

Choose Columbia

Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Tuesday, October 25, 2016
4303 Route 9
Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held at their offices located at 4303 Route 9, Hudson, NY 12534 on October 25, 2016. The meeting was called to order at 8:33a.m. by Tony Jones, Chair.

Attendee Name	Title	Status	Arrived
Russell Bartolotta	Board Member	Excused	
Rick Bianchi	Treasurer	Present	
Jim Calvin	Board Member	Present	
Jim Campion	Board Member – Ex Officio	Present	
David Fingar	Vice-Chairman	Present	8:50am
Tish Finnegan	Board Member	Present	
Triona Fritsch	Board Member	Present	
Kate Johns	Board Member	Present	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Jim Mackerer	Board Member – Ex Officio	Excused	
Ed Nabozny	Board Member – Ex Officio	Present	
Michael Polemis	Board Member	Excused	
Robert Sherwood	Board Member	Excused	
Colin Stair	Board Member	Excused	
Sarah Sterling	Secretary	Present	
Maria Suttmeier	Board Member	Present	
Andy Howard	CEDC Attorney	Present	
F. Michael Tucker	President/CEO	Present	
Katie Kocijanski	Register Star	Present	
Lisa Draushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	

Minutes:

Mr. Calvin made the motion, seconded by Ms. Finnegan to approve the minutes from September 27, 2016. Carried

Chairman's Report:

Mr. Jones informed the Board the County Economic Development committee met the previous evening and unanimously approved recommending approval of \$460,000 in county funding to CEDC for 2017. He stated he was very optimistic about the money being approved by the full board. He stated it was very gratifying to hear the level of satisfaction the Economic Development committee has with the working relationship with CEDC and Mr. Tucker.

Mr. Jones stated the county's Broadband subcommittee met the previous night as well. He noted the mapping project continued, with the next phase mapping the county, town by town. He stated Mid-Hudson Cablevision and G-Tel made presentations to the committee regarding the awards from NYS Broadband. Supervisor Grattan had stated some traction had been gained in the idea of enlarging franchising agreements regionally, which would perhaps allow for leverage of county-wide agreements.

Mr. Jones informed the Board the employee manual had been reviewed and revised several times, resulting in the final document that would be discussed later in the meeting. He noted the document may seem cumbersome in a small organization, but stated the current legal and regulatory environment made it necessary.

Mr. Jones stated that Mr. Tucker and, Ms. Wilber, along with board members Mr. Lapenn, Ms. Sterling and Mr. Stair, have been working on setting up a meeting for a group of second and part-time homeowners in the county. The purpose was to determine how better to engage them with the business community in the county, including mentoring small businesses and expertise. He stated the meeting was planned for November 12th at Columbia Greene Community College from 9:30am to 11:00am. He stated the meeting would be treated as an expanded focus group, which could provide the basis for additional engagement going forward. Mr. Jones encouraged the board to provide the names of any part-time residents they felt would have the appropriate business background to either himself or Ms. Wilber and invitations would be sent.

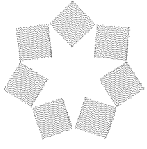
Mr. Jones reminded the board he was the Columbia County representative on the Columbia-Greene Workforce Development Board. He noted that countywide employers were have difficulty finding employees. In order to be proactive, CEDC would be forming a Workforce Development and Education Committee. He noted that Dr. Suttmeier, Ms. Johns, Ms. Fritsch and Mr. Polemis had already agreed to serve on the committee. He anticipated holding an organizational meeting in November.

Mr. Jones informed the board that early in November a schedule of meetings would be forwarded to the Board. He noted the goal was to have quarterly committee meetings except for loan, which hopefully will have loan activity enough to require monthly meetings.

President and CEO Report:

Mr. Tucker stated he would give the highlights of the quarterly report distributed in the meeting packet. He noted that one focus had been on marketing and communications, and trying to be informative without overwhelming the recipients. He stated CEDC emails had been more focused and the number of articles in the newsletters would be reduced.

Mr. Tucker stated the employee manual had been drafted, revised and completed; the RFP for the copier had been completed and awarded. He informed the board the RFP for the new computers had



Choose Columbia

Columbia Economic Development Corporation

been sent out and he was awaiting the proposals, which were due later in the week. Additionally, he was in process of reviewing insurance renewals in an effort to have co-terminus policy renewal dates and to solicit proposals.

