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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Tuesday, March 27, 2018
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 March 27, 2018. The meeting was called to order at 8:35 a.m. by Tony Jones, Chair.

Attendee Name	Title	Status	Arrived
Ruth Adams	Board Member	Excused	
Russell Bartolotta	Board Member	Excused	
Rick Bianchi	Treasurer	Excused	
Jim Calvin	Board Member	Present	8:37am
Jim Campion	Board Member – Ex Officio	Present	
David Fingar	Vice-Chairman	Present	
Tish Finnegan	Board Member	Present	
Triona Fritsch	Board Member	Excused	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Present	
John Lee	Board Member	Excused	
Michael Polemis	Board Member	Present	
John Reilly	Board Member – Ex Officio	Excused	
Robert Sherwood	Board Member	Excused	
Gary Spielmann	Board Member	Present	
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	
Brandon Dory	Project Manager	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	

Mr. Jones suggested beginning with Mr. Vanderbeck's presentation on the 2017 audited financials.

Audit & Finance Committee Report:

2017 Draft Audited Financials:

Mr. Vanderbeck reviewed the audited financials with the Board. He noted the books were in good shape, the audit went well and resulted in an unmodified report. He noted there were no internal control issues. He noted the footnotes provided additional information. *Mr. Calvin made a motion, seconded by Mr. Spielmann to approve the 2017 audited financials as presented. Carried.*

2017 Draft Management Letter:

Mr. Vanderbeck turned to the management letter. He noted the letter noted no deficiencies or control issues but addressed an observation that policies and written procedures for bank transfers, payroll, check processing procedures, IT controls, underwriting procedures and the allowance for loan loss policy were not in place. It was recommended that those policies be developed and adopted.

Mr. Tucker stated the loan loss allowance would be reviewed. Mr. Jones stated the Audit and Finance Committee had recommended approval of the letter with the goal the recommended financial handbook would be completed by the end of June. *Mr. Calvin made a motion, seconded by Mr. Lapenn to approve the 2017 management letter. Carried.*

2017 Internal Controls Statement:

Mr. Fingar made a motion, seconded by Mr. Lapenn to approve the 2017 Internal Controls Statement. Carried.

2017 Draft 990's:

Mr. Lapenn asked about two of the contributors listed on the form 990. Mr. Tucker explained they had contributed to the match of the goat feasibility study being done by Joan Snyder. *Mr. Calvin made a motion, seconded by Dr. Suttmeier to approve the form 990 as presented. Carried.*

2017 PARIS Report:

Mr. Jones reminded the board that this report was done in house. He pointed out the copies of the draft report on the table for the board's review.

Chairman's Report:

Mr. Jones reviewed the previous night's County Economic Development Committee meeting. He stated G-Tel was requesting the County submit a CDBG Grant pre-application on their behalf. The funds would allow them to expand fiber to homes in five towns in their service area and add 15 technician jobs. Mr. Tucker stated there was a question if CDBG funds could be used for the project. He stated the pre-application would answer those questions.



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Mr. Jones stated the East Light Partners presented their plans for a five mega-watt facility in Greenport. Galvan Partners had presented their proposed housing project, consisting of 29 units in ten buildings. They planned to target one half of the units to 60% of median income.

Mr. Jones stated he had attended the public hearing regarding the proposed roundabout at Route 23 and Route 9G. He stated concerns were voiced about the traffic traveling east from Stewarts. He informed the board that work on the project has been slated to be completed by the end of 2018.

Mr. Jones reminded the Board the Empire Trail public hearing would be held at Ichabod Crane High School Wednesday evening. Mr. Tucker stated Ms. Wilber would be attending on behalf of CEDC, providing supporting comments on the project. Mr. Jones stated the Creative Economy Business Roundtable at Hudson Hall was well attended by businesses from both counties. Mr. Tucker stated there was an open exchange of opinions regarding the differences in both counties. He suggested discussions could take place that would result in a commonality of purpose.

Mr. Jones reminded the Board March 31st was the deadline for the final DRI project submission. He noted that all Galvan projects had been removed, but the final list had not yet been received by the LPC members for their consideration. Mr. Tucker stated three census tracts in Columbia County had been identified by the Federal Government as eligible for the Opportunity Zones program. One located in Stockport and two in the City of Hudson. Governor Cuomo had nominated the two zones in the City of Hudson as eligible to be designated as Opportunity Zone designation by the Federal Government.

