

MINUTES OF THE MEETING OF THE
VILLAGE OF PORT CHESTER
INDUSTRIAL DEVELOPMENT AGENCY

HELD: March 17, 2010

TIME AND PLACE: 6:00 P.M., Village Hall, Conference Room, 222 Grace Church Street, Port Chester, New York

In attendance were Chairman Neil Pagano and members James Taylor II, John Hiensch and Dennis Pilla. Vice-Chairman Joseph Kenner arrived at

Also in attendance were IDA CFO Leonie Douglas, IDA Secretary, Joan Mancuso, Village Manager, Christopher Russo and Village Attorney, Anthony Cerreto.

Absent was member Charles Rosabella

I. Motion for Executive Session:

The meeting was opened at 6:07 p.m., on motion of Member Taylor, seconded by Member Hiensch. At 6:07 p.m., Member Taylor motioned to adjourn to an executive session for the purpose to conduct an interview regarding a proposal for legal services for the Agency, Member Hiensch seconded the motion. Included in the interviews were Ms. Douglas, Mr. Russo and Mr. Cerreto.

Ayes: Members Hiensch, Pilla, Taylor, and Chairman Pagano

Noes: None

Absent: Member Rosabella and Vice-Chairman Kenner

At 7:20 p.m., Member Taylor made a motion to close the executive session and re-open the public portion of the meeting, Vice-Chairman Kenner seconded the motion.

Ayes: Members Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

Noes: None

Absent: Member Rosabella

II. Approval of Minutes:

The minutes of February 18, 2010 and March 3, 2010 were presented for approval. Member Hiensch said that his comments that are stated in the last sentence of the first paragraph of page 3 of the February 18, 2010 minutes should include “financial strength of” between “the” and “entity”. He also noted that the fourth sentence of the third paragraph on the same page of these minutes that it is an incomplete sentence. The members discussed this sentence and removed “we to comply” and inserted “only the Village has to approve”.

Member Hiensch made a motion to approve the minutes as amended of the February 18, 2010 meeting and the minutes of March 3, 2010, Vice-Chairman Kenner seconded the motion.

Ayes: Members Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

Noes: None

Absent: Member Rosabella

III. Invoices and Correspondence:

The invoice from the Agency Secretary for the February 18, 2010 and March 3, 2010 meetings along with the invoice from the Agency Chief Financial Officer for last quarter was presented.

Member Taylor made a motion to approve these invoices for payment, Member Hiensch seconded the motion.

Ayes: Members Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

Noes: None

Absent: Member Rosabella

IV. Resolutions:

On motion of COMMISSIONER TAYLOR, seconded by VICE-CHAIRMAN KENNER, the following resolution was adopted by the Industrial Development Agency of the Village of Port Chester, New York:

WHEREAS, the Port Chester Industrial Development Agency solicited Requests for Proposals for legal services for the Agency; and

WHEREAS, the Agency received three proposals for said service; and

WHEREAS, the Agency reviewed all of the proposals and determined to schedule interviews with two of the firms; and

WHEREAS, the interviews have been conducted and the Agency has completed their deliberations regarding said legal services for the Agency. Now, therefore be it

RESOLVED, that the firm of Harris Beach, PLLC, 677 Broadway, Suite 1101, Albany, New York 12207 is hereby appointed to provide legal services for the Port Chester Industrial Development Agency; and be it further

RESOLVED, that the Agency's Governance Committee and Chief Financial Officer are hereby authorized to negotiate a letter agreement with Harris Beach, PLLC to be circulated to all members of the Agency; and be it further

RESOLVED, that the Chairman of the Port Chester Industrial Development Agency is authorized to execute a letter agreement with said firm subject to no objections by the membership of the Agency. .

ROLL CALL

AYES: Commissioners Hiensch, Pilla, Taylor and Vice-Chairman Kenner

NOES: Chairman Pagano

ABSENT: Commissioner Rosabella

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On motion of COMMISSIONER TAYLOR, seconded by COMMISSIONER PILLA, the following resolution was adopted by the Industrial Development Agency of the Village of Port Chester, New York:

WHEREAS, the Port Chester Industrial Development Agency solicited Requests for Proposals to provide Administrative Services for the Agency; and

WHEREAS, the Agency received one proposal for said service; and

WHEREAS, the Agency reviewed said proposal and schedule an interview; and

WHEREAS, the interview has been conducted and the Agency has completed their deliberations regarding the administrative services for the Agency. Now, therefore be it

RESOLVED, that Dwight Douglas, 221 Walnut Street, Peekskill, New York 10566 is hereby appointed to provide administrative services per the PHA and the Agency's By-Laws for the Port Chester Industrial Development Agency; and be it further

RESOLVED, that the Agency's Governance Committee and Chief Financial Officer are hereby authorized to negotiate a letter agreement with Dwight Douglas to be circulated to all members of the Agency; and be it further

RESOLVED, that the Chairman of the Port Chester Industrial Development Agency is authorized to execute a letter agreement with Dwight Douglas subject to no objections by the membership of the Agency. .

ROLL CALL

AYES: Commissioners Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

NOES: None

ABSENT: Commissioner Rosabella

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There was a discussion of the members regarding establishing a Finance Committee noting that the Agency has a Governance Committee and an Audit Committee.

Vice- Chairman Kenner made a motion to establish a Finance Committee, Member Pilla seconded the motion.

Ayes: Members Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

Noes: None

Absent: Member Rosabella

A discussion followed as to which members should serve on this committee.

Chairman Pagano made a motion to nominate Member Hiensch as the Chairperson of the Finance Committee and to nominate Vice-Chairman Kenner as a member of the Finance Committee, Member Pilla seconded the nominations.

Ayes: Members Hiensch, Pilla, Taylor, Vice-Chairman Kenner and Chairman Pagano

Noes: None

Absent: Member Rosabella

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There being no other business on motion of Member Taylor, seconded by Member Pilla the meeting was closed at 7:35 p.m.

Respectfully submitted,

Joan Mancuso

Joan Mancuso
Secretary