

**ECONOMIC DEVELOPMENT & ENERGY COMMITTEE MEETING  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairwoman Addonizio, Legislators Gouldman & Sullivan**

**Thursday**

**6:30 p.m.**

**March 16, 2017**

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The meeting was called to order at 6:32 P.M. by Chairwoman Addonizio who requested that Legislator Gouldman lead the Pledge of Allegiance. Upon roll call, Legislator Gouldman and Chairwoman Addonizio were present. Legislator Sullivan was absent. Chairwoman Addonizio stated that Legislator Sullivan would be late and Legislator Jonke would sit on the Committee until he arrived.

**Item #3 – Approval of Minutes – September 13, 2016 and October 7, 2016**

The minutes were approved as submitted.

**Item #4 - Discussion/Putnam County SCORE/Director George Joiner**

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Gouldman. All in favor.

Legislator Gouldman stated he requested that SCORE come in to speak because it is a very good organization. He stated after he graduated college he went to a SCORE chapter in New York City seeking guidance on how to start a new business. He stated SCORE suggested that he not start a new business, which was a good idea. He stated he has followed SCORE over the years and recently became a mentor through SCORE.

Putnam County SCORE Director George Joiner stated SCORE is a national not-for-profit organization founded in 1964. He stated the mission of SCORE is the health and welfare of small businesses. He stated they look to strengthen small businesses and local communities throughout America. He stated SCORE keeps with the tradition of America and he cited the focus on the entrepreneur, small businessmen, etc. He stated the services offered nationally are face to face mentoring, which is one on one or several on one. He stated it is free and totally confidential. He stated the definition of “small business” varies depending on the community. He stated in Putnam County small is one (1) to three (3) person businesses. He stated in the big cities small is a few hundred people. He stated SCORE offers online mentoring through email and Skype. He stated they offer workshops, seminars, and roundtables. He stated there is a corporate website of about 2,000 pages. He described it as a business library. He stated SCORE has over 11,000 volunteers nationwide. He continued to describe SCORE’s success nationally. He described

many of the mentors' skillsets in helping guide small businesses in different ways. He stated the Putnam County office is relatively small compared to the other SCORE offices nationwide, as Putnam is a relatively small County. He stated they are located on the Donald B. Smith Campus and have been there for approximately three (3) years. He stated the Putnam County SCORE branch was founded in 2004. He stated originally the White Plains office handled SCORE's business in Putnam County but it was not working out well. He stated they are funded primarily by the SBA and through donations. He stated they get \$1,800 a year as the total budget to support their 20 mentors. He stated their area of influence includes Putnam County and Northern Westchester including, Katonah and North Salem. He stated approximately 84 new people come for guidance per year. He stated some are already in business and some are looking to get into business. He stated their success ebbs and flows like any other business. He stated 2016 was particularly successful as they were named Chapter of the Year for New York, however 2015 was not so successful. He stated the mentors are all certified through a specific training program, in addition to the skills they bring to the table from their careers. He stated the training starts online and then they work with experienced mentors to get comfortable with how the process works. He stated there is also local training from experts on specific subjects. He stated mentors include a former bank president, an attorney, and a treasurer from a Fortune 1000 company who is in attendance, Jeff Jankowski who is Vice-Chairman of Putnam SCORE. He stated they try to meet with clients without preconceived notions and listen to what their story is. He stated they try to assess what the problem is and make suggestions on solutions. He stated they also consider it a success if they advise someone to not start a business if they believe it would be a waste of money on a venture that does not work. He stated each new person gets two (2) to four (4) mentoring sessions on average. He stated there are some who come back for more guidance 15 or 20 times over a couple years. He stated the group of 20 mentors does 400-500 hours of mentoring per year. He added that number is just face to face time. He stated it is a very difficult challenge to count the number of businesses SCORE starts. He added this is because the subtleties of starting a business are hard to track. He listed some Putnam County non-profits that SCORE has worked with including Putnam CAP, PARC, Tompkins Corners, and Family Services. He stated some local banks, chambers, and libraries are clients. He stated the unemployment Office has a program called SEA (Self Employed Assistance) for people who have lost their job and decide to start a business themselves. He stated Unemployment has a provision which allows people, instead of looking for a job, can take training and mentoring to move to starting a business. He stated very frequently the Department of Labor will send those people to work with SCORE to create a business plan. He stated they help people to create their business plans to help them get their loans. He stated they are very thankful for the support they have received from the County. He stated they find that the biggest challenge is getting the word out about their organization.