Mr. Tucker stated Architectural Cast Stone had received an Empire State Development grant and had a request in to the Regional Council for additional funding. He noted this projects job estimates highlighted the need for the workforce development and education committee.

Mr. Tucker reviewed the business loan program dashboard. He stated the larger CEDC loans going forward would need to be well underwritten and constitute supplemental lending for qualified borrowers. He asked for the Board's assistance in identifying loans from existing businesses with a successful track record. Mr. Tucker also reviewed the delinquency report with the Board.

Mr. Tucker stated he anticipated the second and part-time homeowner's meeting would identify some of the gaps they notice within the community. He hoped to reach a point where startup funding and a possible mentoring program could be set up.

Mr. Tucker asked if there were any questions regarding his report. Mr. Bianchi asked for some elaboration on Project Bourbon and Project ZYX and the county sewer and water plan. Mr. Tucker gave an overview of the status to date, noting the property for the housing project was under contract, while the Project Bourbon was not but the county was moving forward with the proposed sewer line.

Mr. Calvin asked where the housing project would be located. Mr. Tucker stated it would be located behind the gas station across 9H from Village Dodge. He noted it would consist of approximately 100 units, and could possibly include mixed use office and retail. Mr. Calvin expressed concern that the original intent of the Commerce Park was to house businesses away from housing. Mr. Tucker stated smart growth required cluster development, and workers want to live close to certain amenities. He stated the areas that were marketable were those that had sewer and water. Mr. Jones pointed out the parcel on 9H has an existing berm to protect the area.

Ms. Johns asked if a description could be created for all the projects and initiatives and a map of the county be created to show all the corridors where sewer and water existed. Mr. Tucker stated the information was available and would be put on a map.

Treasurer's Report:

Mr. Tucker reviewed the financials noting membership was \$7,800 below budget, due in part to the timing of the memberships. He reminded the board that beginning in 2016 the membership income would be spread out over the course of a 12 month period.

Mr. Tucker noted dues and subscriptions were over budget, but noted CEDC had become more involved it organizations than it had in the past. He addressed miscellaneous expenses, noting they

were over budget. He stated he and Ms. McNary had reviewed the expenses and found that the annual meeting event had been included in that category and would be reclassified. He stated he would review the general ledger to determine if some of the expenses paid out of it should be re-allocated to other categories.

Mr. Tucker stated a successful test on the redesigned consolidated financial statements had been run using September numbers. He noted it had been created offsite to ensure all numbers would be correct once the systems were integrated in January. He stated currently the necessary customized accounting reports were being reviewed for correctness, prior to the integration.

He stated he was currently reviewing the allocation of expenses generated by the collection of CEDC loans to the loan fund. Currently those expenses are paid from the operating account. *Ms. Finnegan made a motion, seconded by Mr. Lapenn to approve the Treasurer's report as presented. Carried.*

Mr. Tucker stated the City of Hudson IDA had requested CEDC enter into a six month contract for the administration of the City of Hudson IDA. He stated he would bring the contract to the Board in November.

Resolution to Open Bank of Greene County Account:

Mr. Tucker asked for a resolution from the Board to open a new account in the Bank of Greene County and move \$240,000 to a newly established loan reserve account. *Mr. Lapenn made a motion, seconded by Mr. Bianchi to approve a resolution opening an account at the Bank of Greene County for the purpose of a loan reserve account. Carried.*

Committee Reports:

Audit and Finance Committee Report:

Mr. Jones asked Mr. Bianchi, chairman of the committee to update the board. Mr. Bianchi stated the risk assessment was being reviewed by staff and the committee. He noted that the majority of the work was confirming all the pieces were in place. Mr. Tucker stated he was working on it and anticipated the project would be wrapped up by the end of the year.

Executive Committee:

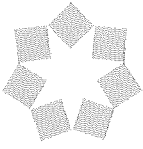
Mr. Jones stated there had been no Executive Committee meeting.

Governance and Nominating Committee Report:

Employee Manual:

Mr. Jones stated the Governance and Nominating committee had met and asked Mr. Campion, chairman of the committee to give an update to the board. Mr. Campion stated the employee manual initially drafted by Elena DeFeo Kane, Esq. had been reviewed by the committee at the last two meetings. He stated a copy of the final draft had been sent to all board members and the committee recommended the manual be approved. *Mr. Fingar made a motion, seconded by Mr. Lapenn to approve the draft employee manual as presented. Carried.*

Mr. Tucker thanked Ms. Finnegan for her assistance with the project. Mr. Jones noted there was a sheet included in the meeting packet that outlined the employee benefits under the new manual. He noted that the employee benefit sheet didn't contain the current benefits, but it would be updated for the November meeting.



