**MINUTES**

**COLUMBIA ECONOMIC DEVELOPMENT CORPORATION**

**Tuesday, June 23, 2020**

**One Hudson City Centre, Suite 301**

**Hudson, NY 12534**

Due to public health and safety concerns related to COVID-19, the Columbia Economic Development Corporation Board will not be meeting in-person. In accordance with the Governor’s Executive Order 202.1, the Tuesday, June 23, 2020 Board meeting will be held 8:30am via conference call, (call in number 1-800-245-9874 access number 3180900) and will be recorded with a transcript provided at a later date. The public will have an opportunity to hear the meeting live and provide comments. Comments can be provided via email before and during the meeting to [mtucker@columbiaedc.com](mailto:mtucker@columbiaedc.com). Please check the meeting agenda posted on the CEDC’s website [www.columbiaedc.com](http://www.columbiaedc.com) for further instructions to access the virtual meeting and for updated information.

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held via conference call due to COVID-19 on June 23, 2020. The meeting was called to order at 8:33 a.m. by David Fingar, Chair.

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| Attendee Name | Title | Status | Arrived/ Departed |
| Ruth Adams | Board Member | Excused |  |
| Russell Bartolotta | Board Member | Excused |  |
| Jim Calvin | Vice-Chair | Present via phone |  |
| Rick Cummings | Board Member | Present via phone |  |
| Carlee Drummer | Board Member – Ex-Officio | Present via phone |  |
| David Fingar | Chair | Present via phone |  |
| Tish Finnegan | Board Member | Present via phone | Departed 9:32am |
| Derek Grout | Board Member | Excused |  |
| James Lapenn | Board Member | Present via phone |  |
| John Lee | Board Member | Present via phone |  |
| Kenneth Leggett | Board Member | Present via phone | Departed 9:19am |
| Carmine Pierro | Board Member – Ex Officio | Present via phone |  |
| Seth Rapport | Board Member | Present via phone |  |
| Richard Scalera | Board Member – Ex Officio | Excused |  |
| Gary Spielmann | Board Member | Present via phone |  |
| Sarah Sterling | Secretary | Present via phone |  |
| Brian Stickles | Board Member | Present via phone | Departed 9:40am |
| Maria Suttmeier | Board Member | Excused |  |
| Andy Howard | CEDC Attorney | Present via phone |  |
| F. Michael Tucker | President/CEO | Present via phone |  |
| Lisa Drahushuk | Administrative Supervisor | Present via phone |  |
| Kayla Duntz | Intern | Present via phone |  |
| Martha Lane | Business Development Specialist | Present via phone |  |
| Erin McNary | Bookkeeper | Present via phone |  |
| Ed Stiffler | Economic Developer | Present via phone |  |
| Carol Wilber | Marketing Director | Excused |  |
| Katherine Higgins | Consultant | Excused |  |

**Minutes:**

*Mr. Calvin made a motion, seconded by Mr. Lapenn to approve the May 26, 2020 minutes as presented. Carried.*

**Treasurer’s Report:**

Mr. Tucker reviewed the Treasurer’s Report with the Board. He noted the financials included funds received from the Berkshire Taconic Foundation which had been paid to the grant recipients. Mr. Tucker stated the County’s second quarter payment had been received, and the next two payments would reflect the 20% reduction. He stated the SBA continued to pay the SBA loans as agreed. He noted the interest and principal payments on the CEDC loans were being deferred. He stated several loan clients were continuing to pay. He noted the portfolio was in good shape with $1,100 in arrears.

Mr. Tucker reviewed the 2020 revised budget with the Board, stating he would be bringing it to the Audit and Finance Committee in July. *Mr. Leggett made a motion, seconded by Mr. Cummings to approve the Treasurer’s Report as presented. Carried.*

**President/CEO Report:**

Mr. Tucker informed the Board, 10 loans had been closed for a total of $128,000. Two loans were pending, 23 loan deferrals had been processed and Ms. Lane has processed 22 different technical assistance requests.

