

Golden Hill Local Development Corporation
Minutes of the Board of Directors

Date: September 4, 2012

Time: 5:00 PM

Place: Karen L. Binder Library, 6th Floor
County Office Building, 244 Fair Street, Kingston, NY

Members Present: Marshall Beckman
Michael Bernholz
James Hanson
Michele Iannuzzi (excused until 5:10 PM)
Jeanette Provenzano
Robert Sudlow
Dare Thompson

Others Attending: Clinton G. Johnson, Esq., First Assistant County Attorney
Kenneth Crannell, Deputy County Executive
Justin S. Miller, Esq., Harris Beach, PLLC
Amy Borden, Paralegal

1. Call the Meeting to Order

Chairwoman D. Thompson called the meeting to order at 5:07 PM.

2. Minutes of the August 15, 2012 Meeting

Approval of the minutes was called by D. Thompson. M. Beckman made a motion to accept the minutes of the August 15, 2012 meeting. J. Hanson seconded the motion. D. Thompson called the question. All approved (M. Iannuzzi was absent for the vote).

3. Approval of Bills

J. Hanson presented for payment an invoice submitted by Harris Beach, PLLC for services rendered in July, 2012. J. Provenzano asked Mr. Miller for clarification as to what was meant by revisions to Purchase and Sale agreement, noted on the invoice for July 24. Mr. Miller explained that a drafted agreement was posted into the data room for the bidders to review. He noted that several bidders had questions about the agreement; therefore, the agreement was revised. M. Iannuzzi arrived during this discussion. J. Hanson made a motion to approve payment of the invoice, totaling One Thousand, Three Hundred Seventy-Five and 60/100 Dollars (\$1,375.60). R. Sudlow seconded the motion. D. Thompson called the question. All approved.

4. Travel Reimbursement

a. J. Hanson suggested that mileage reimbursement for board members be made at the standard Federal rate. Discussion was had. Board members agreed that all requests for reimbursement should be accompanied by printouts from Google maps to support the distance traveled. R. Sudlow made a motion to pay the Federal rate for board members' requests of mileage

reimbursement submitted according to the approved format. J. Provenzano seconded the motion. D. Thompson called the question. All approved.

- b. M. Bernholz inquired about meal reimbursement for those members who traveled during meal times. Discussion was had. Mr. Miller referred to the corporate documents which contain travel policies. R. Sudlow will distribute the travel policy to all Board members for further discussion.

5. New Business

- a. Mr. Miller presented the proposed agreement between the LDC and Amy Borden for secretarial services, including the reporting of minutes for the Board's meetings. Mr. Miller explained that Ms. Borden would be an independent contractor and not an employee of the Board. Further, he noted that the rate charged would be the same as her hourly wage from the County, which J. Hanson will incorporate into the agreement. Discussion was had. M. Beckman made a motion to approve the agreement between the LDC and Amy Borden for secretarial services. R. Sudlow seconded the motion. D. Thompson called the question. All approved.
- b. D. Thompson proposed to discuss the overview of the process by which the Board is evaluating the bidders. M. Beckman explained a simple scoring grid, which reflected the criteria outlined in the authorizing resolution and the bid amount. He further noted that as discussions progress, other items which may not have been obvious at the outset would likely be added for consideration. M. Iannuzzi explained her variant of the grid, which is a more visual approach to evaluate the criteria. She explained that this starting point could help to more easily distinguish leading candidates from the pool of bidders.
- c. Discussion was had about the next meeting date and time. The next meeting for the Board of Directors is scheduled for September 10, 2012 at 5:30 PM.

6. Executive Session

M. Bernholz made a motion to move into Executive Session. M. Iannuzzi seconded the motion. D. Thompson called the question. All approved. Executive Session began at 5:24 PM, and ended at approximately 7:58 PM.

7. Adjournment

M. Beckman made a motion to adjourn. R. Sudlow seconded the motion. D. Thompson called the question. All approved. Meeting adjourned at 8:00 PM.

Respectfully submitted,

Amy Borden



J. Provenzano, Secretary



Date Approved