Mr. Jones stated that the broadband maps had been updated with information received in early March. The updated maps had been posted to the website. He stated the local broadband committees would be reviewing the maps for accuracy. He noted the maps will not show the recent changes to the infrastructure.

Mr. Jones stated the Twin County Job Fair would be held on April 17th, with the second job fair in October, at Columbia Greene Community College. He noted it was important to have a critical mass of job seekers attend the event. He reminded the Board, CEDC was partnering with Columbia-Greene Media as well as Columbia and Greene County Chambers of Commerce on this event. Mr. Tucker stated a number of Albany based employers were attending the event.

Mr. Jones reminded the Board to check their emails for the business climate survey. Mr. Dory stated as over 100 responses had been received as of Friday. Mr. Jones noted the questions were designed to follow those of similar surveys in the state and Capital Region for ease of comparison. He noted the results would be available at the Annual Meeting on April 24th. Mr. Jones announced Hugh Johnson would be the keynote speaker at the event. Ms. Wilber stated there were currently

19 sponsors for the event who had contributed \$7,200. She stated last year's event had 3 sponsors, contributing \$1,250.

Minutes:

Mr. Calvin made a motion, seconded by Mr. Spielmann to approve the February 27, 2018 minutes. Carried.

Treasurer's Report:

Mr. Tucker reported for the first two months of the year, assets were up \$3,400 and equity was down by \$2,700, with net income over budget by \$19,000. He noted memberships and sponsorships were up by \$11,000 and new initiatives were up by \$5,000 due to the goat study. *Mr. Fingar made a motion, seconded by Mr. Lapenn to approve the Treasurer's Report as presented. Carried.*

President/CEO Report:

Mr. Tucker handed out the article from the Columbia County Business Quarterly regarding the Creative Economy event, as well as the discussion points from the December CEDC meeting. He noted the 2018 goals will be an amalgam of continuing 2017 goals and items raised at the December meeting.

- Career Jam – Met with BOCES, discussing regional approach as opposed to local approach.
- Internship – In communication with the YES Coordinator from the Hudson City School District to discuss joining resources to jumpstart program.
- Shovel-Ready Site - Handed out a list of projects and a list of available properties. Will begin to meet with Town Supervisors.
- Best Practices Map – Will develop a map containing what is, rather than what should be.
- Broadband – currently at monitoring stage. Mapping to identify who not getting service.
- Agricultural – Collaborating with HVADC on projects
- Loan Rates – Loan committee to discuss and consider. Discuss doing targeted mini loan programs.
- Event sponsorships – CEDC sponsors the Chamber of Commerce, the County Fair, Winter Walk.
- Retirees Mentoring program: Met with SCORE perhaps, establish a chapter in Columbia County.

Committee Reports:

Mr. Jones stated the Audit and Finance Committee had been addressed earlier in the meeting. He stated the Executive Committee had met and had reviewed the Charter, making a modification to the Committee membership. The Committee agreed to add an additional two seats which would be open to Board Members. The Committee had also performed a CEO performance review and found Mr. Tucker's performance in the job superior. Mr. Jones noted that Mr. Tucker had paperwork completed in a timely manner, clean audits, begun structuring the loan funds to keep ever green, technology had been replaced, a new functional website had been developed and investments had been made in staff development. He stated CEDC was kept in close contact with



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Empire State Development aiding in county business relationships. He stated Mr. Tucker had exercised leadership with the Board of Supervisors, the CEDC Board and the DRI committee. HE noted the Committee went on to recognize the staff who had stepped up to make the successes possible. Mr. Tucker thanked the Board noting it was a team effort, which was made possible with Board support.

Mr. Jones noted the Loan Committee had not met, but asked Mr. Tucker to review the loan portfolio for the Board. *Mr. Calvin made a motion, seconded by Mr. Spielmann to approve the portfolio review as presented. Carried.*

Workforce Development and Education Committee:

Mr. Jones stated the Committee had developed a charter to reflect the change in status from ad-hoc to standing committee. He noted it was a work in progress and changes may be proposed going forward. He announced that Mr. Lapenn had been elected Committee Chair. Mr. Lapenn presented the draft charter to the full board for their adoption. *Mr. Lapenn made a motion, seconded by Dr. Suttmeier to adopt the Charter as presented. Carried.*

Having no other business to discuss and no public comments, a motion to adjourn was made by Ms. Sterling seconded by Mr. Lapenn. Carried. The meeting adjourned at 9:56 a.m.

Respectfully submitted by Lisa Draushuk