

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

September 22, 2016

Meeting Minutes

CALL TO ORDER

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:06 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Joseph Bernier, Robert Hanft, Craig Gelbsman, Hugh Henderson, Rick Hulse, Jim Salisbury and Jim Jordan.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, and Joe Hughes; agency counsel A. Joseph Scott and Kurt Schulte; and intern Natalie May of Hartwick College.

Chairman's Remarks

Mr. Morgan thanked the Board for attending the presentation of Otsego Now's Business Plan on September 19, 2016 and indicated that he thought the meeting was successful.

MEETING MINUTES

The Chair presented the Minutes from the August 25, 2016 and September 19, 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

Ms. Horvath presented the financial reports in Mr. Lord's absence. There was nothing remarkable in the financial reports. Ms. Horvath noted a few budgetary items and indicated that she is still awaiting the ESD grant money tied to the Training Center. Mr. Hulse moved to approve the financials. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

BILLS TO BE PAID

Ms. Horvath then presented the Bills to be Paid. There was nothing unusual among the paid bills or bills to be paid. Mr. Salisbury moved to approve the Bills to be Paid. Mr. Bernier seconded and the motion passed by unanimous voice vote.

COMMITTEE REPORTS

Project Committee

The Project Committee met on September 15, 2016. Mr. Jordan and Mr. Mathes reported on the following matters discussed at the Project Committee meeting:

- Oneonta Rail Yards Project Update
 - Mr. Mathes updated the Board that Chris Martell of Hodgson Russ anticipates having the title work completed by end of next week. From there Mr. Mathes expects to close on the property relatively quickly.
- Downtown Revitalization Initiative Update
 - Mr. Mathes informed the Board that the DRI steering committee has been officially formed and their first public meeting will be held on September 27th at a time and location to be determined.
- Broadband Update
 - Mr. Mathes updated the Board that Round 2 of the grant application process has started. The deadline for submission is the end of November. Mr. Mathes also notified the Board that he will attend the November Otsego County Board of Representatives meeting and provide a written update on broadband progress. Mr. Mathes also plans to have Jim Becker of Midtel give the Board a broadband update at a future Board meeting.
- All Things Food & Beverage
 - Mr. Mathes informed the Board of a meeting he had with Ken Jaffe and a few members of the CADE board. He expressed enthusiasm with regard to aligning the vision and goals that Otsego Now has regarding the Food and Beverage Innovation district with that of CADE's. Mr. Mathes also mentioned the possibility of sharing an Executive Director to help coordinate and provide structure for projects moving forward.
- Ford Building

Mr. Mathes updated the Board on the Ford Building status. Delaware Engineering is conducting an appraisal of the property that will be completed by the end of September. Simultaneously, Delaware is preparing an application related to this building for a Restore NY grant. Delaware Engineering is also creating an estimate of the cost of the environmental cleanup of the building and property. Once the appraisal is completed, Mr. Mathes intends to meet with the building's owners to discuss a purchase offer.

Mr. Hulse moved to approve the Project Committee minutes. Mr. Gelbsman seconded and the motion passed by unanimous voice vote.

Audit and Finance Committee

The Audit and Finance Committee met on September 8, 2016. Ms. Horvath reported on the following matters discussed at the Audit and Finance Committee meeting:

- Dave Rees Marine

- Ms. Horvath updated the Board that Mr. Rees spoke at the Committee meeting discussing his outstanding loan balance and proposing to have his loan forgiven for a one-time payment of \$50,000.
- IOXUS/Focus Ventures
 - Ms. Horvath updated the Board that IOXUS is now current on loan and rent payments and that Focus Ventures provided both its annual fee to the IDA and its PILOT payment to the taxing entities on schedule.

Mr. Bernier moved to approve the Audit and Finance Committee minutes. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

Governance Committee

The Governance Committee met on September 1, 2016. Ms. Horvath reported that the staff performance reviews were complete and that she and Mr. Hulse reviewed a list of action items regarding Otsego Now's Strategic Plan.

Mr. Salisbury moved to approve the Governance Committee minutes. Mr. Bernier moved to approve and the motion passed by unanimous voice vote.

