



Empowering Businesses. Inspiring Growth.

Michael Torelli, Chairman • **Dean Tamburri**, Vice Chairman • **Vincent Odock**, Secretary
James Rinaldi, Board Member • **Susan Walski**, Board Member

William Fioravanti, Chief Executive Officer • **Susan R. Katzoff**, General Counsel • **Russell E. Gaenzle**, Bond Counsel

Agenda

PLEASE TAKE NOTICE, The Orange County Industrial Development Agency will hold a regularly scheduled meeting on August 17, 2022, immediately following the Orange County Funding Corporation meeting at the Orange County Government Center, 255 Main St., Goshen NY in the First Floor Community Room to consider and/or act upon the following:

Order of Business

- **Call Meeting to Order**
- **Roll Call**
- **Proof of Notice**
- **Minutes**
 - Approval of the minutes from the June 15th, 2022 Board of Directors meeting
- **Committee Meetings**
 - Finance Committee Report – James Rinaldi
 - Governance Committee Report – Michael Torelli
- **New Business**
 - Royal Wine / Goshen Developer JV, LLC – Sue Katzoff
 - Final Resolution
 - Mack Bros., Ltd.
 - Resolution to authorize a Public Hearing
 - Authorization for Audit RFP
 - Authorization for Marketing RFP
 - Shovel Ready RFP selection
 - Approval of Administrative Assistant selection
- **Finance**
 - June & July 2022 Financial Reports – Bill Fioravanti
 - June/July/August Payables – Bill Fioravanti
 - Maturing CD investment

Orange County Industrial Development Agency
4 Crotty Lane, Suite 100 • New Windsor, NY 12553
Phone : (845) 234-4192 • Fax : (845) 220-2228 • Email : business@ocnyida.com

- **Chairman's Report**
- **CEO Report**
- **Executive Session**
 - Bond Counsel RFP / Personnel

- **Adjournment**

To watch the livestream, please visit our website: www.ocnyida.com

Dated: August 11, 2022

By: William Fioravanti – Chief Executive Officer



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Michael Torelli, Chairman • Dean Tamburri, Vice Chairman • Vincent Odock, Secretary
James Rinaldi, Board Member • Susan Walski, Board Member
Bill Fioravanti, Chief Executive Officer • Susan R. Katzoff, General Counsel • Russell E. Gaenzle, Bond Counsel

Date: July 25, 2022
From: Mike Torelli
RE: Next Meeting Date

IDA Board Meeting Notice

The next Board of Directors meeting of the
Orange County Industrial Development Agency is:

Wednesday, August 17, 2022
immediately following the
5:30pm OCFC meeting

OC Government Center
255 Main Street, Goshen
Community Room

To watch the livestream, please visit our website: www.ocnyida.com

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4 Crotty Lane
New Windsor, NY 12553
Tel (845) 234-4192

Board of Directors Meeting Minutes
Wednesday, June 15, 2022

Due to the declaration of a public health emergency and the social distancing requirements imposed at the Federal, State and local level, this meeting was held in accordance with Executive Order 202.1 by video/telephone conference that was made available to the public.

Board Members Present: Michael Torelli, Dean Tamburri, Dr. Vincent Odock, James Rinaldi, Susan Walski

Staff Present: Bill Fioravanti, Kelly Reilly, Dennis Brady, Susan Katzoff, Esq., Russell Gaenzle (Harris Beach via Zoom)

Others Present: Connor Eckart (OC Partnership), Doug Sansted (CRH via Zoom)
West Warwick: Becky Koze (via Zoom), Dan Spitzer (via Zoom), Jim Tarpay (via Zoom)
Royal Wine: Steve Esposito, Jonathan Gross, Jacqueline Bart, Sheldon Ginsberg, Brian Poitras

I. Call Meeting to Order

The Chairman called the meeting to order at 5:39 p.m.

II. Roll Call

Mr. Fioravanti acknowledged all Board members were present.

III. Proof of Notice

Mr. Fioravanti acknowledged that notice of the meeting had been timely and properly provided.

IV. Minutes

Approval of minutes from the May 16, 2022, Governance Committee meeting. **A MOTION TO APPROVE THE MINUTES FROM THE MAY 16, 2022, GOVERNANCE COMMITTEE MEETING WAS MADE BY MR. TAMBURRI, SECONDED BY MS. WALSKI, AND PASSED UNANIMOUSLY.**

Approval of minutes from the May 18, 2022, Board of Directors meeting. **A MOTION TO APPROVE THE MINUTES FROM THE MAY 18, 2022, BOARD OF DIRECTORS MEETING WAS MADE BY MRS. WALSKI, SECONDED BY CHAIRMAN TORELLI, AND PASSED UNANIMOUSLY.**

Approval of minutes from the June 7, 2022, Accelerator Committee meeting. **A MOTION TO APPROVE THE MINUTES FROM THE JUNE 7, 2022, ACCELERATOR COMMITTEE MEETING WAS MADE BY DR. ODOCK, SECONDED BY MR. TAMBURRI, AND PASSED UNANIMOUSLY.**

V. Committee Meetings

Accelerator Committee Report

Mr. Fioravanti gave a synopsis of the June 7, 2022, Accelerator Committee meeting which included a request by Tierra Oliver for funding for clinical research. Mr. Fioravanti advised that after a discussion with Counsel, it was determined that funding this project would not be appropriate under the statute, but he has offered to assist Ms. Oliver with applying for funding elsewhere. Mr. Fioravanti also discussed the various Accelerator leases that are expiring and the IDA's decision to continue to support the Warwick Accelerator.

Finance Committee Report

Mr. Fioravanti gave an overview of the financial report, the new format for reporting, the job description for the Administrative Assistant's position that is posted on Indeed, and the CD investment options with local banks which will be discussed later during this meeting.

VI. New Business

Ms. Katzoff addressed the details of the West Warwick 1, West Warwick 2, and West Warwick 3 projects, the environmental impact determination, and the benefits they are seeking. After discussion of the revenue the West Warwick projects will generate for the community, school district, and the eventual removal of the battery storage plants, the Chairman entertained a motion to approve the SEQRA Resolutions.

A MOTION TO APPROVE THE SEQRA RESOLUTION FOR WEST WARWICK 1 WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED BY UNANIMOUS ROLL CALL.

A MOTION TO APPROVE THE FINAL RESOLUTION FOR WEST WARWICK 1 WAS MADE BY MR. TAMBURRI, SECONDED BY MR. RINALDI, AND PASSED WITH FOUR AYES AND ONE NAY BY MS. WALSKI.

A MOTION TO APPROVE THE SEQRA RESOLUTION FOR WEST WARWICK 2 WAS MADE BY DR. ODOCK, SECONDED BY CHAIRMAN TORELLI, AND PASSED BY UNANIMOUS ROLL CALL.

A MOTION TO APPROVE THE FINAL RESOLUTION FOR WEST WARWICK 2 WAS MADE BY MR. TAMBURRI, SECONDED BY MR. RINALDI, AND PASSED WITH FOUR AYES AND ONE NAY BY MS. WALSKI.

A MOTION TO APPROVE THE SEQRA RESOLUTION FOR WEST WARWICK 3 WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED BY UNANIMOUS ROLL CALL.

A MOTION TO APPROVE THE FINAL RESOLUTION FOR WEST WARWICK 3 WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED WITH FOUR AYES AND ONE NAY BY MS. WALSKI.

Royal Wine

Mr. Ginsberg gave a presentation of Royal Wine. Mr. Esposito reviewed the project, the site, the benefits they're seeking, and the potential job creation.

The Chairman reviewed the next steps as part of the Board's determination and after questions by the Board regarding location, salaries, and employees, **A MOTION TO MOVE FORWARD WITH THE INITIAL RESOLUTION AND SCHEDULE A PUBLIC HEARING WAS MADE BY MR. TAMBURRI, SECONDED BY DR. ODOCK, AND PASSED BY UNANIMOUS ROLL CALL.**

CRH Realty

Mr. Sansted of Crystal Run Healthcare has requested that the OCIDA Board ratify the prior Board's approval of an assignment of OCIDA benefits. Mr. Gaenzle provided some background on the initial resolution assignment and assumption because of a corporate reorganization and advised that the decision will not change the benefits or increase the amount of the PILOT. **A MOTION TO SUPPORT THE APPROVAL OF ASSIGNMENT AND ASSUMPTION FOR CRYSTAL RUN HEALTHCARE WAS MADE BY MS. WALSKI, SECONDED BY CHAIRMAN TORELLI, AND PASSED BY UNANIMOUS ROLL CALL.**

Accelerator Subleases

Three leases at the Warwick Accelerator are expiring, the renters want to renew the leases as well as rent other available spaces.

