**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**DRAFT AUGUST 24, 2017 SUBJECT TO BOARD APPROVAL**

**Meeting Minutes**

**CALL TO ORDER**

Chair Devin Morgan called to order the monthly meeting of COIDA at 8:09 a.m. at the offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present were Devin Morgan, Rick Hulse, Jeff Lord, Craig Gelbsman and Cheryl Robinson. Also in attendance were Agency Counsel Kurt Schulte and Bond Counsel Joe Scott.

**CHAIRMAN’S REMARKS**

The Chair gave a brief introduction to the meeting and noted that the IDA was doing a good job of keeping up with the projects even with the lack of staff at this time.

**MEETING MINUTES**

The Chair noted that there are no July meeting minutes due to a lack of quorum the day of the meeting. Mr. Gelbsman moved to affirm this information, Mr. Hulse seconded and the motion passed by unanimous voice vote.

**DISCUSSION: SMALL BUSINESS SEMINAR SERIES**

Barbara Ann Heegan, Chamber President, began the discussion about the small business seminar series that are to begin in September and run for 7 weeks. Last year 122 businesses participated and several different areas were discussed including finance, license issues, and marketing and promotion. The Chamber is dedicated to this series. They are looking forward to having 50 agricultural businesses participate this year, including SUNY Cobleskill and other area businesses. CEO round tables were also held last year wherein 30 CEO’s were present. Workforce development was an important topic and manufacturing programs with BOCES and the Department of Labor as well. Information was presented that there are going to be 140 openings in this type of program for this area over the next 2-3 years. The Chamber supports the future activity of this program. The IDA members expressed their support for the Chamber’s activities.

**TREASURER’S REPORT**

Mr. Lord presented the financial reports. Mr. Lord noted that the balance sheet changed very little in the report. The following items were discussed: (1) rent, (2) operational expenses that were paid out included (a) CFO for Hire, (b) legal fees and (c) temporary staffing. Nominal office expenses were paid out as well (2 months were incorporated). Mr. Lord mentioned that the OCCRC has had no activity. Mr. Lord also noted that the burn rate will not be detailed until new CEO starts and an accurate projection of where they are going is determined. They will be continuing to make reports to the Audit and Finance Committee and the full board. Mr. Hulse then moved to approve the financials. Ms. Robinson seconded and the motion passed by unanimous voice vote.

**COMMITTEE REPORTS**

**Governance Committee**

The Chair reported that working with the contractors has been pretty good overall. There were no questions about the minutes.

**Audit & Finance Committee**

Mr. Lord reported on Committee actions and noted that it was contained in his Treasurer’s Report.

**Project Committee**

The Chair discussed the minutes getting posted and it was determined that the Contractor’s would post them after the meeting. The minutes of the Project Committee were reviewed and discussed. Mr. Hulse moved and Mr. Gelbsman seconded and the motion passed by unanimous voice vote.

**Hiring Committee**

Ms. Robinson presented the Hiring Committee report. The consultant is moving forward on the hiring of a new CEO. There was discussion on the process and the rules regarding the scheduling and conducting of meetings.

**MOTIONS AND RESOLUTIONS**

SEQR Railyards Transfer – A resolution was introduced to approve transfer of SEQR Application regarding Railyards project to the City of Oneonta, NY. Approval of submission of application to the City of Oneonta was discussed and agreed upon. OtsegoNow is placing $10,000 in escrow that may not be used, but if it is, it could be used to hire an independent engineer. There was discussion with the Mayor regarding environmental impact issues, public information and transparency, financial capacity, infrastructure and timetable. Various options were discussed. Mr. Hulse moved and Mr. Lord seconded the resolution regarding the transfer and the motion passed by unanimous voice vote.

Mohawk Center Grants Transfer– A resolution was introduced to approve transfer of grants regarding Mohawk Valley Craft Food & Beverage Center to City of Oneonta, NY. The City has been coordinating with the State. There are opportunities to pursue other options with Mohawk Valley Craft Food & Beverage Center. The IDA is taking more of a supporting role on this project. Two (2) grants were mentioned relating to (1) demolition and acquisition and (2) primary construction. After discussion, Mr. Hulse moved the resolution and Mr. Lord seconded the resolution and the resolution passed by unanimous voice vote.

Doubleday Field Renovation - A resolution was introduced to approve a change in scope and commitment to the Village of Cooperstown Doubleday Field renovation. The Chair mentioned that a CFA grant came in with ½ of the money that was originally asked for. The Chair discussed the fact that the Village decided they could not do both the Railyard and Doubleday projects and would rather do this project. The IDA will match what the Village puts in. The question was raised as to if formal approval was ever received. Friends of Doubleday Field could possibly get involved with this project. The Chair discussed that the focus should be on Doubleday itself (i.e., locker rooms and ADA bathrooms). After some discussion, Mr. Hulse moved the resolution and Ms. Robinson seconded the resolution and the resolution passed by unanimous voice vote.

CEO Appointment – There was discussion regarding the status of the hiring of a new CEO and the board was advised that a top candidate has been identified. The board directed the Chair to move forward with discussions with the candidate.

Executive Session: There was a motion by Mr. Hulse and seconded by Mr. Gelbsman to enter into Executive Session to discuss personnel matters. The motion was approved unanimously and the COIDA went into Executive Session at 8:37 a.m. The COIDA came out of Executive Session at 9:02 a.m. and reported that no action was taken on the resolution in Executive Session.

**UPCOMING MEETING SCHEDULE**

The Chair noted that the upcoming meeting schedule.

**NEW BUSINESS**

The Chair then asked if there was any new business. There was no new business to be discussed.

**PUBLIC COMMENT**

The Chair then noted that there was a several members of the general public in attendance and invited any comments.

A representative from the Village of Richfield Springs offered the following comments regarding a property in Richfield Springs/Springfield that he requested to be transferred to the Youth Sports Program. Doing this would enhance the Village and bring in more people to their program. They noted that the property was originally earmarked to be used for a business/industrial park, and that nothing had been done with it at this time. The land would benefit the North part of Otsego County and southern part of Herkimer County and would give a place where the kids could call home with respect to their sports facilities. The Chair mentioned that this was brought up to the Board in the past and it should come up through the Project Committee in the future. The main issue is the source of money to fund this project. The Chair noted that other options for this land should have been presented initially, not just for use as a business/industrial park. The group is looking for a commitment from the IDA. One representative mentioned that there are a lot of volunteers, coaches, parents, etc. that are involved with this program. They believe that this proposal is important and that Richfield Springs would greatly benefit from the land being used for sports fields.

A question was raised by the Board as to how many kids were served with this program. The representatives answered that the program serves kids in pre-K through 6th grade. Currently there are 63 kids in the soccer program, 102 in baseball, softball and tee ball and 80-90 in basketball. He noted that they are losing families to Cooperstown, as they have a large facility there to accommodate all of these sports in one place.

There was some discussion at the board level, and the Chair noted that COIDA should discuss the matter. The full board agreed.

**ADJOURNMENT**

**There being no further business, Mr. Morgan moved to adjourn the meeting at 9:21 a.m., Ms. Robinson seconded, and the meeting was adjourned.**

The next meeting of the COIDA Board will take place on Thursday, September 28, 2017, at 8:00 a.m., at 189 Main Street, Suite 500, Oneonta, NY.