

**Sullivan County Funding Corporation
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**SPECIAL MEETING MINUTES
Monday, March 9, 2015**

I. CALL TO ORDER

Chairman Steingart called to order the special meeting of the Sullivan County Funding Corporation at approximately 11:43 A.M., held in the Legislative Committee Room at the Sullivan County Government Center, Monticello, New York.

II. ROLL CALL

Members Present-

Ira Steingart
Sandy Shaddock
Edward Sykes
Carol Roig
Sean Rieber
Steve White
Howard Siegel
Paul Guenther
Charles Barbuti

Members Absent-

Suzanne Loughlin

Staff Present-

Jennifer C.S. Brylinski, Exec. Dir.
Jen Flad, VP

Staff Absent-

None

Others Present-

Steve White, Agency CEO
Walter Garigliano, Garigliano Law Offices
Tara Lewis, Garigliano Law Offices
Scott Samuelson, Chairman, SC Legislature
Ken Walter

Not all attendees were present for the entire meeting.

III. APPROVAL OF MEETING MINUTES

On a motion made by Mr. Sykes and seconded by Mr. Guenther, the Board voted and unanimously approved the minutes of the February 9, 2015 meeting.

IV. BILLS AND COMMUNICATIONS

Ms. Flad distributed a revised schedule of payments. On a motion made by Mr. Barbuti and seconded by Mr. Rieber, the Board voted and unanimously approved the revised schedule of payments.

V. **NEW BUSINESS**

Chairman Steingart made a motion to discuss the proposed resolution to **establish a cost sharing program to assist with 2015 grant applications** seeking financial assistance from federal and State programs. Much grant funding is available to businesses and communities. Local economic development leaders have been discussing ways to ensure that Sullivan County businesses are well positioned to access these funds, and have determined that the Agency could assist by sharing in the cost of producing high-quality, professionally written applications. Board members discussed the resolution, including two provisions, regarding the 75% cost share for applications for community revitalization projects, and the 50% cost share for all other applications, including projects to be undertaken by and for the benefit of a particular business. Attorney Garigliano stated that the scale of the Livingston Manor community revitalization project, for example, is much larger than an individual business project, and the estimated cost of creating the application will be roughly \$30,000 to \$40,000. This application package could include visioning sessions, site plans, engineering documents, and other components. In contrast, an application for a specific business will be roughly \$3,000 to \$6,000. A committee will be established to review and approve cost sharing applications. On a motion made by Mr. Steingart and seconded by Mr. Siegel, the Board voted and the resolution was unanimously approved.

Ms. Brylinski advised that the Board must meet various **PARIS reporting requirements**, including reviewing and approving the SCFC mission statement, performance measurement questions, real property disposition policy, investment policy, and procurement policy. She noted that she has revised the procurement policy to match the changes made to the IDA's procurement policy in 2015. Mr. Rieber made a motion to adopt the policies as circulated. Mr. Sykes seconded the motion, and the motion was unanimously approved.

VI. **ADJOURNMENT**

Chairman Steingart asked the Board and those present if there were any questions or comments. There being none, on a motion by Mr. Rieber, seconded by Mr. Sykes, the Board voted and the meeting was adjourned at approximately 12:04 P.M.

Respectfully submitted:
Jen Flad
VP, Business Development