

# COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

May 2, 2014

**DRAFT Meeting Minutes SUBJECT TO BOARD APPROVAL**

## CALL TO ORDER

Chair Sharon Oberriter called to order the meeting of COIDA at 7:31 a.m. at the County offices located at 242 Main Street, Oneonta, NY. Voting members present included Sharon Oberriter, Joe Bernier, Len Marsh, Betty Anne Schwerd, Jeff Lord, Jim Salisbury, Jim Jordan and Hugh Henderson.

Also in attendance:

Staff: Sandy Mathes, Elizabeth Horvath, A. Joseph Scott, and Michelle Bosma

Guests: Brian Gillette, Phil Balantic and Christine Sonnenberg

## MEETING MINUTES

Minutes for April 3<sup>rd</sup>, 2014 were reviewed. Mr. Bernier moved to accept the minutes, Mr. Marsh seconded, and the motion passed.

## TREASURER'S REPORT

The board reviewed March's financial statements. Mr. Lord noted that "nothing too significant" had taken place. Larger debits to the MMDA included costs associated with the new office space, the contribution to CORE, and professional fees. Discussion ensued. Mr. Lord moved to approve the report, Mr. Bernier seconded, and the motion passed unanimously.

The board reviewed Bills to be Paid. Mr. Bernier moved to approve, Mr. Marsh seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

## AUDIT COMMITTEE REPORT

Ms. Oberriter informed the board of the Audit Committee's meeting the prior week and their recommendation that the board accept the draft Certified Financial Audit for COIDA as prepared by Mostert, Manzanero and Scott. Mr. Bernier moved to approve the audit, Mr. Henderson seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

## COO'S REPORT

Ms. Horvath asked Mr. Scott to present to the board an update concerning the Otsego Manor. Mr. Scott reminded the board that, in January, the board had approved a resolution outlining the terms of the PILOT agreement with the purchaser of the Otsego Manor (now the Otsego County Health Facilities Corporation, or OCHFC). The resolution Mr. Scott brought before the board today authorized COIDA to

enter into a contract with the purchaser that outlines the terms of the benefits offered (an “inducement agreement”). The board discussed up-front vs. annual administrative fees for PILOT programs. Mr. Scott noted, as per page 4, section 3, he does wish to receive a written notice from the County, and agreements on both the initial administrative fee and the annual fee. Mr. Scott noted further that this is not the final document. The board discussed SEQR; Mr. Scott would prefer to have the County handle it, while Mr. Mathes indicated that to be lead agency on SEQR allows you to control the timeframe and process. Mr. Bernier moved to accept the resolution approving the inducement agreement for the OCHFC project, Mr. Jordan seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

Mr. Scott and Ms. Horvath discussed the latest iteration of the Policy Manual and the board voted to accept and adopt it; Mr. Bernier moved to accept, Mr. Salisbury seconded, and with a roll-call vote (7 Aye [Mr. Marsh “with enthusiasm”], 0 No, 0 abstaining), the motion passed. Ms. Horvath and Mr. Scott presented their recommendation that, in lieu of having Hodgson Russ perform a compliance audit, which would be difficult given the complete turnover of staff, Mr. Scott and his colleagues work with COIDA to develop best practices and guidelines around all IDA work. The board concurred.

Ms. Horvath presented generic proposals/contracts for work with Shelter Planning, Camoin and Associates, Sicherman and Paperkite Creative. The work of Shelter and Camoin will be necessary to develop and submit applications for the latest rounds of funding for State and Federal Grants, and will be guided by the Project Committee’s recommendations. Mr. Salisbury moved to approve the contracts from Shelter and Camoin, Mr. Bernier seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed. Mr. Bernier moved to approve funding for the development work of three additional companies – C&S Engineers for their work on railroad- and airport-related applications, Delaware Engineering for SEQR-related activities, and Synapse for general grant-writing – pending review by our attorney. Mr. Lord seconded. With a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed. Mr. Salisbury moved to approve the generic contract for logo and website work by Paperkite, Mr. Jordan seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed. Lastly, the board discussed funding additional work by Harry Sicherman. The forensic accounting and file review would involve cost-sharing from any entities (County, OCDC) who wish to participate. This second phase would involve clean-up, and the creation of best practices and guidelines. Mr. Salisbury moved to approve the expenditure, Mr. Lord seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

Ms. Horvath introduced Brian Gillette, president of the board of Oneonta Youth Soccer Association, who then described his organization, its activities, and its desire to have the budgeted \$25,000 COIDA contribution towards soccer-field maintenance (which, incidentally, is a court-ordered expense) funneled through Dick’s Sporting Goods’ sportsmatter.com portal, in order to earn matching funds from Dick’s. The board discussed adding a debit card to its MMDA with Community Bank for a one-time use for this purpose, said card to be destroyed once the transaction(s) is/are complete. Mr. Bernier moved to approve, pending a positive conversation between Ms. Horvath and COIDA’s auditors. Mr. Marsh seconded, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

Ms. Horvath provided an update on the broadband project. Mr. Spagnola will be invited to present his updated business plans and cost scenarios to the Project Committee when they meet on May 22, 2014, at which point the committee will determine whether it has confidence to proceed with CompDirectUSA.

Ms. Horvath provided an update on CADE and its use of the \$20,000 grant money (of which approximately \$7500 has been drawn down) for the “food hub” project. The board concurred that, going forward, for any arrangements between COIDA and those entities that it funds, we should enter into contracts, receive details of deliverables with timelines, and track these.

## **CEO’S REPORT**

Mr. Mathes presented the latest iteration of COIDA’s committee structure, function, members and meeting dates. Chair Oberriter adopted and appointed the new structure.

Mr. Mathes gave the board an update on dealings with the County concerning small-business economic development. Discussions continue. Mr. Mathes asked if the board would entertain taking on all of the County’s economic development functions, if the scope was doable and the funding was sufficient, and with indemnification from the County for all actions prior to COIDA’s acceptance thereof. The board responded positively.

The board discussed Mr. Mathes’ current contract and the fact that, because the work has moved so quickly and because priorities have continued to shift in the wake of the County losing its economic developer, the deliverables outlined in the contract are no longer useful or applicable. Mr. Bernier moved to extend the deadlines for these outstanding deliverables by 90 days, given these factors and unanticipated needs. Mr. Salisbury seconded, and with a voice vote, the motion passed unanimously.

Lastly, Mr. Mathes indicated that, as deadlines rapidly approach for applications for State and Federal funding, some COIDA money will need to be spent in order to chase grants. He proposed creating a project fund from OCCRC to be used for development: SEQR, engineering, consultants, etc. The board was amenable to the suggestion, given (1) the creation of the budget and (2) addressing costs as they come in. For 2015’s budget, COIDA will establish a line-item for Projects, to fund economic development.

## **NEW BUSINESS**

Mr. Salisbury moved to move the board meeting start-time from 7:30 am to 8:00 am, and to amend the board’s by-law accordingly. Mr. Bernier seconded, and with a voice vote (all Aye save Mr. Jordan, who voted No), the motion passed.

Mr. Jordan inquired as to rumors in his community concerning COIDA wishing to sell its land in Richfield Springs. Mr. Mathes indicated that that is not the case, and that COIDA wishes to create a business park in Richfield Springs.

There being no further business, at 10:07 am, Mr. Salisbury moved to adjourn the meeting, Mr. Lord seconded, and the meeting adjourned.