



**AGENDA**  
**MLDC REGULAR MEETING AND ANNUAL MEETING**  
**03-09-2023**  
**Location: MLDC Office and Zoom**

**ATTENDANCE: Present:** Fred Harding, John Lavelle, Dave Lybolt, Kelly Teacher, Erika Malmgreen, Alex Goodman, Katrina Wolenski

**Absent: none**

**CALL TO ORDER – 5:36 PM**

**FARMERS MARKET COORDINATOR REPORT (Chris Wilson)**

**RATIFICATION OF E-VOTES AND PRE-APPROVED EXPENDITURES:**

- ✓ Approved Chairman to finalize Farmers Market Greeter Contract
- ✓ Approved Chairman to submit Revolving Loan Fund Proposal to Town Board

**Action Taken:** Moved ratification of following e-votes: Kelly Teacher    Second: Erika Malmgreen  
**Vote: Unanimous**

**MINUTES: Approval of Regular Meeting of 02-09-2023 (Copy Attached)**

**Action Taken:** Moved Acceptance: John Lavelle    Second: Dave Lybolt    Vote: Unanimous

**Correction of November 10, 2022, Minutes (Copy Attached)**

**Action Taken:** Moved Correction be Accepted: John Lavelle    Second: Alex Goomand    Vote: Unanimous

**TREASURER’S REPORT**

**(Bookkeeper JGS, CPA):**

- ✓ Bank Balance – Checking - Operating Acct. as of 02-28-2023: \$41,026.45 (see Exhibit B1)
- ✓ P & L – Checking – Operating Account Year to Date 02-28-2023 ( see Exhibit B2)

**Note:** Ledger Account “Summer Camp Grant Funds” has been changed to “Benevity Grant Funds”, These are the grant funds that come from Kohl’s through Benevity. They can be used for any purpose for the general good of the population of Mamakating. This year we will probably use them for Farmers Market Music.

- ✓ Balance Sheet – Operating Account – as of 01-31-2023 (see Exhibit B3)

**Action Taken:** Moved Acceptance: Erika Malmgreen    Second: Katrina Wolenski    Vote: Unanimous

- ✓ **SINCE 12-31-2022**

**Additional Deposits**

None

**Total = \$0**

**Cleared and Outstanding Checks**

Chris Wilson – February 1 Farmers Market Coordinator Fee

**Total = \$500**

**Other Transaction**

None –

**Total = \$0**

**Available Balance as of 01-12-2023**

**\$40,526.45**

**Encumbered**

\$11,366.66 from Benevity Grant Funds

**Total = \$1,366.66 (See B4)**

**Unencumbered Balance as of 01-12-2023**

**\$39,159.79**

**PRESENTATION OF NEW AND CONTRACTUAL BILLS**

- ✓ PKF O'Connor Davies - \$150.00 for March bookkeeping (see Exhibit C1)
- ✓ Chris Wilson - April 1<sup>st</sup> as Farmers Market Coordinator per Contract (per contract)
- ✓ Chris Wilson - \$35 Reimbursement for Pure Catskills Membership and Farmers Market Listing (see Exhibit C2)
- ✓ WBOT -\$75 Membership (see Exhibit C3)
- ✓ Shawangunk Journal MFM Ads – Approx \$1200 (final amount to be verified) (see Exhibit C4)
- ✓ Wall Radio MFM Ads (see Exhibit C5)
- ✓ Delaware Hudson Canvas -\$405 (see Exhibit C6)
- ✓ Keller Signs - \$196 (see Exhibit C7)
- ✓ MLDC greeter stall canopy Size 3' x 8', Vinyl material, Double sided (same design on both sides), Full color, 6 metal grommets (3 top t bottom), Cost including shipping \$78.55. Will come through as a reimbursement to Chris

**Action Taken: Moved Authorization to Pay Bills: Erika Malmgreen Second: Alex Goodman Vote: Unanimous**

**COMMITTEE REPORTS**

**CALENDAR** (Kelly Teacher) - will send updated contracts & image release next week!

**D&H TRANSPORTATION HERITAGE COUNCIL** (Dave Lybolt)

**FINANCE** (Alex Goodman) – 2022 Audit has commenced. Kelly to send minutes from Jan'22 to Feb'23

**GRANTS** (Fred Harding, Et al.) - Received \$100 from Benevity

**TRAIL APPS** - Kelly Teacher

✓ Town Park - no update

**PUBLIC RELATIONS & SOCIAL MEDIA** (Kelly Teacher, John Lavelle).

**BUSINESS PROMOTION** (John Lavelle): Update on Hotel Feasibility Study

**BUSINESS DEVELOPMENT**

**OTHER BUSINESS THAT MAY COME BEFORE THE BOARD AND REORGANIZATION.**

✓ Terms Expiring February 13, 2023: Fred Harding, Kelly Teacher, Dave Lybolt.