Chairwoman Addonizio questioned if SCORE will statistically assess a business that an individual is looking to begin.

Director Joiner stated no they will work with the people on it. He stated for instance if a person is looking for demographics, SCORE will show them where to get those figures. He stated once the person has their business plan, SCORE reviews it and critiques it, while making suggestions and making sure they understand.

Legislator Gouldman questioned if SCORE charges a fee.

Director Joiner stated they do not. He stated there may be seminars that include special materials where a fee is charged but it is not for profit. He stated if SCORE runs a program for someone else or with someone else and they normally charge a fee, then they can, but the money goes to them.

Chairwoman Addonizio noted they were a part of a Cornell Cooperative function that charges \$10.

Director Joiner stated correct but that was strictly Cornell's. He stated the mentoring is free and the vast amount of workshops and webinars are free.

Chairwoman Addonizio thanked Director Joiner for the presentation.

Legislator Gouldman questioned if SCORE needs mentors right now.

Director Joiner stated they always need mentors. He stated they would love a few additional mentors. He stated some mentors are relocating and others may not do it for much longer. He stated the only thing they ask for out of a mentor other than experience is the willingness to commit a modest amount of time.

Chairwoman Addonizio questioned if someone comes in multiple times if they meet with the same mentor.

Director Joiner stated yes they try to keep the continuity. He stated they also try to use two (2) or three (3) mentors with each client to help with the continuity.

Legislator LoBue thanked Director Joiner for coming to the meeting. She stated SCORE is vitally important to the economic community in the County. She stated the services are invaluable. She stated one of the hardest parts of starting a business is securing financing so the fact that SCORE guides people for free is incredible. She stated they are lucky to have them in the County.

Legislator Gouldman stated SCORE has a list of banks that are willing to give out loans to people looking to start a business.

Director Joiner stated they try to list the banks they know are interested in working with entrepreneurs.

Legislator Gouldman stated in the future, for Small Business Month, he would like to present a proclamation to Putnam SCORE to help promote what they do.

#### **Item #5 - Discussion/Update/Putnam County Visitors Bureau/Acting Director Frank Smith**

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Sullivan. All in favor.

Chairwoman Addonizio stated there is a new Director of the Visitors Bureau.

Deputy Director of the Visitors Bureau Frank Smith stated that is correct but before introducing him, he would like to acknowledge that there were some members of the Visitors Bureau Board in attendance. He stated Board President Bernard Malloy, Vice President Kevin Callahan, Director Elizabeth Carson Tompkins, and Director Laura Lee Holmbo. He stated 2 (two) other Boards members were unfortunately unable to attend. He introduced the new Executive Director of the Putnam County Visitors Bureau, Bruce Conklin. He stated previously, Executive Director Conklin was the Director of Tourism in Lebanon, Missouri. He stated in the packet he handed out tonight, there is a letter of appointment and resume for Executive Director Conklin, along with a memorandum to County Executive MaryEllen Odell with the Visitors Bureau Annual Report attached. He stated lastly there is a portion of New York State Governor Andrew Cuomo's State of the State Address, which speaks about tourism as an economic development initiative throughout New York State.

Chairwoman Addonizio stated the "I Love New York" matching funds from New York State for 2016 were \$61,506. She questioned if the amount was known for 2017.

Deputy Director Smith stated the amount decreased, but he did not know off hand.

Executive Director of the Visitors Bureau Bruce Conklin stated the amount is \$60,039.

Legislator Nacerino welcomed Executive Director Conklin and requested that he tell the Legislature about his vision and experience.

Executive Director Conklin stated his vision is not complete. He stated he is still in the process of formulating what needs to be done and how things need to be changed in the future. He stated he is looking for new and exciting things to make Putnam County a very appealing destination for tourists. He stated he hopes Putnam County will make the transition from a “staycation” to a vacation spot as County Executive Odell mentioned in her State of the County address. He stated as tourism is an economic machine, it would be good for the County to put its resources where they can be best utilized.

Legislator Nacerino questioned what appeals to him about the job both personally and professionally.

