

Ulster County Economic Development Alliance  
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## MINUTES

Meeting of the Board of Directors  
April 2<sup>nd</sup>, 2019

A meeting of the Board of Directors of the Ulster County Economic Development Alliance was held at 4:30 P.M. on Tuesday, April 2<sup>nd</sup>, 2019, in the Legislative Chamber, 6<sup>th</sup> Floor, Ulster County Office Building, 244 Fair St., Kingston, NY 12402.

The following Board Members were present:

Julie Cohen Lonstein    Chair  
Kenneth Crannell  
Burton Gulnick, Jr.  
Lynn Archer            (arrived at 4:32)  
Brian Woltman        (arrived at 4:32)  
Lisa Berger

The following Board Members were absent with notice:

Ward Todd

Chief Financial Officer:

Christopher J. Rioux, CPA, Deputy Commissioner of Finance

Ulster County Office of Economic Development Staff:

Evelyn Heinbach  
Bernadette Andreassen  
Kayleen Scali

Additional Attendees:

Samm Liotta                      Luminary Media  
Jason Stern                        Luminary Media

The meeting was called to order by Chair Julie Lonstein at 4:30 P.M.

## MINUTES

**Motion:** Ken Crannell, seconded by Lisa Berger, moved to approve the minutes of the March 5<sup>th</sup>, 2019 meeting. A copy of said minutes are on file.

**Vote:** The motion was adopted.

## FINANCIALS

CFO, Christopher J. Rioux reviewed the highlights of the financial report with the members for both January and February. In January, we closed on Mad Batters Pastries and had a \$350 admin fee. We paid out Luminary's spend down in the amount of \$10,400. For the month of February, we paid Moonfarmer \$12,000

This institution is an equal opportunity provider, employer, and lender.

and Debra Bresnan \$3,000. All loans are current and we had a cash balance of \$557,642.61. Copies of said financials are on file.

**Motion:** Lisa Berger, seconded by Burt Gulnick, moved to approve the financials for the periods ending January 31<sup>st</sup>, 2019 and February 28<sup>th</sup>, 2019. Copies of said financials are on file.

**Vote:** The motion was adopted.

### PRESENTATIONS

#### **Luminary Media Update**

Samm Liotta gave her quarterly report:

- She distributed the monthly print ads from Chronogram for the board to review.
- OED is now doing a monthly newsletter. We have had a good response and received new sign-ups to increase our contact list.
- Event Sponsorships are underway. She updated the board on East x Northeast and Woodstock Film Festival.
- Happy Hour events will be June 18<sup>th</sup> at Brooklyn Cider house in NYC and in September we will be at Lite Brite Neon in NYC. Paid advertising budget will be used in Brownstoner and Escape Brooklyn to help promote the events.
- Bus tour will be in October. Happy hour events leading up to tour will promote and increase list of potential guests for the tour.

Chair Lonstein requested that Luminary give a monthly summary on their progress and based on the board's response we would see if we needed them to come in to present.

#### **Lynn Archer Introduction & Welcome**

Chair Lonstein introduced Legislator Archer and welcomed her to the board. Legislator Archer expressed her gratitude for being a part of the Economic Development Alliance.

### OLD BUSINESS

#### **EM Agreement- Ellenville First Aid and Rescue Squad**

At the last board meeting the proposal by TJ Briggs was approved. Before the board is the agreement for the paramedic training.

**Motion:** Lisa Berger, seconded by Brian Woltman, moved to approve the agreement for job training by and between Ulster County Economic Development Alliance and Ellenville First Aid and Rescue Squad, Inc. in a not-to-exceed amount of **SEVEN THOUSAND SEVEN HUNDRED AND THIRTY-FOUR DOLLARS (\$7,734.00)**. (A copy of said Agreement for Job Training is on file.)

**Vote:** The motion was adopted.

### **EM Contract- Web Development Bootcamp**

Chair Lonstein noted that at the last board meeting the proposal for the SUNY Web Development Bootcamp was approved. Before the board today is the contract for the Web Development Bootcamp.

