

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

January 26, 2017

Meeting Minutes

CALL TO ORDER

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:07 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Jeff Lord, Craig Gelbsman, Hugh Henderson (who left the meeting at 8:24 a.m.), Cheryl Robinson, Rick Hulse and Jim Salisbury.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, and Joe Hughes; agency counsel A. Joseph Scott and Kurt Schulte. Also present was Mayor Gary Herzig (who joined the meeting at 9:07 a.m.), Jim Kevlin of Hometown Oneonta (who arrived at 9:42 a.m.), Lee Beane and Matthew Brownell of the Twelve Tribes, and Patrick Doyle of Doyle Consulting.

Chairman's Remarks

Mr. Morgan spoke to the Board on having a mindful approach to conduct Board and Committee meetings more efficiently with the goal to get the most out of each meeting as possible. He encourages Board members to review the Committee minutes prior to the Board meeting. Mr. Morgan also addressed the need to review, evaluate, and adopt 2017 Board goals.

MEETING MINUTES

The Chair presented the minutes from the December 23, 2016 meeting to the Board. Mr. Hulse moved to approve the minutes. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

TREASURER'S REPORT

Mr. Lord presented the financial reports. There was nothing remarkable in the financials. Mr. Salisbury moved to approve the financials. Mr. Hulse seconded and the motion passed by unanimous voice vote.

BILLS TO BE PAID

Ms. Horvath then presented the Bills to be Paid. Mr. Salisbury moved to approve the Bills to be Paid. Mr. Hulse seconded and the motion passed by unanimous voice vote.

COMMITTEE REPORTS

Governance Committee

Mr. Hulse presented the Governance Committee minutes. There were no questions and no action was taken.

Project Committee

Mr. Mathes presented the Project Committee minutes. There were no questions and no action was taken.

Audit and Finance Committee

Mr. Lord presented the Audit and Finance Committee minutes. There were no questions and no action was taken.

SET 2017 ORGANIZATION & BOARD GOALS

Mr. Morgan presented to the Board a set of Organizational and Board goals for 2017. Mr. Morgan informed the Board that most of the initial information used was pulled directly from the Strategic Plan. Mr. Morgan reiterated Otsego Now's mission of being a catalyst for economic transformation, emphasizing four key areas: improving the County's economic development assets, developing the County's workforce, navigating the economic development system for clients, and providing targeted financial assistance to transformative projects. Mr. Morgan also addressed Otsego Now's strategies and new and continuous priority Board tactics. Mr. Morgan then presented eight draft organization and board goals to be voted on for adoption during the Board meeting. Those goals were: organization, outreach, compliance, finance, project progress, new projects, core metrics, and reorganization.

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- *DRI*
 - Mr. Mathes briefed the Board on the continued work to ensure Otsego Now's projects make the Priority Project list that will be the focus of the final strategic implementation plan that Stantec creates for the State.
- *URI*

- Mr. Mathes informed the Board that he, along with Ms. Horvath, attended the Mohawk Valley 2017 meeting. With the recent success of CFA and DRI funding, Mr. Mathes feels positive that Otsego Now's projects will get support. Three projects that will seek URI funding are: fit-up equipment for the Mohawk Valley Food and Beverage Innovation Center, \$150,000 for SEQR to be completed at the Town of Maryland site, and \$2M for the Transit Center. Mr. Mathes also informed the Board that he has been asked to sit on the URI Evaluation Committee for the Mohawk Valley region.
- *Restore NY*
 - Mr. Mathes notified the Board that he received word that Otsego Now will be awarded \$477,000 through the RESTORE NY grant for demolition and environmental clean-up at the Ford building site.

MOTIONS AND RESOLUTIONS

Adopt 2017 Goals

Mr. Morgan moved to adopt the Organizational and Board goals for 2017. Ms. Robinson seconded and the motion passed by unanimous voice vote.

Authorize Reorganization Committee

Mr. Morgan asked the Board for volunteers to form a Reorganization Committee to evaluate legal structure, staffing, leadership, and financial model for a sustainable economic development organization with broad county and regional economic development missions. Ms. Robinson volunteered to be Chair and Board members Rick Hulse, Craig Gelbsman, and Jeff Lord volunteering to sit on the Committee. Mr. Hulse made a motion to approve the Reorganization Committee. Mr. Gelbsman seconded and the motion passed by unanimous voice vote.

Town of Maryland Option

Mr. Mathes asked the Board to approve a purchase option concerning property in the Town of Maryland. The purchase would have a three-year option with no expense in year one. The only expense the IDA would incur immediately related to this matter would be legal fees. Mr. Salisbury moved to approve. Mr. Lord seconded and the motion passed by unanimous voice vote.

Officer Appointments

With Board vacancies for Secretary and Vice Chair, Mr. Morgan appointed Craig Gelbsman as interim Secretary and Mr. Hulse as interim Vice Chair. Ms. Robinson moved to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

Butternuts Lien Removal

Ms. Horvath asked the Board to approve removing a lien on Chuck Williamson's residence, owner of Butternuts Beer & Ale, in order to enable Mr. Williamson to refinance his mortgage. The IDA will continue to hold a lien on the 87 acres with brewery and equipment. Mr. Gelbsman made a motion to approve. Mr. Hulse seconded and the motion passed by unanimous voice vote.

Hillside Commons 2nd Mortgage

Ms. Horvath asked the Board to approve allowing Newman Development Group to add a second mortgage on Hillside Commons. Mr. Scott informed the Board that doing so would create no liability for the Board. Mr. Lord made a motion to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

Check Signer

Ms. Horvath reminded the Board that with Joe Bernier's departure, the IDA needs one additional signatory for checks from the operating account. Ms. Robinson volunteered. Mr. Hulse made a motion to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

Appraisals

Mr. Mathes asked for approval to authorize two appraisals, one on the Siemens building (appraisal of purchase price and fair rent price) and another regarding a 5-acre parcel owned by Arnie Drogan at the proposed site of the bridge into the rail yards. Mr. Salisbury made a motion to approve spending not to exceed \$5,000 for both appraisals. Mr. Hulse seconded and the motion passed by unanimous voice vote.

Executive Session

Mr. Hulse made a motion to enter into executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 10:28 a.m., for the following reason: To discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. Mr. Gelbsman seconded and the motion passed by unanimous voice vote. The Board entered into executive session at 10:29 a.m. The Board took no action during executive session. At 10:59 a.m., Mr. Salisbury moved to exit executive session, Mr. Lord seconded, and the group exited executive session. Mr. Salisbury moved to adjourn, Mr. Hulse seconded, and the meeting adjourned at 10:59 a.m.

Upcoming Board Meetings

Governance Committee – 2/2 @ 8:00 a.m. in Cooperstown, NY

Audit Committee – 2/9 @ 7:30 a.m. in Oneonta, NY

Project Committee – 2/16 @ 7:30 a.m. in Oneonta, NY

Board Meeting – 2/23 @ 8:00 a.m. in Oneonta, NY

The next meeting of the COIDA Board will take place on February 23, 2017, at 8:00 a.m., at 189 Main Street, Oneonta NY.