

SARATOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY MEETING

**Saratoga County Office Building
50 West High Street, Ballston Spa, NY 12020
May 14, 2024 – 8:30 a.m.**

PRESENT: Members: Chairman Sutton, Phil Klein, Tom Lewis; Mike Mooney; and Erinn Kolligian.

STAFF & GUESTS: Scott Duffy, CEO; Jeff Many, CFO; Kimberly Lambert, Administrator; James Carminucci, Counsel to the Agency; Greg Connors, SEDC; Steve Bulger, County Administrator; and Lori Eddy.

ABSENT: Kevin Tollisen; Yvonne Manso.

Chairman Sutton called the meeting to order at 8:30 a.m.

Approval of Meeting Minutes: April 16, 2024:

Chairman Sutton stated the first order of business is the approval of the meeting minutes of April 16, 2024. Chairman Sutton asked if there were any changes to the meeting minutes. Mr. Lewis made a motion to approve the minutes of April 16, 2024. The motion was seconded by Mr. Mooney. As there was no further discussion, all were in favor and the minutes were approved.

Chairman's Report:

Chairman Sutton stated the next order of business is the Chairman's Report. Chairman Sutton stated at the last meeting we had last month, the sub-committee met after the meeting and we had an application from an up and coming business that wants to locate in Saratoga Springs. It is a Treehouse Restaurant and Brewery and it was kind of an exciting discussion that we had. They are looking for a fifth location, four of which are between Boston and Cape Cod and Springfield area. It has been quite popular and very successful. They are looking to relocate at the old Murphy Driving Range on South Broadway. We had a nice discussion. We went through a short-term application. There were quite a few jobs that were going to be provided to the community and that sales tax revenues were going to be substantial down the road. We asked them to go back and do a full application and which they were working with Greg on the application process and as of last week they withdrew their application. One of the things, and Greg correct him if he is wrong, but they didn't want to get into the financials and they didn't want to share their financials with another entity, not that we would look at their financials that closely, we just want to make sure that they are meeting the criteria of what we would set up if we give a PILOT program. The sub-committee just wanted to see a full application before we made any proposal to our full committee here. With the withdrawal, we still think they are coming to Saratoga, is that correct Greg? Mr. Connors replied yes he thinks his view is they did have some questions about the submittal of the financials. He thinks the provisions that we have to comply with was of concern to them. They anticipate the building permit from the City of Saratoga to be in the near term and with the receipt of the building permit and then the transfer of title followed by the deliberation of the IDA, he told them that they couldn't transfer title, they couldn't put a piece of heavy equipment on the property. He simply thinks they want to move, they are already 6 months behind on their construction schedule. He thinks, make no mistake about it and you mentioned it, they left a lot of money on the table. But, they are still going forward with the transaction. He spoke to the Attorney for the seller shortly after their decision and they are proceeding to

title transfer. It is too bad but that is their decision, not ours. Mr. Lewis stated he didn't know, he was guessing, they figured they would make the money without the time delay and so that it was worth just doing it because how much money they were anticipating. He didn't know that would be that kind of thing. Mr. Connors replied he wasn't as surprised as you think he might be because once he prepared the application and sent it over to them and they needed to look at it and they went from on a very fast track when can I meet with the IDA, when can they make a decision, how quick can they do the public hearing to not getting back to me. He suspected there was some second thoughts on their part. But, nothing ventured, nothing gained. They are going to close soon he's sure once they get their building permit and it will be a nice project. Chairman Sutton stated we wish them the best of luck and we were willing to sit down and talk to them to see if we could work out some kind of agreement but seeing that they have their own criteria as to how they make their decisions. Mr. Connors replied they were generous in their thanks and appreciation and they have asked me to extend it to the Board. Chairman Sutton stated thank you. Mr. Klein questioned if this was their first out of state application? Chairman Sutton replied yes. Mr. Klein then questioned has anybody looked at what their timelines were with regards to the three previous projects? Chairman Sutton replied the only history he can tell you, one of the questions we did ask was had they received any of their public financial assistance and they had not. It is a small company, privately run, but very successful. They had an economic impact study on the four restaurant/breweries that they have. One is in Cape Cod, one is in Boston, one is in Springfield, and that area there. It is very successful but huge, huge sales tax base that they generate. It is a year-round business for them and they do quite well. He thinks it will be a good addition to Saratoga Springs if in fact they go ahead with their plan. But, one of the questions I'm asked too is that are you doing things locally, are you going to use local contractors and they assured us of that. When we found out later he thinks they were using other firms. Mr. Lewis replied it will be one more destination.

