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Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, January 10, 2023
One Hudson City Centre, Suite 301
Hudson, NY 12534

A regular meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held in person and accessible to the public via Zoom on January 10, 2023. The meeting was called to order at 8:30am by David Fingar, Chair.

Attendee Name	Title	Status	Arrived/ Departed
David Fingar	Chair	Present in person	
James Calvin	Vice-Chair	Absent	
Tarah Gay	Treasurer	Present in person	
Sarah Sterling	Secretary	Present in person	
Richard Cummings	Committee Member	Absent	
Andrew Howard, Esq	CEDC Counsel	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Jessica Gabriel	Senior Economic Developer	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Martha Lane	Business Development Director	Present in person	
Cat Lyden	Bookkeeper	Present in person	
Steven VanDenburgh	Business Development Specialist	Present in person	
Riley Werner	Administrative Assistant	Present in person	

Minutes, December 7, 2022:

Ms. Gay made a motion, seconded by Ms. Sterling to approve the minutes from December 7, 2022. Carried.

2022 Discharged Duties:

Mrs. Drahushuk reviewed the purpose and the list for the Board, noting it was part of the required compliance. *Ms. Sterling made a motion, seconded by Ms. Gay to approve the 2022 discharged duties as presented. Carried.*

Staffing Review:

Mr. Tucker introduced Stephen VanDenburgh, Business Development Specialist to the Committee. He noted Chris Brown, the Affordable Housing Coordinator would be joining the company on January 17th.

Mr. Tucker stated he and Mrs. Gabriel had begun addressing the updating of the Employee Handbook, which would be distributed to the staff for comments after they had completed the review.

He noted Elena DeFeo Keene would be reviewing the document which would then be brought to the Executive and Governance and Nominating Committee for recommendation to the Board, with a goal to approve the document in February. He stated required training would be held. Mr. Tucker informed the committee a proposal had been presented by the UHY payroll consultant to work on performance reviews, job descriptions and other payroll related items.

Mr. Tucker stated the first meeting had been held with the auditors to plan the audit of the financials. He noted the purchase of the lot on 9-H had been completed and he had consulted with the auditors to appropriately book the asset. He reminded the Committee the Flander's grant would be written off in the current year according to the grant agreement. He suggested that some funds should be added to the Loan Loss Reserve due to the current level of the loan funds.

Mr. Tucker addressed the EIDL loan, noting payments would need to be made beginning this month, with the intent to pay off in 5 years. He noted the membership letters had gone out and payments were coming in.

Mr. Tucker stated the Housing kickoff meeting would be held on January 25th at 4:00pm. The meeting would serve to introduce Mr. Brown to the Committee as well as conduct an organizational meeting. He noted there were 1168 addresses that are unidentified and unserved. He noted that the data was to be submitted to the FCC as a bulk load by January 13.

Mr. Tucker felt the County would involve CEDC in the Cleaner Greener Communities, which would allow CEDC and the Chamber of Commerce to work together as they have with the Columbia Forward program. Mr. Tucker noted discussions have been held with the Chamber to determine how both organizations could educate constituents on all Chamber of Commerce and CEDC programs at outside meetings where only one organization was present.

Mr. Tucker stated Ms. Werner had developed and presented a marketing plan. He stated they would be working with her on that plan. He noted he and Ms. Lane would be meeting with representatives from Greene County as the SBA lender in the area. Mr. Tucker stated CEDC would continue the "Days to Decades" ad sponsorship in the Register Star, noting it had a real impact on the business community. Mr. Tucker stated he and Mrs. Gabriel continued to work on the Strategic Planning process. He reminded the committee, Dr. Drummer would be hosting a meeting at the college with the workforce development partners later in the week.

Mr. Tucker handed out a document regarding the Strategic Plan. Mrs. Gabriel reviewed the handout with the Committee, noting it contained the comments and edits. She noted a timeframe had been added as well as a measurements and internal costs. Mr. Tucker stated he would discuss the document at the Board meeting on January 31st.

Mr. Tucker stated the Columbia Forward program had \$38,000 remaining to the end of the program in June of 2025. He informed the Committee he had had several conversations with County officials regarding the interest in supporting a private developer constructing a private commerce park.

Mrs. Gabriel stated all information required by NYS had been submitted on behalf of Kleinskill Farms. She noted the next step would be receiving the approval to move forward from NYS.

Mr. Tucker stated he would be submitting the 2023 County contract for approval and signature. He noted Mr. Fingar had signed the County Contract on the housing funding, which would be forwarded to the county later in the day for approval in advance of the Chairman's signature.



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Mr. Tucker asked the Committee enter into Executive Session under Section 105 1 f. of the Open Meeting law to discuss: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. *Ms. Sterling made a motion, seconded by Ms. Gay. Executive Session was entered into at 9:15am. Executive Session was exited at 9:30am on the motion of Ms. Gay, which was seconded by Ms. Sterling. All present voted in favor.*

Public Comment:

With no further business and no public comment the meeting was adjourned at 9:30am upon a motion by Ms. Gay and seconded by Ms. Sterling.

Respectfully submitted by Lisa Drafushuk