

**THE SULLIVAN COUNTY INFRASTRUCTURE LOCAL DEVELOPMENT CORPORATION**

548 Broadway  
Monticello, New York 12701  
(845) 428-7575 - Voice  
(845) 428-7577 - Fax  
[www.sullivanldc.com](http://www.sullivanldc.com)  
TTY 711

**SPECIAL MEETING NOTICE**

**TO:** Ira Steingart, Chairman  
Suzanne Loughlin, Vice Chair  
Howard Siegel, Treasurer & Chief Financial Officer  
Edward Sykes, Assistant Secretary & Chief Executive Officer  
Scott Smith, Assistant Treasurer  
Paul Guenther, Member  
Joseph Perrello, Member  
Carol Roig, Member  
Chairman and Members of the Sullivan County Legislature  
Josh Potosek, Sullivan County Manager  
Walter Garigliano, Esq., Agency Counsel

**FROM:** Jennifer Flad, Executive Director

**DATE:** December 10, 2020

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**PLEASE TAKE NOTICE** that there will be a Special Meeting of The Sullivan County Infrastructure Local Development Corporation scheduled as follows:

**DATE:** Monday, December 14, 2020  
**TIME:** 11:25 AM (following the meetings of the County of Sullivan Industrial Development Agency and Sullivan County Funding Corporation)  
**LOCATION:** Via Conference Call

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1 issued on March 12, 2020 suspending the Open Meetings Law, extended by various Executive Orders including Executive Order 202.79 on December 2, 2020, this meeting will be held via conference call instead of a public meeting open for the public to attend in person.

**Members of the public may attend the meeting by dialing (929) 205-6099 and entering Meeting ID 678-518-8985.**

**SEE REVERSE FOR MEETING AGENDA**

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**SPECIAL MEETING MONDAY, DECEMBER 14, 2020 AT 11:25 AM**

**VIA CONFERENCE CALL: DIAL (929) 205-6099 AND USE MEETING ID 678-518-8985**

**MEETING AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MEETING MINUTES**

October 19, 2020 Special Meeting

**IV. BILLS AND COMMUNICATIONS**

**V. NEW BUSINESS**

*Discussion and Approval:* Board Officers and Committee Members

Any and All Other Business Before the Board

**VI. ADJOURN**

**##**

# The Sullivan County Infrastructure Local Development Corporation

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## SPECIAL MEETING MINUTES Monday, October 19, 2020

### I. CALL TO ORDER

Chairman Steingart called to order the Special Meeting of the Sullivan County Infrastructure Local Development Corporation at approximately 11:37 A.M. via teleconference.

### II. ROLL CALL

#### Members Present-

Ira Steingart  
Suzanne Loughlin  
Howard Siegel  
Edward Sykes  
Paul Guenther  
Scott Smith

#### Members Absent-

Carol Roig  
Joseph Perrello

#### Staff Present-

Jennifer Flad, Executive Director  
Julio Garaicoechea, Project Manager  
Deborah Nola, Financial & Accounting Analyst

#### Staff Absent-

None

#### Others Present-

Walter Garigliano, General Counsel  
Matthew Shortall, *Sullivan County Democrat*

### III. APPROVAL OF MEETING MINUTES

On a motion made by Mr. Guenther and seconded by Mr. Siegel, the Board approved the minutes of the April 13, 2020 special meeting.

### IV. NEW BUSINESS

Attorney Garigliano highlighted certain aspects of the **Special Assessment Report for Fiscal Year 2021 (Adelaar Infrastructure Project)**. Ms. Flad noted Appendix B to the Special Assessment Report includes the 2021 budget and financial plan. The Board's approval of the Special Assessment Report will include approval of the 2021 budget and financial plan, which will be entered in the Public Authorities Reporting Information System (PARIS). On a motion made by Ms. Loughlin and seconded by Mr. Guenther, the Board voted and approved the Special Assessment Report for Fiscal Year 2021 (Adelaar Infrastructure Project).

