

**Sunset Lake Local Development Corporation**  
[SunsetLakeLDC@co.sullivan.ny.us](mailto:SunsetLakeLDC@co.sullivan.ny.us)  
**845-807-0147**

Lowell Feldman, Chairman  
William Chellis, Vice Chairman  
Michelle Huck, Secretary/Treasurer

Nadia Rajs, Member  
Albee Bockman, Member

**Sunset Lake Local Development Corporation Organizational Meeting**  
**September 3, 2020 at 4:00 PM**

**Present: William Chellis, Michelle Huck, Lowell Feldman, Albee Bockman, Nadia Rajs, Joshua Potosek**

**Absent: None**

The Sunset Lake Local Development Corporation Organizational Meeting was called to order by County Manager Potosek as Sole Member at 4:02 pm.

**Appointment of Directors:**

The Sole Member of the Sunset Lake Local Development Corporation appointed the five initial Directors of the Sunset Lake Local Development Corporation: Michelle Huck, Nadia Rajs, William Chellis, Lowell Feldman, and Albee Bockman.

**Election of Chairperson, Vice Chairperson, Secretary and Treasurer:**

**Chairman-**

Nomination by Michelle Huck for Lowell Feldman as Chairman, seconded by Albee Bockman, hearing no other nominations, the question was called and the vote was 5-1, with Nadia Rajs opposed.

**Vice Chairman-**

Nomination by Lowell Feldman for William Chellis as Vice Chairman, seconded by Nadia Rajs, hearing no other nominations, the question was called with the vote of 6-0.

**Secretary-**

Hearing no nominations for Secretary, Michelle Huck volunteered and nominated herself, seconded by William Chellis, hearing no other volunteers or nominations, the question was called with the vote of 6-0.

**Treasurer-**

Nomination made by William Chellis for Albee Bockman as Treasurer, Albee Bockman respectfully declined as did Nadia Rajs. Michelle Huck volunteered to hold the role of Treasurer as long as that was not a conflict. County Attorney Michael McGuire stated that it was not a conflict for the Secretary and the Treasurer roles to be held by the same individual. Lowell Feldman seconded the motion, hearing no other volunteers or nominations, the question was called with the vote of 6-0.

Nadia Rajs inquired about the charge of this LDC. Lowell Feldman, Joshua Potosek and Michael McGuire provided separate explanations to Ms. Rajs regarding the charge of the LDC

that was to vet leasing agencies and to provide three names to the Legislature for the lease of the operations of the Care Center and the management of the Certified Home Health Agency.

**Selection of Committee Members:**

**Audit & Finance Committee-**

Lowell Feldman, Albee Bockman, and Michelle Huck were selected by the Directors as the members of the Audit and Finance Committee.

**Governance Committee-**

Lowell Feldman, William Chellis, and Nadia Rajsiz were selected by the Directors as the members of the Governance Committee.

**Selection of Officers:**

**Freedom of Information Officer-**

Michelle Huck was hereby selected by the Directors as the Freedom of Information Officer for the Sunset Lake LDC.

**Contracting Officer-**

Albee Bockman was hereby selected by the Directors as the Contracting Officer for the Sunset Lake LDC.

**Resolution:**

1. Electing the Independent Director to the Board of Directors pursuant to Article III Section 2 (A)(1) of the By-Laws of the Corporation. **Motion made by Michelle Huck to appoint Lowell Feldman as the Independent Director, with there being no other qualified candidates, seconded by William Chellis, and hereby adopted 6-0.**

**Adoption of Various Policies (Bylaws, Mission Statement, Code of Ethics, Whistleblower Policy, Travel Policy, Procurement Policy, Investment Policy, Indemnification Policy, Compensation, Reimbursement & Attendance Policy, Certification of No Conflict of Interest, and Acknowledgement of Fiduciary Duties):**

Michelle Huck made a motion to accept the Bylaws, seconded by William Chellis, and hereby adopted 6-0.

Lowell Feldman made a motion to accept the Mission Statement, seconded by Albee Bockman, and hereby adopted 6-0.

Nadia Rajsiz made a motion to accept the Code of Ethics, Whistleblower Policy, Travel Policy, Procurement Policy, Investment Policy, Indemnification Policy, Compensation, Reimbursement & Attendance Policy, Certification of No Conflict of Interest, and Acknowledgement of Fiduciary Duties, in a block, seconded by William Chellis and hereby adopted 6-0.

**Discussion:**

**Directors and Officers Insurance-**

The Board directed the Secretary to get quotes for Directors and Officers Insurance to bring back to the board at a future meeting.

**Official Depository-**

The Board directed the Treasurer to come back to the Board with a recommendation of the Official Depository at a future meeting.

**Lease/Leaseback with County-**

County Attorney Michael McGuire stated that there will be no action on this agenda item as of yet and would not recommend any action until such time as there is an active Directors & Officers insurance. This body will not be responsible for the taxation because it is still an arm of a government entity. County Attorney McGuire also stated that the LDC will need liability insurance, he has been in conversations with Monica Farquhar Brennan the County's Risk Management & Insurance Director, and quotes are being obtained. Once these items are obtained the County will enter into a lease with the LDC to maintain and operate an Adult Care Center at that location there will be no lease payment other than the operating, maintaining and staffing of the facility. That lease will run until such time as an RFP is prepared and goes out to entities who wish to enter into an agreement to operate the adult care center and the certified home health agency. This body will review those and select as many as this body decides to select to bring in to make presentations to this body, at a public meeting unless there are issues that are appropriate for an executive session. This body will then send up to three recommendations to the Legislature. The Legislature must select one of the three to be the ultimate operator of the entities. At that time the approval will go back to this body to enter into a formal contractual agreement with that entity. During this time the employees will be county employees, if the leasing company wants to make any changes to the employees, they will have to come back to the Legislature through authorization. Anyone hired after the date the leasing company takes over will become their employees, they will not be county employees. There will also need to be a confidentiality agreements entered into with each of the applicants and the LDC.

**Request for Proposals-**

Chairman Feldman stated that he would like everyone to come to the next meeting with their input on terms and the primary focus for the Request for Proposal to be drafted.

**Set an Agenda/Date for next Meeting:**

The Board set the next meeting for Thursday, September 10, 2020 at 4:30pm.

**Any other business:**

There being no other business.

**Adjournment:**

Chairman Feldman made a motion to adjourn, seconded by Michelle Huck, meeting adjourned at 4:41pm.

---

Michelle Huck, Secretary