

# **COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**July 28, 2016**

## **Meeting Minutes**

### **CALL TO ORDER**

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:04 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Craig Gelbsman (who arrived at 8:07), Robert Hanft, Hugh Henderson, Jeff Lord, Rick Hulse, and Jim Salisbury.

Also in attendance were staff members Sandy Mathes and Joe Hughes; agency counsel A. Joseph Scott and Kurt Schulte; and guests Patrick J. Doyle of Doyle Consulting, Bob Harlem of Otsego County Development Corp., Mayor Gary Herzig, and Jamie Reynolds, Regional Vice President of NBT Bank.

### **Chairman's Remarks**

Mr. Morgan introduced Mayor Herzig who spoke to the Board about recent successes the City of Oneonta has had. Mayor Herzig informed the Board of the recent groundbreaking of Housing Visions for a 60-unit affordable housing development, "Oneonta Heights." Also of note were five units demolished for blight and one converted into a duplex. Mayor Herzig then updated the Board on a positive tour of downtown Oneonta that he and several other elected officials had with James Rubin, state commissioner/president of Homes & Community Renewal. Mayor Herzig then expressed his gratitude for, and delight, working together with Otsego now to help assist Oneonta in the winning of \$10M awarded through the Downtown Revitalization Initiative.

### **MEETING MINUTES**

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

## **BILLS TO BE PAID**

Mr. Hughes then presented the Bills to be Paid. Of note, the Board did indicate a desire for a report on the metrics of our social media contract with Paperkite Creative. Mr. Salisbury moved to approve the Bills to be Paid. Mr. Hulse seconded and the motion passed by unanimous voice vote.

## **COMMITTEE REPORTS**

### **Project Committee**

The Project Committee met on July 21, 2016. Mr. Mathes reported on the following matters discussed at the Project Committee meeting:

- Oneonta Rail Yards Project Update
  - Mr. Mathes updated the committee on the status of the Oneonta Rail Yards Project. The option to purchase two 1.5 acre parcels on Roundhouse Road has been completed and agreed upon. The purchase of property from the OCDC, an approximate 79-acre parcel, will be discussed during Executive Session.
- NYS Regional Consolidated Funding Application Process
  - Mr. Mathes provided to the Board an updated “CFA Master List.” Mr. Mathes expressed his excitement for the four CFA’s for Market Street and the Doubleday Complex Initiative as being particularly promising.
- 2017-2019 Otsego Now Business Plan
  - Mr. Mathes informed the Board that he and Ms. Horvath are developing a three-year business plan for Otsego Now. They will submit the first draft of the plan to COIDA Chairman Mr. Morgan by August 8<sup>th</sup>. After feedback from Mr. Morgan, the plan will be distributed to the full board for discussion.

### **Audit and Finance Committee**

The Audit and Finance Committee met on July 14, 2016. Mr. Lord reported that there was nothing relevant to report.

### **Governance Committee**

The Governance Committee met on July 14, 2016. Mr. Hulse reported that he collected all of the CEO Assessment forms from the Board members. Mr. Hulse asked Mr. Hughes to compile these into a PowerPoint deck that will show ratings and narratives for each evaluation question. The PowerPoint presentation will be reviewed and discussed at the Governance Committee’s next meeting.

## **CEO’s REPORT**

Mr. Mathes updated the Board on the following matters:

- \$10M Downtown Revitalization Initiative Award
  - Stantec from New York City will be appointed as the consultants charged with developing the initial plan. Mr. Mathes believes that planning of projects will begin early 2017 with implementation to follow. Mayor Herzig is currently developing a steering committee made up of ten individuals. He is anticipating the committee will be established by mid-August.
- Semicon West Trade Show
  - Mr. Mathes informed the Board of a positive trip to San Francisco for the Semicon West trade show. Otsego Now was represented at the New York booth (“NY Loves Nano”) along with National Grid, Mohawk Valley EDGE, and other organizations from the state.

### **Workforce Training Center Report**

Mr. Doyle updated the Board on the following matters:

- Evolving the Otsego Now Workforce Training Center
- Linking programs attached to COIDA and Otsego County Projects
- Developing a community workforce

### **MOTIONS AND RESOLUTIONS**

#### 2015 Reform Legislation Review

Mr. Scott informed the Board of legislation drafted by the State Comptroller and NYSEDC that was adopted in 2015 to become effective in 2016. The legislation will cause several changes to select COIDA practices. Several changes and amendments will be made to the Agency application, as well as uniform criteria for evaluating projects from the Otsego Now Strategic Plan; going forward, these changes will lead to new reporting requirements from companies the IDA forms agreements with. Further, the IDA will put in place a Uniform Agency Policy Agreement that will provide for job levels and recapture of IDA project benefits – instilling accountability to the companies we have agreements with. After some discussion Mr. Hulse moved to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote. The text of this resolution is appended at the end of these Minutes.

#### Oneonta River Corp. Building/Land Option

To be discussed in executive session

#### OCDC Rail Yard Purchase Contract

To be discussed in executive session

#### CFA Service Contracts/Payment Rates

Mr. Mathes asked the Board for approval to enter into contractual agreement to pay Camoin Associates, Elan Planning, Delaware Engineering, and Doyle Consulting for their assistance with

the CFA's. Mr. Hulse moved to approve. Mr. Lord seconded and the motion passed by unanimous voice vote.

### **Executive Session**

Mr. Morgan made a motion to enter into the executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 9:37am, 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 executive session at 9:37. Mr. Hulse was absent from executive session. The Board took no action during executive session. Direction was provided to Mr. Mathes for discussed action and contract.

Mr. Lord moved to exit executive session. Mr. Salisbury seconded and the motion passed unanimously, and the Board exited executive session at 10:27. No action was taken following executive session.

### **NEW BUSINESS**

No new business.

### **OLD BUSINESS**

No old business.

### **ADJOURNMENT**

**There being no further business, Mr. Lord motioned to adjourn the meeting at 10:27 a.m., Mr. Gelbsman seconded, and the meeting was adjourned.**

The next meeting of the COIDA Board will take place August 25, 2016, at 8:00 a.m., at 189 Main Street, Oneonta NY.