

**Orange County Industrial Development Agency**  
4 Crotty Lane  
New Windsor, NY 12553  
(845) 234-4192

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**OCIDA Governance Committee Minutes**  
Monday, June 10<sup>th</sup>, 2024

**Meeting Location:** 4 Crotty Lane, New Windsor, NY 12553

**Committee Members Present:** Jeffrey Crist, Dean Tamburri, Dr. Vincent Odock, Linda Muller

**Committee Members Absent:** Giovanni Palladino

**Staff Present:** Bill Fioravanti, Kelly Reilly, Marty Borrás, Billy Ibberson (AV)

**Others Present:** Anthony Bracco and Lisa Coughlin, Anchin Accountants and Advisors (NYS Appointed Monitor)

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**I. Call Meeting to Order**

The Chairman called the meeting to order at 4:26 p.m.

**II. Roll Call**

Mr. Fioravanti acknowledged the Committee and staff members present, the guests present, and the absence of Mr. Palladino.

**III. Proof of Notice**

The Chairman acknowledged that the meeting was duly noticed.

**IV. Minutes**

**A MOTION TO ACCEPT THE FEBRUARY 15<sup>TH</sup>, 2024, OCIDA GOVERNANCE COMMITTEE MEETING MINUTES AS PRESENTED WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED TWO AYES AND ONE ABSTENTION BY MS. MULLER.**

**V. New Business**

**By-Laws Review:** Mr. Fioravanti stated that Ms. Muller will take the lead on reviewing and updating the current by-laws. Ms. Muller asked welcomed the review and recommendations by the Committee which she will add to a red-line document at which point, a draft will be prepared for review by the full Board for review and further revisions if necessary. Mr. Fioravanti confirmed that the by-laws in questions were approved in 2023 which included revisions on The Accelerator

and the removal of some outdated titles. He confirmed that the current by-laws had been reviewed by counsel and the information was standard for an IDA. Ms. Muller suggested a review and approval of the by-laws annually.

**Employee Handbook:** Mr. Fioravanti confirmed that the handbook under which the OCIDA operates was created by Ethan Allen Staffing which handles payroll and human resources related matters but was uncertain when or if the current version had ever been approved by the previous OCIDA Boards. He stated that the updated blue-line draft presented at this meeting included changes by Ethan Allen in accordance with NYS statutes. He advised Ethan Allen that this updated version would need to be reviewed and approved by the OCIDA Board. Ms. Muller agreed to take the lead on the review of this document and welcomed any suggestions by the Committee so that a draft could be prepared for review by the full Board prior to the end of 2024 with an annual review by the Board affecting any State or Federal changes.

**Staff Title Changes:** Mr. Fioravanti stated that while he has worked to get staff's compensation in line with their duties, their titles have become outdated. After some research, conversations with other local IDAs, and discussions at the NYSEDC Cooperstown event, he proposed changing Ms. Reilly's title from Project Manager to Director of Administration and Ms. Borrás's title from Administrative Assistant to Finance and Compliance Manager. Ms. Muller requested detailed job descriptions in line with the proposed titles prior to presenting to the full Board. Chairman Crist noted that the IDA has brought on a consultant to assist with the fast NY shovel ready program.

**A MOTION TO RECOMMEND TITLE CHANGES FOR STAFF TO THE FULL BOARD FOR APPROVAL, PENDING RECEIPT OF JOB DESCRIPTIONS FOR EACH TITLE, WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED UNANIMOUSLY.**

**Local Labor Policy Revision:** Mr. Fioravanti reviewed the 85% local labor verbiage in the policy adopted in 2016 and stated that at the urging of local laborers, the 85% of the entire construction labor workforce had to be from the local area. It was amended again to make it more stringent to become 85% of every subcontractor. Mr. Fioravanti proposed a change to the verbiage to read, "The 85% shall be borne by each *primary* contractor, including their subcontractors, and in total at the time of completion of the project". Mr. Tamburri requested taking the lead on a full review of the document.

**A MOTION TO REVISE THE LOCAL LABOR POLICY'S 85% BY CONTRACTOR VERBIAGE TO READ, "THE 85% SHALL BE BORNE BY EACH PRIMARY CONTRACTOR, INCLUDING THEIR SUBCONTRACTORS, AND IN TOTAL AT THE TIME OF COMPLETION OF THE PROJECT" WAS MADE BY MS. MULLER, SECONDED BY DR. ODOCK, AND PASSED UNANIMOUSLY.**

## **VI. Adjournment**

**A MOTION TO ADJOURN WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED UNANIMOUSLY.**

**The meeting closed at 4:54 p.m.**