Chairman Sutton stated the second item he had is Greenfield Manufacturing has been a PILOT program that we embraced almost ten years ago. It is a chemical manufacturer that is involved with the petroleum business and so on. They have been a good tenant out at the Grande Industrial Park. They came to us in 2019 for a second PILOT to add on, they wanted to expand their footprint out there and have another product that they were going to sell to the petroleum business and COVID came up and they did not meet the demands, or they couldn't meet the demands that they had set out and we had set for them on the PILOT program for the second PILOT. In the past probably six months Mr. Carminucci has been in contact with their attorney and they were struggling to meet the second PILOT employment contract that we have with them. In the interim, they had an opportunity to sell their business to sell their firm to a company out of France. Their attorney had been in touch with Mr. Carminucci back and forth for quite some time and then all of a sudden they came to Mr. Carminucci and said we are having a closing in ten days and we want to be assured that we won't have clawback on the second PILOT. We were getting emails on Saturday night at 7:00, Sunday morning at 9:00 and it was really uncomfortable. Mr. Carminucci and I had this discussion through this whole process that they were pushing us hard because they were having this closing within the next five days and they needed some assurances that the IDA would not come back and penalize them. We had to make a quick executive decision at that point and what happened was that they ended up closing the business and Greenfield Manufacturing has sold to a company out of France. Duane Palmatier called me and this was the day of the closing and said that they were very thankful that we were able to at least work with them. Chairman Sutton stated to him it was something we will have to bring before our Board. What happened was they ran into financial problems, or there was a lot of challenges on that second expansion of their business. Again, like he said it was due to, some of it was due to COVID and not being able to produce the product that they had intended to sell out to the petroleum industries. The long and short of this thing was that the company out of France, they

were exporting their products to the United States. The reason why they wanted to buy Greenfield Manufacturing is because they now won't have to pay the tariffs that they were paying before to export their product in the United States. So this was a nice fit for them. The company President, who is a 90 year old man, Mr. Moore, came here and assured the employees of Greenfield Manufacturing that the jobs were safe and that they were looking to expand their footprint here in the United States. We made the decision quickly that they met the criteria of employment on the first PILOT. He thinks they were maybe one employee short. Mr. Carminucci replied here is the situation. For their first project which was closed in 2016 they projected 12 employees and then in 2019 we closed on the second project, they projected an additional seven for a total of 19. Our recapture policy provides that if they are less than 80% compliant on employment projections it gives the IDA the right to announce there is a shortfall and have them possibly repay some of their benefits. So, if you do the math 80% of 19 is 15.2 FTE, for 2023 they were reporting 14. So, what the purchaser was concerned about is that the IDA would look back in years prior to the end of 2023 and decided their might have been a shortfall and they asked us to waive that right to do that and he said to Chairman Sutton this is done on an annual basis so anything that happened in the past is done with, we did not notify them that there was a shortfall for any periods to 2023 and it is possible there wasn't because their employment reporting was higher as of 2022 than 2023.