Executive Director Conklin stated he is originally from Putnam County, so to come home and use tourism to drive economic development was an exciting opportunity. He stated to do what he can for the community he grew up in is exciting to him. He stated he hopes to bring everything he has learned to continue to grow and learn the position and make Putnam County a great destination for visitors.

Legislator Nacerino questioned if there are any parallels between the dynamics of the community of his previous job and Putnam County.

Executive Director Conklin stated the Midwest is very different from the East Coast, considering population size and cost of living. He added that these are economic drivers that affect tourism. He stated he was unaware that “agro-tourism” had become so popular in this area. He stated it is something he learned a lot about in his previous position. He listed some examples such as natural fiber, trade shows, alpaca farms, etc. He stated he will be able to transition some of that knowledge to his current position and he is excited to do so.

Legislator Nacerino stated the Legislature is looking forward working with Executive Director Conklin and the Visitors Bureau Board moving forward.

Legislator Gouldman stated it is good to have a former Putnam Valley resident come back to the County.

Legislator LoBue stated she sent a memo to Deputy Director Smith in November requesting information but never received a response. She stated she also called the office multiple times but no one has picked up the phone. She questioned who is manning the office.

Deputy Director Smith stated now that Executive Director Conklin is in the position, there will be someone in the office all day. He stated he is also a part time law student and this has caused him to have to be away from the office at times. He stated he tried to be in the office as much as

possible, even while handling all of his commitments. He stated it is his belief that he has been doing the best job possible running an entire organization by himself while trying to make sure everything from years passed was corrected and everything was positive, moving forward. He apologized to Legislator LoBue that no one answered her calls. He stated there were no voicemails.

Legislator LoBue stated someone should be in the office at all times. She questioned if an accountant has been hired.

Deputy Director Smith stated yes.

Legislator LoBue questioned if the organization is in compliance with the State requirements.

Deputy Director Smith stated yes they are.

Legislator LoBue questioned if the former accounting agency has been paid.

Deputy Director Smith stated that is a topic he is not in position to discuss due to legal advice from counsel.

Legislator LoBue stated the Visitors Bureau works for the Legislature and that the Legislature appropriates the budget for the Visitors Bureau and should know if the previous accounting agency has been paid.

Deputy Director Smith stated under the advice of counsel he cannot answer that.

Legislator LoBue questioned who the attorney is.

Deputy Director Smith stated it is Stephen Tomann.

Legislator LoBue questioned if he is in Cold Spring.

Deputy Director Smith stated yes. He stated unfortunately he could not attend the meeting due to scheduling conflicts due to the snowstorm.

Legislator LoBue stated she spoke with the State and that the Visitors Bureau falls under the FOIL (Freedom of Information Law) requirement. She stated when people put in a FOIL request, a response is supposed to be given within a certain timeframe. She stated the Visitors Bureau has to start responding. She questioned if he is still being paid.

Deputy Director Smith stated he is.

Legislator LoBue questioned what his salary is.

Deputy Director Smith stated his salary is \$50,000 a year. He stated while he has been putting the organization back together, he has not personally collected a paycheck from December 1, 2016 to March 7, 2017. He stated this is because he had to fix the outstanding issues pertaining to the Visitors Bureau.

Legislator LoBue questioned what corrections he made during the time he was not paid.

Deputy Director Smith stated it was not corrections but setting up a payroll service.

Chairwoman Addonizio questioned if Visitors Bureau Board Chairman Bernard Malloy would like to speak.

Visitors Bureau Board Chairman Bernard Malloy stated the Visitors Bureau does not have a contract with the Legislature. He stated it is an outside agency, that is a non-profit corporation whose contract is with the County Executive. He stated according to Robert Freeman, who is the Executive Director of the Committee on Open Government for New York State, the Visitors Bureau is not subject to FOIL requests. He stated the Bureau is not a County agency, who is not chartered by the County, appointed by the County, or funded by the County.

Legislator LoBue stated the Visitors Bureau is funded through the Legislature.

Board Chairman Malloy stated the appropriation is made to the County Executive to execute an administrative function. He stated the Visitors Bureau attended the meeting as a courtesy at the request of the County Executive to report on the matching grants appointment for Executive Director Conklin.

Legislator LoBue stated the Visitors Bureau is there at the request of Chairwoman Addonizio, not the County Executive.