A MOTION TO VOTE ON RENEWING THREE LEASES AND ONE NEW LEASE IN THE WARWICK ACCELERATOR IN ONE VOTE WAS MADE BY MS. WALSKI, SECONDED BY CHAIRMAN TORELLI, AND PASSED BY UNANIMOUS ROLL CALL.

MOTION TO ACCEPT THE LEASES AND THE NEW LEASE AS PRESENTED BY COUNSEL WAS MADE BY MS. WALSKI, SECONDED BY MR. RINALDI, AND PASSED BY UNANIMOUS ROLL CALL.

Investment Options

The Chairman reviewed the financial institutions discussed at the Finance Committee.

A MOTION TO INVEST \$400,000 IN A CD AT GREATER HUDSON/CONNECT ONE BANK FOR 23 MONTHS AT NO LESS THAN 1.9% WAS MADE BY CHAIRMAN TORELLI, SECONDED BY MS. WALSKI, AND PASSED UNANIMOUSLY.

A MOTION TO INVEST \$400,000 IN A CD AT EMPIRE STATE BANK FOR 36 MONTHS AT NO LESS THAN 1.98% WAS MADE BY MS. WALSKI, SECONDED BY DR. ODOCK, AND PASSED UNANIMOUSLY.

A MOTION TO ADD FIRST FEDERAL SAVINGS OF MIDDLETOWN TO THE LIST OF LENDING INSTITUTIONS WAS MADE BY MR. TAMBURRI, SECONDED BY MS. WALSKI, AND PASSED UNANIMOUSLY.

A MOTION TO INVEST \$400,000 IN A CD AT FIRST FEDERAL SAVINGS FOR 12 MONTHS AT NO LESS THAN 1.0% WAS MADE BY MR. TAMBURRI, SECONDED BY MS. WALSKI, AND PASSED UNANIMOUSLY.

VII. Chairman's Report

The Chairman noted that he had not heard from the legislature on new potential Board members. He noted that the Committee meetings are working well which will provide a better gauge of the budget.

XI. CEO's Report

Mr. Fioravanti advised the Board that he continues to present at the various local events, attended the NYSEDC annual meeting, and provided an update on the search for a part-time Administrative Assistant.

VIII. Adjournment

There being no further business to discuss **THE MOTION TO ADJOURN THE MEETING WAS MADE BY MS. WALSKI, SECONDED BY MR. TAMBURRI, AND PASSED UNANIMOUSLY. THE MEETING CLOSED AT 7:45PM.**



**REQUEST FOR PROPOSALS
FOR INDEPENDENT AUDIT SERVICES
FOR YEARS ENDING DECEMBER 31, 2022-2023**

DATED: August 18, 2022

ISSUED BY:

**Orange County Industrial Development Agency *and*
Orange County Funding Corporation**

**PROPOSALS MUST BE RECEIVED BY MAIL *AND* A COPY VIA EMAIL
IS REQUESTED BY 4:00PM on Thursday September 15, 2022**

MAIL TO:

**Bill Fioravanti, CEO
Orange County Industrial Development Agency &
Orange County Funding Corporation
4 Crotty Lane, Suite #100
New Windsor, NY 12553**

EMAIL TO: bfioravanti@ocnyida.com

**NOTICE TO PROPOSERS
ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
AND ORANGE COUNTY FUNDING CORPORATION
REQUEST FOR PROPOSALS**

Sealed Proposals for AUDITING SERVICES as requested by the Orange County Industrial Development Agency and Orange County Funding Corporation will be received by mail at 4 Crotty Lane Suite #100, New Windsor, NY 12553 until 4:00 PM, local time on Thursday September 15, 2022 with a copy via email requested.

RFP documents are available for download from the Orange County IDA website at:
<https://www.ocnyida.com>

Bill Fioravanti, CEO
Orange County Industrial Development
Agency and Orange County Funding
Corporation bfioravanti@ocnyida.com

Dated: August 18, 2022
New Windsor, New York



INTRODUCTION

The Orange County Industrial Development Agency (the "OCIDA") and the Orange County Funding Corporation (the "Corporation"), collectively known as "the IDA," is requesting a proposal from audit service providers interested in providing services to the IDA. This Request for Proposal (the "RFP") is issued for the purpose of identifying the most qualified firm to provide auditing services and that provides the best overall value to the IDA.

The Orange County Industrial Agency

Established in 1972 through Article 18-A of the General Municipal Law (the "Act"), Industrial Development Agencies are authorized to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, recreational and other facilities and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York and improve their recreational opportunities, prosperity and standard of living. The OCIDA is an issuer of bonds for qualified projects in Orange County, New York and provides financial assistance as permitted under the Act supports economic development and projects in the Orange County.

The Orange County Funding Corporation

During 2010, the Orange County legislature sponsored the formation of the Orange County Corporation, a component unit of the IDA that would work with organizations and local municipalities for the financing of civic facilities. The Agency is exempt from federal, state, and local income taxes and is a component unit of Orange County, New York. The Legislature appoints the membership of the Corporation. The directors of the Corporation are the same as the OCIDA.

SCOPE OF SERVICES

The IDA is seeking proposals for Technical and Professional Services to provide Auditing Services for their Financial Statements of both the OCIDA and the Corporation from qualified firms of certified public accountants to audit financial statements for the fiscal years ending December 31, 2022, through December 31, 2023.

Minority Business Enterprises and Women's Business Enterprises are encouraged to apply. In addition to the above audit services, management consulting services may be

required on an as needed basis. Such services may include, but will not be limited to, consultations regarding accounting principles and method of application and suggestions for improving internal control.

Proposers must demonstrate skill and expertise in the area of auditing, particularly with industrial development agencies and public benefit corporations subject to oversight as public authorities by the Authorities Budget Office. The objectives of the audits are:

- To determine that the financial statements present fairly the financial positions and results of operations.
- To determine that management assertions regarding economic actions and in the financial statements are verifiable, properly classified and disclosed.
- To determine the extent to which management assertions on the financial statements conform to established policies, criteria, standards, rules, regulations and applicable statutes
- To communicate to the boards of directors the auditors' conclusions in an auditor's report.
- To communicate to the boards of directors the auditors' conclusions, in the form of a Management Letter regarding any existing material weaknesses in fiscal accounting procedures, or internal controls, and any other matters that may come to their attention, along with any recommendations for corrections and improvements.
- To provide a report on Internal Controls related to the financial statements and major programs and an opinion on compliance with policies, laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a direct and material effect on the financial statements.
- To provide Statements of Financial Position, Statements of Activities, and Statements of Cash Flows and a review and report on investments.
- To separately provide summary financial information to management for each entity in the standard Authorities Budget Office format for input to the PARIS reporting system.

PROPOSAL REQUIREMENTS

Proposal Deadline — The submissions must be received by mail on or before 4:00PM on September 15, 2022.

Proposal Submission Method — THREE (3) copies of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. In addition, an electronic copy in .pdf format shall be sent to bfioravanti@ocnyida.com. Proposals in all required formats must be received by mail no later than **4:00PM September 15, 2022** at the following address:

BILL FIORAVANTI, CEO
ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

4 CROTTY LANE #100
NEW WINDSOR, NY 12553
EMAIL: bfioravanti@ocnyida.com

Contact Information/Certification — Proposals must be signed and include the firm name, address, telephone number, and name of the person authorized to submit the proposal, along with the person's title, email, and telephone number. If the firm operates from more than one location, please specify the office to which this project will be assigned.

Qualifications of the Firm — Describe the qualifications of the firm to perform services under this engagement. Include information about pertinent prior experience, specialized expertise, and resources that the firm can bring to an audit under this engagement.

Qualifications of Personnel — Identify the personnel to be assigned to the audit under this engagement. Discuss the professional qualifications, experience and education that each person brings to the engagement. Include a statement of any regulatory action taken within the past five years by an oversight body against any personnel who will be assigned work under this engagement.

Proposed Fees — Provide a fee schedule and proposed compensation within the proposal that includes all services provided to the IDA. A breakout of level, hourly rate and hours assigned should also be included.

References — Provide names, addresses, telephone numbers and email addresses for three client references.

