



Choose Columbia

Columbia Economic Development Corporation

MINUTES COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

Tuesday, January 29, 2019

4303 Route 9

Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held at 4303 Route 9, Hudson, NY 12534 on January 29, 2019. The meeting was called to order at 8:32 a.m. by David Fingar, Vice-Chair.

Attendee Name	Title	Status	Arrived
Ruth Adams	Board Member	Present	
Russell Bartolotta	Board Member	Present	
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	Present	8:48am
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Carmine Pierro	Board Member – Ex Officio	Present	
Robert Sherwood	Board Member	Excused	
Gary Spielmann	Board Member	Present	
Sarah Sterling	Secretary	Present	
Brian Stickles	Board Member	Excused	
Maria Suttmeier	Board Member	Present	
Andy Howard	CEDC Attorney	Excused	
F. Michael Tucker	President/CEO	Present	
Lisa Drahashuk	Administrative Supervisor	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Present	
Carol Wilber	Marketing Director	Present	
Rick Cummings	Board Candidate	Present	
Seth Rapport	Board Candidate	Present	
Stephanie Sussman	Resident	Present	
John Bradley	Resident	Present	

Governance and Nominating Committee Report:

Election of Officers and CEO/President:

Mr. Campion, Chair of the Governance and Nominating Committee, presented the slate of officers for 2019 as recommended by the Committee:

David Fingar – Chair
James Calvin – Vice Chair
Sarah Sterling – Secretary
John Lee - Treasurer

Mr. Spielmann made a motion, seconded by Mr. Lapenn to elect the slate of officers as presented. Carried.

Mr. Campion, informed the Board, the Committee had recommended retaining Mr. Tucker as CEO/President. *Mr. Spielmann made a motion, seconded by Mr. Lapenn to approve the retention of Mr. Tucker as CEO/President. Carried.*

Election of New Board Members:

Mr. Campion stated the Committee had interviewed and recommended three candidates for the vacant Board seats.

Rick Cummings
Derek Grout
Seth Rapport

Mr. Spielmann made a motion, seconded by Mr. Lapenn to elect the candidates to fill the vacant seats. Carried.

Chairman’s Remark’s:

Mr. Fingar thanked the Board members for their support. He informed the Board he was interested in moving property development forward in the County, with the use of shovel ready sites. He was specifically interested in utilizing derelict properties.

Annual Housekeeping Resolution:

Mr. Calvin made a motion, seconded by Mr. Bianchi to approve the resolution. Carried.

Minutes:

Mr. Calvin made a motion, seconded by Mr. Lapenn to approve the December 18, 2018 minutes as presented. Carried.

President’s Report:

Mr. Tucker congratulated the officers and welcomed the new Board members to the CEDC Board. He stated the Board of Supervisors had asked CEDC to continue their work on broadband and housing. He stated he continued working on maintaining an inventory of shovel ready sites. He noted sites with water, sewer, gas and broadband were limited to certain areas in the County. He noted the rail trail study investigating joining the City of Hudson to the Harlem Valley Rail Trail was moving forward.

He stated he would begin to market the Energize NY loan program and continued work on the updated strategic plan. He stated he anticipated Drumlin Feilds would be approaching the IDA in



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April with their project. He stated Hudson Valley Creamery would be moving forward with their expansion, noting a meeting would be held the following week with the company's president.

Audit and Finance Committee Report:

CEDC Contract:

Mr. Lee made a motion, seconded by Mr. Lapenn to approve the draft CEDC/Columbia County contract as presented. All voted in favor of the contract with the exception of Ms. Sterling who abstained from the vote due to her role as County Supervisor.

Treasurer's Report:

Mr. Tucker reviewed the balance sheet comparison to the previous year and the profit and loss budget vs actual. *Mr. Lapenn made a motion, seconded by Ms. Finnegan to approve the Treasurer's Report as presented. Carried.*

National Grid Grant Application – Wil-Roc Farms:

Mr. Tucker asked the Board to turn to the memorandum regarding the National Grid Grant Program. He stated Vanguard Renewables had asked CEDC to apply for a National Grid Sustainable Gas and Economic Development Program grant for their project in the Town of Stuyvesant. The grant would require no funds from CEDC and be a pass-through from National Grid to Vanguard Renewables for the project expenses. The Board expressed interest in receiving a fee to offset staff time as well as understanding CEDC's exposure as the applicant for the project. *Ms. Sterling made a motion, seconded by Mr. Spielmann to approve CEDC applying for the grant subject to the drafting of an agreement, which would include a fee to cover staff time and review of the applicant process by CEDC attorney, Andrew Howard and approval of the agreement by the Board of Directors. Carried.*

Executive Committee Report:

Strategic Planning Update:

Mr. Tucker stated Ms. O'Laughlin would be drafting and distributing a questionnaire for the Board to answer and return to her. He noted a meeting would also be scheduled between the Board and Ms. O'Laughlin to provide further information.

Loan Committee Report:

Minna Goods LLC.

Ms. Lane stated the request was for 2 loans; a CEDC loan in the amount of \$45,000 with an interest rate of 5% and a \$25,000 SBA loan at an interest rate of 7.25%, both with terms of 72 months. She stated collateral would be a second mortgage and a personal guarantee. Ms. Lane stated no expansion was planned at this time, instead the principal would be paying down debt and utilizing the remainder of the funds as working capital. Mr. Lee stated the Loan Committee had reviewed a great deal of financial records, weighed the risks and felt that if the principal reduced her high interest debt and had sufficient cash to purchase inventory it would put the business on a more solid financial

footing. *Mr. Calvin made a motion, seconded by Ms. Finnegan to approve the loans as presented. Carried.*

Business Plan Update:

Ms. Lane stated she was currently working on the implementation of the Down Home loan software program. She stated the Business Plan for Loan Programs was distributed with the board packet. It suggests ways of growing the loan program, which is what the loan committee requested. Ideas for growth include holding the Microbusiness Seminar Series twice a year instead of once, and expanding the footprint for the SBA program into Rensselaer County. Mr. Tucker stated he had discussed the loan program with Greene County which was in the midst of de-federalizing their CDBG funds.

Sexual Harassment Training/Policy:

Mr. Tucker introduced Elena DeFio Kean who would be providing the staff's sexual harassment training. She informed the Board that yearly training was now mandatory for all businesses and stressed the responsibility of reporting and following up on incidents in order to comply with NYS Law. Mr. Tucker reminded the Board a policy had been adopted at the October 23rd Board meeting. He stated this policy would replace the previously adopted policy. *Mr. Calvin made a motion, seconded by Mr. Bianchi to approve the new policy as presented. Carried.*

Workforce and Education Committee:

Mr. Lapenn reported the Committee had received an update on the Junior Leadership and Intern program with further details to follow and approved the continuance of the Twin County Job Fair. He stated the Committee had requested the creation of a compendium of the not-for-profits and workforce initiatives in Columbia County.

Public Comments:

Stephanie Sussman stated the community had raised the question of what apprenticeship programs were available in the area. Mr. Tucker stated Columbia Greene Community College would be breaking ground on a building to house the new Construction Technology program. He stated that Hudson Valley Community College had a historic building restoration program.

With no other business to be conducted or public comments Mr. Calvin made a motion, seconded by Mr. Bianchi to adjourn the meeting. Carried. The meeting adjourned at 9:56am.

Respectfully submitted by Lisa Draushuk