So, by executing the waiver, we retained our right to review what the situation is as of 2023. The purchaser had to agree to a holdback of money in case the IDA does look at it and requires a shortfall payment be made, that way the purchaser is made whole. That is sort of where things are now. Duane was sort of anxious to free up the rest of his money and Mr. Carminucci said to Chairman Sutton we should just tell him that there is a process that the agency goes through after all of the employment reporting is in for the prior year and that process hasn't occurred yet. You are potentially 1.2 jobs short of where you need to be. That may get looked at but we don't know that yet because that process has not occurred. Ms. Kolligian questioned what are the projections of the new buyer for jobs. Chairman Sutton replied we don't know yet. We haven't seen that. We asked them to give us a profile of what they want to do, how they want to go forward and maybe to keep that second PILOT in place. One of the things, this is very similar to what we faced with SKS where SKS was going to lose everything and had we not taken the action that we did as quickly as we did there was a possibility that Greenfield Manufacturing would go out of business. He thinks in this day and age where the economy is struggling for a lot of companies and he thinks, at least in his mind, and he hopes people share the same thinking, is that I think we have to look at every aspect of businesses to keep them here. We didn't need another vacant building after we just lost Quad Graphics. So, I am sorry I didn't share this even with my sub-committee, but it was so fast moving on a Saturday night at 7:00. It was crazy. We said that we would run this by our Board at the next meeting and we weren't going to have a special meeting just for this closing, and the closing came up so quickly that we just took that action at that point. Again, the thought process is that we just don't need another vacant building out at Grande Park. Logically, it just seems to me that someone from Europe is coming into the United States and they are not going to disband this project. They aren't just going to fire everybody and start from scratch. It just made sense to him that they were a white knight for this company so Greenfield did not go out of business. Mr. Carminucci continued obviously if they do, their employment drops, you still have the ability to require shortfall payments going forward. He just wants to say that in the eight months he has been speaking to their attorney it was all about enabling the purchaser to understand how the PILOT agreements work. Employment never came up, it was literally five days leading into the closing that all of a sudden the purchaser said well their might be a shortfall here, what does that mean for us and are you going to look back to prior years and penalize the company going back in time. We literally had to scramble to deal with that issue because they weren't going to close if we didn't waive prior to 2023. Mr. Lewis questioned if there was a

clawback, how much money is involved? Mr. Carminucci replied he didn't do the math because again, it is not that much. Mr. Lewis replied then as you look at the big picture, if there is that little money involved and if we have a discretion, why would you. Chairman Sutton replied you don't want to set the precedent by any means, but each business is an entity unto themselves and like I said, this economy now, he thinks it is incumbent upon us to look at every avenue so we don't lose more jobs, we don't lose the footprint that we have in Saratoga County that this a place to do business. We don't want to be negative about what we want to do here. Mr. Carminucci replied you didn't give anything up as of the close of 2023, they just wanted to make sure you weren't going to reach further back in time and we really need to do that on annual basis, you can't all of a sudden say well company, five years ago we just noticed your employment numbers were low, we have an obligation to review that annually. He was comfortable recommending to Chairman Sutton that we waive prior years. Again, it didn't look like they were out of compliance, but the purchaser was for some reason nervous about that and wanted some assurance that we wouldn't go after them going to years back prior to 2023. 2023 is still on the table for you and he thinks at some point Mr. Duffy and Ms. Lambert will probably be reporting about all of the companies and how their projections look versus actual and that will probably be part of the conversation so you don't necessarily need to deal with that today or you can.

Chairman Sutton replied we don't need to take any action today but he thinks what we want to do is he was asked to meet with Mr. Moore but he had a conflict that day. He was going to meet the employees of Greenfield Manufacturing and from what Duane said to me is that he is retaining and giving raises to three of his important people. It was incumbent upon them to maintain their employee base at that time. Again, Greenfield's attorney had been talking to Mr. Carminucci for six months and then all of a sudden out of left field this thing had to be done within 48 hours. We weren't happy about this, but on the other hand we didn't want to jeopardize 15 jobs, we didn't want to jeopardize a company having their financial problems exasperated and possibly lose their manufacturing company. Mr. Klein questioned, a little bit off subject, and this might not be Mr. Carminucci's area of expertise, but how does a foreign company, by buying an American Company bypass the tariff. Are they going to do something over here, some unfinished product. Mr. Carminucci replied he presumes they are now manufacturing in the U.S. so it is not the product that is being imported into the U.S., it is occurring here. Chairman Sutton stated they had been importing their product and then hit with the tariffs. Mr. Connors questioned will there be a name change here? Mr. Carminucci replied no because they actually bought the assets of both the operating company and real estate holding company so as far as he knows, at least in the short term, it is still going to be what it is. Chairman Sutton replied we will stay on top of them and they will probably be reaching out to Mr. Connors he hopes and maybe if you knock on their door. Mr. Connors replied yes, and in the very early hours of Saturday, he was in that email chain. He did speak to Duane on Sunday and five or six months ago a representative of the new owner reached into us and we had some what can you do to help and he said we can do a lot of things to help, what do you want us to do. He hasn't heard from the new owner yet. He heard from Duane, talked to Bill Dailey, the attorney for Greenfield on Sunday. We are communicating, we know how to get hold of each other, but nothing yet.

