

To: **EDC Board Members**

Re: **Minutes of September 20, 2016 Regular Monthly Meeting of the Board of Directors**

Present: Arleen Girard – Chair
Chris Barden – Vice Chairman
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Dr. Kristine Duffy – Director, Representative SUNY Adirondack
Matt Fuller – Chair of Governance Committee
Harold “Bud” Taylor, Representative, Warren County
Judy Calogero – Representative, City of Glens Falls

Absent: Jeffery Byrne – Secretary
Jim Siplon - Director
John Strough – Representative, TOQ
Chuck Barton – Past Chairman, Ex-Officio

Guests: Richard Cirino – Glens Falls Collaborative
Margot Cirino – Glens Falls Collaborative

Staff: Ed Bartholomew, President/CEO
John Wheatley, Vice President
Jennifer Switzer, Director of Finance/CFO
Elaine Behlmer, Office Administrator, Acting Secretary

On September 20, 2016 the Board of Directors for the Economic Development Corporation met in the 3rd Floor Training Center at Glens Falls National Bank & Trust Company located at 234 Glen Street in Glens Falls, New York for its Regular Monthly Meeting of the Board of Directors. The following items of business were discussed:

I. **Welcome & Call to Order:** Chair Arleen Girard called the meeting to order at 8:05 a.m. advises there is a quorum and welcomes EDC’s guests.

II. **Approval:**

- EDC Regular Monthly Meeting Minutes July 19, 2016

A motion is made by Matt Fuller, seconded by Mitch Amado and carried unanimously to approve the EDC Regular Monthly Meeting Minutes July 19, 2016.

III. **Financial Update: Approval of July Financials & Payment of Bills:** CFO Jennifer Switzer advises EDC is in great financial position. The outstanding membership renewals have been discussed with Treasurer Mitch Amado. All have received three invoices and will receive follow-up phone calls. Jennifer provides a full report on the July Statement of Activities, August Highlights, August Statement of Activities and Year-to-Date. An Audit & Finance Committee Meeting will be scheduled the first week of October for draft budget review to be approved and filed with ABO in October.

A motion is made by Matt Fuller, seconded by Mitch Amado and carried unanimously to approve the July and August Financials & Payment of Bills – 7/1 – 8/31/16.

Ed discusses meeting with Warren County Budget Committee. He has requested a moderate increase of \$14,000 with Warren County for the next two years. EDC has not had an increase for the last 5 years and will undertake specific projects, GIS work and marketing to identify properties off the exits from Exit 26 down for zoning, sewer and water needs to fully promote those inquiries for some off exit work. There is little information on higher up exits and property owners have expressed interest in development. Part of the increase from the county will be used for GIS and other work to be available digitally. Ed reports there is another meeting on Thursday at 9 a.m. regarding the budget to see what the schedule will be and recommendation for board. Arleen Girard and Chuck Barton attended the first meeting; Arleen states there were no questions asked.

IV. Reports of Committees:

Governance Committee Report: Matt Fuller advises a committee meeting will be scheduled next month.

V. President & CEO Report: Other Business: Ed reports on the following activities and projects: EDC Queensbury Business Park prototype originally done - there is no reference to SUNY Adirondack to be included in revised brochure. Ed requests additional information from board members to be forwarded to him including workforce info. EDC will have 500 copies printed to be used at trade shows and is working with the Lake George Chamber and county to see what trade shows there are. Another potential brochure will include information on potential parks and land including Tech Meadows, Carey Park along with Queensbury Business Park. Ed speaks of it being a very busy summer and early fall and of Governor's initiative supported by advocacy of Senator Little and Assemblyman Dan Stec in which the City of Glens Falls was fortunate to receive a \$10M Downtown Revitalization Grant. A diversified committee appointed by the Governor includes co-chairs Omar Usmani and Dan Hall with Jim Siplon and Andrew Meader as committee members. Since there was no August Meeting EDC met with state officials regarding funding for projects in Bolton, Warren County, Finch Paper and Park Theatre along with other projects in regards to trails in the area. Unfortunately the Village of Lake George did not receive \$4.5M and Mayor Blais is looking for additional support. Ed will attend a meeting with Matt Fuller to see what can be done. It is an \$18M project looking for grants and low interest loan monies. The Village is a burden in the summer with over 1,000 people utilizing the wastewater treatment facility. Later in the meeting there is a resolution in support of Lake George funding efforts. In conjunction, EDC worked with the Lake George Watershed Group and will become a member of the Lake George Coalition. EDC assisted with support letters for a number of water related projects in Lake George. Continuing with report, Ed speaks of EDC's support and promotion of public hearing regarding area codes for everyone who currently has number to stay the same with 518 with 60% of business community in favor of overlay. A discussion followed. Next discussed is public hearing last week on Empire State Development grant of \$250,000 to EDC for loan coupled with \$250,000 from local banks with a new portfolio of \$500,000 in collaboration with Walter Young of Lake George Lake Champlain Planning to work with area banks to provide funding through Warren County and other counties with the program underwritten & overseen by EDC in conjunction with NYS Business Development Corp. This is another tool to use for small businesses administered by EDC. Ed speaks of EDC agreeing to sponsor with SUNY Adirondack and the ARCC a congressional debate with all three candidates in October at SUNY Adirondack. EDC has worked with the Queensbury Hotel and Ed Moore on application for state funding to increase size of conference room and is working with

