

# FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

TUESDAY

JANUARY 12, 2021

8:00 A.M.

PLANNING DEPARTMENT CONFERENCE ROOM

## ANNUAL MEETING

### MEETING NOTES

PRESENT:

DAVE D'AMORE, CHAIRMAN

JOSEPH SEMIONE, VICE CHAIRMAN

TODD RULISON, TREASURER

JANE KELLEY, SECRETARY

JOE GILLIS, MEMBER

MIKE FITZGERALD, MEMBER

JAMES MRAZ, EXECUTIVE DIRECTOR

KARA LAIS, FITZGERALD, MORRIS, BAKER, FIRTH PC

SCOTT HENZE, PLANNING DIRECTOR

TERRI EASTERLY, FULTON COUNTY CENTER FOR REGIONAL GROWTH

JOHN BLACKMON, LIAISON, ECONOMIC DEVELOPMENT AND ENVIRONMENT  
COMMITTEE

#### I. ROLL CALL:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

## II. MINUTES FROM DECEMBER 8, 2020 MEETING:

MOTION : Accept as presented  
MADE BY : Joseph Semione  
SECONDED : Jane Kelley  
ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Joe Semione	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Todd Rulison	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Jane Kelley	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Mike Fitzgerald	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Joseph Gillis	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>

NOTE: A transcript of the December 8, 2020 meeting has been prepared and posted on the IDA's website in compliance with Governor Cuomo's Executive Order suspending the Open Meetings Law.

## III. BUDGET REPORT:

MOTION : To accept the revised Budget Report.  
MADE BY : Jane Kelley  
SECONDED : Todd Rulison  
ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Joe Semione	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Todd Rulison	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Jane Kelley	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Mike Fitzgerald	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>
Joseph Gillis	<u>X</u>	<u>      </u>	<u>      </u>	<u>      </u>

## IV. COMMITTEE REPORTS:

### A. Nominating Committee:

#### 1. Report of Nominating Committee: 2021 Officers

Chairman	:	Joe Semione
Vice-Chairman	:	Jane Kelley
Treasurer	:	Mike Fitzgerald
Secretary	:	Joe Gillis

### IDA ACTION:

MOTION : To accept the report of the Nominating Committee for 2021 IDA Officers  
MADE BY : Dave D'Amore  
SECONDED : Joseph Semione

## ROLL CALL VOTE

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

### B. Audit Committee:

- Monthly Bank Reconciliation Report: Mike Fitzgerald

IDA DISCUSSION: Mike Fitzgerald approved the Monthly Bank Reconciliation Reports.

### C. Governance Committee:

- No report.

### D. Finance Committee:

- No report.

## V. FULTON COUNTY/FULTON COUNTY CENTER FOR REGIONAL GROWTH (FCCRG) REPORTS:

1. Fulton County Report: John Blackmon, Liaison
2. FCCRG Report: (See attached.) Terri Easterly

IDA DISCUSSION: John Blackmon stated the Board of Supervisors had its first meeting of 2021 yesterday. He stated all IDA Board members were all reappointed. He stated the majority of the meeting was talking about COVID.

Terri Easterly reviewed the CRG report which was attached to the IDA Agenda. Joe Semione asked Terri Easterly how the CRG determines when to inform the IDA when it offers IDA-owned properties to a perspective company? Terrie Easterly recommended Joe Semione discuss this with Ron Peters. Joe Semione asked Terri Easterly to ask Ron Peters to contact him.

## VI. OLD BUSINESS:

### A. Sewer Line Serving Parcel on South Side of CR107:

- At December 8, 2020 meeting, IDA Board authorized Adirondack Septic to powerjet and vacuum sewer main.
- Adirondack Septic scheduled work to start on December 17<sup>th</sup>.
- On December 17<sup>th</sup>, we had a major snowstorm that dumped 24" of snow.
- As a result, Adirondack Septic had to reschedule this work.

- Adirondack Septic started work during the week of January 4, 2021 and should have it completed on January 12, 2021.

**B. Vandalism at Tryon Technology Park:**

- IDA has received the \$5,500 reimbursement check from NYMIR.

**C. Property on South Side of CR107:**

- Status Report: Kara Lais

IDA DISCUSSION: Jim Mraz stated that the closing on this property sale occurred on Monday, January 11<sup>th</sup>. Kara Lais stated that she would be sending a letter to all taxing jurisdictions advising them that this parcel can now go back onto the tax rolls.

Jim Mraz stated that Richelle VanValkenburgh from the Personnel Department has been notarizing many IDA documents. She has always made herself available as needed. Jim Mraz further stated that she has never charged the IDA for her services. He recommended that as a sign of good faith and appreciation that the IDA issue a payment to her in thanks for her services. He recommended a check be issued in the amount of \$100. Dave D'Amore stated that he has, over the last two (2) years, had her notarize many documents that he had to sign. He stated he supports such a gesture. Joe Semione stated the same.

IDA ACTION:

MOTION: To authorize a payment in the amount of \$100 to Richelle VanValkenburgh for her serviced in notarizing IDA documents.

MADE BY: Dave D'Amore

SECONDED: Joseph Semione

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

**D. Sewer Pump Station:**

IDA DISCUSSION: Jim Mraz referenced the information that he included in his January 7<sup>th</sup> e-mail to IDA members transmitting the IDA Agenda to them. He stated problems developed with a float in the wastewater pump station at Tryon. The malfunctioning float was causing alarms to constantly going off. The float had to be replaced. The work has been completed by Adirondack Septic since they were already out there performing powerjetting and vacuuming of the sewer line. The total should not exceed \$1,000.

IDA ACTION:

MOTION: To authorize the payment to Adirondack Septic of up to \$1,000 for the emergency replacement of floats in the Tryon wastewater pump station.