Conflicts — Describe any existing or potential conflicts of interest that may arise from your relationship(s) with any IDA Board member(s), representation of other parties, or participation in other matters that might affect this engagement.

AUDIT COMPLETION DATES

Each year's audits must be complete and presented as follows:

- By **March 1st** of the year following the year under audit for the 2022 – 2023 Fiscal Years.
- **THREE (3)** hard copies are required as well as being submitted via email to management, along with summary financial information for each entity in the standard Authorities Budget Office format for input to the PARIS reporting system.
- Be available upon request to attend board meetings and meetings of the Finance Committee to present audit to the IDA board of directors and to answer other inquiries

from board and staff.

OTHER TERMS

- The right is reserved to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. The right is reserved to negotiate services to be provided and the accompanying fees. The IDA also reserves the right to amend, change or withdraw this RFP at any time.
- The IDA is not liable for any costs incurred by a proposer in responding to this RFP.
- The IDA reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the IDA. The IDA reserves the right to award the contract to the bidder it deems most qualified regardless of whether that bidder is the lowest cost bidder.
- There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any auditing services by the IDA.
- A Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.
- A one (1) year contract is contemplated, subject to annual review, satisfactory performance, the annual availability of appropriation, and annual approval by the Agency's Board of Directors.

REVIEW OF PROPOSALS AND SELECTION PROCESS

The IDA will review and consider the proposals submitted and will consider the following factors:

- Relevant experience of the firm and of key personnel, including professional qualifications; specialized experience and technical competence; reputation of personnel for working in an efficient, effective, proactive, and ethical manner; past experience; relationships or activities that might present a conflict of interest for the auditing firm or for the IDA.
- Ability to advise and represent the IDA in an effective and efficient manner.

- Quoted fee rates as applied by the IDA to the proposed need for services.
- Familiarity with QuickBooks accounting systems.
- Any other factors relevant to the selection process as determined by the IDA in its sole and absolute discretion.

If proposers have questions regarding the RFP, they may contact Bill Fioravanti, via email at bfioravanti@ocnyida.com.



CERTIFICATION OF NON-COLLUSION

**Made To: Orange County Industrial Development Agency
Orange County Funding Corp.**

- (a) By submitting this proposal to provide audit services, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
 - (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
 - (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Printed Name and Title

Signature

Name of Firm/Company/Corporation

Telephone Number

Street Address

City, State, Zip

Email Address

Date



**REQUEST FOR PROPOSALS
FOR MARKETING & PUBLIC RELATIONS SERVICES
2022-2023**

DATED: August 18, 2022

ISSUED BY:

**Orange County Industrial Development Agency *and*
Orange County Funding Corporation**

**PROPOSALS MUST BE RECEIVED BY MAIL *AND* A COPY VIA EMAIL
IS REQUESTED BY 4:00PM on Thursday September 15, 2022**

MAIL TO:

**Bill Fioravanti, CEO
Orange County Industrial Development Agency &
Orange County Funding Corporation
4 Crotty Lane, Suite #100
New Windsor, NY 12553**

EMAIL TO: bfioravanti@ocnyida.com

**NOTICE TO PROPOSERS
ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
AND ORANGE COUNTY FUNDING CORPORATION
REQUEST FOR PROPOSALS**

Sealed Proposals for MARKETING SERVICES as requested by the Orange County Industrial Development Agency and Orange County Funding Corporation will be received by mail at 4 Crotty Lane Suite #100, New Windsor, NY 12553 until 4:00 PM, local time on Thursday September 15, 2022 with a copy via email requested.

RFP documents are available for download from the Orange County IDA website at:
<https://www.ocnyida.com>

Bill Fioravanti, CEO
Orange County Industrial Development
Agency
Orange County Funding Corporation
bfioravanti@ocnyida.com

Dated: August 18, 2022
New Windsor, New York



INTRODUCTION

The Orange County Industrial Development Agency (the "OCIDA") and the Orange County Funding Corporation ("OCFC"), collectively known as "the IDA," is requesting a proposal from marketing and public relations firms interested in providing services to the IDA. This Request for Proposal (the "RFP") is issued for the purpose of identifying the most qualified firm to provide marketing and P.R. services and that provides the best overall value to the IDA.

The Orange County Industrial Agency

Established in 1972 through Article 18-A of the General Municipal Law (the "Act"), Industrial Development Agencies are authorized to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, recreational and other facilities and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York and improve their recreational opportunities, prosperity and standard of living. The OCIDA is an issuer of bonds for qualified projects in Orange County, New York and provides financial assistance as permitted under the Act supports economic development and projects in the Orange County.

The Orange County Funding Corporation

During 2010, the Orange County legislature sponsored the formation of the Orange County Corporation, a component unit of the OCIDA that would work with organizations and local municipalities for the financing of civic facilities. The Agency is exempt from federal, state, and local income taxes and is a component unit of Orange County, New York. The Legislature appoints the membership of the OCFC. The directors of the OCFC are the same as the OCIDA.

2022-2023 MARKETING & PUBLIC RELATIONS OBJECTIVES

Proposers must demonstrate skill, expertise and experience in the areas of marketing and public relations, particularly in working with public-facing entities including governments, industrial development agencies and public benefit corporations subject to oversight as public authorities by the Authorities Budget Office. The IDA's 2022-2023 Marketing and Public Relations objectives are:

- Demonstrate & Promote IDA’s Transparency and Openness.
- Promote Awareness of and Build Understanding of IDA in Local Community.
- Promote IDA Incentives & Offerings – Locally for Expansion Opportunities and Outside Orange County for Business Attraction Opportunities.
- Dispel Myths and Highlight Positive Impacts of IDAs and Incentives to the Public, Municipal Leaders, other Key Stakeholders.
- Show IDA as Thought Leaders driving Local Economic Development.
- Maintain Constructive Communication around Closing of IDA Accelerator Programs.
- Rebrand and Redevelop Digital Media and Printed Collateral as needed.

SCOPE OF SERVICES

Utilizing a total budget of \$60,000 – including Proposer’s fees – Proposers shall provide strategies and a written plan to employ the following elements (or more or less, as suggested) to meet the IDA’s 2022-2023 Marketing and Public Relations objectives, as outlined above:

- Market Data/Research
- Copywriting for News Articles, Web Content, Press Releases
- Website Management (and minor development)
- Digital/Email Marketing
- Social Media (LinkedIn, Facebook, others as suggested)
- Live Presentations/Custom Slide Decks
- Media Relations
- Community & Stakeholder Relations
- Branding
- Graphic Design & Collateral
- Video & Audio Production (not including A/V to livestream public meetings)
- Photography
- Coordination with Local & Regional Partners in Economic Development

Proposers should also demonstrate past successes or expertise in utilizing the above channels and strategies, and others as applicable.

In addition to the above marketing and public relations responsibilities, other services may be required on an as-needed basis. Such services may include, but are not limited to, presenting to IDA and committees, providing support around specific IDA project(s), crisis communications support, etc.

SERVICES EXCLUDED FROM THIS RFP

Not included in the scope of this RFP is the redevelopment of the IDA's current website. While such a project may be under future consideration, the IDA will procure such services separately.

Likewise, video and audio production services related to recording and livestreaming IDA's public meetings (board of directors meetings, public hearings, etc) also are *not* part of this Marketing and Public Relations RFP and will be procured separately.

PROPOSAL REQUIREMENTS

Proposal Deadline — The submissions must be received by mail on or before 4:00PM on September 15, 2022.

Proposal Submission Method — THREE (3) hard copies of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. In addition, an electronic copy in .pdf format shall be sent to bfioravanti@ocnyida.com. Proposals in all required formats must be received by mail no later than 4:00PM September 15, 2022 at the following address:

BILL FIORAVANTI, CEO
ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
4 CROTTY LANE #100
NEW WINDSOR, NY 12553
EMAIL: bfioravanti@ocnyida.com

Minority and/or Women-Owned Business Enterprises are encouraged to apply.

Contact Information/Certification — Proposals must be signed and include the firm name, address, telephone number, and name of the person authorized to submit the proposal, along with the person's title, email, and telephone number. If the firm operates from more than one location, please specify the office to which this project will be assigned.

Qualifications of the Firm — Describe the qualifications of the firm to perform services under this engagement. Include information about pertinent prior experience, specialized expertise, and resources that the firm can bring to the IDA under this engagement.

Qualifications of Personnel — Identify the personnel to be assigned under this engagement. Discuss the professional qualifications, experience and education that each person brings to the engagement.

