

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

June 23, 2016

Meeting Minutes

CALL TO ORDER

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:01 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Joseph Bernier, Devin Morgan (who departed the meeting at 9:30), Craig Gelbsman (who departed the meeting at 9:05), Robert Hanft, Hugh Henderson, Jeff Lord, Rick Hulse and James Jordan.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, Joe Hughes, and Jessica Lyden; agency counsel A. Joseph Scott and Kurt Schulte; and guests Patrick J. Doyle, Alex Betke and Nick Antenucci of Wilson Elser, and Jim Kevlin of All Otsego.

Chairman's Remarks

Mr. Morgan raised the issue of the COIDA Governance Committee needing a Chair. After some discussion, Mr. Hulse indicated a willingness to serve as Chair, provided that he and Mr. Morgan resolve meeting formats and goals at a later date.

MEETING MINUTES

The Chair presented the Minutes from the May 26, 2016 meeting to the Board. Mr. Bernier moved to approve the minutes. Mr. Jordan seconded and the motion passed by unanimous voice vote.

TREASURER'S REPORT

Mr. Lord presented the financial reports. There was nothing remarkable in the financial reports. Mr. Lord noted on the balance sheet that the accounts receivable line is almost entirely composed of Center-related ESD expenditures incurred in 2015 and expected for grant reimbursement in 2016. Mr. Hulse moved to approve the financials. Mr. Hanft seconded and the motion passed by unanimous voice vote.

BILLS TO BE PAID

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

COMMITTEE REPORTS

Project Committee

The Project Committee met on June 16, 2016. Mr. Mathes reported on the following matters discussed at the Project Committee meeting:

- County of Otsego CRC & IDA Project Tracking List
- Oneonta Rail Yards Project
 - The IDA will have two draft option agreements on the purchase of real property from the OCDC: an approximately 79-acre parcel, and two 1.5 acre lots on Roundhouse Road. Mr. Mathes anticipates a mid-July closing.
- TIGER Grant Status
 - Mr. Mathes updated the Board that, due to the upcoming presidential elections and the change in administration, the deadline to complete the 30% engineering required for the TIGER grant application may be moved up by as much as two months. Mr. Mathes is currently working with Delaware Engineering and Clark Patterson Lee on the topography and site plan designs to meet the deadline. Mr. Mathes asked the Board to approve spending \$45,000 for the topography mapping and \$69,000 to Clark Patterson Lee to complete 30% of the site plan design. Mr. Bernier moved to approve. Mr. Hanft seconded and the motion passed by unanimous voice vote.
- NYS Regional Consolidated Funding Application Process
 - Mr. Mathes highlighted a few key CFAs that had private sector preliminary commitments of funding: Market Street Food & Beverage Innovation District, including the Food Hub and Boutique Hotel, Foothills/YMCA re-use plan, and Cooperstown Destination Hotel/Waterpark. Deadline for submitting the CFAs is July 29th.

Audit and Finance Committee

The Audit and Finance Committee met on June 9, 2016. Mrs. Horvath reported that the upcoming Resolution and Motions would address the principal points of discussion from that meeting.

Governance Committee

The Governance Committee met on June 2 and June 16, 2016. Mr. Morgan reported that the upcoming Resolution and Motions would address the committee's topics of discussion.

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- Semicon West Trade Show
- Regional Council Progress

Workforce Training Center Report

Mr. Doyle updated the Board on the following matters:

- Continued meetings with a number of companies to address their training needs
- Otsego Now's potential to train upwards of 200 trainees

MOTIONS AND RESOLUTIONS

Approve Up to \$35,000 for CFA-Related Expenses

Per the Project Committee's recommendation, Mr. Mathes recommended approval of CFA-related spending not to exceed \$35,000. Mr. Bernier moved to approve. Mr. Jordan seconded and the motion passed by unanimous voice vote.

Approve Horvath Training Budget 2016

Per Audit Committee's recommendation, Ms. Horvath presented her annual training budget of up to \$3,500 for course work pertaining to her CEcD certification. Mr. Hulse moved to approve. Mr. Hanft seconded and the motion passed by unanimous voice vote.

Approve \$1,500 to Appraise City-Owned Rail Yards Property

Mr. Mathes informed the Board that the City of Oneonta owns 5 acres of property in the Oneonta Rail Yards. Mr. Mathes asked the Board for \$1,500 to appraise that property. Mr. Bernier moved to approve. Mr. Hanft seconded and the motion passed by unanimous voice vote.

Asphalt for Soccer Parking Lot

Under the Use Agreement between Otsego Now and the Oneonta Youth Soccer Association, non-routine maintenance such as asphalt repair costs fall under Otsego Now's responsibility. OYSA solicited quotes from several companies, and Webster had the low bid. Webster will fill the cracks and seal coat the asphalt. Mr. Bernier moved to approve this expenditure, not to exceed \$8,500. Mr. Lord seconded and the motion passed by unanimous voice vote.

Chair for Governance Committee

Reflects discussion in Chairman's Remarks.

Adopt Employee Handbook, COO and Admin Director Job Descriptions and Review Documents

Ms. Horvath informed the Board that the Governance Committee voted unanimously to recommend that the Board adopt the Employee Handbook, the COO and Admin Director job descriptions and review forms. Mr. Bernier moved to approve. Mr. Hulse seconded and the motion was passed by unanimous voice vote.

Adopt Contractor Assessment Template

Ms. Horvath requested that the Board adopt the Contractor/CEO assessment template developed by the Governance Committee. Mr. Bernier moved to approved. Mr. Hulse seconded and the motion passed by unanimous voice vote. Completed reviews are due back to Mr. Hulse for compilation and synthesis by July 7, 2016; Governance Committee will meet to review in a special session on a to-be-determined date.

Funding of Housing Study

Mr. Mathes recommended tabling the conversation concerning a county-wide housing study until he received information from a consultant concerning costs and timeframes.

Wilson Elser Discussion

Alex Betke and Nick Antenucci of Wilson Elser briefed the Board on their efforts with regards to Otsego Now. A few main points of discussion were their overall goal to elevate, educate, and raise the profile of Otsego Now with elected officials, success with Senator Seward and the CFA process, the Downtown Revitalization Initiative, and REDC appointees. Wilson Elser will be now be attending and/or giving quarterly updates to the Board and Mr. Mathes will update the Board on a monthly basis.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

No new business.

ADJOURNMENT

There being no further business, Mr. Jordan motioned to adjourn the meeting at 10:03 a.m., Mr. Lord seconded, and the meeting was adjourned.

The next meeting of the COIDA Board will take place July 28, 2017, at 8:00 a.m., at 189 Main Street, Oneonta NY.