

# **COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**November 17, 2016**

## **Meeting Minutes**

### **CALL TO ORDER**

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:05 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Robert Hanft, Craig Gelbsman (who left the meeting at 9:45), Jeff Lord, Hugh Henderson, Rick Hulse, Jim Salisbury (who joined the meeting at 8:28) and Jim Jordan.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, and Joe Hughes; agency counsel A. Joseph Scott and Kurt Schulte. Also present was Mayor Gary Herzig (who left the meeting at 9:29) and Patrick Doyle of Doyle Consulting.

### **Chairman's Remarks**

Mr. Morgan updated the Board concerning the CEO contract and notified the Board of Mr. Jordan's resignation from the Board, effective December 31<sup>st</sup>, 2016; Mr. Morgan offered thanks to Mr. Jordan and indicated that he will be difficult to replace.

### **MEETING MINUTES**

The Chair presented the Minutes from the October 27, 2016 meeting to the Board. Mr. Jordan moved to approve the minutes. Mr. Hanft seconded and the motion passed by unanimous voice vote.

### **TREASURER'S REPORT**

Mr. Lord presented the financial reports. 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. Henderson moved to approve the Bills to be Paid. Mr. Jordan seconded and the motion passed by unanimous voice vote.

### **COMMITTEE REPORTS**

## **Governance Committee**

Mr. Morgan updated the Board on the ongoing process between the Governance Committee, Mr. Mathes, and agency counsel, A. Joseph Scott, regarding the finalization of the CEO contract.

Mr. Hulse made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:17 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. Hanft seconded and the motion passed by unanimous voice vote. The Board entered executive session at 8:17 a.m. Later, Mr. Salisbury moved to exit executive session. Mr. Jordan seconded and the motion passed unanimously, and the Board exited executive session at 8:54. Mr. Hulse then made a motion to accept the CEO contract that Mr. Scott had provided the board, which is appended to these minutes. Mr. Henderson seconded and the motion passed by voice vote (7 yes, 0 no, 1 abstain.)

## **Project Committee**

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

- *NYS Regional Economic Development Funding Process*
  - Governor Cuomo will announce CFA award winners on December 8th, 2016.
- *Oneonta Rail Yards Project Update*
  - Mr. Mathes informed the Board the subdivision is now complete and he anticipates closing in the next few days.
- *Paperkite Social Media Marketing Update*
  - Susan Green of Paperkite Creative gave an update to the Committee concerning their Otsego Now Social Media Campaign.
- *Solar Project Update*
  - John Hamor of Four Corners Energy gave the Committee an update on NYSERDA's incentives and ongoing discussions with SoCore.
- *Site*
  - Mr. Mathes notified the Committee of a potential new development site he is working on in the County.

## **Audit and Finance Committee**

The Audit and Finance Committee met on November 10, 2016. Mr. Lord reported on the following matters discussed at the Audit and Finance Committee meeting:

- *Dave Rees Marine*
  - Mr. Lord updated the Board that the committee discussed the loan assumption application filed by Chuck Jones, purchaser of the Rees Marine business. The

committee determined that Mr. Jones' financial documents are in order and approved his loan application. As the loan assumption had been approved by the full board in October, contingent upon receipt of an application and analysis of financials, Ms. Horvath will contact Mr. Schulte to move the matter forward with both attorneys, reiterating the fact that the interest rate will be 4%, and that Mr. Rees will remain on the note as an obligor until the note is paid in full.

- *Audit “dashboard”*
  - Mr. Lord noted that the Audit “dashboard” is ahead of schedule.
- *Brooks Bottling Loan*
  - Mr. Lord informed the Board that the committee will recommend decreasing the interest rate on this loan to 2%.

## **CEO’s REPORT**

Mr. Mathes updated the Board on the following matters:

- *Susquehanna Region Craft Food & Beverage Education Center*
  - Mr. Mathes briefed the board concerning the KK&P visit on November 10<sup>th</sup>. KK&P held meetings throughout the day presenting Phase 2 of the Susquehanna Region Craft Food & Beverage Education Center to a community of stakeholders and the DRI Committee. Mayor Gary Herzig also informed the Board of the DRI Committee potentially forming sub-committees that would oversee individual projects. How and when those sub-committees will be formed is still unknown.
- *Foothills Performing Arts Center*
  - Mr. Mathes informed the Board of early discussions concerning a possible incubator to be housed at Foothills.
- *Housing Study*
  - Mr. Mathes informed the Board of a county wide Housing Study that will be provided for area developers. The scope of the study will include the City of Oneonta, Milford, Cooperstown, and Richfield Springs. Mr. Mathes anticipates a draft RFP will be completed by the end of the week.
- *Ommegang meeting with Doug Campbell*
- *Siemens Building*
  - Mr. Mathes updated the Board of continued talks with a potential tenant for the Siemens Building.
- *Broadband*
  - Mr. Mathes expressed his concern to the Board of missing Phase 2 of the grant application regarding Broadband. He will have a meeting with Otsego Electric Co-Op and Mid-Tel early next week and will have a better understanding then.

## **Workforce Training Center Report**

Mr. Doyle reported on the following matters:

- WDI Funds – Local Unnamed Employer granted \$17,000 to have in-house training to upskill its internal workforce. Mr. Doyle also anticipates approaching other local companies with similar needs to possibly utilize the same model of workforce training.
- ARC Otsego – Training for direct support professionals – goal is to train 80 individuals.
- CDBG – Workforce Training Center bootcamp was held on 10/22. Because of a mediocre turnout, Mr. Doyle informed the Board that Otsego Now will deobligate the balance of the CDBG funding.

## **MOTIONS AND RESOLUTIONS**

### CEcD Budget

Ms. Horvath presented to the Board her CEcD training budget for 2017, an estimated total of approximately \$6,500, well under the total training budget of \$15,000 for 2017. Mr. Salisbury moved to approve. Mr. Lord seconded and the motion passed by unanimous voice vote.

### Brooks Loan

Ms. Horvath informed the Board that the Audit and Finance Committee voted to recommend reducing the client's current interest rate on its loan with the IDA from 4% to 2%, based on historic precedent and the failure of the Town of Oneonta to extend sewer lines out on Route 7. Mr. Hulse moved to approve. Mr. Henderson seconded and the motion passed by unanimous voice vote.

### Elizabeth Horvath Review & Pay Increase

Mr. Mathes recommended to the Board based on an outstanding review of Ms. Horvath that the IDA increase Ms. Horvath's compensation by 5%. Mr. Mathes informed the Board the increase is already reflected in the 2017 budget. Mr. Salisbury moved to approve. Mr. Lord seconded and the motion passed by unanimous voice vote.

### Upcoming Board Meetings

Governance Committee – 12/1 @ 8:00 a.m. in Cooperstown, NY

Audit Committee – 12/8 @ 7:30 a.m. in Oneonta, NY

Project Committee – 12/15 @ 7:30 a.m. in Oneonta, NY

Board Meeting – 12/22 @ 8:00 a.m. in Oneonta, NY

## **NEW BUSINESS**

No new business.

## **OLD BUSINESS**

No old business.

## **ADJOURNMENT**

**There being no further business, Mr. Salisbury motioned to adjourn the meeting at 10:01 a.m., Mr. Lord seconded, and the meeting was adjourned.**

The next meeting of the COIDA Board will take place on December 22, 2016, at 8:00 a.m., at 189 Main Street, Oneonta NY.