Proposed Fees — Provide a fee schedule and proposed compensation within the proposal that includes all services provided to the IDA.

References — Provide names, addresses, telephone numbers and email addresses for three (3) client references.

Conflicts — Describe any existing or potential conflicts of interest that may arise from your relationship(s) with any IDA Board member(s), representation of other parties, or participation in other matters that might affect this engagement.

OTHER TERMS

- The right is reserved to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. The right is reserved to negotiate services to be provided and the accompanying fees. The IDA also reserves the right to amend, change or withdraw this RFP at any time.
- The IDA is not liable for any costs incurred by a proposer in responding to this RFP.
- The IDA reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the IDA/OCFC. The IDA reserves the right to award the contract to the bidder it deems most qualified regardless of whether that bidder is the lowest cost bidder.
- There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any marketing and public services by the IDA/OCFC.
- A Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.
- A one (1) year contract is contemplated, subject to annual review, satisfactory performance, the annual availability of appropriation, and annual approval by the IDA/OCFC's Board of Directors.

REVIEW OF PROPOSALS AND SELECTION PROCESS

The IDA will review and consider the proposals submitted and will consider the following factors:

- Relevant experience of the firm and of key personnel, including professional qualifications; specialized experience and technical competence; reputation of personnel for working in an efficient, effective, proactive, and ethical manner.
- Quality of content and strategic thinking behind submitted proposal utilizing \$60,000 Marketing & PR budget.
- Ability to advise and represent the IDA in an effective and efficient manner.
- Quoted fee rates as applied by the IDA to the proposed need for services.
- Familiarity with *WordPress* and other common web content management systems.
- Past experience, relationships or activities that might present a conflict of interest for the marketing firm or for the IDA.
- Any other factors relevant to the selection process as determined by the IDA in its sole and absolute discretion.

If proposers have questions regarding the RFP, they may contact Bill Fioravanti, via email at bfioravanti@ocnyida.com.



CERTIFICATION OF NON-COLLUSION

**Made To: Orange County Industrial Development Agency
Orange County Funding Corp.**

- (a) By submitting this proposal to provide marketing and public relations services, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
 - (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
 - (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Printed Name and Title

Signature

Name of Firm/Company/Corporation

Telephone Number

Street Address

City, State, Zip

Email Address

Date

BOARD OF DIRECTORS

Michael Torelli
- CHAIRMAN

Dean Tamburri
- VICE CHAIRMAN

Vincent Odock
- SECRETARY

James Rinaldi

Susan Walski

Projected financial impact of re-hiring an Administrative Assistant

- \$22 per hour x 30 hours a week (max) = \$660 x 52 weeks = \$34,320.00
- No medical benefits

OPERATIONS STAFF

William Fioravanti
- CHIEF EXECUTIVE OFFICER

Kelly Reilly
- PROJECT MANAGER

POSITION TITLE: Administrative Assistant

REPORTS TO: Chief Executive Officer

SUPPORTS: Chief Executive Officer & Project Manager

EMPLOYEE STATUS: NON-EXEMPT, part-time employee

JOB OBJECTIVE: The person filling this position will be the initial contact for anyone visiting the OCIDA offices. She/he will be the direct administrative support for the CEO and the Project Manager. Will assist other OCIDA staff in projects and setting up of meetings.

RESPONSIBILITIES OF THIS POSITION:

- Attend meetings, record minutes and post Minutes and Public Documents to the OCIDA website.
- Assist with website maintenance and compliance as requested.
- Follow and comply with the Business Code of Ethics and Conduct as established by the OCIDA.
- Serve as receptionist, screening and directing calls and greet all visitors.
- Efficiently schedule meetings as directed by the Executive Staff and the Board of Directors. Follow up with invitees to ensure attendance.
- Provide clerical services for the Chief Executive Officer and the Project Manager as required.
- Collect mail and distribute to appropriate recipients.
- Assist Chief Executive Officer & Project Manager with timely email follow up and organization.
- Help maintain the databases established for staffs use both hardcopy and online.
- Purchase office supplies and maintain working inventory.
- Assist other staff members as required on projects and event coordination.
- Run errands and meet with vendors providing services for scheduled meetings.
- Maintain records in an orderly and confidential manner.
- This position will be expected to perform such other duties as may be assigned from time to time at the discretion of the Chief Executive Officer the Project Manager.
- Assist with training programs as requested.
- To NOT divulge information about the OCIDA that is CONFIDENTIAL, PRIVILEGED or NON-PUBLIC.

CREDENTIALS/EXPERIENCE:

High School Diploma, minimum required, or four (4) years in a related office environment requiring appropriate skills

Valid NYS Drivers License.

SKILLS/QUALITIES:

- Keyboard/typing speed without errors 45 WPM.
- Familiarity with office machine operation and equipment.
- Computer literacy – knowledge and proficiency in all Microsoft Office programs, well versed in Word and Excel.
- Accurate spelling and proofreading capabilities.
- Team player, multi-tasker.
- Strong communication and interpersonal skills, pleasant demeanor.
- Detail oriented, self-motivated.

PHYSICAL REQUIREMENTS OF THIS POSITION: The employee must be able to walk, stand, lift, bend, reach, climb stairs, etc. to do this job. Standing for long periods is not required. The employee will set up meeting rooms. The employee will receive and unpack packages, files, and boxes. The employee may be required to lift/move boxes weighing up to fifty (35) pounds.

ENVIRONMENTAL FACTORS: This position primarily performs indoors in an office environment. An employee is expected to work overtime. This employee may also perform some duties off-site for meetings and other event venues. The work environment is not noisy, crowded, or stressful.

DISCLAIMER: This Position Description is not intended to be interpreted as a detail of this position and does not cover all aspects of this position but is rather a generalization of duties and responsibilities required.

**Orange County IDA
Income and Expense Summary
June 2022**

	Jun	YTD	Budget	Over/(Under)
Income				
Closing Fees	\$ -	\$ -	\$ 810,000	\$ (810,000)
Application Fees	\$ 5,000	\$ 17,500	\$ 10,000	\$ 7,500
Legal Fees (pass-thru)	\$ -	\$ 12,500	\$ 10,000	\$ 2,500
Local Labor Auditing Fees (pas-thru)	\$ -	\$ -	\$ 110,000	\$ (110,000)
IDA Administrative Fees	\$ 204,393	\$ 204,393	\$ -	\$ 204,393
Other IDA Fees	\$ -	\$ 2,500	\$ 33,300	\$ (30,800)
Other Income	\$ 1,500	\$ 1,500	\$ -	\$ -
Subtenant Rents	\$ 4,038	\$ 37,477	\$ 48,489	\$ (11,012)
Interest Earnings	\$ 3,272	\$ 5,032	\$ 12,000	\$ (6,968)
Recovered Funds	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 218,204	\$ 280,903	\$ 1,033,789	\$ (754,386)
Expenses				
Administrative Expenses				
Bank Service Charge	\$ 105	\$ 319	\$ -	\$ 319
Salaries	\$ 18,891	\$ 116,605	\$ 284,160	\$ (167,555)
Benefits	\$ 2,316	\$ 16,696	\$ 33,000	\$ (16,304)
Payroll taxes and fees	\$ 1,794	\$ 11,100	\$ 28,416	\$ (17,316)
Fiscal Audit	\$ -	\$ 32,900	\$ 65,000	\$ (32,100)
Insurance	\$ -	\$ -	\$ 8,927	\$ (8,927)
CFO/Bookkeeping Service	\$ 2,450	\$ 15,644	\$ 23,500	\$ (7,856)
Professional Fees	\$ 1,800	\$ 3,250	\$ 4,000	\$ (750)
Travel, Lodging & Meals	\$ 79	\$ 753	\$ 5,800	\$ (5,047)
Conference Expense	\$ -	\$ -	\$ -	\$ -
Office Supplies and Postage	\$ 1,318	\$ 6,625	\$ 11,400	\$ (4,775)
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -
Other Expenses - The Accelerator Funding	\$ -	\$ -	\$ -	\$ -
Special Initiatives	\$ -	\$ -	\$ -	\$ -
Total Administrative Costs	\$ 28,752	\$ 203,892	\$ 464,203	\$ (233,275)
Projects/Programs				
Legal Counsel	\$ 38,923	\$ 81,992	\$ 100,000	\$ (18,008)
Bond Counsel	\$ -	\$ -	\$ 10,000	\$ (10,000)
Local Labor Auditing Fees (Pas-thru)	\$ 6,760	\$ 20,495	\$ 110,000	\$ (89,505)
Local Labor Auditing Admin. Cost	\$ -	\$ -	\$ -	\$ -
Cost-Benefit Analyses	\$ -	\$ 1,000	\$ 4,500	\$ (3,500)
Shovel Ready Program	\$ -	\$ -	\$ 300,000	\$ (300,000)
Project Expenditure	\$ -	\$ -	\$ -	\$ -
Research & Support	\$ -	\$ -	\$ 20,000	\$ (20,000)
Total Agency Contribution Costs	\$ 45,683	\$ 103,487	\$ 544,500	\$ (441,013)
Building Expenses				
Rent	\$ 21,195	\$ 130,025	\$ 154,086	\$ (24,061)
Utilities	\$ 840	\$ 15,070	\$ 52,720	\$ (37,650)
Insurance	\$ -	\$ -	\$ 24,000	\$ (24,000)
Repairs / Renovations	\$ -	\$ 1,288	\$ 5,000	\$ (3,712)
Maintenance	\$ -	\$ 16,756	\$ 102,656	\$ (85,900)
Renovations	\$ -	\$ -	\$ 3,000	\$ (3,000)
Cleaning	\$ -	\$ -	\$ -	\$ -
Internet & Telephones	\$ 2,948	\$ 14,927	\$ 27,720	\$ (12,793)
Equipment Maintenance	\$ 4,505	\$ -	\$ 1,500	\$ (1,500)
Total Building Expenses	\$ 29,487	\$ 178,066	\$ 370,682	\$ (24,061)
Agency Support Expenses				
IT Support & Audio/Visual	\$ 4,829	\$ 27,460	\$ 30,000	\$ (2,540)
Marketing & PR	\$ 1,250	\$ 7,482	\$ 48,000	\$ (40,518)
Memberships	\$ 297	\$ 3,303	\$ 5,650	\$ (2,347)
Training and Education	\$ -	\$ -	\$ 4,500	\$ (4,500)
Total Agency Support Expenses	\$ 6,376	\$ 38,245	\$ 88,150	\$ (49,905)
Contracted Services				
External Projects & Programs (Agents)	\$ -	\$ 35,000	\$ 110,000	\$ (75,000)
Total Contracted Services	\$ -	\$ 35,000	\$ 110,000	\$ (75,000)
Total Expenses	\$ 110,298	\$ 558,690	\$ 1,577,535	\$ (823,255)
Income Over/(Under) Expenses	\$ 107,906	\$ (277,787)	\$ (543,746)	\$ 68,869