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- Solar
 - Mr. Mathes gave an update to the Board of progress on Solar Projects. As each site may have only one off-taker, Mr. Mathes anticipates having the Oneonta City School district as the off-taker for the Oneonta Business Park and the City of Oneonta as the off-taker in Richfield Springs. Mr. Mathes then went on to discuss three different lease options that each could undertake. Mr. Mathes notified the Board that more will be discussed at the next Project Committee meeting.
- Mike Reese
 - Mr. Mathes informed the Board that Mike Reese has been hired as Regional Director for the Mohawk Valley, the position that was until recently held by Ken Tompkins. Mr. Reese and his deputy Allison Nowak will visit and tour Otsego Now's projects on September 30th.
- Completed COO Review
 - Mr. Mathes updated the Board that individual COO reviews were completed by himself, Mr. Morgan, and Mr. Hanft, and then combined into a joint review. Mr. Mathes indicated that the group recommends a 5% increase in salary for Ms. Horvath. The proposed salary increase will be discussed, along with budget allocation of said salary increase, at the next Audit and Finance Committee meeting.

Workforce Training Center Report

Ms. Horvath in Mr. Doyle's absence reported on the following matters:

- DSP Training – Pathfinder and ARC
- Workforce Call to Action Event – Scheduled possibly for late November/early December
- Working with a local company – WDI Money
- CDBG – Workforce Training Grant
 - Mr. Doyle is currently finalizing dates and locations to hold a 4-hour boot camp for workforce training.

MOTIONS AND RESOLUTIONS

Rees Marine Loan

Ms. Horvath informed the Board that Mr. Rees has an interested buyer who would like to purchase his business and real property. Mr. Rees wishes that COIDA accept the \$50,000 as payment in full on his note and relinquish the lien we have on his property. Based on discussions and a written opinion from COIDA's Treasurer, Mr. Lord, Ms. Horvath recommended that COIDA accepts Mr. Rees' offer of \$50,000 and restructure the loan such that COIDA would receive \$1,000/month for 36 months, directly from the new owner, until the remaining balance of the loan is paid off. COIDA would maintain its lien on the property until the loan was paid in full. Mr. Salisbury moved to approve. Mr. Bernier seconded and the motion passed by unanimous voice vote.

189 Main Street Lease

Ms. Horvath informed the Board that the deadline for opting into a two-year lease extension for the offices at 189 Main Street is September 30. Based on conversations with Mr. May, COIDA may opt into a two-year extension at a reduced cost of \$44,000 per year. Mr. Hanft moved to approve. Mr. Gelbsman seconded and the motion passed by unanimous voice vote.

Executive Session

Mr. Jordan made a motion to enter into the executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 9:35 a.m., for the following reason: 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. Bernier moved to approve. Mr. Salisbury seconded and the motion passed by unanimous voice vote. The Board entered executive session at 9:36 a.m. Twenty minutes later, Mr. Bernier moved to exit executive session. Mr. Salisbury seconded and the motion passed unanimously, and the Board exited executive session at 9:56.

Market Street Resolution

Mr. Bernier moved to approve the resolution authorizing preliminary action for condemnation proceedings at 27-33 Market Street, Oneonta, NY 13820. Mr. Salisbury moved to approve and the motion passed by voice vote (7 yes, 0 no, 1 abstain – Mr. Gelbsman).

Executive Session

Mr. Hulse made a motion to enter into the executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 10:00 a.m., for the following reason: To discuss

the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Bernier seconded and the motion passed by unanimous voice vote. The Board entered executive session at 10:01 a.m. Later, Mr. Salisbury moved to exit executive session. Mr. Hulse seconded and the motion passed unanimously, and the Board exited executive session at 10:43 a.m. The Board will look to form a special committee to work out the details on implementing the Business Plan and contract renewals.

NEW BUSINESS

No new business.

OLD BUSINESS

No old business.

ADJOURNMENT

There being no further business, Mr. Salisbury motioned to adjourn the meeting at 10:47 a.m., Mr. Bernier seconded, and the meeting was adjourned.

The next meeting of the COIDA Board will take place October 27, 2016, at 8:00 a.m., at 189 Main Street, Oneonta NY.