



# Choose Columbia

Columbia Economic Development Corporation

**MINUTES**  
**COLUMBIA ECONOMIC DEVELOPMENT CORPORATION**  
**Tuesday, October 23, 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 October 23, 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	Present	
Jim Calvin	Board Member	Present	
Jim Campion	Board Member – Ex Officio	Present	
David Fingar	Vice-Chairman	Present	
Tish Finnegan	Board Member	Excused	
Triona Fritsch	Board Member	Excused	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Carmine Pierro	Board Member – Ex Officio	Excused	
Michael Polemis	Board Member	Present	
John Reilly	Board Member – Ex Officio	Present	
Robert Sherwood	Board Member	Excused	
Gary Spielmann	Board Member	Excused	
Colin Stair	Board Member	Present	
Sarah Sterling	Secretary	Present	
Brian Stuckles	Board Member	Excused	
Maria Suttmeier	Board Member	Present	
Andy Howard	CEDC Attorney	Present	
F. Michael Tucker	President/CEO	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	

**Chairman's Report:**

Mr. Jones stated the county Economic Development Committee had met the previous night. He informed the Board NYS had extended Charter/Spectrum's deadline to respond to NYS Public Service Commission's order until the end of the year. He felt the situation would end with a settlement agreement between the parties. He informed the Board, the Economic Development Committee had heard a presentation regarding land banks from Adam Zaranko, President of the NYS Land Bank Association. Mr. Jones noted there were currently 25 land banks across New York State with an additional 10 to be formed. He stated the land banks were a useful tool for housing and economic development, requiring cooperation between the City and the County.

Mr. Jones noted traffic at the roundabout was nightmarish, with delays for commuters. He noted the project was on schedule. He expressed disappointment with the lack of movement on good signage for welcoming people to the county and to the college. He stated there had been public discussion regarding a sculpture to be located at the center of the completed roundabout.

Mr. Jones stated the Fall Job Fair had taken place on October 8<sup>th</sup> at Columbia Greene Community College. He stated 55 businesses were represented along with 135 job seekers. He noted the profile of the Fall job seekers were different from the spring group. He noted the Fall group generally had jobs and were seeking different employment as opposed to the Spring group who were generally unemployed. Mr. Jones expressed his surprise at the number of job openings, noting it reinforced the coordination of the workforce development and the local schools.

Mr. Jones anticipated the CFA awards would be announced in December, noting the area boasted three priority projects as designated by Capital Region Economic Development Council. Kite's Nest and Red Barn Hudson both located in the Bridge District in Hudson and the Hudson Valley Fish Farm located in Greenport.

**Minutes:**

*Mr. Fingar made a motion, seconded by Mr. Lapenn to approve the September 25, 2018 minutes as presented. Carried.*

**President's Report:**

Mr. Tucker stated the Executive Committee had suggested an internal strategic planning process would be sufficient for the plan update. He stated he had contacted Mary Ellen O'Loughlin, who had participated in the last strategic planning process, to facilitate the strategic plan update meeting. The meeting would be held in place of the December Board meeting.

Mr. Tucker outlined projects he was currently working on:

- Met with National Grid, provided all available properties
- Wrapping up the Goat Study
- Submitted a Farm to Table grant application
- Met with the Red Barn Hudson principles
- Working with Wil-Roc Farm on a grant application
- Working with Hudson Valley Fish Farm on site issues
- Scheduling a public hearing for G-Tel
- Catamount meeting with Empire State Development
- Greenport solar company
- Scenic Hudson



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Mr. Tucker stated the City was taking the lead with the John L. Edwards project. Mr. Reilly stated the County was giving the City the opportunity to work out their plan for the building and determine their space needs. Once the City determined how they wished to proceed, the County would determine if the remaining space would serve their needs.

