



Choose Columbia

Columbia Economic Development Corporation

MINUTES COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

Tuesday, July 30, 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 July 30, 2019. The meeting was called to order at 8:34 a.m. by David Fingar, Chair.

Attendee Name	Title	Status	Arrived/ Departed
Ruth Adams	Board Member	Excused	
Russell Bartolotta	Board Member	Present	
Jim Calvin	Vice-Chair	Present	
Rick Cummings	Board Member	Present	
Carlee Drummer	Board Member – Ex-Officio	Excused	
David Fingar	Chair	Present	
Tish Finnegan	Board Member	Present	
Derek Grout	Board Member	Excused	
James Lapenn	Board Member	Present	
John Lee	Board Member	Present	
Kenneth Leggett	Board Member	Present	
Carmine Pierro	Board Member – Ex Officio	Present	
Seth Rapport	Board Member	Present	
Richard Scalera	Board Member – Ex Officio	Excused	
Robert Sherwood	Board Member	Excused	
Gary Spielmann	Board Member	Excused	
Sarah Sterling	Secretary	Present	
Brian Stickles	Board Member	Excused	
Maria Suttmeier	Board Member	Excused	
Andy Howard	CEDC Attorney	Excused	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Kayla Duntz	CEDC Intern	Present	
Martha Lane	Business Development Specialist	Present	
Erin McNary	Bookkeeper	Present	
Ed Stiffler	Economic Developer	Excused	
Carol Wilber	Marketing Director	Present	
Linda Mussmann	Supervisor, City of Hudson	Present	
Stephanie Sussman	Resident	Present	

Chairman's Remarks:

Mr. Fingar stated he and Mr. Calvin would be reviewing the meeting time of the Workforce and Education Committee, currently held at 4:00pm. Mr. Fingar welcomed Kenneth Leggett, the newest CEDC Board member.

Minutes:

Mr. Calvin made a motion, seconded by Mr. Lapenn to approve the June 25, 2019 minutes as presented. Carried.

Treasurer's Report:

Mr. Tucker reviewed the balance sheet and the profit and loss. *Mr. Lapenn made a motion, seconded by Mr. Cummings to approve the Treasurer's Report as presented. Carried.*

Portfolio Review:

Mr. Tucker noted there were two delinquencies in the CEDC loan portfolio and one in the SBA. Ms. Lane reported Angelo's Distributing was currently in default. She stated the business owed \$27,000 on a \$100,000 loan, noting CEDC has a second position on the property. She noted the loan would be paid off once the building was sold.

Mr. Tucker reported he, Ms. Lane and Ms. Wilber would be reviewing the marketing plan for the loan funds. *Mr. Lapenn made a motion, seconded by Ms. Sterling to approve the portfolio report. Carried.*

President's Report:

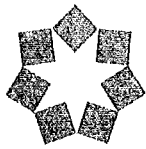
Mr. Tucker informed the board twenty eight Consolidated Funding Applications had been submitted from organizations in Columbia County, with the majority originating from not-for-profits. He explained the review process for the board.

He noted Mr. Fingar and he had met with the new Columbia Greene Community College President, reminding the board she would be an ex-officio member of the CEDC board. Mr. Tucker discussed the potential for a labor roundtable to be held at the college, which would include the NYS Department of Labor, Chamber of Commerce; BOCES, Columbia Greene Community College, economic development representatives and businesses.

Mr. Tucker asked the board to approve a resolution authorizing CEDC to act as the sub-grantee on the Drumlin Fields Community Development Block Grant. He explained CEDC would get a \$16,000 fee for administering the grant. *Mr. Calvin made a motion, seconded by Mr. Lapenn to approve a resolution authorizing the execution of a sub-grantee contract between Columbia County and CEDC. Carried.*

Mr. Tucker asked the board to approve a resolution authorizing a contract between Drumlin Fields and CEDC. *Mr. Calvin made a motion, seconded by Mr. Lapenn to authorize the recommended contract between CEDC and Drumlin Fields. Carried.*

Mr. Tucker asked the board for authorization to spend up to \$15,000 for office relocation related costs. He explained there would be costs for moving, additional furnishings, telephones and other related costs. He noted if a new telephone system was needed it would require a request for proposals under the CEDC procurement policy. He noted the checks for payment would require a



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second signature. *Mr. Calvin made a motion, seconded by Ms. Sterling to approve the expenses as outlined by Mr. Tucker. Carried.*

Mr. Tucker reminded the Board of his recommendation that CEDC retain Robin Catalano, a writer from Stephentown to draft a series of tourism articles about the towns in Columbia County. He stated this would be a joint project with Columbia County Tourism. He stated the cost for this year would be \$7,500, and the articles would be distributed electronically to the CEDC email list as well as the Columbia County Tourism list. *Ms. Sterling made a motion, seconded by Mr. Leggett to approve the expenditure as outlined by Mr. Tucker. Carried.*

Membership Update:

Ms. Wilber stated the membership dues from January 1 through July 29th total \$29,225; membership dues deferred from 2018 was \$14,558.56; the annual meeting sponsorships totaled \$13,950, for a total membership and sponsorship of \$57,733.56. She noted the 2019 annual meeting sponsorships surpassed the 2018 total by \$2,500.

Ms. Wilber presented the course overview of her IEDC Business Retention and Expansion training course which she attended.

Committee Reports:

Audit and Finance Committee:

The Committee had not met in the past month.

Executive Committee:

The Committee had not met in the past month.

Loan Committee:

The Committee had not met in the past month. Ms. Lane requested the Board authorize an application for an additional \$300,000 in SBA funding. She noted the funds would not be drawn down immediately. *Mr. Cummings made a motion, seconded by Mr. Lee to approve the submission of an application to the SBA for additional Microloan funding up to \$300,000. Carried.*

HDC Update:

Mr. Tucker stated he had attended the latest meeting of HDC. He had asked Mr. Howard to prepare the closing list in anticipation of the scheduling of the closing date. He noted they had obtained the title insurance and had to obtain the environmental review. Mr. Lapenn asked if the title issue had been settled. Mr. Tucker stated he was awaiting Mr. Howard's report.

Governance and Nominating Committee:

The Committee had not met in the past month.

Workforce & Education Committee:

Mr. Tucker stated the Committee would be meeting later in the week, and would discuss the meeting time and dates.

Public Comments:

Ms. Mussmann asked where the \$7,500 for the series of articles would come from. Mr. Tucker stated the funding would come from CEDC New Projects budget line item.

Ms. Mussmann asked Mr. Tucker to elaborate on the CFA review process. He noted while the local appointees to the Regional Council would recuse themselves from the review and the decision making process, the remaining council members would make the final decision on each project.

With no other business to be conducted or public comments Ms. Finnegan made a motion, seconded by Mr. Cummings to adjourn the meeting. Carried. The meeting adjourned at 9:47am.

Respectfully submitted by Lisa Draushuk