transportation is being provided by HDC. The conference is this weekend.

MOTION by Victor Mendolia, seconded by Ohrine Stewart to spend up to \$750 for transportation and signage for the NADA two-day conference. All in favor. MOTION passed.

Sheena presented the budget to be uploaded to the Authority Budget Office. It is now required that the Board approve the budget before it is uploaded to the site. Following review a

MOTION was made by Victor Mendolia, seconded by Mayor Hallenbeck to accept the

budget to be uploaded to the ABO website. All in favor. MOTION passed.

EXECUTIVE DIRECTOR'S REPORT

Garth Slocum met with Sheena on a property tax bill we were sent. It was a very small underwater piece of land. Sheena completed paperwork for tax exemption on this property as well as two other underwater pieces of land we own.

Sheena updated those board members who were not present at the June meeting regarding the discussion had on pass-through policies. There was no quorum present at last month's meeting but those who were present had a conference call with auditor Tom Fucito. If HDC decides to support a project it must be approved through the minutes. We can then accept funds for the project. Administrative fees can be accepted. These will be considered on a case-by-case basis.

Sheena discussed procurement policies. We need to have a policy for the ABO utilizing a competitive bid process. Sheena reviewed a procurement policy she developed. It was suggested she compare the policy to be sure it is in line with the city's policy.

Sheena would like to hold a meeting with the budget committee at 11:00 am just before the September board meeting.

Planning committee meeting is scheduled for 11:00 am prior to August meeting.

John Duchessi spoke about the sustainability of our organization as well as the mission of our organization.

There was a discussion about HDC sharing information and resources with the county economic development organization. Victor suggested we ask Ken Flood to attend our meetings perhaps quarterly.

ADJOURNMENT

A MOTION was made by Steve Anderson, seconded by Don Moore to adjourn. All in favor MOTION passed.

Meeting was adjourned at 2:00 PM.