MADE BY: Joseph Semione  
 SECONDED: Dave D'Amore  
 ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

## VII. NEW BUSINESS:

### A. 2021 Committee Appointments:

- Per the IDA's Bylaws, the Chairman shall annually appoint members to the IDA's Committees.
- The following is the Chairman's Committee appointments for 2021.

<u>Committee</u>	2020 <u>Appointees</u>	2021 <u>Appointees</u>
1. Audit	1. Todd Rulison 2. Joseph Semione 3. David D'Amore 4. Mike Fitzgerald	1. Todd Rulison 2. Joseph Semione 3. David D'Amore 4. Mike Fitzgerald
2. Governance	1. Jane Kelley 2. Joseph Gillis 3. Tim Munn 4. Todd Rulison	1. Jane Kelley 2. Joseph Gillis 3. Todd Rulison
3. Finance	1. Todd Rulison 2. Jane Kelley 3. Tim Munn	1. Todd Rulison 2. Jane Kelley 3. Mike Fitzgerald
4. Nominating	1. Joseph Semione 2. Joseph Gillis 3. David D'Amore 4. Tim Munn	1. Joseph Semione 2. Joseph Gillis 3. David D'Amore 4. Jane Kelley

### B. Staff Appointments:

1. The IDA's Bylaws require that the IDA Board annually appoint:
  - Executive Director
  - Chief Financial Officer
  - Auditor

### 2. Appointment of Executive Director:

MOTION: To appoint Jim Mraz to serve as the IDA's Executive Director for 2021 at a salary of \$22,088/year.

MADE BY: Jane Kelley  
 SECONDED: Mike Fitzgerald  
 ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

### 3. Appointment of Chief Financial Officer

MOTION: To appoint Carol Ellis as the Chief Financial Officer for 2021 at a salary of \$4,000.

MADE BY: Dave D'Amore  
 SECONDED: Todd Rulison  
 ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

### 4. Appointment of Auditor:

- It is recommended that the IDA retain West & Company as the IDA's Auditor.
- Total Fee: \$9,250
- These funds are included in the 2021 Budget.

MOTION: To appoint West & Company to serve as the IDA's Auditor for 2021 and to authorize the Chairman to execute an Agreement with West & Company to audit the IDA's 2020 financial statements at a fee of \$8,750 and to provide 2021 payroll services for \$500.

MADE BY: Mike Fitzgerald  
 SECONDED: Dave D'Amore  
 ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**C. Legal Services:**

- It is recommended that the IDA retain Fitzgerald, Morris, Baker, Firth, PC to serve as IDA Counsel in 2021.
- Budgeted: \$8,000

MOTION: To authorize the Chairman to execute an Agreement with Fitzgerald, Morris, Baker and Firth, PC to provide legal services in 2021.

MADE BY: Joseph Semione

SECONDED: Dave D'Amore

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**D. Depositories of IDA Funds:**

- Per the IDA's Investment Policy, it is recommended that NBT Bank, Citizens Banks, Berkshire Bank and Key Bank be designated as eligible depositories of IDA funds.

IDA ACTION:

MOTION: To designate NBT Bank, Citizens Bank, Berkshire Bank and Key Bank as eligible depositories of IDA funds for 2021.

MADE BY: Jane Kelley

SECONDED: Mike Fitzgerald

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**E. 2020 Financial Report:**

- Chief Financial Officer has completed the IDA's 2020 Financial Report.
- This Report will be sent to West & Company to audit.

IDA DISCUSSION: Jim Mraz stated that Carol Ellis, CFO, has completed the IDA's 2020 Financial Report. He stated this report will be sent to West & Company who will audit the Financial Report. He stated he would expect West & Company to present its Audit to the IDA Board at its March meeting.

**F. 2020 IDA Board Performance Questionnaire:**

1. Background:

- The 2009 Public Authorities Reform Act requires board members of public authorities to conduct an annual evaluation of its performance.
- Evaluation forms were e-mailed to all IDA Board members on November 4, 2020.
- Executive Director has collected the forms and tallied the results.

2. Review Summary of 2020 IDA Board Performance Questionnaire

- See attached.

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He stated that two (2) items identified on the Questionnaire regarding setting goals and IDA Board's knowledge of the statutory obligations of the IDA will be addressed at this meeting. He asked if there were any questions. There were none.

IDA ACTION:

MOTION: To authorize the Executive Director to post the 2020 Summary of IDA Board Performance Questionnaire on the IDA's website.

MADE BY: Dave D'Amore

SECONDED: Jane Kelley

ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

**G. 2020 Performance and Measurement Report:**

1. Background:

- The 2009 Public Authorities Reform Act requires public authorities to develop performance measures to help determine how well they are carrying out their mission.
- Performance measures assist the IDA Board and management to evaluate and monitor whether the IDA's authority's policies and operating practices are in accordance with its mission.

2. Review 2020 Performance and Measurement Report:

- See attached.

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda and the Measurement Report that was attached to it. He asked if there were any questions. There were none.



IDA ACTION:

MOTION:

To authorize the Chairman to sign the 2020 Performance and Measurement Report and to authorize the Executive Director to post this report on the IDA's website.

MADE BY:

Joseph Semione

SECONDED:

Todd Rulison

ROLL CALL VOTE

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**H. 2020 Assessment of the Effectiveness of the IDA's Internal Financial Control System:**

1. Background:

- The IDA's Policy 11 requires the IDA Board and management to complete an Annual Assessment of the Effectiveness of the IDA's Internal Financial Control System.

2. Management's Assessment of Internal Financial Control System:

- No changes are recommended.