**Orange County IDA
Income and Expense Summary
July 2022**

	Jul	YTD	Budget	Over/(Under)
Income				
Closing Fees	\$ -	\$ -	\$ 810,000	\$ (810,000)
Application Fees	\$ -	\$ 17,500	\$ 10,000	\$ 7,500
Legal Fees (pass-thru)	\$ -	\$ 12,500	\$ 10,000	\$ 2,500
Local Labor Auditing Fees (pas-thru)	\$ -	\$ -	\$ 110,000	\$ (110,000)
IDA Administrative Fees	\$ -	\$ 204,393	\$ -	\$ 204,393
Other IDA Fees	\$ -	\$ 2,500	\$ 33,300	\$ (30,800)
Other Income	\$ -	\$ 1,500		
Subtenant Rents	\$ 4,036	\$ 41,513	\$ 48,489	\$ (6,976)
Interest Earnings	\$ 1,205	\$ 6,238	\$ 12,000	\$ (5,762)
Recovered Funds	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 5,242	\$ 286,145	\$ 1,033,789	\$ (749,144)
Expenses				
Administrative Expenses				
Bank Service Charge	\$ -	\$ 319	\$ -	\$ 319
Salaries	\$ 23,669	\$ 140,274	\$ 284,160	\$ (143,886)
Benefits	\$ 2,747	\$ 19,443	\$ 33,000	\$ (13,557)
Payroll taxes and fees	\$ 2,255	\$ 13,355	\$ 28,416	\$ (15,061)
Fiscal Audit	\$ -	\$ 32,900	\$ 65,000	\$ (32,100)
Insurance	\$ -	\$ -	\$ 8,927	\$ (8,927)
CFO/Bookkeeping Service	\$ -	\$ 15,644	\$ 23,500	\$ (7,856)
Professional Fees	\$ -	\$ 3,250	\$ 4,000	\$ (750)
Travel, Lodging & Meals	\$ 256	\$ 1,009	\$ 5,800	\$ (4,791)
Conference Expense	\$ -	\$ -	\$ -	\$ -
Office Supplies and Postage	\$ 417	\$ 7,042	\$ 11,400	\$ (4,358)
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -
Other Expenses - The Accelerator Funding	\$ -	\$ -	\$ -	\$ -
Special Initiatives	\$ -	\$ -	\$ -	\$ -
Total Administrative Costs	\$ 29,344	\$ 233,236	\$ 464,203	\$ (204,605)
Projects/Programs				
Legal Counsel	\$ -	\$ 81,992	\$ 100,000	\$ (18,008)
Bond Counsel	\$ -	\$ -	\$ 10,000	\$ (10,000)
Local Labor Auditing Fees (Pas-thru)	\$ -	\$ 20,495	\$ 110,000	\$ (89,505)
Local Labor Auditing Admin. Cost	\$ -	\$ -	\$ -	\$ -
Cost-Benefit Analyses	\$ -	\$ 1,000	\$ 4,500	\$ (3,500)
Shovel Ready Program	\$ -	\$ -	\$ 300,000	\$ (300,000)
Project Expenditure	\$ -	\$ -	\$ -	\$ -
Research & Support	\$ -	\$ -	\$ 20,000	\$ (20,000)
Total Agency Contribution Costs	\$ -	\$ 103,487	\$ 544,500	\$ (441,013)
Building Expenses				
Rent	\$ 13,608	\$ 143,633	\$ 154,086	\$ (10,453)
Utilities	\$ (1,485)	\$ 13,586	\$ 52,720	\$ (39,134)
Insurance	\$ -	\$ -	\$ 24,000	\$ (24,000)
Repairs / Renovations	\$ -	\$ 1,288	\$ 5,000	\$ (3,712)
Maintenance	\$ -	\$ 16,756	\$ 102,656	\$ (85,900)
Renovations	\$ -	\$ -	\$ 3,000	\$ (3,000)
Cleaning	\$ -	\$ -	\$ -	\$ -
Internet & Telephones	\$ -	\$ 14,927	\$ 27,720	\$ (12,793)
Equipment Maintenance	\$ -	\$ -	\$ 1,500	\$ (1,500)
Total Building Expenses	\$ 12,123	\$ 190,189	\$ 370,682	\$ (10,453)
Agency Support Expenses				
IT Support & Audio/Visual	\$ -	\$ 27,460	\$ 30,000	\$ (2,540)
Marketing & PR	\$ -	\$ 7,482	\$ 48,000	\$ (40,518)
Memberships	\$ -	\$ 3,303	\$ 5,650	\$ (2,347)
Training and Education	\$ -	\$ -	\$ 4,500	\$ (4,500)
Total Agency Support Expenses	\$ -	\$ 38,245	\$ 88,150	\$ (49,905)
Contracted Services				
External Projects & Programs (Agents)	\$ -	\$ 35,000	\$ 110,000	\$ (75,000)
Total Contracted Services	\$ -	\$ 35,000	\$ 110,000	\$ (75,000)
Total Expenses	\$ 41,468	\$ 600,157	\$ 1,577,535	\$ (780,976)
Income Over/(Under) Expenses	\$ (36,226)	\$ (314,013)	\$ (543,746)	\$ 31,832