County Attorney Jennifer Bumgarner stated the Visitors Bureau is a private, non for profit 501c3 Corporation, it does not have a contract with the County Executive, they have a contract with the County of Putnam, which is executed by the County Executive who is the only elected official who has the authorization to bind the County by contract.

Legislator LoBue stated the Legislature appropriates \$181,000 to the Visitors Bureau.

Chairwoman Addonizio requested County Attorney Bumgarner's opinion on if the Visitors Bureau is subject to FOIL requests.

County Attorney Bumgarner stated this issue has been up for debate. She stated many factors are involved and that an argument can be made either way. She stated in the past it has been the County Law Department's opinion that the Bureau is not subject to FOIL.

Legislator LoBue stated she would like for the Law Department to request an opinion on the matter from Executive Director Robert Freeman's Office.

Chairwoman Addonizio stated there is \$100,000 in subcontingency that the Committee would like to move forward.

Deputy Director Smith stated that would be excellent. He stated the Visitors Bureau sent a memo to Commissioner of Finance Bill Carlin requesting that the funds be taken out of subcontingency. He stated those funds would make the Visitors Bureau's 2017 budget whole. He stated the budget would start to not be whole at the beginning of April.

Chairwoman Addonizio stated the Visitors Bureau was given \$11,833 per month for January through March. She stated the Visitors Bureau is at the end of those funds, so a decision needs to be made on taking the money out of subcontingency.

Legislator Gouldman questioned the total amount of money that would be coming out of subcontingency.

Chairwoman Addonizio stated it is \$100,000.

Legislator Nacerino requested Deputy Director Smith give an overview of what is in store for the Visitors Bureau over the next few months. She stated this will give an idea of how the funds will be utilized and allocated.

Deputy Director Smith stated this funding is part of the Visitors Bureau's operating account. He stated that includes salaries, insurance, taxes, office supplies, etc. He stated there is a budget line for local advertising that they can submit a voucher for at the end of the year. He stated the operating budget is not the primary marketing source. He stated the New York State Matching Funds Program is the primary marketing and advertising funding source.

Chairwoman Addonizio clarified that is the "I Love New York" program.

Deputy Director Smith stated that is correct. He stated the Visitors Bureau is currently in the process of spending the last of that program's 2016 funds. He stated, as the Legislature knows, the Visitors Bureau had complications with receiving that funding on time in 2016. He stated it is usually received early in the calendar year so he filed for an extension with Empire State Development. He stated the Visitors Bureau received an extension through March. He stated after that is done, the Visitors Bureau will have to put together a report on what the 2016 funds were used for, then they can begin to use their 2017 allotment. He stated once the 2017 funds have been received, the Visitors Bureau can enact Executive Director Conklin's marketing plan.

Legislator Gouldman questioned if anything needed to be done in order to receive the 2017 "I Love New York" funds.

Deputy Director Smith stated there is a 2016 annual report that is due by the end of March. He stated there is flexibility. He stated last year the County only authorized releasing a portion of the funds and then a voucher was submitted for the rest. He stated he would like everything to get done as soon as possible but there is no hard deadline that he knows of. He stated the Visitors Bureau has received their award letter and have accepted it. He stated they just have to go through the process of vouchering for it.

Legislator Scuccimarra thanked Deputy Director Smith for everything he has done for the Visitors Bureau. She welcomed Executive Director Conklin to his new position. She stated she has attended many meetings with the Visitors Bureau's current Board. She stated Putnam County is very fortunate to have them working hard to further tourism in the county.

Legislator LoBue questioned what the Executive Director's salary is.

Executive Director Conklin stated it is \$65,000.

Chairwoman Addonizio made a motion to waive the rules and accept the additional; Seconded by Legislator Sullivan. All in favor.

Town of Southeast Councilwoman Lynne Eckardt requested clarification on what Executive Director Conklin meant when he stated that he wanted to help drive economic development.

Executive Director Conklin stated tourism is part of the economic development structure of any community. He stated although they do not initiate bringing in business, they do help make the community more appealing so people who come see what Putnam County has to offer.

Deputy Director Smith stated for example Hudson Valley Restaurant week gives people the opportunity to go eat somewhere new that may otherwise be too expensive. He stated people

who come from out of the county to eat at places like Cathryn's Tuscan Grill, Clocktower Grill or Dish Bistro and Wine Bar are bringing and spending money that goes into Putnam County's economy. He stated direct visitors and also the secondary and tertiary expenses that go along with people who are visiting must be considered.