3. Internal Financial Control System Certification Statement:

- IDA's Policy 11 Annual Assessment of the Effectiveness of Internal Controls requires the IDA Board to adopt a certification statement upon completion of its annual review of the IDA's Internal Financial Control System.
- Proposed Certification Statement reads as follows:

**"The IDA Board has documented and assessed the internal control structure and procedures of the Fulton County Industrial Development Agency for the year ending December 31, 2020. The internal controls were determined to be adequate and no deficiencies were identified. No corrective actions were deemed required."**

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He asked if there were any questions. There were none.

MOTION:

To adopt the Certification Statement presented above, to authorize the Executive Director to acknowledge in PARIS that said Certification Statement was approved by the IDA Board and to authorize the Executive Director to post this certification on the IDA's website.

MADE BY: Dave D'Amore  
SECONDED: Mike Fitzgerald  
ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**I. 2021 Agreement with Fulton County:**

- Fulton County appropriated \$5,000 in the Planning Department's 2021 budget to help the IDA cover costs associated with operating the Tryon Technology Park.
- Typical costs the IDA seeks reimbursement from Fulton County are insurance and mowing.

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He asked if there were any questions. There were none.

IDA ACTION:

MOTION: To authorize the Chairman to execute an Agreement with Fulton County regarding IDA costs at Tryon.

MADE BY: Jane Kelley  
SECONDED: Dave D'Amore  
ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**J. Fulton County Center for Regional Growth Membership:**

- In 2016, the IDA became a Gold Member of the FCCRG.
- IDA has received a renewal invoice from the FCCRG to continue the membership for another year.
- Invoice Amount: \$1,000
- \$1,000 is included in the 2021 Budget for this membership.

IDA ACTION:

MOTION: To authorize a payment to the FCCRG to renew the IDA's Gold Membership.

MADE BY: Dave D'Amore  
 SECONDED: Jane Kelley  
 ROLL CALL VOTE :

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

### **K. 2020 PILOT Report:**

#### **1. Background:**

- Each year, the IDA monitors all PILOT Agreements it has on projects to verify that PILOT payments are being made per the PILOT Agreements.
- Each year, the IDA sends a letter to every company it has a PILOT with asking that they fill out a PILOT Report.
- The IDA also sends a similar letter to all local taxing jurisdictions impacted by an IDA PILOT. The information from local taxing jurisdictions is used to compare against the information received from companies.
- Initial letters were sent out on November 4, 2020.
- Follow-up letters were sent on December 9, 2020.

#### **2. Status Report:**

- The IDA received responses from:

##### Companies:

Johnstown Renewables  
 Century Linen

##### Municipalities/School Districts:

Fulton County  
 Town of Johnstown  
 Fonda-Fultonville Central School District  
 City of Johnstown  
 Greater Johnstown School District

#### **3. Summary of 2020 PILOT Payments:**

- All required PILOT payments were made in 2020 to local taxing jurisdictions.
- See attached PILOT Report.

#### **4. As of January 1, 2021, the IDA has the following active projects:**

Company	Address
CG Roxane	1 Old Sweet Road, Johnstown, NY
YMCA	213 Harrison Street, Gloversville, NY
Century Linen	125 Balzano Drive, Johnstown, NY
Nexus Renewables	881 CR107, Johnstown, NY
Benjamin Moore	N. Side Union Avenue Extension, Johnstown, NY

5. As of January 1, 2021, the IDA has the following active PILOT Agreements:

Company	Address
CG Roxane	1 Old Sweet Road, Johnstown, NY
Benjamin Moore	N. Side Union Avenue Extension, Johnstown, NY

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He stated all required PILOT payments that were required to be made in 2020 to local taxing jurisdictions have been made. He asked if there were any questions. There were none.

#### **L. 2021 Goals:**

IDA DISCUSSION: Jim Mraz stated that one of the items on the Annul Questionnaire was establishing goals. He asked IDA Board members what, if any, goals they would like to establish for 2021. The following goals were offered:

1. Identify potential sites for redevelopment and conduct desktop assessments on them.
2. Contact National Grid to see if there's ways to expedite any hurdles for potential projects.
3. Conduct a Summit with the IDA's economic development partners.
4. Develop new revenue streams for the IDA.
5. Conduct Board Training.

#### **M. National Grid Easement:**

- National Grid has requested the IDA execute an easement along Old Sweet Road in the Town of Johnstown on CG Roxane's Water Bottling Plant.
- Easement would allow National Grid to remove one (1) tree along Old Sweet Road.
- National Grid is extending electric service down Old Sweet Road to additional properties.

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He asked if there were any questions. There were none.

IDA ACTION:

MOTION:

MADE BY: Mike Fitzgerald

SECONDED: Jane Kelley

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

## **N. Board Training:**

### **1. Authority Budget Office's Best Practices: Public Meetings and Open Meetings Law (OML):**

#### **a. Background:**

- A meeting is the official convening of a public body for the purpose of conducting public business.
- According to Open Meetings Law (OML), meetings of public bodies must be open to the public.

#### **b. Public Notices:**

##### **1) What information should be included in a public notice?**

- A public notice must include the date, time, and location of the meeting. It is recommended that the notice include the name of the public authority holding the meeting, the type of meeting being held (regular, committee, or special) as well as a contact person or office where interested parties can obtain more information.
- Although an agenda is not required, it is strongly recommended that authorities post on their website an agenda that includes the activities planned for the meeting at least one week in advance of a board meeting.
- The Fulton County IDA typically posts its Agenda on its website on the Friday before its monthly meeting.

##### **2) When should the public be notified of the board meeting?**

- For meetings scheduled more than one week in advance, notice should be given no less than 72 hours (3 days) in advance.
- The Fulton County IDA typically sends its meeting notice out one (1) week in advance of meetings.
- For meetings scheduled less than a week in advance, notice should be given within a reasonable timeframe.

