KLDC

KINGSTON LOCAL DEVELOPMENT CORPORATION

Hon. Steven T. Noble, President *Amanda L. Bruck-Little, Executive Director*

MEMORANDUM

BOARD OF DIRECTORS - KINGSTON LOCAL DEVELOPMENT CORPORATION
JAMES NOBLE, CITY OF KINGSTON ALDERMAN AT LARGE
ANDREA SHAUT, COMMON COUNCIL LIAISON
CARLY WILLIAMS, CITY CLERK
AMANDA L. BRUCK-LITTLE, KLDC EXECUTIVE DIRECTOR / KLDC RECORDING SECRETARY /COMMUNITY DEVLOPMENT FINANCIALS
BRENNA L. ROBINSON, KLDC PORTFOLIO MANAGER / COMMUNITY DEVELOPMENT DIRECTOR/ ZONE COORDINATOR EZ
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FROM: STEVEN T. NOBLE, MAYOR/PRESIDENT OF KLDC BOARD OF DIRECTORS

RE: KINGSTON LOCAL DEVELOPMENT CORPORATION BOARD MEETING

Please be advised that a meeting of the Kingston Local Development Corporation will be held at **8:00 a.m.**, **Thursday, October 18, 2018** Said meeting will be held in the Mayor's Conference Room, City Hall, 420 Broadway, Kingston, NY 12401.

AFFIDAVIT OF MEETING:
I, Bradley Jordan, Secretary for the Board of Directors of the Kingston Local Development Corporation, did on the **12th day of October 2018,** electronically mail this notice to the individuals listed above.

Bradley Jordan
BRADLEY JORDAN, SECRETARY

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AGENDA

Thursday, October 18, 2018 @ 8:00 a.m.

1. Call to Order
2. Portfolio Review & Updates – Counsel Redder
3. Treasurer's Report
4. Old Business - Marketing
5. New Business
6. Approval of Minutes of Previous Meeting from June 21, 2018
7. Adjournment

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October 18, 2018

PRESENT:
BOARD MEMBERS – President Noble, Vice President Turco-Levin, Treasurer Feeney, Fitzgerald, Mathews, Clement, Crettien & Teetsel
KLDC EXECUTIVE DIRECTOR / KLDC RECORDING SECRETARY - Bruck-Little
COMMON COUNCIL LIASON- Shaut

ABSENT:
BOARD MEMBERS – Secretary Jordan, Courtney-Strong
KLDC COUNSEL – Redder
ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR- Robinson
PLANNING DIRECTOR - Cahill

Meeting was called to order by President Noble at 8:04 a.m.

At 8:07am a motion to enter into Executive Session to discuss the pending legal issues was made by Treasurer Feeney. Second by Mr. Fitzgerald. Motion carried. At 8:32 am a motion was made by Mr. Mathews to exit Executive Session. Second by Vice President Turco-Levin. Motion carried.

A motion was made by Mr. Mathews to accept the Treasurers Report as presented by Treasurer Feeney. Second by Mr. Fitzgerald. Motion carried.

A motion was made by Mr. Mathews to accept the budget as presented by Treasurer Feeney. Second by Mr. Teetsel. Motion carried.

A motion was made by Vice President Turco-Levin to accept the proposed employment contract for Executive Director as presented by Treasurer Feeney and the Finance Committee and to authorize execution of said contract. Second by Mr. Clement. Motion carried.

The Board discussed a payment request submitted for a program nearly two years after it had been awarded. The policy and procedure for completion of work through said program was a window of six months unless proper notification was made to the Board requesting additional time. Per the recipient there had been various impediments to their timeline and the approved project was now completed. The Board agreed to release payment upon receipt of a written narrative explaining the delay.

The Board continued to discuss marketing the Kingston Business Park (KBP), rack cards and landing page. Some Board Members had concerns regarding the amount of content on the rack cards and were asked to submit their suggestion so they could be forward to the advertising company we're working with.

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President Noble gave a brief overview of the DRI funding the City had been awarded and how the KLDC would be playing a small part. The KLDC will be granted $50,000 to in turn be used for Miro-Loans for businesses within the DRI area. The monies are expected to be expended within a two to three year time frame.

A motion was made by Treasurer Feeney to accept the minutes from the June 21, 2018 Board Meeting as presented. Second by Mr. Mathews. Motion carried.

At 9:14 am a motion was made by Vice President Turco-Levin adjourn. Second by Mr. Crettien. Motion carried.

Respectively Submitted,

Amanda L. Bruck-Little
Recording Secretary