Orange County Industrial Development Agency Budget vs. Actual: July 2022

	Jul 2022		Total			
	Actual	Budget	over Budget	YTD	Budget	over Budget
Income						
Application Fee		833.00	-833.00	17,500.00	10,000.00	7,500.00
Closing Fees		67,500.00	-67,500.00	0.00	810,000.00	-810,000.00
IDA Administrative Fees			0.00	204,393.40	0.00	204,393.40
Interest Earnings	1,205.39	1,000.00	205.39	6,226.39	12,000.00	-5,773.61
Local Labor Auditing Fees Income (pass-thru)		9,167.00	-9,167.00	0.00	110,000.00	-110,000.00
Other IDA Fees		2,775.00	-2,775.00	2,500.00	33,300.00	-30,800.00
Other income			0.00	1,500.00	0.00	1,500.00
Pass Thru Legal Fees		833.00	-833.00	12,500.00	10,000.00	2,500.00
Subtenant Rents	4,036.25	4,041.00	-4.75	41,513.41	48,489.00	-6,975.59
Total Income	\$ 5,241.64	\$ 86,149.00	-\$ 80,907.36	\$ 286,133.20	\$ 1,033,789.00	-\$ 747,655.80
Gross Profit	\$ 5,241.64	\$ 86,149.00	-\$ 80,907.36	\$ 286,133.20	\$ 1,033,789.00	-\$ 747,655.80
Expenses						
Administrative Costs			0.00	0.00	0.00	0.00
Bad Debt Expense			0.00	773.50	0.00	773.50
Bank Service Charges			0.00	318.87	0.00	318.87
CFO/Bookkeeping Services		1,958.00	-1,958.00	23,456.75	23,500.00	-43.25
Fiscal Audit		5,417.00	-5,417.00	32,900.00	65,000.00	-32,100.00
Insurance		744.00	-744.00	0.00	8,927.00	-8,927.00
Office Supplies and Postage	417.35	950.00	-532.65	8,023.69	11,400.00	-3,376.31
Professional Fees		333.00	-333.00	3,250.00	4,000.00	-750.00
Travel, Lodging, Meals	255.65	483.00	-227.35	1,009.12	5,800.00	-4,790.88
Total Administrative Costs	\$ 673.00	\$ 9,885.00	-\$ 9,212.00	\$ 69,731.93	\$ 118,627.00	-\$ 48,895.07
Agency Contribution Costs			0.00	0.00	0.00	0.00
External Projects & Programs (Agents)		9,167.00	-9,167.00	35,000.00	110,000.00	-75,000.00
Total Agency Contribution Costs	\$ 0.00	\$ 9,167.00	-\$ 9,167.00	\$ 35,000.00	\$ 110,000.00	-\$ 75,000.00

Agency Support Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IT Support & Audio/Visual	2,500.00	-2,500.00	34,805.50	30,000.00	34,805.50	30,000.00	34,805.50	30,000.00	34,805.50	30,000.00	4,805.50	4,805.50
Marketing & PR	4,000.00	-4,000.00	9,522.24	48,000.00	9,522.24	48,000.00	9,522.24	48,000.00	9,522.24	48,000.00	-38,477.76	-38,477.76
Memberships	471.00	-471.00	3,338.00	5,650.00	3,338.00	5,650.00	3,338.00	5,650.00	3,338.00	5,650.00	-2,312.00	-2,312.00
Training and Education	375.00	-375.00	0.00	4,500.00	0.00	4,500.00	0.00	4,500.00	0.00	4,500.00	-4,500.00	-4,500.00
Total Agency Support Expenses	0.00	0.00	47,665.74	88,150.00	47,665.74	88,150.00	0.00	88,150.00	47,665.74	88,150.00	40,484.26	40,484.26
Bond Counsel (pass-thru)	833.00	-833.00	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	-10,000.00	-10,000.00
Cost-Benefit Analyses	375.00	-375.00	1,000.00	4,500.00	1,000.00	4,500.00	1,000.00	4,500.00	1,000.00	4,500.00	-3,500.00	-3,500.00
Equipment Maintenance	125.00	-125.00	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	-1,500.00	-1,500.00
Insurance	2,000.00	-2,000.00	0.00	24,000.00	0.00	24,000.00	0.00	24,000.00	0.00	24,000.00	-24,000.00	-24,000.00
Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal, Pass Thru	0.00	0.00	55,813.14	0.00	55,813.14	0.00	55,813.14	0.00	55,813.14	0.00	55,813.14	55,813.14
Total Legal	0.00	0.00	55,813.14	0.00	55,813.14	0.00	0.00	55,813.14	55,813.14	0.00	55,813.14	55,813.14
Legal Counsel	8,333.00	-8,333.00	30,569.50	100,000.00	30,569.50	100,000.00	30,569.50	100,000.00	30,569.50	100,000.00	-69,430.50	-69,430.50
Local Labor Auditing Fees Expense (pass-thru)	9,167.00	-9,167.00	23,875.00	110,000.00	23,875.00	110,000.00	23,875.00	110,000.00	23,875.00	110,000.00	-86,125.00	-86,125.00
Projects/Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Research and Support	1,667.00	-1,667.00	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	20,000.00	-20,000.00	-20,000.00
Shovel Ready Program	25,000.00	-25,000.00	0.00	300,000.00	0.00	300,000.00	0.00	300,000.00	0.00	300,000.00	-300,000.00	-300,000.00
Total Projects/Programs	0.00	0.00	0.00	320,000.00	0.00	320,000.00	0.00	320,000.00	0.00	320,000.00	320,000.00	320,000.00
Renovations	250.00	-250.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	3,000.00	-3,000.00	-3,000.00
Repairs/Renovations	417.00	-417.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00	-5,000.00	-5,000.00
Total Expenses	673.00	74,565.00	263,655.31	894,777.00	263,655.31	894,777.00	0.00	894,777.00	263,655.31	894,777.00	631,121.69	631,121.69
Net Operating Income	4,568.64	11,584.00	7,015.36	139,012.00	22,477.89	139,012.00	0.00	139,012.00	22,477.89	139,012.00	116,534.11	116,534.11
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
The Accelerator	0.00	0.00	11.42	0.00	11.42	0.00	11.42	0.00	11.42	0.00	11.42	11.42
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total The Accelerator	0.00	0.00	11.42	0.00	11.42	0.00	0.00	0.00	11.42	0.00	11.42	11.42
Total Other Income	0.00	0.00	11.42	0.00	11.42	0.00	0.00	0.00	11.42	0.00	11.42	11.42
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61000 Payroll Expenses	2,747.01	2,750.00	19,442.80	33,000.00	19,442.80	33,000.00	19,442.80	33,000.00	19,442.80	33,000.00	-13,557.20	-13,557.20
Employee Benefits	2,255.34	2,368.00	13,355.04	28,416.00	13,355.04	28,416.00	13,355.04	28,416.00	13,355.04	28,416.00	-15,060.96	-15,060.96
Payroll Taxes & Fees (Staff Line)	23,668.55	23,680.00	140,273.60	284,160.00	140,273.60	284,160.00	140,273.60	284,160.00	140,273.60	284,160.00	-143,886.40	-143,886.40
Salaries	28,670.90	28,798.00	173,071.44	345,576.00	173,071.44	345,576.00	173,071.44	345,576.00	173,071.44	345,576.00	172,504.56	172,504.56
Total 61000 Payroll Expenses	28,670.90	28,798.00	173,071.44	345,576.00	173,071.44	345,576.00	173,071.44	345,576.00	173,071.44	345,576.00	172,504.56	172,504.56

Building Expense		0.00	0.00	0.00	0.00	0.00	0.00
Building Rent	13,608.00	12,841.00	767.00	150,840.04	154,086.00	-3,245.96	
Building Utilities	-1,484.55	4,393.00	-5,877.55	14,052.08	52,720.00	-38,667.92	
Internet and Telephones		2,310.00	-2,310.00	17,143.66	27,720.00	-10,576.34	
Maintenance		8,555.00	-8,555.00	18,680.36	102,656.00	-83,975.64	
Repairs			0.00	1,288.02	0.00	1,288.02	
Total Building Expense	\$ 12,123.45	\$ 28,099.00	\$ 15,975.55	\$ 202,004.16	\$ 337,182.00	\$ -	\$ 135,177.84
Reconciliation Discrepancies			0.00	0.00	0.00		0.00
Total Other Expenses	\$ 40,794.35	\$ 56,897.00	\$ 16,102.65	\$ 375,075.60	\$ 682,758.00	\$ -	\$ 307,682.40
Net Other Income	-\$ 40,794.35	\$ 56,897.00	-\$ 16,102.65	-\$ 375,064.18	\$ 682,758.00	\$	\$ 307,693.82
Net Income	-\$ 36,225.71	-\$ 45,313.00	-\$ 9,087.29	-\$ 352,586.29	-\$ 543,746.00	\$	\$ 191,159.71

Orange County Industrial Development Agency
 Banks Accounts/Certificates of Deposit/Money Markets Accounts
 As of June 30, 2022

Listed in order of maturity date.

