

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**March 27, 2014**  
**Meeting Minutes**

**CALL TO ORDER**

Chair Sharon Oberriter called to order a special meeting of the COIDA, to discuss time-sensitive issues, at 7:31 a.m. at the County offices at 242 Main Street, Oneonta, NY. Voting members present included Sharon Oberriter, Len Marsh, Betty Anne Schwerd, Jeff Lord, Jim Salisbury, Bob Hanft and Hugh Henderson.

Also in attendance:

Staff: Sandy Mathes, Elizabeth Horvath and Kurt Schulte

Guest: Mayor Miller

**LEASE 189 MAIN STREET, ONEONTA**

Board reviewed latest draft of proposed lease between MELEX, LLC and COIDA for premises at 189 Main Street, 5<sup>th</sup> floor. Mr. Hanft recommended that the CEO and COO create a modified budget for 2014 showing (1) original, (2) modified, and (3) how changes affect the “burn rate”, what COIDA’s cash position will be at the end of the year. Items discussed include COIDA obtaining a commercial renter’s policy. Mr. Marsh moved to approve the lease pending corrections of a few minor details; Mr. Salisbury seconded. A roll-call vote was held (Mr. Lord abstained due to a conflict of interest, all other voting members voted Aye) and the motion passed.

Pursuant to this, Mr. Salisbury moved to adopt the budget for office space/services/furnishings presented by Mr. Mathes for 2014-2016, (1) subject to presentation of a modified overall COIDA budget at the monthly COIDA board meeting scheduled for May, (2) with purchases made in accordance with COIDA’s procurement policy and/or state-contract purchasing, and (3) contingent upon the bottom-line number of the current 2014 COIDA budget remaining the same. Ms. Schwerd seconded. With a roll-call vote (7 Ayes, 0 Nos, 0 Abstentions), the motion passed.

**WRIGHT NATIONAL SOCCER FIELDS**

The board briefly discussed OCDC petitioning the court for transfer of the property to COIDA, and the financial implications thereof. Mr. Mathes and Mr. Schulte updated the board on negotiations between the Oneonta Soccer Club and OCDC concerning an agreement by which the Club would take over the maintenance and operations of the fields for 2014. The board will receive a further update at the monthly meeting on April 3, 2014.

**PERSONNEL**

The board reviewed a job description created by the COO to be used in the hiring of an executive assistant/office manager for COIDA. Mr. Hanft moved to approve moving forward with advertising for and hiring this position; Ms. Schwerd seconded; the motion passed unanimously. Ms. Horvath requested that the board formally extend Amy Lieberman's employment through April 14, 2014, as COIDA searches for clerical help. Mr. Marsh so moved, Mr. Hanft seconded, and with a roll-call vote (7 Ayes, 0 Nos, 0 Abstentions), the motion passed.

Mayor Miller commented that, if the County does turn all of economic development -- in the wake of Zondra Hart's departure -- over to COIDA, that function will then be efficiently led and staffed, if provided enough funding from the County.

### **CUSTOM ELECTRONICS/SUBORDINATION**

Custom Electronics is refinancing a \$480,000 mortgage with Key Bank and requested that COIDA subordinate its first position on the lien on the property on Winney Hill Road in Oneonta to Key Bank. The lien on this property is held as collateral on a \$47,000 investment COIDA has with Ioxus. Mr. Marsh moved to approve the subordination per Mr. Pentaris's request, Mr. Salisbury seconded, and with a roll-call vote (7 Ayes, 0 Nos, 0 Abstentions), the motion passed.

### **COMMITTEE WORK**

Mr. Mathes recommended that, going forward, COIDA's board adopt a much more active stance towards committee work, and that -- with a regular schedule of committee meetings -- most of the board's real work take place in committee, so that full board meetings will become more pro forma. Mr. Mathes, Ms. Oberriter and Ms. Horvath will have a working session on committee structure and present a recommendation to the board at the April or May monthly meeting.

### **EXECUTIVE SESSION**

Ms. Schwerd moved that the board enter executive session in order to discuss personnel and contract-related issues, Mr. Salisbury seconded, and the motion passed. The board moved into executive session at 8:56 a.m. At 9:53 a.m., Mr. Salisbury moved that the board exit executive session, Mr. Marsh seconded, and the motion passed; the regular board meeting resumed.

### **COUNTY ECONOMIC DEVELOPMENT AUDIT**

Mr. Salisbury moved that, in order for COIDA to consider the County's request to take over its economic development activities, COIDA identify and hire -- at the County's expense -- an auditor to assess the current condition of the County's loans, grants and other economic development activities (pending the County's willingness to fund the audit). Mr. Marsh seconded.

There being no further business, Mr. Marsh moved to adjourn the meeting, Mr. Salisbury seconded, and the meeting adjourned at 10:01 a.m.