Chairman Sutton stated again no action taken but we will keep you abreast as we know more about Greenfield Manufacturing. Mr. Carminucci stated there is a lingering issue of are you going to require any kind of shortfall for 2023 because Duane is going to be pressing you for an answer at some point as he wants to free up the rest of his money that is being held back. Chairman Sutton stated maybe if we could work on the math and see what the fallout might be on that should we have to go back and at the next meeting we can talk about that. Chairman Sutton asked if there were any other questions. Thank you for your patience and understanding with what we had to go through.

CEO Report:

Chairman Sutton stated the next order of business is the CEO Report. Mr. Duffy stated as a dovetail on what you have been discussing, one of the things he spoke with Ms. Lambert the week before, we are looking at all of the project agreements and looking at the actual surveys and number of jobs and seeing if there is instances like this so that we can evaluate and decide do we have to have an actual visit, talk about their business, find out what is going on, look under the covers a little bit. This one here seems pretty minor to me especially from a percentage wise and the benefit if you do the math it's not a lot of money, it's nothing. In the interest of good will it would make sense in his opinion to go forward and let them be and let them start their new life here in the U.S. Mr. Mooney stated also if you want to ratify what you did at this meeting, he would be happy to do that.

Chairman Sutton then asked for a motion to ratify the actions taken on behalf of Greenfield Manufacturing as presented and discussed. Mr. Lewis made a motion to ratify the actions taken by the Chairman as presented and discussed. The motion was seconded by Mr. Mooney. Chairman Sutton asked if there was any further discussion. There was no further discussion.

RESOLUTION #1576

RESOLVED, THAT the Saratoga County IDA does approve the actions taken by Chairman Sutton on behalf of Greenfield Manufacturing as presented and discussed. All were in favor and the motion was unanimously approved.

Mr. Duffy continued that regarding the PARIS Report, Mr. Many has started his input, we are going to focus on that next week and try to wrap that up. We still have two surveys out. We should be able to within the next 30 days or maybe 45 days at the most, wrap this up he hopes. Mr. Many replied he thinks the one thing is the narrative that we do. All of the other surveys are in, there are just a few outstanding, but he thinks we need to do the narrative.

CFO Report:

Chairman Sutton asked Mr. Many to discuss the CFO Report. Mr. Many reported he didn't break out payments, he did send out the current financial statements. Nothing unusual on the disbursements. We did have one closing this year. The one thing, the cash balance, we have a reserve account for \$1,000,000 which is getting about .2%. We probably need to just put that in a CD as well. That is the big thing on the balance sheet. We've had one closing, but nothing major. We do have an invoice from Mr. Carminucci's firm for some work done outside his normal circumstances so he doesn't know if we need to approve the invoice. That is pretty much it for him. Mr. Mooney questioned so do we need direction on the \$1,000,000, how much should we keep in the regular account. Mr. Many replied in the regular account we have our operational account, we have \$600,000. We can break a CD if we really have a problem. Mr. Duffy replied it would make sense.

Mr. Mooney suggested we put the \$1,000,000 into a CD. Mr. Klein questioned how would you like to break it up? Mr. Mooney replied well we have \$600,000 in an operating account as well. Chairman Sutton stated we have been doing CD's at \$500,000 haven't we? Mr. Many replied yes if you wanted to do \$500,000 CD's that would be fine. Mr. Klein replied yes that is what he is saying. Mr. Duffy stated

Mr. Many can get some quotes at the banks for CD rates. Mr. Many stated yes we use Saratoga National and Ballston Spa.

Chairman Sutton then asked for a motion to authorize Mr. Many to obtain quotes for 2 CD's in the amount of \$500,000 each for funds being held currently in the reserve account. Mr. Mooney made the motion to approve this action as presented and discussed. The motion was seconded by Ms. Kolligian. Chairman Sutton asked if there was any further discussion. There was no further discussion.

RESOLUTION #1577

RESOLVED, THAT the Saratoga County IDA does approve Mr. Many to obtain quotes for two CD's in the amount of \$500,000 each as presented and discussed. All were in favor and the motion was unanimously approved.

Administrator Report:

Chairman Sutton asked Ms. Lambert to discuss the next agenda item for Administrator Report. Ms. Lambert stated as to what Mr. Duffy had alluded to already, just the year-end survey updates and putting the project agreements with what those year-end surveys said so that way we will have a report for the next meeting as to action items for locations to visit to determine their employee numbers are what they say they are.

