



Choose Columbia

Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Tuesday, November 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 November 27, 2018. The meeting was called to order at 8:33 a.m. by Tony Jones, Chair. A quorum was reached at 8:35am.

Attendee Name	Title	Status	Arrived
Ruth Adams	Board Member	Present	
Russell Bartolotta	Board Member	Excused	
Rick Bianchi	Treasurer	Excused	
Jim Calvin	Board Member	Present	
Jim Champion	Board Member – Ex Officio	Present	
David Fingar	Vice-Chairman	Present	
Tish Finnegan	Board Member	Excused	
Triona Fritsch	Board Member	Present	
Tony Jones	Chairman	Present	
James Lapenn	Board Member	Excused	
John Lee	Board Member	Present	8:35am
Carmine Pierro	Board Member – Ex Officio	Present	
Michael Polemis	Board Member	Excused	
John Reilly	Board Member – Ex Officio	Present	
Robert Sherwood	Board Member	Present	8:34am
Gary Spielmann	Board Member	Present	
Colin Stair	Board Member	Excused	
Sarah Sterling	Secretary	Present	8:35am
Brian Stickle	Board Member	Present	
Maria Suttmeier	Board Member	Excused	
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	
Linda Mussmann	Supervisor, City of Hudson	Present	

Chairman's Report:

Mr. Jones informed the Board the December meeting would have a business section from 8:30am – 9:00am, which would then be followed by the Strategic Planning Session from 9:00am – 11:00am.

Mr. Campion informed the Board that the meeting would take place in Room 502 located in the Arts Center at Columbia Greene Community College.

Mr. Jones stated the business plan for the loan program was underway, and would be followed by a look at the marketing of the program. He suggested a similar plan would be developed for membership in the coming year, looking at whether to integrate an investment model with the current membership model.

Mr. Jones stated the previous night's County Economic Development Committee meeting, the discussion included the Committee's Housing focus in 2019, including the role of CEDC. He noted the County would like CEDC to facilitate a mapping and site analysis of recent housing projects, provide outreach to developers that involved Town representatives and to continue to partner and collaborate with the County Planning Department. He noted the discussion also involved how CEDC could assist in identifying appropriate grants and services. Mr. Jones noted the County's unemployment was currently at 2.7%, the lowest in the state. He also noted that the number of homeless in NYS was over 250,000, reinforcing the importance of housing.

Mr. Jones reminded the Board the CFA announcements would be made on December 11th, and anticipated good news for several projects in Columbia County.

Minutes:

Mr. Spielmann made a motion, seconded by Mr. Fingar to approve the October 23, 2018 minutes as presented. Carried.

President's Report:

Mr. Tucker outlined the contents of a packet he had handed to the Board members in anticipation of the Board's Strategic Planning meeting on December 18th. He stated he would be providing additional information prior to the meeting.

Mr. Tucker stated he had made a presentation to the Board of Supervisors Economic Development Committee regarding land banks. He noted he was moving forward with the Energize NY program and had fielded a couple inquiries. He stated he was working with the Columbia Land Conservancy on the proposed B&A Rail Trail, and had contacted 12 landowners of the former rail bed to inform them of the proposed project. He stated a second public outreach to the Town Boards would take place with either CEDC or staff from the Land Conservancy attending each meeting.

Mr. Tucker stated he had handled inquiries regarding the Ginsberg property. One was a solar company, the other, a potential housing project. He stated the public hearing regarding the G-Tel grant had been noticed again due to an incorrect date in the prior notice.

Mr. Tucker noted the Farm to School grant had been filed with NYS and had received positive feedback from Congressman-elect Delgado. Mr. Tucker stated he had contacted all newly elected officials and introduced himself and CEDC. Mr. Tucker stated he was working on the annual business risk assessment with the auditors and the audit engagement letter would be presented later for board approval. He informed the Board he was working on a potential new agribusiness project to be located in Stuyvesant.



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Mr. Tucker informed the Board he would be joining Ms. Adams at a meeting at The Center for Gravity. He gave some background regarding the facility, its purpose and mission. Mr. Jones noted the meeting would take place on December 13th at 2:45pm, and suggested board members attend the meeting.

Mr. Tucker announced the Philmont Beautification co-working kitchen was open and the bridge loan through CEDC had been paid in full.

Will-Roc Grant Application:

Mr. Tucker stated the Will-Roc Farm digester project was eligible for a \$250,000 grant through National Grid. He noted under the terms of the grant, funds could only be given to a not-for-profit. Mr. Tucker explained the grant was a matching reimbursement grant, and thereby posed no risk for CEDC. *Mr. Fingar made a motion, seconded by Mr. Spielmann to approve the submission of the reimbursement grant on behalf of Will-Roc Farm. Carried.*

Mr. Tucker stated CEDC had applied for a \$125,000 grant from the NYS Farm Viability Fund. He stated this would be a followup to the goat genetic study, which was nearly complete.

Treasurer's Report:

Mr. Tucker stated there was no change in the balance sheet from the previous month and the profit and loss showed an inflated net income due to the Ginsberg money. He stated there would be \$25,000-\$30,000 in receivables due to the goat grant. He noted significant data had been obtained regarding goats and goat's milk. Mr. Tucker referred to last month's question of where the Ginsberg money showed in the financials. He noted the funds were in the accounts, but the cash balances had to be broken out in order to see the funds. *Mr. Calvin made a motion, seconded by Ms. Sterling to approve the Treasurer's Report as presented. Carried.*

Committee Reports

Audit and Finance Committee:

Mr. Jones stated there had been no meeting of the Audit and Finance Committee in November. He stated the audit engagement letter was standard and the cost was remained the same as last year. *Mr. Calvin made a motion, seconded by Mr. Stickles to approve and authorize Mr. Bianchi and Mr. Tucker to execute the audit engagement letter. Carried.*

Mr. Tucker stated Mr. Vanderbeck would be helping to develop a procedure manual that was suggested in last years audit.

Executive Committee:

The Committee had not met in the past month.

Governance and Nominating Committee:

Mr. Campion stated the Committee had reviewed the charter and discussed board candidates and officers to be presented at the January meeting. He stated sexual harassment training would be held during the board meeting for the board members, and after the meeting adjourned, training would take place for the staff.

Loan Committee:

Ms. Lane noted Angello's was behind one payment, but was attempting to sell the business. She noted the Hudson River Laundress whose loan CEDC had written off, had come in with two payments and expressed her intent to pay the loan. *Mr. Fingar made a motion, seconded by Mr. Spielmann to approve the portfolio report as presented. Carried.*

Ms. Lane stated she and Mr. Tucker had researched several loan management software programs and had decided DownHome was the best fit for CEDC. She stated the software was a subscription of \$280/month with a startup cost of \$1,800 and data conversion fee of between \$1,500 - \$2,500. Mr. Jones asked if the software would be in place early in 2019. Ms. Lane stated it would be. *Mr. Lee made a motion, seconded by Mr. Stickles to approve the purchase of the software as outlined. Carried.*

Workforce and Nominating Committee:

No committee meeting had been held in the last month.

Other Business:

Having no other business to discuss and no further public comments, a motion to adjourn was made by Mr. Fingar seconded by Mr. Spielmann. Carried. The meeting adjourned at 9:26 a.m.

Respectfully submitted by Lisa Draushuk