Councilwoman Eckardt stated she understands that but she wanted to make sure that the focus is not going to be commercial or business as much as it is going to be bringing people to the county. She stated for example she does not know his plans for the website but hopes to make it more appealing. She stated Southeast would love to work with the Bureau on getting more tourism.

Legislator Sullivan welcomed Executive Director Conklin back to the County and noted that it must be very different than his previous area in Missouri. He questioned when Executive Director Conklin expects to be able to come back to the Committee and provide a plan on what the future holds for tourism.

Chairwoman Addonizio stated she would like to have a quarterly report on how things are going with the Visitors Bureau.

Executive Director Conklin stated that is what he intended.

Chairwoman Addonizio stated if it is quarterly then it would be every three (3) months.

Deputy Director Smith stated since this meeting is in the middle of March then the middle of June works.

Chairwoman Addonizio stated that would be great.

Legislator Sullivan stated that would be good, just so the Legislature has an idea of what is going on. He thanked Deputy Director Smith for his hard work.

Chairwoman Addonizio made a motion to move Budgetary Transfer 17T035/ Transfer Funds Earmarked in Subcontingency for the Putnam County Visitor's Bureau to Continue Operations in 2017 to the Audit & Administration Meeting; Seconded by Legislator Sullivan. All in favor.

#### **Item #6 - Discussion/National Association of Counties (NACo) Membership**

Chairwoman Addonizio stated she had requested that a NACo representative come talk about the benefits of NACo membership but they were not able to attend. She stated she believes the County is joining for annual dues in the amount of \$1,994.

Legislator Gouldman stated several years ago Putnam County was a member of NACo. He stated he and Legislator Albano looked into what NACo does for counties throughout the country. He stated Putnam is the only County in the area that is not a member.

Legislator LoBue questioned how often they meet.

Legislator Gouldman stated he does not remember.

Chairwoman Addonizio stated that is why someone was asked to come to the meeting, to address these questions.

Legislator LoBue suggested waiting until next month to approve the membership.

Chairwoman Addonizio stated she believes the county is required to join.

Legislator Nacerino stated these funds were already included in the budget.

Legislator LoBue they usually have their events in Washington D.C., which is far.

Legislator Gouldman stated besides the events, it is about the services they offer.

Legislator Nacerino stated this was discussed at length during the budget process. She stated those in favor felt it would be advantageous to join. She stated it was felt that the county could join and if they do not feel it is worth it at the end of the membership, they can choose to not renew it.

**Item #7 - FYI/Verbal Update on the Auction Process for Chapter 31 Properties/Chairwoman Addonizio**

Chairwoman Addonizio stated there are approximately 75 properties that did not sell during the MLS process. She stated these properties will be going into the auction process. She stated it looks like the first auction will be this summer. She stated an RFP (request for proposal) was sent out and it looks like Collar City Auctions will be used. She stated a date is not set. She stated 48 additional properties will be coming in but they will need to be separated into the MLS or auction process.

Legislator Gouldman questioned if properties were going to MLS first and then auction.

Chairwoman Addonizio stated yes.

Legislator Nacerino stated the prime properties are going to MLS first.

Chairwoman Addonizio clarified that the 75 properties are not just houses, they could be land plots also.

Legislator Nacerino stated some of the perils of the auction process are that some of the parcels may be land-locked or not conducive to do anything with. She stated people could be bidding on them thinking they are viable pieces of property when they're not.

Chairwoman Addonizio stated they have to do their due diligence.

Legislator Nacerino stated yes it is buyer beware. She stated for instance there are some parcels in Putnam Lake that do not meet the requirements for building and people may come up from the city assuming they have a viable piece of property when it is not. She stated from an ethical standpoint she believes they should be protected against that.

Chairwoman Addonizio stated Collar City or Finance Commissioner William Carlin should be contacted about giving notice that certain properties cannot be built on. She stated these properties should not be sold.

Legislator Nacerino stated many times neighbors want to buy a piece of property to make their lot bigger.

Legislator LoBue stated that is part of the process already.

Chairwoman Addonizio stated yes the properties have already been offered to the neighbors and they did not want them.