### V. PUBLIC COMMENT & ADJOURNMENT

Chairman Steingart asked the Board and other present for comment. There being none, on a motion made by Mr. Smith and seconded by Mr. Steingart the meeting was adjourned at approximately 11:43 A.M.

Respectfully submitted:  
Julio Garaicoechea, Project Manager

**The Sullivan County Infrastructure Local Development Corporation**  
**548 Broadway, Monticello, NY 12701**  
**845-428-7575**

<b>SCHEDULE OF PAYMENTS AS OF DECEMBER 10, 2020</b>		
<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>MuniCap, Inc.</b>	Administrative Services October 2020	\$ 1,552.50
<b>County of Sullivan IDA</b>	Administrative Services 2020	\$ 12,000.00
<b>Mike Preis, Inc.</b>	D&O Policy Renewal 2/5/21 - 2/5/22	\$ 3,395.00
<b>TOTAL</b>		<b>\$ 16,947.50</b>

I certify that the payments listed above were audited by the Board of the TSCILDC on December 14, 2020, and allowed in the amounts shown. You are hereby authorized and directed to pay each of the claimants the amount opposite its name.

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Date \_\_\_\_\_ Signature \_\_\_\_\_

<b>Expenses Approved and Paid Since Last Approved Schedule of Payments (4/13/20)</b>		
<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>County of Sullivan IDA</b>	Administrative Services 2019	\$ 12,000.00
<b>Jennifer Flad</b>	2019 Expense Reimbursement	\$ 12.60
<b>MuniCap, Inc.</b>	Administrative Services March 2020	\$ 746.25
<b>MuniCap, Inc.</b>	Administrative Services April 2020	\$ 621.25
<b>MuniCap, Inc.</b>	Administrative Services May 2020	\$ 433.75
<b>MuniCap, Inc.</b>	Administrative Services June 2020	\$ 508.75
<b>MuniCap, Inc.</b>	Administrative Services July 2020	\$ 1,315.00
<b>MuniCap, Inc.</b>	Administrative Services August 2020	\$ 2,008.75
<b>MuniCap, Inc.</b>	Administrative Services September 2020	\$ 1,615.00
<b>RBT CPAs, LLP</b>	2019 Audit Services- Balance Due	\$ 2,500.00
<b>RBT CPAs, LLP</b>	2019 Audit Services- Additional Services	\$ 666.50
<b>Wilmington Trust</b>	Administrative Services 6/1/19-5/31/21	\$ 8,000.00
<b>TOTAL</b>		<b>\$ 30,427.85</b>

<b>Other Expenses and Items Paid Since Last Approved Schedule of Payments (4/13/20)—no approval required</b>		
n/a		

**PROPOSED OFFICERS AND COMMITTEES OF THE SULLIVAN COUNTY  
INFRASTRUCTURE LOCAL DEVELOPMENT CORPORATION**

Chairman

Ira Steingart

Vice Chairman

Suzanne Loughlin

Treasurer & CFO

Howard Siegel

Assistant Treasurer

Scott Smith

Secretary & CEO

Ed Sykes

Assistant Secretary

Carol Roig

Personnel Committee

Ira Steingart

Suzanne Loughlin

Ed Sykes

Howard Siegel

Investment Committee-- established May 9, 2016

Howard Siegel

Paul Guenther

Governance Committee-- established May 9, 2016

Suzanne Loughlin

Paul Guenther

Scott Smith

Audit Committee-- established May 9, 2016

Howard Siegel

Suzanne Loughlin

Scott Smith

Finance Committee-- established May 9, 2016

Scott Smith

Paul Guenther

Howard Siegel

Bank Signatories

CEO (Ed Sykes)

Chairman (Ira Steingart)

Treasurer (Howard Siegel)

Secretary (Ed Sykes)

FOIL Officer  
Julio Garaicoechea

Appeals Officer  
Jennifer Flad

Contracting Officer for Disposition of Property  
Jennifer Flad

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December 10, 2020