Mr. Tucker stated the continuity grants had raised $255,000. One hundred and eleven grants had been awarded in the amount of $227,000, to 96 grants in the county. Eleven were made from the Germantown fund, totaling $27,500 and four from the Chatham fund, totaling $4,000. The Comeback website has been developed and maintained at a cost of $9,700. CEDC has managed the Hudson Business Coalition bond program which has raised $25,000. The City Tourism program had a budget of $150,000 to disburse and CEDC has been asked to work with the City. CEDC donated $2,000 to Warren Street for All, a program investigating opening up Warren Street for dining. He stated $2,500 had been donated to HDC for their Art grant project as well as $750 in donated meals for the hospital.

Mr. Lapenn asked if the issue with HDC had been resolved. Mr. Tucker stated it was, NYS had decided not to shift the DRI money to HDC. He noted the organization had a meeting where he was told the organization’s focus would shift their efforts to better match their mission and a plan would be announced later today.

Mr. Tucker stated he was unsure of the County’s level of support for the upcoming year. He stated the SBA Emergency Disaster Impact Loans which are available to all businesses. He explained the process as an application was submitted the SBA would come back with an offer of what they might loan at 3.75%. He suggested that an application be submitted for CEDC allowing CEDC to know if they could obtain the funds. *Mr. Cummings made a motion, seconded by Mr. Calvin to submit the loan application. Carried.*

Mr. Tucker stated Mayor Johnson had approached him on behalf of the City of Hudson Tourism Board. They had developed an initiative which had committed $150,000 that they would provide to individuals, businesses and organizations that would propose projects that would promote tourism in the City. If a project was submitted and approved the City would enter into a contract with them to put on an event or activity. They asked if CEDC could process the applications. That would consist of putting the applications in a dropbox and a spreadsheet and reviewing the application for completeness. They would then be moved to the Tourism Board for their review and voted upon, moved to the Common Council for their vote and then to the City Treasurer for funding. Their goal is to issue 10/ $5,000 contracts and 6/$15,000 contracts. Once approved the recipient would get 50% up front and the remainder after the deliverables were received. They have asked if CEDC could provide a loan of 50% to five of the projects. In return the Tourism Board would contract with CEDC for $5,000 service fee.

Mr. Lapenn asked for the write up on the initiative be distributed to the Board. Mr. Tucker asked the Board approve the project up to two loans now as they are moving forward with the program and have a City Council meeting scheduled. They would like to issue contracts before our next board meeting.

A roll call was taken of the Board members still in attendance, finding nine still present.

*Mr. Calvin made a motion, seconded by Ms. Sterling to approve CEDC’s participation in the project as outlined, including loans of up to $5,000 dollar, understanding the Board will review again at the July meeting. Carried.*

**Marketing Director’s Report:**

Mr. Tucker stated Marketing had been busy with the Columbia Comeback website.

**Harpis Penalty Mortgage Extension:**

Mr. Tucker explained that this was for a Commerce Park parcel. He noted the principal had been given an extension a year ago and is requesting an additional nine to twelve months. Mr. Tucker suggests an extension of six months be considered. He noted the original mortgage totaled $25,000. Mr. Tucker asked Mr. Stiffler to explain the planning board process. Mr. Stiffler stated the site work had begun. The bank had approved the mortgage and the building was anticipated. Mr. Lapenn asked if CEDC would request any consideration for the extension. Mr. Tucker stated the last penalty was $1,000. He stated it could be done on this extension as well.

**Committee Reports:**

Mr. Fingar noted the Executive and the Workforce and Education Committees had met in the past month. He noted there was no quorum and the Executive Committee Report would be given at the next meeting. Mr. Lapenn stated the Workforce and Education Committee had met, but had no quorum. He encouraged the members to attend the next meeting.

*With no other business to be conducted, and no public comment, Mr. Spielmann made a motion, seconded by Mr. Lapenn to adjourn the meeting. Carried.* *The meeting adjourned at 9:50am.*

Respectfully submitted by Lisa Drahushuk