##### **3) Where should the public notice be posted?**

- Public notice should be given to the news media and conspicuously posted in one or more designated locations. Designated locations should be easily accessible and visible to the public.
- In addition, notice of the meeting's time and place should be conspicuously posted on the public authority's website.
- The board should designate by resolution, or through the adoption of a policy or directive, the location(s) where it will routinely post notice of meetings.
- Authorities are not required to publish the notice as a legal notice. Public authorities comply with the law by giving notice to the news media. Public authorities can meet this requirement by emailing the information of the meeting to the major television, radio and newspaper outlets as well as local community papers in their area. The newspapers, television, or radio stations that receive the notice can choose not to publicize the public meeting, and the public authority would still be in compliance with the law.

- 4) **Should a notice be posted if a scheduled board meeting is cancelled?**
- While OML does not require publication of a cancellation notice, best practice recommends that notice of a cancellation or postponement be given to board members, as well as posted on the location(s) where the authority posts its meeting notices.
  - If the meeting is rescheduled, the public notice for the rescheduled meeting has to comply with the same posting requirements as the meeting that was originally scheduled.
- 5) **What are the public notice requirements if videoconferencing is used to conduct the meeting?**
- If videoconferencing is available at the meeting, the public notice must:
    - (1) Inform the public this option will be used.
    - (2) Identify the locations for the meeting.
    - (3) State that the public has the right to attend the meeting at any of the identified locations.
- c. **Meeting Agenda & Board Materials:**
- 1) **Who should prepare the meeting agenda?**
- It is recommended that both the chief executive and the Chair of the board collaboratively prepare the agenda. By taking an active part in the agenda preparation, the Chair can ensure that appropriate topics are discussed during board meetings and help create a setting for board members to exercise their fiduciary duties.
  - The FCIDA Chairman and Executive Director review and discuss the Agenda prior to every meeting.
- 2) **What actions should the board take every year to be compliant with Public Authorities Law?**
- Public Authorities Law requires board approval for all the records submitted by authorities as part of their annual reports.
  - To be compliant with Public Authorities Law, authorities must annually submit their annual report, mission statement and measurement report, budget report, audit report, procurement report, and the board of directors' evaluation.
  - The FCIDA Board approves these Annual Reports at its Annual Meeting each year.
  - These documents are then included in the Fulton County IDA's Annual Report.
  - It is recommended that board of directors and staff collectively develop a calendar that indicates the time of the year when the content of those reports will be discussed and voted on so that the authority meets reporting deadlines and is compliant with Public Authorities Law.
  - In addition, the board should annually review, and update as necessary, their policies. These reviews do not all have to occur in one meeting, but can be spread throughout the year.

3) **What materials should board members receive for a board meeting?**

- It is recommended to distribute the meeting materials to board members at least one week in advance so that they have enough time to prepare for the meeting.
- The FCIDA Executive Director typically emails Agendas to IDA Board members on the Thursday before IDA monthly meetings.
- OML states that any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available upon request and to the extent practicable, prior to or at the meeting during which the records will be discussed. Copies of these records shall be made available to the public for a reasonable fee.
- If the public authority maintains a regularly and routinely updated website, records should be posted on the website prior to the meeting.

d. **Conducting Board Meetings:**

1) **Are there any requirements for the meeting place of board meetings?**

- Boards of directors are required to ensure that:
  - a) All reasonable efforts are made to hold meetings in an appropriate facility which can adequately accommodate members of the public who wish to attend.
  - b) All reasonable efforts to ensure that meetings are held in facilities that permit barrier-free access to physically handicapped persons.
- There is no requirement for an authority to construct a new facility or to renovate an existing facility to permit barrier-free access to physically handicapped persons.
- However, if an authority has the capacity to hold its meetings in a first floor that is accessible to handicapped persons rather than a second floor, the meeting should be held in the room that accommodates the needs of the physically handicapped.
- If a board member attends a meeting by videoconference, the authority is required by law to allow the public to attend, listen and observe the meeting at the sites at which the members participate.

2) **Are there any requirements for the meeting time of board meetings?**

- While there is nothing in OML that refers to the time a meeting may be held, it is important that the board hold its meetings at a time that would reasonably allow interested parties to attend since the law requires that every meeting of a public body be open to the general public.

3) **Can the public speak during a board meeting?**

- The board may permit the public to speak at a board meeting, but is not required to do so by law. If the board allows public participation during the meeting, it is recommended that rules and procedures be developed so that the members of the public are treated equally and the meeting is conducted in an orderly manner.

- 4) **Can meetings be photographed, broadcast, webcast or otherwise recorded?**
- Any meeting of a public body that is open to the public must be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. The board should adopt rules, consistent with recommendations from the committee on open government that reasonably govern the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a board meeting so that the meeting is not disrupted and is held in an orderly manner.
- 5) **Can a meeting be conducted through teleconferencing?**
- No. OML requires board members to be either physically present at meetings or attend the meeting through videoconference.
  - Attendance at a meeting through teleconference is not permitted because voting members and their surroundings have to be visible to those in attendance.
  - This doesn't preclude board members from taking part in the meeting deliberations through teleconferencing, mail or email. However, these members do not count toward a quorum and cannot vote.
  - Governor Cuomo has issued Executive Orders temporarily allowing public bodies like the FCIDA to conduct teleconferencing meetings.

e. **Executive Session:**

1) **Background:**

- Public authorities are authorized to enter executive session only for the purposes enumerated in OML provided that no action by formal vote is taken during executive session to appropriate public moneys. All board member and any other persons authorized by the board may attend an executive session.
- A board meeting may only go into executive session after a motion identifying the subject to be considered during executive session is passed by the majority of the total members of the board.