**Motion:** Brian Woltman, seconded by Lisa Berger, moved to approve the agreement for Web Development Bootcamp by and between Ulster County Economic Development Alliance and SUNY Ulster County Community College in a not-to-exceed amount of **TWENTY THOUSAND THREE HUNDRED AND FIFTY-TWO DOLLARS (\$20,352.00)**. (A copy of said Agreement for Web Development is on file.)

**Vote:** The motion was adopted.

**Discussion:** Ken Crannell asked if we know how many people signed up. Lisa Berger gave an update that there was an overwhelming response and Lisa is working with them to assist if there are more sign ups. There were no known issues regarding students traveling to the school.

### **NEW BUSINESS**

#### **Appointment of Vice Chair**

Chair Lonstein moved to appoint Lisa Berger as Vice Chair of the Ulster County Economic Development Alliance.

**Motion:** Julie Lonstein, seconded by Ken Crannell, moved to approve the appointment of Lisa Berger to Vice Chair.

**Vote:** The motion was adopted.

#### **Debra Bresnan Invoice #0626**

**Motion:** Brian Woltman, seconded by Lisa Berger, moved to approve payment of invoice #0626, dated March 26, 2019 in the amount of **THREE THOUSAND THREE HUNDRED AND EIGHTEEN DOLLARS AND SEVENTY-FIVE CENTS (\$3,318.75)**. A copy of said invoice is on file.

**Vote:** The motion was adopted.

#### **Luminary Publishing, Inc. Invoice #75415**

**Motion:** Lisa Berger, seconded by Burt Gulnick, moved to approve payment of Luminary Publishing, Inc. Invoice #75415, dated March 18, 2019 in the amount of **ONE THOUSAND NINE HUNDRED AND SIXTY-SIX DOLLARS AND SEVENTY-NINE CENTS (\$1,966.79)**. A copy of said invoice is on file.

**Vote:** The motion was adopted.

**DRAFT Discriminatory Harassment Prevention Policy and Complaint Procedure**

Counsel Jen Clark drafted the document before the board. She used much of the Counties guidelines for their Discriminatory Harassment Policy. There is annual requirement for all board members to take the sexual harassment training. The two or three EDA board members that are not county employees can contact Suzanne Holt to sign up when the training schedule comes out.

**Motion:** Lisa Berger, seconded by Brian Woltman, made a motion to approve the Discriminatory Harassment Prevention Policy and Complaint Procedure.

**Vote:** The motion was adopted.

**Resolution to Accept Surplus Property from Ulster County**

Chair Lonstein updated the board that this property is Boice's Dairy. Counsel Jen Clark brought a map to reference the property. Currently, the lot line revision was approved. All proceeds from the sale go back to the county. The Fair Market Value of the property is \$19,100. Boice's Dairy also agreed to pay all additional costs except the recording fee.

The question of the adoption of the foregoing Resolution was duly put to vote on roll call, which resulted as follows:

	YEA	NAY	ABSENT	ABSTAIN
Julie Lonstein	[ X ]	[ ]	[ ]	[ ]
Kenneth Crannell	[ X ]	[ ]	[ ]	[ ]
Lisa Berger	[ X ]	[ ]	[ ]	[ ]
Burton Gulnick, Jr.	[ X ]	[ ]	[ ]	[ ]
Ward Todd	[ ]	[ ]	[ X ]	[ ]
Brian Woltman	[ X ]	[ ]	[ ]	[ ]
Lynn Archer	[ X ]	[ ]	[ ]	[ ]

**OTHER BUSINESS**

**Upcoming UCEDA meeting**

Next meeting is on May 7<sup>th</sup>. The board suggested that we meet in Ellenville for the next meeting and do a tour of Humble Gym. Location and times will be announced.

**Motion:** Lisa Berger, seconded by Ken Crannell, made a motion to hold the next Ulster County Economic Development Alliance meeting on May 7<sup>th</sup> in the town of Ellenville at 4:00 pm subject to location.

**Vote:** The motion was adopted.

**PUBLIC COMMENT**

No one asked for the privilege of the floor. The public comment section of the agenda was closed.

**ADJOURNMENT**

**Motion:** Burt Gulnick, seconded by Lisa Berger, moved to adjourn the meeting.

**Vote:** The motion was adopted.

The meeting was adjourned at 4:51 PM.



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Ward Todd, Secretary