



**MINUTES
COLUMBIA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
Tuesday, December 5, 2017
4303 Route 9
Hudson, New York**

The regular meeting of Columbia County Industrial Development Agency held at their offices located at 4303 Route 9, Hudson, NY 12534 on December 5, 2017. The meeting was called to order at 8:30 am by James Mackerer, Chairman.

Attendee Name	Title	Status	Arrived/Departed
Bob Galluscio	Treasurer	Present	
William Gerlach	Board Member	Present	
Brian Keeler	Board Member	Present	
Jim Mackerer	Chairman	Present	
Carmine Pierro	Member	Excused	
Sid Richter	Vice-Chairman	Present	
Sarah Sterling	Secretary	Present	
Theodore Guterman II	Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Brandon Dory	Project Manager	Excused	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Martha Lane	Business Development Specialist	Present	
Carol Wilber	Marketing Director	Excused	

Minutes:

Mr. Richter made a motion, seconded by Mr. Keeler to approve the minutes of October 3, 2017. Carried.

President/CEO Report Including Project Updates:

Mr. Tucker stated he had toured The Wick with the Chair of the City of Hudson IDA. He noted the hotel anticipated a soft opening later in the month, followed by a formal opening in January/February. He informed the Board, CEDC had approved a loan to the owners of The Wick for the purpose of demolishing a portion of the former Kaz building. He noted the demolition had been completed.

Mr. Tucker stated work continued on the DRI. He informed the Board a loan to Hudson Development Corporation (HDC) had been approved. The loan would enable HDC to purchase a parcel owned by CSX, allowing access to Front Street.

Mr. Tucker noted he had been contacted by several companies whose projects if developed, may qualify for IDA benefits in the future. He noted that Columbia County has a cluster of businesses involving the fabrication of wood, metal and masonry products. He noted the cluster contains larger businesses: PGS Millwork, Digifab, JEM and Architectural Cast Stone as well as smaller businesses. He informed the Board that he was currently in discussions with Columbia Greene Community College to develop a training program for this cluster. He noted CGCC recently announced the development of an agriculture certificate program.

Mr. Tucker informed the Board that there had been some discussion regarding the level of information required to be disclosed for projects in their investigative stages. Mr. Guterman informed the Board that the issue was what constitutes records of the Agency, and whether the Agency should consider creating additional records not otherwise authorized or required by statute. It was his opinion that it would not be appropriate to create any such additional records, and that the IDA record keeping should be consistent with and follow the statutory requirements, but not extend beyond such requirements.

Mr. Tucker noted that he had been appointed to the City of Hudson Housing Task Force. He was currently working with Bob Gibson from Columbia County on the County's housing study and Darren Scott of NYS DHCR on housing funding. He noted that housing projects in similar counties were being monitored.

Treasurer's Report:

Mr. Tucker noted the IDA has a strong balance sheet, noting there were no significant changes. Turning to the profit and loss sheet, he noted net income totaled \$17,000 and expenses were down from the previous year. He noted insurance was below budget due to the previous bidding. *Mr. Gerlach made a motion, seconded by Mr. Galluscio to approve the Treasurer's Report as presented. Carried.*

Other Business:

Mr. Tucker informed the Board that the ABO had completed a review of the IDA website. He noted they had pointed out a few items that needed to be addressed. He noted the Real Property Acquisition and Disposal Policy actually had no acquisition portion. He presented the Board with a draft policy addressing that issue. Mr. Guterman reviewed the policy and felt it was adequate. *Mr. Galluscio made a motion, seconded by Mr. Keeler to approve the policy as distributed. Carried.*

Mr. Tucker handed out the Performance Measurements Report for the Board's review. The Performance Report would be posted to the new CEDC website along with the Real Property Acquisition Policy, which was anticipated to go live later in the day. Mr. Tucker noted the ABO had pointed out there was no formally designated Procurement Officer. He noted the Procurement policy assigned the "Executive Director" as the person in charge of procurement. He asked the Board to formally designate the CEO/President, Procurement Officer. *Mr. Gerlach made a motion, seconded by Ms. Sterling designating the CEO/President as Procurement Officer. Carried.*

With no further business to discuss or public comment, a motion was made by Mr. Gerlach and seconded by Mr. Keeler. Carried. The meeting adjourned at 9:11am

Respectfully submitted by Lisa Draushuk