Purchase Date	Maturity Date	# of Days	Bank	Bank Balance	Principal	Interest Rate	Interest Earned MTD
5/18/22	11/18/22	--	Orange Bank & Trust	\$ 250,248		0.20%	
11/18/21	8/18/22		Orange Bank & Trust	\$ 250,000		0.25%	
3/31/22	3/31/23		Connect One	\$ 250,000		0.25%	
4/4/22	10/4/23		Empire State Bank	\$ 250,000		0.60%	
6/22/22	5/22/24		Connect One	\$ 400,000		1.90%	
7/20/22	7/20/24		Walkill Valley Federal Savings & Loan	\$ 400,000		2.00%	
7/14/22	7/13/23		First Federal Savings of Middletown	\$ 400,000		1.26%	
Bank				Amount	% of total		
Chase Bank			Checking Account - IDA Ops	\$ 5,458,584	57%	\$	145
Orange Bank & Trust			Checking Account - Accelerator Ops	\$ 197,817	2%	\$	3
M&T			Bank Account	\$ -	0%		
Orange Bank & Trust			Checking Account - Trust Escrow	\$ 74,247	1%	\$	1
Total CDs & Treasuries			Certificates of Deposit & Treasuries	\$ 2,200,248	23%		
Sterling / Webster Bank			Money Market	\$ 1,722,503	18%	\$	111
				\$ 9,653,400	100%	\$	260

Orange County Industrial Development Agency
 Banks Accounts/Certificates of Deposit/Money Markets Accounts
 As of July 31, 2022

Listed in order of maturity date.												
Purchase Date	Maturity Date	# of Months	Bank	Bank Balance	Principal	Interest Rate	Interest Earned MTD					
5/18/22	11/18/22	6 months	Orange Bank & Trust	\$	250,248	0.20%	0.20%					
11/18/21	8/18/22	9 months	Orange Bank & Trust	\$	250,000	0.25%	0.25%					
3/31/22	3/31/23	24 months	Connect One	\$	250,000	0.25%	0.25%					
4/4/22	10/4/23	18 months	Empire State Bank	\$	250,000	0.60%	0.40%					
6/22/22	5/22/24	23 months	Connect One	\$	400,000	1.90%	1.90%					
7/20/22	7/20/24	24 months	Walkill Valley Federal Savings & Loan	\$	400,000	2.00%	2.00%					
7/14/22	7/13/23	12 months	First Federal Savings of Middletown	\$	400,000	1.26%	1.26%					
					Amount		% of total					
Bank			Account Type									
Chase Bank			Checking Account - IDA Ops	\$	5,413,832		57%					
Orange Bank & Trust			Checking Account - Accelerator Ops	\$	152,072		2%					
M&T			Bank Account	\$	-		0%					
Orange Bank & Trust			Checking Account - Trust Escrow	\$	74,249		1%					
Total CDs & Treasuries			Certificates of Deposit & Treasuries	\$	2,200,248		23%					
Sterling / Webster Bank			Money Market	\$	1,722,503		18%					
				\$	9,562,904		100%					

OCIDA Vendor Payment Approval
Recurring Bldg Services
July 20, 2022

Approv ID July 20 2022
 Category Recurring Bldg Services
 Amt Y

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
Central Hudson Gas & Electric	2100-39211-75-2	Gas & Electric	334 Ave of Americas	5/19/22-6/17/22	61.98
Central Hudson Gas & Electric Corp. Total					61.98
Complete Document Solution	IN477702	B/W & Color Copies	4 Crotty Ln	6/2/21 - 7/2/21	148.56
Complete Document Solutions Total					148.56
First Columbia 4-LA, LLC	607010020220610	Gas & Electric	4 Crotty Ln	4/20/22-5/18/22	446.73
First Columbia 4-LA, LLC Total					446.73
KR Cleaning	-	Cleaning	4 Crotty Ln	June 2022	950.00
KR Cleaning Total					950.00
Frontier	090418-4	Ethernet, Wireless, and phone service	Middletown	6/4/22-7/3/22	401.94
	020818-4	Dedicated Internet Access	Middletown	6/15/22-7/14/22	1,198.00
	208184-4	Telephone line	Middletown	6/4/22-7/3/22	315.00
Frontier Total					1,914.94
Facilities Maintenance Corp.	81047	Cleaning	Middletown	June 2022	836.43
Facilities Maintenance Corp. Total					836.43
Cardmember Service	53527392	Go Daddy, Quickbooks, WB Mason, Interest	4 Crotty Ln	June 2022	449.39
Cardmember Service Total					449.39
Marangi Disposal	26102487	Trash & Recycle	Middletown	June 2022	223.52
Marangi Disposal Total					223.52
Credit Card Payment Process	3074	Office Supplies, Zoom, Go Daddy, Google G Suite, Interest Charge	4 Crotty Ln	June 2022	1,398.33
Credit Card Payment Processing Total					1,398.33

National Business Leasing	76730861	Copier	Middletown	6/15/22 - 7/14/22	395.64
National Business Leasing Total					395.64
Charter Communication (Time Warner)	15224060222	Service at 334 AoA, 4 Crotty Lane	334 Ave of Americas	5/2022 - 6/2022	250.84
Charter Communication (Time Warner) Total					250.84
Danza Leser Group LLC (blank)		July & August 2022	Middletown	7/2022 & 8/2022	13,608.00
Danza Leser Group LLC Total					13,608.00
Grand Total					20,684.36

OCIDA Vendor Payment Approval
Monthly Contracts
July 20, 2022

Approv ID July 20 2022
Category Monthly Contracts
Amt Y

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
Loewke Brill Consulting	16-011-070	Site Visits & Reporting	4 Crotty Ln	5/3/22	3,380.00
Loewke Brill Consulting Total					3,380.00
ITC	6447	Internet	4 Crotty Ln	June 2022	148.80
ITC Total					148.80
RBT CPAs	213835	Monthly Retainer / Bookkeeper /Quickbooks,	4 Crotty Ln	June 2022	2,450.00
RBT CPAs Total					2,450.00
Grand Total					5,978.80

OCIDA Vendor Payment Approval
All Other
July 20, 2022

Approv ID July 20 2022
 Category All Other
 Amt Y

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
88 Studio, LLC	(blank)	Updated Business Cards	4 Crotty Ln	6/22/2022	75.00
88 Studio, LLC Total					75.00
Bousquet Holstein PLLC.	N/A	4/20/22 & 5/18/22 Attended BOD Mtgs	4 Crotty Ln	Apr-May 2022	369.00
	238307	OCIDA General Counsel	4 Crotty Ln	Feb - May 2022	22,296.15
	238308	OCIDA vs Cozzolino et al	4 Crotty Ln	Feb - May 2022	16,257.42
Bousquet Holstein PLLC. Total					38,922.57
Galo Ullauri (Seco Silkscreen)	(blank)	Security Deposit Refund	334 Ave of Americas	6/1/2022	550.00
Galo Ullauri (Seco Silkscreen) Total					550.00
Grand Total					39,547.57

OCIDA Vendor Payment Approval
Recurring Bldg Services
August 17, 2022

Approv ID August 17 2022
 Category Recurring Bldg Services
 Amt Y

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
Complete Document Solutions	IN486599	B/W & Color Copies	4 Crotty Ln	6/2/22-7/1/22	146.94
Complete Document Solutions Total	IN496372	B/W & Color Copies	4 Crotty Ln	7/2/22 - 8/1/22	61.36
Xerox Financial Service	3331107	Copier Lease payment, Protection, Late fee	4 Crotty Ln	6/15/22-7/14/22	303.77
Xerox Financial Service Total					303.77
LaMeIa Sanitation	(blank)	Trash & Recycle	334 Ave of Americas	July 2022	230.63
LaMeIa Sanitation Total	25X04403	Trash & Recycle	334 Ave of Americas	June 2022	230.63
LaMeIa Sanitation Total	Paid w/Credit Card	Trash & Recycle	334 Ave of Americas	June 2022	700.00
First Columbia 4-LA, LLC	6070100 20220801	Rent and CAM	4 Crotty Ln	August 2022	1,161.26
First Columbia 4-LA, LLC Total	6070100 20220711	Gas & Electric	4 Crotty Ln	7/11/2022	132.28
ALTEVA OF WARWICK	1014804	Internet	Warwick	July & August 2022	271.04
ALTEVA OF WARWICK Total					403.32
88 Studio, LLC	(blank)	Website, Google, Go Daddy, Meeting Support	4 Crotty Ln	June 2022	181.42
88 Studio, LLC Total					2,500.00
MidHudson News.com	(blank)	Banner Advertising	4 Crotty Ln	July 2022	2,500.00
MidHudson News.com Total	7198	Banner Advertising	4 Crotty Ln	June 2022	5,000.00
KR Cleaning	--	Cleaning	4 Crotty Ln	August 2022	1,000.00
KR Cleaning Total					1,000.00
KR Cleaning Total					2,000.00
KR Cleaning Total					650.00
KR Cleaning Total					650.00