Tax rolls have come out May 1st so we are making sure that the assessors have done their jobs correctly putting things back on the roll or taking them off. She knows last year Mr. Valentine and she had taken a few trips to some of the assessor's offices. Mr. Mooney questioned if it was Milton? Ms. Lambert replied yes Milton, Quad there was a couple of others ones that weren't quite right. She went through the City of Saratoga ones, they looked correct. The one thing she does need to go through with their assessor is how they are taking apart the 2016 vs. the 2019 PILOT's and how they are keeping track of it. Currently right now it is all based on land but one of them, the 2016 one will actually be land and the first part of the building. It is not very clear in their assessment. We will work with them on that.

We did receive a full return tax and financing for CHPE because they wanted to make sure there is a project site address. We came up with something and we sent them back. There was only four of twenty that came back. The ones that were filed in 2024 came back. That has been taken care of.

Ms. Lambert stated next, we have been going through our website updates, she will send out a reminder as part of the ABO process in updating our website and making sure everything is on there. It is requested that sometimes a short bio on each of the members be on there so we will reach out and give you a template to come up with your bio to put on there. The Authorities Budget Office is going through a bunch of IDA's websites to make sure they are compliant or have all of the information that they should have, public hearing transcripts, resolutions, inducement, final resolutions, SEQR resolutions and then applications as well as the PILOT Agreements. We are working through all of that because there are quite a few. We started with Global Foundries first. We will send out a survey to the audit committee to go through and see what we have missed. That concludes her report.

Agency Counsel Report:

Chairman Sutton asked Mr. Carminucci to discuss the Agency Counsel Report. Mr. Carminucci stated the only thing he had to report was we received a FOIL request from a reporter for a paper in Syracuse who is reporting on Micron and was interested in knowing what this IDA did for Global Foundries. He has been going through his files to gather information that is in response to the request. He reached out to him yesterday to let him know we are working on it and will be back in contact. Mr. Lewis questioned if there was any guess as to why they would ask that? Mr. Carminucci replied the IDA out there said that they were trying to pattern what they were doing after what we did for Global so that turned the reporter on to us to try to get a head start on what that might look like even though it is a completely different situation. Empire Zone doesn't exist now. Chairman Sutton replied it is apples and oranges now. Mr. Connors questioned if it was a Syracuse paper? Mr. Carminucci replied yes. Mr. Connors replied if he may, you mentioned the Empire Zone and of course there was a lot of publicity over the dollar value of Micron's investment in Syracuse but they didn't get the Empire Zone because it no longer exists. When you measure the value of the Empire Zone and Global Foundries versus the Green Chips legislation and Micron, there is no comparison to the value received by GF through the Empire Zone and what Green Chips is providing to Micron, no comparison at all despite the \$100 billion-dollar projected investment. We only did \$15 so it is interesting.

Other Business: SEDC – pending applications:

Chairman Sutton asked Mr. Connors to discuss the next agenda item for SEDC pending applications. Mr. Connors stated he would like to thank the Chamber and the members for again your support at our annual meeting on April 18th. They appreciate the members and the staff that were able to attend. We had over 180 attendees, a very successful event. It was attended by Government officials from both the County and the municipalities and we thought it was very successful. He wanted to extend our thanks and appreciation for that. Also, beyond the time period of this meeting over the course of the month he does have a number of occasions to speak with the CEO and the Administrator and your counsel and he just would like the record to reflect my thanks and appreciation for the working relationship we've been able to develop with the members of the IDA and their support team. It has helped him immensely and he thinks going forward it's going to add great value to the Saratoga economy.

The Camoin report which we rolled out at our annual meeting is completed. He will be providing a copy of the executive summary to each member of the IDA to take a look at. It is an easy read. We worked hard on making it an easy read. Once you receive it, you'll probably receive it both electronically and in hard copy, please take a look at it and if you have any questions or suggestions, please feel free to let him know.