Legislator LoBue stated then they should go to auction.

Chairwoman Addonizio stated yes but what is someone going to do with the property.

Legislator LoBue stated the County cannot keep the properties as it is against the law.

Legislator Sullivan stated the people interested in the property can be told about its status. He stated it is the right thing to do.

Chairwoman Addonizio stated yes they should know before they buy the property that a house cannot be built there. She stated they should be notified at the auction.

Legislator Gouldman questioned through Counsel if, after the law was passed to add the auction process after the MLS process, were there any properties in the middle of negotiations that the law caused problems for.

County Attorney Bumgarner stated no the law just passed at the end of 2016 so it has not been in effect for long. She stated the County was in negotiations for one (1) on the western side for the County but those negotiations had been ongoing.

Legislator Jonke questioned if it would be legal to offer the properties for free to a neighbor.

County Attorney Bumgarner stated they can make any offer they want and the County can consider it.

Chairwoman Addonizio stated but then their taxes would go up.

Legislator Jonke stated not necessarily, if it is a substandard lot that is residual land.

Chairwoman Addonizio stated people are afraid of the added taxes. She stated they would have to be assured that their taxes would not go up.

Legislator Nacerino stated if it is land-locked then it is not going anywhere.

County Attorney Bumgarner stated the requirement when land is being sold to an adjacent property owner that it merges with their current property. She stated this ensures that it does not become separate and wind up back with the County.

Legislator Jonke stated not a lot of value is added by residual land.

Legislator LoBue stated it is a personal decision, if the person wants a bigger piece of property.

County Attorney Bumgarner stated the last time the County had an auction, it was with a separate auction company. She stated there was a large online presence. She stated when the auctions start again, the County can ensure that all of the information pertaining to the property is included with a description of the property.

Legislator Sullivan questioned what the rules are as far as contacting people adjacent to a vacant piece of land about acquiring it.

County Attorney Bumgarner stated the County already does that and if the adjacent land owners do not want the property, it goes to auction.

Legislator Nacerino stated in the advertisements for the properties it can encourage people to call their Town Halls for more details and descriptions on the status.

Chairwoman Addonizio stated the auction company may do that. She stated they do open houses. She stated if multiple people are interested they will schedule an open house on the weekend.

Legislator Nacerino questioned that the properties could be viewed on the inside.

County Attorney Bumgarner stated they can because the County owns the property. She stated everything is taken as-is. She stated open houses opens up the County for liability.

#### **Item #8 - FYI/Mortgage Assistance Program/New York State Attorney General Office**

Chairwoman Addonizio stated this is a great program to help people in need of assistance, even if they own a condo and are behind on their common fees. She stated the assistance goes on the back end of the mortgage, it is not part of it. She stated if the people do not have a mortgage, they can still borrow and then when the house is sold, they pay the money back.

Legislator Gouldman questioned if they have a local presence.

Chairwoman Addonizio stated the person she spoke with is located in Manhattan but the program is throughout the State. She stated it is a non interest bearing loan. She stated a certain debt to income ratio must be met, but the representative was not allowed to say what the ratio is. She stated it is satisfied when the property sells or is paid off.

Legislator LoBue questioned if they have a website.

Legislator Scuccimarra stated it would be worthwhile to let people know this program is available on the County website, as there are many people struggling with their mortgage payments.

Chairwoman Addonizio stated yes.

Legislator LoBue requested if someone from the program could come in to speak about it.

Chairwoman Addonizio stated yes.

Legislator Gouldman stated he came across Putnam County Housing Committee and they would be coming to one of the committee meetings to talk about what they do. He stated they are very close by.

Chairwoman Addonizio stated an added bonus of the MAP is that it takes into account if people have medical bills which affect if they can make their payments on time.

Legislator Scuccimarra questioned if a memo could be sent to the County Executive to have information about MAP put on the County website.

Chairwoman Addonizio stated yes.

**Item #9 - FYI/Unemployment Report** – Duly Noted.

**Item #10 - FYI/Foreclosure Report** – Duly Noted.

**Item #12 - Adjournment**

There being no further business at 7:45 P.M. Chairwoman Addonizio made a motion to adjourn; Seconded by Legislator Sullivan. All in favor.

Respectfully submitted by Administrative Assistant, Ed Gordon.