Phinney Design on a \$500,000 restored grant due in October. The First Time Homebuyers Program with 15 homes outside Glens Falls and Glens Falls is underway. EDC visited Stony Creek and its Chamber of Commerce this summer and attended Horicon Museum Day in Town of Horicon along with Lake George Grand Opening of Marriott. The Job Training Program is underway for 25 underemployed or unemployed individuals. The Southern Adirondack Zoning & Planning Conference organized by John Wheatley is scheduled for Thursday, Oct. 6 at Fort William Henry. Matt Fuller will speak on zoning and planning impact of projects in Blue Line and steps to address zoning and planning and timing of projects. Matt is working with Fort Ticonderoga now. People don't understand cost and time involved. This conference is geared for up-county areas with planning board members coming from Hamilton and Essex Counties; municipality members can be certified from Dept. of State. This event is well attended and has a variety of other speakers including Dan Kelleher and Jim Siplon. Ed speaks about EDC's moving day with packing scheduled for next Thursday and move on Friday to 333 Glen Street, Suite 101, Glens Falls, NY. EDC will be operational by Monday and available by cell phone with Elaine sending out communication notices via email and notice in newspaper. A low key open house is planned once office is organized. There is a storage room on the 2nd floor, EDC has designed office with walls taken down and color scheme with accent wall in conference room. Ed speaks of having an intern for marking of maps and photos. North Country Janitorial will assist at new location. There are 4-5 conference rooms available for use with visitors parking for guests. EDC will order new business cards and letterhead with new address. The Strategic Plan is discussed with plans and discussion on quarterly updates and need for matrix to be formatted and condensed. Elaine will forward final documents to board members. EDC's three year contract with Atlas expires in October and is up for renewal. Atlas is the original vendor chosen which specializes in economic development to create and host EDC's website and has recently changed its name to Community Systems. Other groups could not handle the demographic and property features. A discussion follows with recommendation for Atlas resolution being changed to new name – Community Systems.

- Resolution Approving Community Systems Contract Oct. 18, 2016 through September 30, 2019
A motion is made by Judy Calogero, seconded by Chris Barden and carried unanimously to approve Community Systems Contract Oct. 18, 2016 through September 30, 2019.
- Resolution Approving Service Contract with Bolton Local Development for the period July 1, 2016 through June 30, 2017
The Bolton Local Development Corporation was out of compliance with the ABO. Jennifer Switzer has provided assistance with paperwork and hiring of an accountant along with EDC's assistance to help run the Norowal Marina. Renewal is \$2500 for the period July 1, 2016 – through June 30, 2017.
A motion is made by Matt Fuller, seconded by Mitch Amado and carried unanimously to approve service contract with Bolton Local Development for the period July 1, 2016 – June 30, 2017.
- Resolution Approving EDC Warren County's Membership with Lake George Watershed Coalition
A motion is made by Kris Duffy, seconded by Chris Barden and carried unanimously approving EDC's membership with Lake George Watershed Coalition.

- Strongly support the efforts of Village of Lake George in obtaining funding from the State of New York and Federal Government for construction of new waste water treatment facility that will assist in the region's efforts in improving the water quality of Lake George.
A motion is made by Bud Taylor, seconded by Judy Calogero and carried unanimously to strongly support the efforts of the Village of Lake George in obtaining funding from the State of New York and Federal Government for construction of new wastewater treatment Facility that will assist in the region's efforts in improving the water quality of Lake George. (Matt Fuller abstained from voting.)

Dr. Kris Duffy informs the board of a groundbreaking ceremony scheduled on Oct. 27 at 4 p.m. at SUNY Adirondack's NSTEM and Adirondack Regional Workforce Readiness Center.

VI. **Next Meeting:** Tuesday, October 18, 2016 – 8:00 a.m. EDC Regular Monthly Meeting of the Board of Directors in the Saratoga Room on the 2nd Floor at EDC Offices located at 333 Glen Street, Glens Falls unless otherwise notified.

VII. **Executive Session/Adjournment:** No executive session.
Upon no further business to come before the EDC Board, a motion is made by Chris Barden, seconded by Matt Fuller and carried unanimously to adjourn the meeting at 8:42 a.m.