Choose Columbia

Columbia Economic Development Corporation

Confidential Board Evaluation Summary:

Mr. Jones handed out the confidential board evaluation summary for review and discussion by the board. He stated the Governance and Nominating committee had review and recommended it to the full board for review. He noted this evaluation was for 2015. Mr. Jones stated that the results of this evaluation were much improved over the 2014 evaluation. Mr. Howard recommended that the Board approve the report, noting the summary results were compiled by Mrs. Drahushuk and reviewed by the Governance Committee. *Mr. Calvin made a motion, seconded by Ms. Sterling to approve the report as recommended by the Governance Committee and forward the report to the Authority Budget Office. Carried.*

Loan Committee:

Loan Portfolio Review:

Mr. Jones noted the Loan Committee had not met. He stated the 2016 MicroBusiness class was holding their graduation Tuesday evening. Ms. Lane stated there were 14 graduates.

Vanderbilt House:

Ms. Lane asked for a motion to approve the writeoff of the Vanderbilt House LLC. loans from the CEDC and SBA loan accounts. Mr. Tucker stated the action would not preclude any collection efforts. Mr. Howard stated The Bank of Greene County was still working through their process and had kept in contact with him. *Mr. Bianchi made a motion, seconded by Mr. Lapenn to writeoff the CEDC loan to the Vanderbilt House, LLC. in the amount of \$22,743.09. Carried. Mr. Fingar made a motion, seconded by Mr. Bianchi to write off the SBA loan to the Vanderbilt House, LLC. in the amount of \$20,975.03. Carried.*

Business Retention Visits and Membership:

Ms. Wilber stated only two retention visits were conducted in the past month, due to the work on the new initiatives. She stated 33 onsite business visits had been completed to date. She stated the 33 business had included: 11 manufacturers; 5 current members; 4 of the businesses had joined and an additional 3 planned to join; 11 were high priority prospects; 6 businesses were good prospects for 2017 membership; and 7 had required follow up by other CEDC staff. She noted that those businesses requiring follow up had been contacted by Ms. Lane or Mr. Tucker.

Ms. Wilber stated currently 58 businesses had joined CEDC at an investment of \$42,995. Four businesses were in the process of joining which would generate an additional \$2,400. She stated there was currently \$450.00 in outstanding memberships for a total of \$45,840

Ms. Wilber stated there were 17 high priority prospective members who could generate an additional \$9,500, which would bring CEDC a total membership investment of roughly \$55,000.

Ms. Wilber stated soon the attention would turn to membership renewals. She stated 9 renewals would be coming due in November and 8 in December. She outlined the planned approach, which included a letter from the Board Chair and follow up via phone, emails and in-person contact. She stated if the current members chose not to renew they would be surveyed to determine the reason, the services they liked and which areas of CEDC that required improvement. Those responses would be reviewed and considered in order to adjust the program

Mr. Jones informed the board he and Mr. Tucker would be meeting with the Chamber President and Board Chair to discuss the CEDC– Chamber partnership and the renewal of the \$100 reduction in the CEDC membership for Chamber members. He pointed out the 2017 budget included an increase in the membership. He stated the expectation of an increased profile for CEDC would attract additional members. He stated it would also demonstrate to the Board of Supervisors CEDC has the leading edge to bring in private businesses. He encouraged the board members to participate in the membership outreach.

Mr. Tucker informed the board that included in the meeting packet was a sheet outlining the projects located in Columbia County that had been reviewed by the Regional Council. He noted that he had recused himself when these projects in Columbia County were reviewed by the CREDC. Mr. Lapenn pointed out there were 2 projects from Columbia Memorial Hospital listed, noting that Ms. Finnegan was employed by the hospital and he was on the CMH Board of Trustees.

Public Comment:

Having no other business to discuss and no public comments, a motion to adjourn was made by Ms. Finnegan, seconded by Mr. Calvin. Carried. The meeting was adjourned at 9:41 a.m.

Respectfully submitted by Lisa Draushuk