2) **For what purposes can an authority conduct an executive session?**

- Boards of directors should only approve going into executive sessions during meetings for the following eight purposes enumerated in the law.
  - a) Matters which will imperil the public safety if disclosed.
  - b) Any matter which may disclose the identity of a law enforcement agent or informer.
  - c) Information relating to current or future investigation/prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
  - d) Discussions regarding proposed, pending or current litigation.
  - e) Collective negotiations pursuant to article fourteen of the civil service law.
  - f) The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
  - g) The preparation, grading or administration of examinations.
  - h) The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.



- These eight (8) reasons for going into an Executive Session are included in the Fulton County IDA Agendas when an Executive Session is requested.

**f. Board Meetings Attendance:**

- Board members are expected to attend and participate in regular meetings of the board, as well as meetings of the committees on which they serve.
- Board members are required by law to sign an acknowledgement of fiduciary duties and responsibilities, including participating in training sessions, attending board and committee meetings, and engaging fully in the boards and committee's decision making process.
- All current FCIDA members have signed this acknowledgement form.
- As a best practice, the ABO recommends public authorities also conduct an internal orientation session for new board members upon their appointment to provide an overview of the authority's operations.
- All new FCIDA members are provided an orientation session by the Executive Director.

**g. Board Meetings Quorum:**

- A minimum number of board members of the public body must be in attendance before a meeting can begin. For a 7-member board, a quorum is 4 members.
- Roll call should be taken at the meeting to confirm a quorum is present. Only members physically present at the meeting can be counted towards the quorum.
- If no quorum is present, those members in attendance may not convene an official meeting.
- However, members may engage in informal discussions.

**h. Board Meetings Action:**

**1) Background:**

- Board members are expected to cast a vote only after carefully assessing the action brought to the board for approval, voicing any concerns, asking for clarification if necessary, and being confident that their vote serves the best interest of the public authority.
- Some actions taken by the board should be documented by the adoption of board resolutions.
- It is in the best interest of the Board to draft a resolution for matters that they consider important so that there is clarity about their decision and their wishes are carried out.
- As a best practice, the bylaws of the authority should identify the types of actions that require a board resolution.
- The FCIDA's Bylaws currently do not identify the types of actions that should require a resolution.

**2) How many votes are needed for the board to take action?**

- Public Authorities Law states that no less than a majority of the whole of the board may perform and exercise the powers authorized and provided in Public Authorities Law.

➤ The FCIDA has seven members. Therefore, four affirmative votes are needed to approve an action, even if only four or five members are present at the meeting.

3) **Can abstentions from voting be counted as an affirmative vote?**

➤ No.

4) **Can board members vote by proxy?**

➤ No. Members can only vote in a meeting when they are physically present or attending through videoconferencing during this temporary time period when video conferencing is allowed.

**VIII. OTHER BUSINESS:**

**A. Fire Tax Bills:**

- IDA owns vacant land on the east side of NYS Route 30A and in the Tryon Technology Park in the Town of Johnstown.
- Even though the IDA is tax exempt, it is not exempt from Fire Taxes.

**B. Town of Johnstown Fire Tax Bill for Properties on NYS Route 30A:**

- 2021 Fire Tax Bill:
  - 174.-2-65 : \$ 37.52
  - 174.-2-66 : \$ 37.01

**C. Town of Johnstown Fire Tax Bill for Tryon Technology Park Properties:**

- 2021 Fire Tax Bills are:
  - 164.-2-54 : \$ 1.29
  - 164.-2-16.5 : \$ 514.00

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. He asked if there were any questions. There were none.

IDA ACTION:

MOTION: To authorize the payment of these four (4) Town of Johnstown Fire Tax bills.

MADE BY: Joseph Semione

SECONDED: Jane Kelley

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

**D. Executive Session:**

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- i. matters which will imperil the public safety if disclosed;
- ii. any matter which may disclose the identity of a law enforcement agent or informer;
- iii. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- iv. discussions regarding proposed, pending or current litigation;
- v. collective negotiations pursuant to article fourteen of the civil service law;
- vi. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- vii. the preparation, grading or administration of examinations;
- viii. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.**

MOTION:

To go into Executive Session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

MADE BY : Dave D'Amore

SECOND : Jane Kelley

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	X	—	—	—
Joe Semione	X	—	—	—
Todd Rulison	X	—	—	—
Jane Kelley	X	—	—	—
Mike Fitzgerald	X	—	—	—
Joseph Gillis	X	—	—	—

TIME : 9:06 a.m.

MOTION : To go out of Executive Session.

MADE BY : Dave D'Amore

SECOND : Todd Rulison

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	<u>X</u>	—	—	—
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

TIME : 10:00 a.m.

(Joe Semione left the meeting at 10:00 a.m.)

**E. Payment to Fulton County Regarding Sale of Property on South Side of CR107:**

MOTION : To authorize a payment of 6% of the lot sale payment less the cost of the real estate commission and for repairing the sewer line from the sale of the property on the south side of CR107 to Fulton County.

MADE BY : Dave D'Amore

SECOND : Mike Fitzgerald

ROLL CALL VOTE:

	Aye	Nay	Abstain	Absent
Dave D'Amore	<u>X</u>	—	—	—
Joe Semione	—	—	—	<u>X</u>
Todd Rulison	<u>X</u>	—	—	—
Jane Kelley	<u>X</u>	—	—	—
Mike Fitzgerald	<u>X</u>	—	—	—
Joseph Gillis	<u>X</u>	—	—	—

**IX. NEXT MEETING:**

Tuesday  
February 9, 2021  
8:00 a.m.

**X. CLOSE MEETING:**

MOTION : To close the meeting.

MADE BY : Jane Kelley

SECONDED : Joseph Gillis

# ROLL CALL VOTE

	Aye	Nay	Abstain	Absent
Dave D'Amore	X			
Joe Semione				
Todd Rulison				X
Jane Kelley	X			
Mike Fitzgerald	X			
Joseph Gillis	X			

TIME : ?

# FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

## Policy No. 10-05

### 2020 IDA Board Performance Questionnaire

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the IDA.	5			
The policies, practices and decisions of the IDA are consistent with this mission.	5			
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these responsibilities.	5			
The Board has adopted policies, by-laws, and practices for the effective governance, management and operation of the IDA and reviews these annually.	5			
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	3	2		
Board decisions are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	5			
Board members communicate effectively with the Executive Director and are well informed on the status of all important issues.	5			
Board members are knowledgeable of IDA programs, financial statements, reporting requirements, and other transactions.	5			
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	5			
The Board knows the statutory obligations of the IDA and if the IDA is in compliance with state law.	4	1		
Board and Committee meetings facilitate open, deliberate and thorough discussions and the active participation of members.	5			
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	5			
Board members feel empowered to delay votes, defer agenda items or table actions if they feel additional information or discussion is required.	5			
The Board exercises appropriate oversight of Executive Director, including setting performance expectations and reviewing performance annually.	5			
The Board has identified the areas of most risk to the IDA and works with management to implement risk mitigation strategies before problems occur.	5			
Board members demonstrate leadership and vision and work respectfully with each other.	5			

# **FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

## **2020 Performance and Measurement Report**

I. **FISCAL YEAR:** January 1, 2020 – December 31, 2020

II. **ENABLING LEGISLATION:**

Industrial Development Agencies (“IDAs”) are formed under Article 18-A of New York State General Municipal Law, as public benefit corporations. IDAs were created to actively promote, encourage, attract and develop job and recreational opportunities and economically-sound commerce and industry in cities, towns, villages and counties throughout New York State. IDAs are empowered to provide financial assistance to private entities through tax incentives in order to promote the economic welfare, prosperity and recreational opportunities for residents of a municipality.

III. **MISSION STATEMENT:**

“The IDA’s mission is to create and promote economic growth and prosperity for both residents and entrepreneurs in Fulton County. The IDA’s role is in Fulton County’s Economic Development Program is to develop and maintain an inventory of shovel-ready sites for new and expanding businesses, offer financial incentives, as may be required, to encourage the creation of new and retention of existing jobs and expand the County’s tax base. In doing so, the IDA strives to make Fulton County a desirable place to live and do business.”

This revised Mission Statement was adopted on August 23, 2012. The Authority Budget Office (ABO) notified the IDA in 2012 that its original Mission Statement was not acceptable. As a result, the IDA Board adopted this revised Mission Statement which was accepted by the ABO.

IV. **IDA STAKEHOLDERS:**

Fulton County Board of Supervisors

V. **IDA BENEFICIARIES:**

Fulton County residents and all local taxing jurisdictions

VI. **IDA CUSTOMERS:**

Existing businesses in Fulton County and new businesses desiring to locate into Fulton County.

**VII. 2020 PERFORMANCE MEASURES:**

- Comply with the Public Authorities Accountability Act.
- Assist businesses in creating and retaining jobs by providing financial assistance.
- Identify additional sites for business development.

**VIII. GOVERNANCE CERTIFICATION:**

1. Have IDA Board members acknowledged that they have read and understood the IDA's Mission Statement?

Yes

2. Who has the power to appoint the management of the IDA?

Board of Directors

3. If the IDA Board appoints management, is there a policy the IDA Board follows when appointing management?

No

4. Briefly describe the role of the Board and management in the implementation of the Mission Statement.

The IDA Board provides strategic input, guidance and oversight of the IDA's mission, adopts policies, adopts a budget, appoints an Executive Director, Chief Financial Officer, Counsel and Auditor. The Board provides direct oversight of its Executive Director.


The Executive Director has the responsibility for the day-to-day operations of the IDA, collaborates with the IDA Board in strategic planning and implements policies and programs established to achieve the IDA's mission.

5. Has the IDA Board acknowledged that they have read and understood the responses to each of these questions?

Yes

\*\*\*\*\*

I hereby certify that the IDA Board met on January 12, 2021 and approved this Report:

  
Joseph Semione, Chairman

  
Date



# **FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

## **2020 Assessment of the Effectiveness of Internal Financial Controls**

### **I. BACKGROUND:**

1. Section 2800(1)(a)(9) and Section 2800(2)(a)(8) of Public Authorities Law require all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.

### **II. INTENT:**

1. The intent of the Fulton County Industrial Development Agency's (IDA) system of internal control shall be to:
  - a) Promote effective and efficient operations so as to help the IDA carry out its mission.
  - b) Provide reasonable assurance that the IDA's assets are safeguarded against inappropriate or unauthorized use.
  - c) Promote the accuracy and reliability of accounting data and financial reporting to ensure transactions are executed in accordance with the IDA's Board's authorization and recorded properly in accounting records.
  - d) Encourage adherence to the IDA Board's policies and procedures for conducting programs and operations.
  - e) Ensure compliance with applicable laws and regulations.
2. This system of internal control includes performing an annual assessment to identify potential weaknesses in policies or procedures and to implement corrective actions.
3. This assessment shall identify significant weaknesses in controls, recognize emerging or inherent risks, and to enable early detection of existing or potential problems. If an internal control system is working effectively, the IDA Board will have a reasonable indication of the reliability of its operating practices and the accuracy of the information it is using to measure its activities and performance. Any deficiencies identified as a result of the assessment shall be addressed by the IDA Board.

### **III. INTERNAL FINANCIAL CONTROL SYSTEM:**

#### **1. SUMMARY:**

- A. The Fulton County Industrial Development Agency utilizes an internal control system to preserve the assets of the organization.
- B. System procedures shall be reviewed annually by the independent auditors who will make recommendations to the Board of Directors for suggested changes.
- C. In addition, during the year, changes may be recommended by IDA's management. However, such changes shall not be implemented until reviewed by independent auditors and approved by the IDA Board.

