

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**  
**January 9, 2014**  
**Meeting Minutes**

**CALL TO ORDER**

Chair Sharon Oberriter called to order the meeting of the COIDA at 7:35 a.m. at the OCED offices 242 Main Street, Oneonta, NY. Voting members present included Sharon Oberriter, Joe Bernier, James Salisbury, Bob Hanft, James Jordan and Hugh Henderson.

Voting members Jeffrey Lord and Betty Anne Schwerd joined the meeting at 7:55 a.m.

Also in attendance:

Staff: Zondra Hart, Kurt Schulte, Doug Gulotty, Joe Scott and Elizabeth Horvath

Guests: Jamie Reynolds, Duncan Davie, Robert Wood, Richard Miller, Katherine Stuligross, Kathy Clark, Dr. Nancy Kleniewski, Carolyn Lewis, Colleen Branan, Edward May and Mike Long.

**MEETING MINUTES**

Minutes for both December 5 and December 19, 2013, were reviewed. Mr. Bernier made a motion to accept both sets of minutes, Mr. Hanft seconded, motion carried.

**TREASURER'S REPORT**

The board reviewed November and December's statements. Mr. Gulotty discussed the IDA's MMDA at NBT Bank and the CD at Bank of Cooperstown; further, Mr. Gulotty recommended that Ms. Horvath be approved to receive an IDA credit card and that both Ms. Horvath and Ms. Hart be made "information only" signatories on all IDA accounts at all four financial institutions. Mr. Salisbury so moved, Mr. Hanft seconded, and the motion carried with a roll call vote (Vote: 6 ayes, 0 no). Mr. Hanft moved to accept the Treasurer's Report, Mr. Salisbury seconded, and the motion passed.

**BILLS TO BE PAID**

Mr. Gulotty presented bills to be paid totaling \$14,589.10. Mr. Salisbury made a motion to approve paying the bills. Mr. Jordan seconded. A roll call vote to pay bills was held (Vote: 6 ayes; 0 no). Motion carries.

**Procurement Report**

Mr. Gulotty introduced the PARIS procurement report and the board reviewed. Mr. Hanft moved to accept the report and to instruct Mr. Gulotty to submit it; Mr. Jordan seconded; a roll call vote was held (Vote: 6 ayes; 0 no), and the motion passed.

**Revised Budget**

Mr. Gulotty presented the revised budget, mentioning that the principal revisions involved moving money to fund the hiring of Mr. Mathes as Executive Director. Mr. Hanft moved to accept the corrected version of the budget, Mr. Henderson seconded, and with a roll call vote (Vote: 6 ayes; 0 no), the motion passed.

Mr. Hanft made a motion for the board to enter into executive session for the purpose of discussing personnel. Mr. Henderson seconded the motion. The board exited open session and entered executive session at 7:51 a.m. inviting current attendees Ms. Hart, Mr. Henderson, Mr. Davie, Mr. Scott, Mr. Schulte, Mr. Wood, Mr. Miller, Ms. Stuligross, Ms. Clark, Ms. Horvath, Dr. Kleniewski, Ms. Lewis, Ms. Branan, Mr. May and Mr. Lord.

The board returned to the regular meeting at 8:18 a.m., Mr. Salisbury having motioned to adjourn executive session and return to the meeting, Mr. Lord seconding, all ayes, motion carried.

### **Personnel Matters**

Mr. Hanft moved to accept the resolution crafted by Mr. Scott vis a vis the Mathes contract (“Consulting Contract Approval Resolution, Mathes Consulting”), offering the contract to Mr. Mathes with the recommended amendments, and Mr. Salisbury seconded. A roll call vote was called and the motion passed (Vote: 8 ayes, 0 no). The board agreed that negotiations would be handled by Mr. Scott and Ms. Oberriter.

Mr. Bernier moved to accept the proposed amendments to Mr. Gulotty’s contract with the IDA, Mr. Lord seconded, and a roll call vote (Vote: 8 ayes, 0 no) passed the motion unanimously.

### **Revised Budget**

Mr. Hanft moved to approve the revised budget 2014 to 2018, Mr. Bernier seconded, and with a roll call vote (Vote: 8 ayes, 0 no), the motion passed.

### **Upcoming EDCs**

Mr. Bernier moved to authorize spending of budgeted monies for staff to attend the January 22 and 23 EDC conference on IDAs; Mr. Salisbury seconded; with a roll call vote (Vote: 8 ayes, 0 no), the motion passed.

### **PILOT Deviation for OCHFC Project**

Mr. Scott presented a resolution for the Manor project (“PILOT Deviation Approval Resolution, Otsego County Health Facilities Corporation Project”) due to the fact that the county’s special counsel requested that the IDA pre-approve PILOT terms in order to help the OCHFC finalize negotiations with the acquirer. PILOT payment increases are based on COLA metrics which will be included once the facility is in contract. Ms. Clark noticed an error concerning unit

numbers (should read 174 units/beds x \$750 for \$130,500), error to be corrected. Mr. Bernier moved to pass the resolution, Mr. Hanft seconded, the motion passed unanimously.

### **Housekeeping**

Ms. Oberriter requested that all board members complete and return the Board Evaluation form included in the board packets by the end of next week for compilation and assessment by the Governance Committee in advance of the annual meeting in February.

### **Start-Up NY**

Dr. Kleniewski presented information concerning Start-Up NY, an effort involving SUNY campuses (and all New York higher ed institutions) to help communities attract and retain businesses by offering tax breaks. SUNY Oneonta is targeting businesses oriented around science/health, natural resources and technology; businesses must be located within a “flexible mile” of the campus; up to 200,000 square feet of property is eligible, provided that the business is creating net new jobs. Apparently the “flexible mile” will apply in Cooperstown as well, as a radius around the Biological Field Station. Dr. Kleniewski and Ms. Lewis are interested in generating ideas for partnering with the IDA wherever possible.

### **Oneonta Airport Commission**

Mr. May brought forward a discussion of the planned improvements to and opportunities around the Oneonta Airport, which owns 1700 acres (perhaps as many as 400 of which can be developed) and is currently an “underperforming asset.” The commission is in the process of long-range planning, working with an airport consultant. Mr. May inquired about opportunities with the IDA; Mr. Hanft responded that the IDA will have a strategic plan in place by April and should have a better idea of where the airport “fits” into the IDA’s mission this Spring.

There being no further business to discuss, Mr. Bernier moved to adjourn the meeting, Mr. Salisbury seconded, and the motion passed unanimously. The meeting adjourned at 10:30 a.m.

The next meeting of the board shall be its annual meeting, held at 7:30 a.m., February 6, 2014, at the offices located at 242 Main Street, Oneonta, New York.