Frontier	090418-4	Local Service - Non-Basic Charges	Middletown	7/4/22-8/3/22	431.69
	020818-4	Ethernet, Wireless, and phone service	Middletown	7/4/22-8/3/22	315.00
	202184-4	Telephone line	Middletown	7/15/22-8/14/22 7/2/22-8/1/22	599.00 95.81
Frontier Total					1,441.50
Crystal Rock	62422	Water, bottle deposit, delivery fee, Late charge	4 Crotty Ln	May & June 2022	66.47
	72222	Water, bottle deposit, delivery fee, Late charge	4 Crotty Ln	July 2022	26.00
Crystal Rock Total					92.47
Cardmember Service	53527392	Go Daddy, Quickbooks, Interest	4 Crotty Ln	6/9/22-7/11/22	1,401.93
Cardmember Service Total					1,401.93
Marangi Disposal	27110774	Trash & Recycle	Middletown	7/1/2022	112.70
Marangi Disposal Total					112.70
Credit Card Payment Process	3074	Office Supplies, Zoom, Go Daddy, Google G Suite, Interest Charge	4 Crotty Ln	6/21/22 - 7/15/22	646.43
Credit Card Payment Processing Total					646.43
National Business Leasing	77032810	Copier	Middletown	7/15/22 - 8/14/22	376.67
National Business Leasing Total					376.67
Charter Communication(Time Warner)	15224060222	Service at 334 AoA, 4 Crotty Lane	4 Crotty Ln	6/2022 - 7/2022	593.98
Charter Communication(Time Warner) Total					593.98
Town of Warwick	46-1-39.22*00	Water & Sewer	Warwick	4/1/22-6/30/22	466.54
Town of Warwick Total					466.54
Danza Lesser Group LLC	(blank)	September 2022	Middletown	9/2022	6,804.00
Danza Lesser Group LLC Total					6,804.00
Grand Total					21,844.29

OCIDA Vendor Payment Approval
Monthly Contracts
August 17, 2022

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
Approv ID	August 17 2022				
Category	Monthly Contracts				
Amt	Y				
Loewke Brill Consulting	16-011-072	Site Visits & Reporting	4 Crotty Ln	7/27/22	3,380.00
Loewke Brill Consulting Total					3,380.00
Bousquet Holstein PLLC.	239431	OCIDA vs Cozzolino et al	4 Crotty Ln	June 2022	1,423.82
	239432	OCIDA General Counsel	4 Crotty Ln	6/1 - 6/29 2022	2,966.75
Bousquet Holstein PLLC. Total					4,390.57
ITC	6533	Internet	4 Crotty Ln	July 2022	148.80
	6619	Internet	4 Crotty Ln	August 2022	148.80
ITC Total					297.60
RBT CPAs	214456	Monthly Retainer / Bookkeeper /Quickbooks, and Additional Advisory Service	4 Crotty Ln	June 2022	3,000.00
	214457	Monthly Retainer / Bookkeeper /Quickbooks, and Additional Advisory Service	4 Crotty Ln	June 2022	4,812.50
RBT CPAs Total					7,812.50
Grand Total					15,880.67

OCIDA Vendor Payment Approval

All Other

August 17, 2022

Approv ID August 17 2022
Category All Other
Amt Y

Vendor	Invoice	Purpose/Description	Location	Service Date(s)	Sum of Amount
Orange County Partnership	(blank)	Alliance for Balanced Growth Breakfast Meeting	4 Crotty Ln	8/16/2022	40.00
Orange County Partnership Total					
Orange County Association of	(blank)	OCATV July 2022 Meeting	4 Crotty Ln	7/26/22	35.00
Orange County Association of Towns, Villages & Cities Total					
Grand Total					75.00

OCIDA/OCFC Investment Options: Local Banking Institutions

Institution	Interest-Earning Checking/Savings	Money Markets	Certificates of Deposit (CD's)	Treasury Bills	CDARS *
Bank of America	Business Sav: 0.01% (on all balances) Gold: 0.02% Platinum: 0.03% Platinum Honor's 0.04%	0.03%	7 mo - 37 Mo: 0.05% \$10K - \$1M	Not Provided	Not Provided
Berkshire Bank	.02% *	0.05%, 0.15%, 0.20%	0.05%, 0.15%, 0.20%, 0.25%, 0.30%, 0.35%, 0.90%, 0.75%	Not Provided	Not Provided
Catskill Hudson	VIP Interest checking: \$1 - \$5K: 0.05% \$5K - \$20K: 0.10% \$20K + 0.20%	0.10% 0.15% 0.25%	3-mo: 0.15%, 6-mo: 0.20%, 12-mo: 0.30% 18-mo: 0.35%, 24-mo: 0.45%, 30-mo: 0.50% 36-mo: 0.55%, 48-mo: 0.65%, 60-mo: 0.70%, 11-mo promo: 2.25%, 20-mo promo 2.40%	Not Provided	Not Provided
Greater Hudson Bank / Connect One	Bus Ck & Sav: 0.05%	0.05% 0.20% 0.30%	0.25%, 0.35%, 0.50%, 1.60%, 1.90%, 2.25%, 2.35%, 2.45%	Not Provided	Not Provided
JP Morgan Chase	0.01%, 0.02%	No information provided online	0.02% & 0.05%	Not Provided	Not Provided
Key Bank	Chk & Sav = 0.01%	\$25K - \$1.9MM = 0.05%	6mo - 5yrs = 0.050%	Not Provided	Not Provided
Lakeland	0.05% - 0.02%	.20%, 40%, .75%, 1.00%, 1.25%, 1.40%	9 mos = 2.00% 13 mos = 2.75% 23 mos = 2.50%	Not Provided	\$250,000 +
Manufacturers & Traders Trust (M&T)	N/A	0.40% *	12 mos = 0.40%	Not Provided	Not Provided
Orange Bank & Trust	Not Provided	Not Provided	6 mos = 0.20% 9 mos: 0.25%	Not Provided	Not Provided
Salisbury Bank (Riverside)	0.03%	0.05% 0.08% 0.10% 0.13% 0.15%	30 - 89 Days = 0.05% * 3 - 5 Mos = 0.08% 6 - 11 Mos = 0.13% * 12 - 17 Mos = 0.15%. 16 Mos = 0.18% * 18 - 23 Mos = 0.20% 24 - 35 Mos = 0.25% * 36 - 47 Mos = 0.32% 48 - 59 Mos = 0.38% * 60 Mos = 0.40%	Not Provided	Not Provided
Sterling National/Webster Bank	\$0 - 99,999 = 0.01% \$100,000 + = 0.10%	\$0 - 99,999 = 0.05% \$100,000 - 999,999 = 0.35% \$1,000,000 + = 0.41%	CD's are bid rates at the time of investment, just send us an email with the amount / funding date and we can quote a rate.	Not Provided	Not Provided
TD Bank	Business Savings: 0.02%	0.03%	3,6 & 12 mo: 0.05%	Not Provided	Not Provided
Ulster Savings	CK: 0.05% & 0.10% Sav: 0.10% (all balances)	up to \$2,500: 0.05% \$2,500+: 0.10% \$75,000: 0.15%	7-91 days: 0.10% - 0.15% - 0.25% - 0.30% - 0.34% - 0.39% - 0.44% - 0.49%	Not Provided	Not Provided
Wachovia/Wells Fargo	Savings: 0.01%	0.01%	1 - 144 mos: 0.01%	Not Provided	Not Provided
Walkill Valley Federal Savings & Loan	Platinum Checking: 0.15%	Tiered: 1 = 0.05%, 2 = 0.10%, 3 = 0.15%, 4 = 0.20%, 5 = 0.50%	6 mo: 0.20%, 12 mo: 1.35%, 18 mos: 1.75% 24 ms: 2.25%, 30 mos: 0.60%, 36 mo: 2.40% 48 mo: 2.45%, 60 mo: 2.50%	Not Provided	Not Provided

* Look for Comments on Excel version

Updated 08/11/22