All reappointed by the Town Board on February 7, 2023.

✓ Resolution increasing Board from 7 to 9 Directors

Approved by MLDC and presented to Town Board to attach to their previous resolution

✓ Katrina Wolenski Appointed to The MLDC Board by Town Board on March 7, 2023

✓ **Election of Officers**

**Article III, Section 2(d)**

(d) The first Chair and Vice-Chair of the Board of Directors shall be appointed by the Member from among the Directors of the Board. Each successor Chair and Vice-Chair shall be elected by the Directors from among the Directors of the Board. The term of office for the Chair and Vice-Chair shall extend for one year after his or her election and until a successor is elected. The Chair and Vice-Chair shall be eligible to serve an unlimited number of consecutive terms.

**Article V, Section 2**

**SECTION 2. TERMS OF OFFICERS.** The first Chair and Vice-Chair shall be appointed by the Member. Each successor Chair and Vice-Chair shall be elected by the Directors from among the Directors of the Board. The other officers shall be appointed by the Directors at the annual meeting. Unless a shorter term is provided in the resolution of the Board appointing such officer, the term of office of each officer shall extend for one year after his or her appointment and until a successor is appointed and qualified. Officers shall be eligible to serve an unlimited number of consecutive terms.

Time for meetings moving forward is 6pm on 2nd Thursdays of the month

Action Taken: Accepted Dave Lybolt Second: Kelly Teacher Vote: Unanimous

**✓ Nominations for:**

- ✓ Chair: John Lavelle**
- ✓ Vice -Chair: Kelly Teacher**
- ✓ Secretary: Katrina Wolenski**
- ✓ Treasurer: Alex Goodman**

**✓ Confidential Ballot Results**

- ✓ Chair: John Lavelle**
- ✓ Vice -Chair: Kelly Teacher**
- ✓ Secretary: Katrina Wolenski**
- ✓ Treasurer: Alex Goodman**

**Action Taken: Certified by Current Secretary (Kelly Teacher) and Current Chair (Fred Harding)**

Action Taken: Accepted: John Lavelle Second: Erika Malmgreen Vote: Unanimous

**✓ Resignation Letter from Fred Harding**

Action Taken: Accepted: Kelly Teacher Second: John Lavelle Vote: Unanimous

Motion to have Fred Harding as unpaid advisor to the board

Action Taken: Accepted: Dave Lybolt Second: Erika Malmgreen Vote: Unanimous

Proposed motion to spend \$150 to make plaque for Fred's contribution to MLDC

Action Taken: Accepted: Dave Lybolt Second: Alex Goodman Vote: Unanimous

**ADJOURNMENT at 6:30**

Action Taken: Moved to Adjourn: Dave Lybolt Second: Erika Malmgreen Vote: Unanimous

**EXHIBIT B1**

5:51 PM

03/06/23

**Mamakating Local Development Corporation**

**Reconciliation Detail**

Jeff Bank 9109420, Period Ending 02/28/2023

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,626.45
Cleared Transactions						

## EXHIBIT B2

5:55 PM

### Mamakating Local Development Corporation

03/06/23

### Profit & Loss

Cash Basis

January through February 2023

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	Jan - Feb 23
Ordinary Income/Expense	
Income	
Benevity Grant Funds Income	100.00
Farmer's Market Fees	950.00
Town	33,000.00
Total Income	34,050.00
Gross Profit	34,050.00
Expense	
Advertising Farmers Market	1,000.00
Farmer's Market Advisor Fees	500.00
Office Supplies	717.16
Outside Bookkeeping Service	1,050.00
Total Expense	3,267.16
Net Ordinary Income	30,782.84
Net Income	<u>30,782.84</u>

## EXHIBIT B3

5:52 PM

### Mamakating Local Development Corporation

03/06/23

### Balance Sheet

Cash Basis

As of February 28, 2023

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	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
Jeff Bank 9109420	41,026.45
Total Checking/Savings	41,026.45
Total Current Assets	41,026.45
TOTAL ASSETS	<u>41,026.45</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	35,000.00
Unrestricted Net Assets	-24,756.39
Net Income	30,782.84
Total Equity	41,026.45
TOTAL LIABILITIES & EQUITY	<u>41,026.45</u>

