

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

May 26, 2016

Meeting Minutes

CALL TO ORDER

Chair Devin Morgan called to order the meeting of COIDA at 9:15 a.m. at the Cooperstown Distillery located at 11 Railroad Avenue, Cooperstown, NY. Voting members present were Craig Gelbsman, Robert Hanft, Hugh Henderson, Rick Hulse, James Jordan, Jeff Lord (who departed the meeting at 9:30) and Devin Morgan.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, Patrick J. Doyle, and Dawn Rivers; agency counsel A. Joseph Scott and Kurt Schulte; and guests Otsego County Board of Representatives Chairwoman Kathleen Clark and Mr. and Mrs. Alex Shields.

MEETING MINUTES

Minutes for the April 14, 2016 meeting of the IDA were presented to the Board. Mr. Hulse moved to approve the minutes, Mr. Henderson seconded the motion, and the minutes were approved by unanimous voice vote.

TREASURER'S REPORT

Ms. Horvath presented the Treasurer's Report in the absence of Mr. Lord. There was nothing unusual to be noted in the financial reports. Mr. Hulse moved to approve the Treasurer's Report, Mr. Hanft seconded the motion, and the Treasurer's Report was approved by unanimous voice vote.

BILLS TO BE PAID

Ms. Horvath presented the Bills to be Paid to the Board. There was nothing unusual among the paid bills or bills to be paid. Ms. Horvath reviewed the larger bills for the board. Mr. Hulse moved to pay the bills. Mr. Hanft seconded and the motion was approved unanimously by voice vote.

COMMITTEE REPORTS

Audit and Finance Committee

Ms. Horvath reported on the Audit and Finance Committee meeting that took place on May 12, 2016. Matters that were discussed there were:

- Work done by CFO for Hire, Forecast Report revisions to be brought before next meeting
- New asphalt requested by OYSA for parking lot, under review
- Summer intern plan – discussion deferred until Motions and Resolutions
- Review of job creation figure from IDA clients

Project Committee

Mr. Mathes reported on the Project Committee meeting that took place on May 19, 2016, which he described as a very active and productive meeting. Matters discussed at that meeting were:

- Oneonta Rail Yards – TIGER and EDA grants, site control, assessment/parceling of land
- CFA process for 2016, July deadline
- Food Hub/Market Street revitalization
- City of Oneonta Downtown Revitalization Initiative application
- Cooperstown and Richfield Springs updates
- Upcoming meetings in Washington, D.C., with Schumer's economic development staff and EDA staff, plus second meeting with Senate agriculture staff and USDA staff; second meeting also to include Aaron MacLeod of the Hartwick Center for Craft Food and Beverage.

Governance Committee

Ms. Horvath reported to the board on the meeting of the Governance Committee that took place on May 5, 2016. Issues taken up by the Governance Committee at that meeting were:

- Pinnacle HR job descriptions, employee handbook, employee review process to be completed
- An evaluation process for Mr. Mathes
- Half-day off site Board retreat to address building a business plan outline from the strategic plan and succession planning for senior staff
- Update bylaws to reflect current structure of IDA and CRC board meetings

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- Energy – Mr. Mathes reported to the Board that he had successfully connected with 20 economic development organization, of which 10 were able to join him for a luncheon

meeting on May 25, 2016 to discuss joint action to bring additional pressure to bear on NYSEG, in order to more forcefully place their grievances before the New York Power Authority and NYSEG itself.

WORKFORCE TRAINING CENTER REPORT

Mr. Doyle reported to the Board on the following matters:

- CDBG Grant
- Meeting with Fulton Montgomery Community College and possible partnership
- Meeting with HVCC
- K-12 Pipeline – meeting with ONC BOCES and Oneonta City Schools
- Discussions with major employers in western Otsego County
- Early discussions about potential access to WIOA money

MOTIONS AND RESOLUTIONS

Enviro Energy Loan

Ms. Horvath reported to the board her activities with respect to their attempts to recover the outstanding balance on the loan to Enviro Energy. In light of developments in that matter, she requested permission from the board to put a 100% reserve against the Enviro Energy loan on the books. Mr. Hanft so moved and Mr. Henderson seconded the motion. After considerable discussion, the motion was approved by unanimous voice vote.

Summer Intern Proposal

Ms. Horvath proposed increasing Jessica Lyden's salary to \$12 per hour and her hours to 35 hours per week for the summer, to perform marketing and communications functions specifically for the summer (with no guarantee of permanent employment). Ms. Horvath also proposed increasing Karl Gustafson's hours to 20 per week and retaining his current pay at \$9 per hour, again for the summer only. Ms. Horvath noted that these expenses fall within the Intern budget, of which there remains a balance in excess of \$8,000.

Mr. Gelbsman moved to accept the proposal and Mr. Jordan seconded. After a brief discussion, the Board approved the proposal by unanimous voice vote.

ABO Compliance Issue

Upon the recommendation of the Projects Committee, the Board considered a proposal to hire Hodgson Russ and, specifically, A. Joseph Scott and his colleague Christopher Martell to update the IDA PILOT and tax abatement application, create a clawback policy, create a set of criteria by which the IDA would evaluate projects, and recommend bylaws adjustments in order to ensure that the IDA is in compliance with new statewide legislation and small changes to the Board meeting agenda. Mr. Jordan moved to approve up to \$4,500 to hire Hodgson Russ as requested. Mr. Gelbsman seconded the motion and it was approved by unanimous voice vote.

Oneonta Business Park Signage

Upon the recommendation of the Projects Committee, Mr. Mathes requested authorization to proceed with the signage expenditure for the Oneonta Business Park. Mr. Mathes reminded the Board that the expenditure is consistent with the current budget. Mr. Jordan moved to authorize the expenditure. Mr. Hulse seconded and the motion was approved by unanimous voice vote.

Railyards Survey/Subdivision

Mr. Mathes reported to the board that Ms. Horvath had issued an RFP for a surveyor to update the survey of the 88 acre rail yards parcel, and to subdivide off two parcels of 1.5 acres each. KMS came in with the lowest bid, and had done the most recent survey of this property, in addition to being highly recommended by everyone with whom staff discussed the candidates. Mr. Jordan moved to authorize entering into a contract with KMS for work, not to exceed \$6,000, as described in the Request for Proposals. Mr. Hulse seconded, and the motion was approved by unanimous voice vote.

NEW BUSINESS

There was no new business brought before the Board.

UNFINISHED BUSINESS

There was no unfinished business brought before the Board.

ADJOURNMENT

Ms. Horvath reviewed the upcoming meeting schedule with the Board:

- Governance Committee: June 2, 2016 at 8:00 am in Cooperstown
- Audit and Finance Committee: June 9, 2016 at 7:30 am at the IDA offices at 189 Main Street in Oneonta
- Projects Committee: June 16, 2016 at 7:30 am at the IDA offices at 189 Main Street in Oneonta
- Board Meeting: June 23, 2016 at 8:00 am at the IDA offices at 189 Main Street in Oneonta

There being no further business, at 10:05 a.m., the meeting was adjourned.