

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

December 17, 2015

Meeting Minutes

CALL TO ORDER

Chair Robert Hanft called to order the meeting of COIDA at 8:00 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Joseph Bernier, Jeffrey Lord, Craig Gelbsman, Robert Hanft, James Salisbury, Hugh Henderson, James Jordan, and Len Marsh.

Also in attendance were staff members Sandy Mathes, Elizabeth Horvath, Joe Hughes, and Dawn Rivers; and agency counsel A. Joseph Scott and Kurt Schulte.

MEETING MINUTES

The Chair presented the Minutes from the November 17, 2015 meeting of COIDA to the Board. Mr. Bernier moved to approve the minutes. Mr. Marsh 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 observed that the write-off of Comp Direct appears in the financials. Mr. Marsh moved to approve the financials. Mr. Salisbury seconded and the motion passed by unanimous voice vote.

BILLS TO BE PAID, PAYROLL REPORT and LOAN REPORT

Ms. Horvath presented the Bills to be Paid to the Board. Notable were Center for Economic Growth's annual membership renewal and Clark Patterson Lee Rail Yards Study. After some discussion, Mr. Jordan moved to pay the bills. Mr. Salisbury seconded and the motion was approved unanimously by voice vote. Ms. Horvath indicated that she would update the Report with a last-minute bill paid to Key Bank, and that going forward she will re-adopt the practice of placing asterisks alongside expenses that are grant-reimbursable.

Ms. Horvath then presented the Loan Report, noting minimal changes from last month's report. The Board took no action.

COMMITTEE REPORTS

Project Committee

The Project Committee met on December 14, 2015. Mr. Mathes reported on the following matters discussed at the Project Committee meeting:

- Oneonta Rail Yards
- URI/CFA success
- Wilson Elser contact
- Social Media contract
- Oneonta Business Park
- Broadband review
- Food Hub review

CEO's REPORT

Mr. Mathes updated the Board on the following matters:

- Mr. Mathes and Ms. Horvath will provide the County Board an update on IDA activities at their Board meeting scheduled for the morning January 6th.
- Norfolk Southern

DIRECTOR'S REPORT

Ms. Rivers updated the Board on the following matters:

- NYCM
- Training course revisions
- Business Outreach

MOTIONS AND RESOLUTIONS

Broadband

Mr. Mathes asked the board to authorize spending up to \$2,000 for FARR Technologies to provide granular information on census tract broadband coverage, in the interest of improving our positioning for upcoming State grant monies. Mr. Jordan moved to approve. Mr. Marsh seconded and the motion passed by unanimous voice vote.

Mr. Mathes also asked the Board to authorize hiring Keith Roland of the Herzog law firm to create the broadband LDC partnership that will accept grant money and own the dark fiber. Mr. Salisbury moved to authorize hiring Mr. Roland to perform this work, at a cost not to exceed \$10,000; Mr. Henderson seconded, and the motion passed unanimously.

Ehrling Retainer

No action was taken; Board will revisit at a later date.

Wilson Elser Contract

Mr. Mathes recommended renewing the Wilson Elser contract at \$5,000 per month. The contract runs on a month to month basis and can be cancelled with thirty days' notice. Mr. Jordan moved to approve. Mr. Salisbury seconded and the motion was passed by unanimous voice vote.

Social Media Contract

Paperkite Creative would be used for a Social Media contract to help market the Oneonta Business Park to potential site selectors and decision makers. Paperkite would be contracted for \$1,600 a month. Mr. Marsh moved to approve the one-year contract for \$1,600/month. Mr. Salisbury seconded and the motion was passed by unanimous voice vote.

Interns

Ms. Horvath requested authorization to hire two interns beginning February 2016. Jessica Lyden, Senior, at SUCO and Karl Gustafson, Junior, at Hartwick College would be brought on at \$9.00/hr.; maximum of \$162/week for 4 months. Mr. Marsh moved to approve. Mr. Henderson seconded and the motion was passed by unanimous voice vote.

OLD BUSINESS

Mr. Scott informed the board that Northern Eagle's PILOT is scheduled to close by 12/18/15.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

At 9:59 a.m., Mr. Bernier moved to enter Executive Session for the purpose of discussing personnel and contracts. Mr. Salisbury seconded, and the motion passed. The Board entered Executive Session at 9:59 a.m. At 10:21, the Board moved to exit Executive Session [Joe Scott to fill in the blanks]

ADJOURNMENT

There being no further business, Mr. Salisbury motioned to adjourn the meeting at 10:28 a.m, Mr. Marsh seconded, and the meeting was adjourned.

The next meeting of the COIDA Board will take place on January 28, 2016 at 8:00 a.m. at 189 Main Street, Oneonta, NY.