## EXHIBIT B4

BENEVITY GRANT ACCOUNTING			
Date In	Amount	MLDC Contribution	NOTES
2/18/2023	\$ 100.00		
6/30/2022	\$ 800.00		
5/31/2022	\$ 1,058.33		
4/30/2022	\$ 258.33		
5/31/2021	\$ 466.64		
<b>TOTAL</b>	<b>\$2,683.30</b>		
<b>Expended</b>			
8/15/2021	\$ 466.64	\$ 283.36	Summer Camp Horse and Wagon Ride
8/15/2022	\$ 850.00	\$ -	Summer Camp Horse and Wagon Ride
<b>TOTAL</b>	<b>\$ 1,316.64</b>		



Date 02/01/2023

Mamakating Local Development Corp  
 2948 Rt. 209  
 Wurtsboro, NY 12790

Client No. 26114750.000 Invoice No. 688711

For Professional Services Rendered

E.I.N. 27-1728945

Accounting services for the month of February 2023

	\$ 150.00
	0.00
	<u>\$ 150.00</u>

## EXHIBIT C1

## EXHIBIT C2

Note: Paid by Chris Wilson, Submitted for Reimbursement

<b>PURE CATSKILLS MEMBERSHIP RECEIPT 2023-2024</b>		1/26/2023
<b>Paid by:</b> Mamakating Farmers' Market Christopher Wilson – Market Manager PO Box 621 Cuddebackville, NY 12729	<b>Paid to:</b> Watershed Agricultural Council c/o Pure Catskills 44 West Street, Suite 1 Walton, NY 13856 (607) 865-7090	
<b>CREDIT CARD PAYMENT</b>		<b>AMOUNT \$35.00</b>
This is a receipt for 2023-2024 Pure Catskills membership	SUBTOTAL	X
	DISCOUNT(S)	X
	TAX	X
	<b>TOTAL</b>	<b>\$35.00</b>

## EXHIBIT C3

Wurtsboro Board of Trade  
 PO Box 907  
 Wurtsboro, NY 12790



**INVOICE**

3.11.2023

BILL TO

SHIP TO

INSTRUCTIONS

MLDC  
 P.O. Box 761  
 Wurtsboro, NY  
 12790

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	2023 Membership	75.00	75.00

## EXHIBIT C4 TO BE INSERTED BY SECRETARY

## EXHIBIT C5



WALL - WALL Radio

2023 Schedule (Invoice Number: 644952)

Net/ Non Profit

**Mamakating Local Development Corp/ Farmer's**  
Chris Wilson (chris@mamakatingfarmersmarket.com)  
P O Box 761, Wurtsboro, NY 12790  
845-772-7468

Mary Ridings  
P O Box 920, Pt Jervis NY 12771  
845-856-6000

**Cash**

Description	St-End	DayPart	Len	M	T	W	T	F	S	S	Rate	Ads	Total
30's paid 5/26	5/26/2023 - 5/26/2023	6a - 7p / 6:00:00 - 19:00:00	30	0	0	0	0	1	0	0	\$25.00	1	\$25.00
15's paid, 2 daily	5/26/2023 - 9/29/2023	6a - 7p / 6:00:00 - 19:00:00	15	0	0	0	0	2	0	0	\$15.00	20	\$300.00
15's paid, 1 daily	6/2/2023 - 9/22/2023	6a - 7p / 6:00:00 - 19:00:00	15	0	0	0	0	1	0	0	\$15.00	9	\$135.00
30's paid 9/1	9/1/2023 - 9/1/2023	6a - 7p / 6:00:00 - 19:00:00	30	0	0	0	0	1	0	0	\$25.00	1	\$25.00
30's paid 9/29	9/29/2023 - 9/29/2023	6a - 7p / 6:00:00 - 19:00:00	30	0	0	0	0	1	0	0	\$25.00	1	\$25.00
<b>Total:</b>												32	\$510.00

**Broadcast Billing**

Period	Qty	Amount	Period	Qty	Amount	Period	Qty	Amount
5/26/2023-5/28/2023	3	\$55.00	5/29/2023-6/25/2023	6	\$90.00	6/26/2023-7/30/2023	7	\$105.00
7/31/2023-8/27/2023	6	\$90.00	8/28/2023-9/24/2023	7	\$115.00	9/25/2023-9/29/2023	3	\$55.00

## **EXHIBIT C6**

I spoke with Delaware & Hudson Canvas Magazine this morning. (<http://www.dhcanvas.com/>)

A monthly quarter page color advert (designed by us) for the months of June, July, August) would run at \$405.00 this would include a write up about the market, and also write ups about our musicians and their market performances.

## **EXHIBIT C7**

Hi Fred,

the A Frame signs are \$46.50 each and the change to the date on the banner is \$10.

Total = \$ 196.00



Let me know if you want me to make any of these.

thanks,

Sandi