## **Weston and Sampson Contract B&A Rail Trail:**

Mr. Tucker stated the landowners along the proposed B&A rail trail had been contacted. Several had responded and would allow a tour of their properties. He asked the Board to approve a contract for a feasibility study for the trail with Weston & Sampson, PE, LS,LA,PC. in the amount of \$18,000. He stated CEDC would be contributing \$5,000. The contract had been reviewed by Mr. Howard. *Mr. Calvin made a motion , seconded by Mr. Lapenn to approve the contract as presented. Carried.*

## **Sexual Harassment Policy:**

Mr. Tucker stated the policy was required to be adopted by October 9<sup>th</sup>. He stated the Human Resources attorney had drafted a policy based on the NYS template which had been added to the Employee manual. The template had been emailed to each of the staff. Posters had been generated and posted. He asked the board to ratify the policy. Mr. Bianchi asked about training. Mr. Tucker stated the attorney would come in and do before year end. Mr. Calvin asked to whom the staff would report inappropriate behavior. Mr. Tucker stated himself as CEO/President, Mr. Jones as Chair and Ms. Sterling as Ethics Officer. *Mr. Bianchi made a motion, seconded by Mr. Stair to ratify the Sexual Harassment policy. Carried.*

## **Committee Reports**

### **Audit and Finance Committee:**

Mr. Tucker stated the Audit and Finance Committee had met and reviewed the preliminary budget and had expressed concerns about the total amount of membership, and a plan to obtain the amount budgeted, and the a portion of the Ginsberg payment being recognized as income in 2019, when it had been received in 2018. He stated he had redone the budget in response to the concerns. Mr. Tucker handed out sheets outlining the membership goal plan, the updated 2019 budget and an analysis of the CEDC loan and grant income for 2019. Mr. Tucker reviewed the changes and stated he felt comfortable with the changes.

Mr. Tucker then turned to the Membership/sponsorship sheet, and reviewed the plan for reaching \$85,000, explaining how many memberships would need to be attained at each membership level. He noted the \$60,000 had been removed from income and had been moved to the Project Fund Transfer line, with the remaining amount of the Ginsberg funds transferred to a reserve account. *Mr. Lapenn made a motion, seconded by Mr. Stair to approve the proposed 2019 budget as reviewed. Carried.*

**Treasurer's Report:**

Mr. Tucker stated the balance sheet showed no changes from the previous month other than the \$135,000 in additional assets. He stated the change was a result of timing issues with the County payment and paid off loans. Turning to the profit and loss, he noted if the Ginsberg funds were removed the company would show a \$16,000 loss. He noted once the goat grant had been submitted CEDC would be on course to break even. Mr. Bianchi asked where the Ginsberg funds showed on the balance sheet. Mr. Tucker stated he would have Mr. Vanderbeck review the financials and determine where the funds had been placed and follow up next month. *Mr. Fingar made a motion, seconded by Mr. Calvin to approve the presented Treasurer's Report. Carried.*

**Committee Reports continued:****Executive Committee:**

Mr. Jones stated the Executive Committee had discussed the Strategic Plan update and had agreed to hold a two and a half hour planning session in place of the December meeting with an outside facilitator. He stated the written outcome would be ready by January. Mr. Campion suggested holding the session at the college.

**Loan Committee:**

Mr. Jones stated the Loan Committee had approved a loan to Saison New York Inc. He noted the loan was below the threshold required for full board approval. Ms. Lane presented the portfolio review, noting all loans were paying in accordance with their agreements. Mr. Tucker stated he would be doing a loan risk assessment and an organizational risk assessment with assistance from Mr. Vanderbeck. *Mr. Calvin made a motion, seconded by Mr. Bianchi to approve the Portfolio review as presented. Carried.*

**Other Business:**

Mr. Jones asked if there was any Board or public comments. He stated he wished to give the Board notice of his decision to resign from the Board at the end of the current year. He thanked the Board, Mr. Tucker and staff for their efforts. He noted he had found the position exciting and satisfying to lead the organization and suggested that those considering taking over the chair role contact Mr. Campion as the head of the Governance Committee.

*Having no other business to discuss and no further public comments, a motion to adjourn was made by Mr. Bianchi seconded by Mr. Stair. Carried. The meeting adjourned at 9:46 a.m.*

*Respectfully submitted by Lisa Draushuk*