

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

February 23, 2017

Meeting Minutes

CALL TO ORDER

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:00 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, Sarah Harvey, Bob Hanft, Rick Hulse and Jim Salisbury.

Also in attendance were staff members Sandy Mathes and Joe Hughes; agency counsel A. Joseph Scott and Kurt Schulte. Also present was Mayor Gary Herzig (who left the meeting at 8:37 a.m.), Jim Kevlin of Hometown Oneonta and Patrick Doyle of Doyle Consulting.

Chairman's Remarks

Mr. Morgan introduced to the Board, Mayor Herzig, who spoke at length regarding the DRI status and next steps. Mayor Herzig informed the Board that in the next few days the final plan will be submitted to the state. Mayor Herzig is proud of the final report which reflects a consensus of the full DRI Committee which also validates the vision of Otsego Now. Mayor Herzig is thankful for the work Otsego Now has put in regarding three key projects; Food and Beverage Innovation Center, Transit Center, and Market/Main Streetscape. Mayor Herzig also notified the Board that the DRI Committee felt strongly a significant amount of DRI money, \$3.5 million, will be used to invest in Main Street. This money will be used to; renovate the upper floors along Main Street, redo facades, improve signage, for marketing and branding, and offer grants to local existing business owners.

Mayor Herzig addressed that the final plan totals in the \$14-15 million range and the state will carefully look at the plan over the next 6 months. Ultimately the state will make their decision on what projects will receive funding. The state will grade the projects based on sustainability, consistency, and if the project is transformational. Again, Mayor Herzig expressed his gratitude for the partnership between the City of Oneonta and Otsego Now.

MEETING MINUTES

The Chair presented the minutes from the January 26, 2017 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. Hulse moved to approve the financials. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

BILLS TO BE PAID

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

COMMITTEE REPORTS

Governance Committee

Mr. Hulse presented the Governance Committee minutes in addition noting the Performance and Functions of Governance Committee report to the board. There were no questions and no action was taken.

Project Committee

Mr. Hanft presented the Project Committee minutes and quickly noted conversations regarding the DRI and the project tracker, which are reflected in the minutes. There were no questions and no action was taken.

Audit and Finance Committee

Mr. Lord presented the Audit and Finance Committee minutes in addition noting the Performance and Functions of Audit and Finance Committee report to the board. There were no questions and no action was taken.

Reorganization Committee

Mr. Morgan presented the Reorganization Committee minutes in Ms. Robinson's absence. Mr. Morgan addressed the Committee Charter which will be voted on for adoption in today's Board meeting.

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- *Town of Maryland/Schenevus Site*
 - Mr. Mathes briefed the Board on attending, along with Mary Beth Bianconi of Delaware Engineering and Lisa Nagle of Elan Planning, the Maryland Town Board meeting. Mr. Mathes felt the meeting was positive and had an incredible turnout. He feels that the potential project has the support of the town and the town board. Next step is an anticipated SEQR start date of April 1st.
- *Oneonta City Council*
 - Mr. Mathes informed the Board that he attended a City of Oneonta Common Council meeting on the 21st. Most the discussion revolved around the DRI with a brief discussion on the Oneonta Rail Yards.
- *MVREDC*
 - Mr. Mathes notified the Board that he attended a recent MVREDC meeting. He summarized the MVREDC as being an extension of the MV 500 strategic plan for the region. Mr. Mathes informed the Board that Otsego Now has multiple applications already in the portal. Grant money will be dispersed amongst \$10 million every year for various awarded priority projects over the next 5 years. Another \$10 million is also available from CFA's that did not move forward.

MOTIONS AND RESOLUTIONS

Housekeeping

Tabled for next month's Board meeting on March 23rd.

Adopt 2016 Measurement Report

Mr. Morgan presented the Measurement Report for the IDA to the Board. The report provides a written assessment of the Agency's efforts to accomplish its goals and objectives outline in the adopted COIDA Mission Statement and to identify proactive positive actions for continuous improvement in areas where these goals and objectives have not been fully realized. Mr. Hulse moved to approve the report. Mr. Hanft seconded and the motion passed by unanimous voice vote.

Adopt 2016 Investment Report

Mr. Morgan and Mr. Lord presented the 2016 Investment Report to the Board stating that the report was an annual reporting requiring to the state. Mr. Lord informed the Board the report is reviewed by the IDA's auditors. Mr. Salisbury made a motion to approve the report. Mr. Hulse seconded and the motion passed by unanimous voice vote.

Adopt 2016 Procurement Report

Mr. Morgan presented the 2016 Procurement Report to the Board stating that the report was an annual reporting requirement to the state. Mr. Morgan informed the Board the report is reviewed by the IDA's auditors. Mr. Salisbury made a motion to approve the report. Mr. Hulse seconded and the motion passed by unanimous voice vote.

Reorganization Committee Charter

Mr. Morgan presented to the Board the Reorganization Committee's charter which outlines the Committee's purpose, duties and responsibilities, members, and meeting schedule. The responsibility of the Committee to engage in a search for a full-time CEO was discussed amongst the Board members. After further discussion, Mr. Hulse made a motion to adopt the charter as is. Ms. Harvey seconded and the motion passed by voice vote (5 Yes, 2 No, 0 Abstain).

New and Unfinished Business

Mr. Morgan asked the remaining Board members who have not completed their Board Self-Assessment forms to please do.

Mr. Scott informed the board of the 30-day notice to adopt the COIDA By-Law changes for 2017. Mr. Scott presented to the Board an executive summary of the revision/amendments to the Agency's By-Laws.

Upcoming Board Meetings

Governance Committee – 3/2 @ 8:00 a.m. in Cooperstown, NY
Reorganization Committee – 3/6 & 3/6 @ 8:00 a.m. in Oneonta, NY
Audit Committee – 3/9 @ 7:30 a.m. in Oneonta, NY
Project Committee – 3/16 @ 7:30 a.m. in Oneonta, NY
Board Meeting – 3/23 @ 8:00 a.m. in Oneonta, NY

ADJOURNMENT

There being no further business, Mr. Salisbury motioned to adjourn the meeting at 8:55 a.m., Mr. Gelbsman seconded, and the meeting was adjourned.

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