Also, there is a sub-committee meeting today for your consideration on a project that we've discussed before in the Town of Wilton. But for the June meeting he anticipates at least one, probably two, and maybe three sub-committee meetings for your consideration. A project in the Town of Wilton, a project in the Town of Halfmoon and a project in the Town of Malta that we are working on. We've done cost benefit analysis on behalf of the potential applicants so far. They seem to be pretty good. The conversation will continue but he'll work closely with Mr. Duffy. He doesn't really know Mr. Chairman what your time pressures would be. If there is a potential for three sub-committees, he will work with Mr. Duffy whether you want to do it on the actual day or figure out other days you want to do it. They are all ambitious projects. Ms. Kolligian questioned what the one in Town of Wilton was? Mr. Connors replied the one in Wilton is the Medical Arts building, a \$28,000,000 project. He will work with Mr. Duffy and try to get those scheduled but those are all very near term from what he reads and from the value he sees

in each of these projects, certainly substantial, not only in terms of capital investment but also in the creation of permanent jobs and temporary construction jobs. So, we'll keep in touch with that.

County Administrator:

Chairman Sutton asked Mr. Bulger if he had any thing he would like to bring before the Board. Mr. Bulger replied everything is all good, we just appreciate the work you are all doing. Chairman Sutton questioned Mr. Bulger regarding the letter sent out to the other Counties. Mr. Lewis stated he heard there is no co-sponsor for Skoufis, is that accurate? Mr. Bulger replied yes. The letter we sent out, we sent out a copy of the Resolution and then your letter that you had developed to basically every County Executives Offices, every County Administrator's Office. It very quickly got people's attention down to IDA level and down at the State. He doesn't know if it was ESD or Ryan Silva from EDC, he basically said what is the basis of this, we are getting overwhelmed with calls. We just said we were being proactive because we saw what happened last year when we weren't proactive and they ram stuff through at the end. We want to make sure that Counties and IDA's are on the record writing into the end of session in the next couple of weeks here and we were assured that it is not going anywhere this year. He just wanted to thank everyone. In his opinion, he thinks it ruffled some feathers because it wasn't on people's radar but more importantly, he thinks it woke people up that this is a possibility down the line and in his opinion, it showed Saratoga County to be a leader statewide that we are paying attention to what is going in Albany and we are trying to protect our capabilities here.

Mr. Lewis stated he had another question. On short-term rental, he heard, and just because you heard something it doesn't mean it is true, the reason why they didn't pass it was they analyzed how intricate the paperwork would be and how are they going to monitor all of this that is off the table. Is that accurate on short-term rental? Mr. Bulger replied he doesn't have all of the specifics other than the Governor's office was very concerned with the level of details that would be required to your point and he talked to the NYSAC Legislative Director yesterday about short-term rentals, it is on the table still for end of session. The Senate wants to do it, there is still push back from the Assembly. It is 50-50. Ms. Kolligian questioned what are they looking to do? Mr. Bulger replied set up a registration to collect sales tax. Mr. Lewis stated short-term rentals, it will regulate that. Mr. Bulger replied regular and short-term rentals. Ms. Kolligian replied it's been a couple of years we've been working, not in Wilton, but if people were to register their private property which has now become commercial, they have to have fire inspection, it's not as simple. The problem is who is going to enforce it. There is nothing to measure the disruption what the neighbors are feeling etc. Mr. Duffy stated we never did get a letter out to the IDA's even though we have them, we have the whole list, we have their contact information. Do you think it's required that we send a letter out to the IDA Board or do they already know what is going on. Chairman Sutton replied he thinks we save it in the event that it comes up again next year. It has been defeated now, why play our hand out in front of people at this point. He thinks collectively what we do at the IDA working with the County Administration, if we can back you up wherever we can. Especially being in the forefront of the 62 Counties in the State, if we are number one, two, three and we have some influences, at least we are on top of our game. He doesn't think we show our hand at this point. Mr. Bulger replied what we could do is when we get together with our Legislators later in the year, they are going to ask for ideas on hey with the new 2025 session, what does the County want and this could be something we could put on their radar again right off the rip that hey if this gets introduced again in both houses, and it probably will, make sure everybody knows that there is widespread opposition to it. Mr. Duffy stated there was other legislation that was offered up but not by Skoufis.

Other Business:

Chairman Sutton stated the next agenda item is other business and asked if anyone had anything else to come before the Board for today's meeting? Chairman Sutton stated the next meeting date is June 11th at 8:30 in this building as well. If something should come up regarding that meeting date Mr. Duffy will be in contact.

As there was no further business, Chairman Sutton asked for a motion to adjourn the meeting. The meeting was adjourned on a motion made by Ms. Kolligian, seconded by Mr. Mooney, with all voting in favor.

Respectfully submitted,

Lori A. Eddy