

Town of Colonie Industrial Development Agency

Board Minutes  
September 17<sup>th</sup>, 2018

Meeting called to order 6:01 pm

As there were no actions required with the Local Development Agency – Chairman Kearney moved to open both meeting concurrently.

**With no objects made meetings commenced.**

Member in Attendance (Bolded names were absent):

John Kearney	Alison Blesssing
<b>Carmen Basile</b>	<b>Eric Phillips</b>
<b>Peter Gannon</b>	Benjamin Syden
Gary Rinaldi	

Others in Attendance:

Agency Counsel: M. Cornelia Cahill and Melissa Bennett, Barclay Damon, LLP  
Chief Executive Officer: Joseph LaCivita  
Chief Financial Officer: absent

Guests: None

**Approval of Minutes:**

Mr. Kearney indicated the draft of the July 11<sup>th</sup>, 2018 minutes were available for review and action

**Motion: To approve minutes as provided was offered by Member Syden, seconded by Member Blessing.**

**Motion was unanimously approved by remaining members of the Board**

**Chief Executive Officer Report:**

Mr. LaCivita reported that he was in continued conversation with manufacturing firm in Town. They have been working with State of NY, Empire State Development and a host of financial institutions. The company is working to be included in the Brownfield Program and has been working under NSYDEC consent order.

Mr. LaCivita also reported that Vicarious Visions is moving to the Town and is working with Planning Office thru the Change in Tenant Process. They have been in conversations with PEDD but no activity has come from Vicarious Visions in way of IDA application

No Further items of discussion

**Chief Financial Officer Report:**

Mr. Kelsey was absent for meeting

**Discussion Old Business:**

M. Connie Cahill confirmed to membership that she researched the issue of Open Meeting Law regarding Board retreat.

**Discussion New Business:**

**WEBSITE:**

Melissa Bennett of Barclay Damon distributed binders of website reviews that she has been conducting. She asked members to review and consider content from her findings. She additionally asked our members to:

- 1) Consider what we are trying to achieve
- 2) Who we are trying to attract
- 3) What information we are trying to relay and to whom

The local sites used or identified here in booklet were also some of those used when re-designing the Town website as well.

Members wanted to discuss this topic in greater depth when membership was full but concur that the point of what they want to be and what resources should be used to obtain that desire must be vetted.

**Account Services:**

Mr. LaCivita did mention that action was needed for CFO to go out and issue a Request for Proposal (RFP) for Accounting Services.

**Motion was made to solicit for Accounting Services via RFP by Member Rinaldi and seconded by Member Blessing**

Member Blessing also stated that she works for Teal Becker and would want to have their company removed from solicitation listing

**2019 Budget:**

Mr. LaCivita reminded the membership that Mr. Kelsey had distributed the 2019 Budget and that there will be discussion in October along with Committee meetings for the Adoption of Budget. It is important to finalize as it is needed to be posted on the ABO website by November 1<sup>st</sup>, 2018

Membership called to adjourn 7:20 pm s

Next Meeting of IDA/LDC - October 15<sup>th</sup>, 2018 with one remaining meeting on December 15<sup>th</sup>, 2018