**2. CASH RECEIPTS:**

- A. The Chief Financial Officer shall open the daily mail and make copies of the checks received and file same.
- B. The Chief Financial Officer shall prepare and make a bank deposit as needed.
- C. Upon completion of the deposit, the Chief Financial Officer shall enter the deposit in the appropriate Agency's records.
- D. All bank accounts shall be reconciled monthly.

**3. CASH DISBURSEMENTS:**

- A. All purchases shall be made according to the IDA's Procurement Policy. The IDA's Procurement Policy shall be reviewed annually by the IDA Board.
- B. All invoices received shall be reviewed by the Chief Financial Officer and verified for accuracy and completeness. The Chief Financial Officer shall then forward them to the Executive Director for review for completeness and accuracy.
- C. All invoices received that do not have prior authorization by the IDA Board shall be submitted to the IDA Board at their next regularly-scheduled meeting to get authorization to pay.
- D. All invoices received that IDA Board authorization has been given and once reviewed and approved by both the Chief Financial Officer and Executive Director, the Chief Financial Officer shall transfer the necessary funds and prepare a check for payment.
- E. All IDA checks shall have two (2) signatures. One shall be by the Chief Financial Officer. The second shall be by an authorized member of the IDA Board. In the absence of the Chief Financial Officer, the second signature can be by another member of the Audit Committee. The Executive Director shall not be an authorized signer.
- F. An authorized signer may not sign his/her check for reimbursement of approved travel, unless signed by a second IDA Board member.

**4. BUDGET REPORTS:**

- A. Budget Reports shall be prepared regularly by the Chief Financial Officer in a format approved by the Board of Directors.
- B. Budget Reports includes the following information:
  - List of all IDA Accounts
  - Current Year Budgeted Amount for each Account
  - Year to Date Expenditures for each Account
  - Balance in each Account
  - Current Balances for all Investments
- C. All Budget Reports shall be reviewed by the Executive Director prior to presentation to the IDA Board.
- D. All investment of IDA funds shall be in accordance with investment policies. Investment activities shall be reported to the Board monthly. All investment decisions must have the Executive Director's approval after review for compliance with current investment policies.

**5. QUARTERLY TAX RETURNS:**

- A. Quarterly Federal and State Tax Returns shall be signed by the IDA Treasurer or any member of the Audit Committee.

**6. BANK STATEMENT:**

- A. The Chief Financial Officer shall provide at each IDA Board of Directors' meeting a copy of the latest Bank Statement to verify the funds actually in the IDA's bank account. (Added January 9, 2018.)

7. **MONTHLY BANK ACCOUNT RECONCILIATION FORMS:**

- A. The Chief Financial Officer shall provide, at each IDA Board of Directors' meeting, Monthly Bank Account Reconciliation Forms for each IDA bank account that a member of the Audit Committee will review and, if found acceptable, sign.

IV. **IDA'S INTERNAL CONTROLS ASSESSMENT PLAN:**

1. **Define the IDA's Primary Functions:**

- a. Annually review the mission of the IDA and verify that its primary operating responsibilities, operations and functions that will help fulfill its mission.
- b. Annually evaluate the IDA's written mission statement to ensure that it clearly defines the IDA's purpose.
- c. Define IDA's objectives and ensure they are understood by IDA staff.
- d. Review policies, procedures and guidelines to ensure that they guide IDA staff in the operations of the IDA and provide methods and procedures to assess the effectiveness of those functions.

2. **Determine Risks:**

- a. Assess the internal and external risk exposure and associated vulnerability of each function of the IDA and assign a corresponding risk level (i.e. high, medium, or low).
- b. If a risk is identified, the IDA Board shall determine how to best handle it by evaluating its significance, likelihood, and cause.
- c. Based on the assigned risk levels, the IDA Board shall determine how frequently to review the controls in place for each function.

3. **Review Existing Internal Control Systems in Place:**

- a. The IDA Board and staff shall annually review and be aware of the policies and practices in place to ensure that the IDA is effective and to address the risks that are relevant to the operation.

4. **Assess the Extent to Which the Internal Control System is Effective:**

- a. The assessment of internal controls should be a structured and monitored process to identify and report any weaknesses of the internal control structure to the IDA Board.
- b. This process should determine if the existing control structure and procedures are adequate, to then mitigate risk, minimize ineffectiveness and deter opportunities that could lead to the abuse of assets.
- c. The assessment should provide the IDA Board with information as to whether the IDA's policies and operating practices were understood and executed properly, and whether they are adequate to protect the organization from waste, abuse, misconduct, or inefficiency.
- d. This assessment shall be completed through a combination of inquiry and observation, a review of documents and records and by replicating transactions to test the sufficiency of the control system.

5. **Take Corrective Action:**

- a. When a weakness is identified, a corrective action plan should be developed, adopted by the IDA Board and then monitored by the IDA Board to ensure that the vulnerability is addressed.

V. **INTERNAL CONTROL CERTIFICATION:**

1. **Section 2800(2)(a)(8) of the Public Authorities Law:**

- a. To satisfy the requirement of Section 2800(2)(a)(8) of Public Authorities Law, the IDA shall incorporate, either within its annual report or as a separate document, a statement explaining

that the authority has conducted a formal, documented process to assess the effectiveness of their internal control structure and procedures, and indicating whether or not the internal controls are adequate.

- b. This statement should eventually be posted to the IDA's website.
- c. The IDA shall retain documentation to support the assessment of its internal controls.
- d. If the IDA finds any deficiencies with the internal controls over its functions or operations, additional documentation should be maintained to demonstrate that the IDA has adopted corrective action plans to address these weaknesses.
- e. This documentation should be made available upon request to the IDA's independent auditor or to ABO compliance review staff.

**2. Public Authorities Reporting Information System (PARIS):**

- a. As part of the PARIS Annual Report tab, the IDA will be required to indicate whether or not they have prepared this assessment and to provide the URL link to the statement, if available.

**VI. IDA BOARD'S 2019 ASSESSMENT OF THE EFFECTIVENESS OF THE INTERNAL FINANCIAL CONTROL SYSTEM:**

**"The IDA Board has amended the internal controls per the recommendation of management. The IDA Board of Directors has documented and assessed the internal control structure and procedures of the Fulton County Industrial Development Agency for the year ending December 31, 2020. The amended internal controls were determined to be adequate and no deficiencies were identified. No additional corrective actions were deemed required."**

Approved by IDA Board of Directors on March 9, 2011.  
Approved by IDA Board of Directors on March 23, 2012.  
Approved by IDA Board of Directors on January 31, 2013.  
Approved by IDA Board of Directors on January 14, 2014.  
Approved by IDA Board of Directors on February 5, 2015.  
Approved by IDA Board of Directors on January 6, 2016.  
Approved by IDA Board of Directors on February 9, 2017.  
Approved by IDA Board of Directors on January 9, 2018.  
Approved by IDA Board of Directors on January 16, 2019.  
Approved by IDA Board of Directors on January 14, 2020.  
Approved by IDA Board of Directors on January 12, 2021.

# FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

LOCAL TAXING JURISDICTION												
OWNER	LESSEE	ADDRESS	PILOT YEAR	SBL	Fulton County	City of Johnstown	City of Gloversville	Town of Johnstown	GJSD	Fonda-Fultonville School District	Late Penalties	TOTAL
1. <u>Johnstown Industrial Park:</u>												
IDA	Johnstown Renewables	Enterprise Road	3	174.18-1-17.1 and 174.17-1-7.1	\$ 2,425.50	\$ 3,570.34				\$ 4,801.66		\$ 10,797.50
2. <u>Other:</u>												
IDA	CG Roxane	1 Old Sweet Road	6	146-1-31	\$ 95,140.00			\$ 19,099.00	\$ 120,729.93			
TOTAL:					\$ 97,565.50	\$ 3,570.34	\$ -	\$ 19,099.00	\$ 120,729.93	\$ 4,801.66		\$ 245,766.43

**Fulton County Center for Regional Growth  
January 2021**

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**1. Tryon Technology Park**

- Offered Tryon Technology Park to a group needing between 80 and 100 acres.

**2. Benjamin Moore Project**

- The groundbreaking on the Benjamin Moore 117,000 sq. ft. expansion took place on December 7, 2020. CRG met Dan Calkins, the CEO of Benjamin Moore, and he was pleased with the proposed expansion in Johnstown. He mentioned that the buildout on the project will take approximately two years and is estimated at \$74M, including construction and equipment. Once complete, the project is projected to create approximately 40 - 50 jobs.

**3. CRG Building Projects**

- 34 W. Fulton Street Construction Project – complete.
- Waiting on the results of the Green Jobs, Green NY Energy audit completed on our 34 West Fulton Street Building.

**4. 2018-2020 Microenterprise Grant Program**

- We successfully packaged 8 Microenterprise Grants to Fulton County Businesses. These included Royal Mountain Inn, Peck's Flowers, Frank's Gun & Tackle Shop, Austin's Glass, Broadalbin Hotel, MamaBe's and Upstate Coffee.
- To date our current Microenterprise Grant Program has created 19 jobs. About a 50/50 ratio between full and part time jobs.
- Still may be able to make an additional small Microenterprise Grant.
- Received a six month extension from NYS to allow several businesses to complete some requirements that have not yet been satisfied due to COVID-19.
- NYS is planning to offer another microenterprise grant program for 2021.

**5. 2020/2021 Initiatives Guide to Fulton County**

- We have started distributing our *2020/2021 Initiatives Guide to Fulton County* magazine to our intended audience. The magazine looks fantastic and included a great piece on Tryon Technology Park.

## **6. Community Assistance**

- Gloversville - Working with the LWRP (Local Waterfront Revitalization Program). Working on several development projects on Main Street. Additionally, working with a developer on a larger parcel in the City of Gloversville.
- Our Mohawk Valley working capital partner, MVEDD was approved by the EDA (Economic Development Administration) for over \$2M in working capital. CRG has referred another 4 businesses for financing, for a total of 6.
- The joint marketing campaign strategy has been developed for Northville and Northampton and is being reviewed by the communities. Once the strategy is set, the next step is preparation of a cost analysis and job report.
- The development of a Gloversville Merchants Association continues to advance with the goal of helping existing merchants and encouraging new merchants as well.
- Recent upgrades to the downtown Gloversville website ([www.downtowngloversville.org](http://www.downtowngloversville.org)) look good. A few additional enhancements are in progress.

## **7. Business Marketing, Business Recruitment & Initiatives**

- CRG is working on the documents necessary for completion of the approved NYS Job Development Authority allowing CRG to start lending through the JDA Agriculture Program. Still planning to have the program in place in the first quarter of 2021.
- The New York State Capital Region's New Frontier Program is still running.
- Working on a potential lead for a company looking for a larger location.
- Still working with the State on a lead for a larger development. We are in discussions with the investors.
- Working on financing the business looking to develop along the Great Sacandaga Lake. CRG continues reviewing possible opportunities with them.
- Moving forward with a developer on a large development proposal in Gloversville.
- Marketing – always ongoing
- Developer Relationships – ongoing

## **8. 2021 CRG Events**

- CRG has a robust business training schedule for 2021
- CRG will be conducting a workforce zoom meeting for Fulton County Businesses.