



# Choose Columbia

Columbia Economic Development Corporation

## COLUMBIA ECONOMIC DEVELOPMENT CORPORATION NOTICE OF PUBLIC MEETING

Please take notice that there will be a regular meeting of the Columbia Economic Development Corporation's Loan Committee to be held in person on March 20, 2023 at 8:30am, at One Hudson City Centre, Suite 301, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a. This meeting is open to the public, who will have the opportunity to attend the meeting in person at the One Hudson City Centre address or via Zoom and provide live comments. Comments can also be provided via email before and during the meeting to [mtucker@columbiaedc.com](mailto:mtucker@columbiaedc.com). Meeting packets are posted and available on CEDC's website: <https://columbiaedc.com>. Join Zoom Meeting:

<https://us06web.zoom.us/j/84398941963?pwd=WHd1bzRzenZjcE5qWlNmWEpzUGJaQT09>

Meeting ID: 843 9894 1963, Passcode: 175178, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/j/84398941963?pwd=WHd1bzRzenZjcE5qWlNmWEpzUGJaQT09>

The public will have an opportunity to attend the meeting live and provide comments via Zoom or in person. Please check the website on [www.columbiaedc.com](http://www.columbiaedc.com) for updated information.

Dated: March 13, 2023, Sarah Sterling, Secretary Columbia Economic Development Corporation

### CEDC Loan Committee

**Chairman:** Kenneth Leggett

**Members:**

David Fingar

Michael Molinski

Sarah Sterling

Rachel Levine

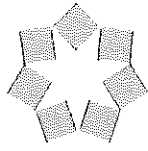
Anita Otey

1. Minutes, February 13, 2023\*
2. Loan Committee Charter Review\*
3. Committee 2022 Evaluation \*
4. Interest Rate Discussion\*
5. Portfolio Dashboard\*
6. Upper Shire Loan Request\*
7. 711 County Route 3
8. Jim's Small Engine Repair Loan
9. Public Comment

**Attachments:**

Minutes, February 13, 2023
Loan Committee Charter
Loan Committee 2022 Evaluation
Portfolio Dashboard
Upper Shire Loan Request

\* Requires Approval



**DRAFT**

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**Meeting Minutes DRAFT**  
**COLUMBIA ECONOMIC DEVELOPMENT CORPORATION**  
**LOAN COMMITTEE**  
**February 13, 2023**  
**One Hudson City Centre, Suite 301**  
**Hudson, New York**

A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Loan Committee meeting was in person in accordance with the Public Officer’s Law Section 103-a, on February 13, 2023 . Mr. Molinski – Acting Chair, called the meeting to order at 8:30am.

Attendee Name	Title	Status	Arrived/Departed
David Fingar	Committee Member	Present in person	
Kenneth Leggett	Committee Member	Absent	
Rachel Levine	Committee Member	Present in person	
Michael Molinski	Committee Member	Present in person	
Anita Otey	Committee Member	Absent	
Sarah Sterling	Committee Member	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Andy Howard	CEDC Attorney	Present in person	
Jessica Gabriel	Senior Economic Developer	Present in person	
Chris Brown	Housing Coordinator	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Martha Lane	Business Development Director	Present in person	
Cat Lyden	Bookkeeper	Present in person	
Stephen VanDenburgh	Business Development Specialist	Present in person	
Riley Werner	Administrative Assistant	Present in person	

**Minutes:**

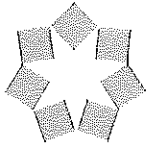
Mr. Molinski asked if there were any changes to the minutes of January 23, 2023. *With no changes, Ms. Sterling made a motion, seconded by Ms. Levine to approve the minutes of January 23, 2023. Carried.*

**Portfolio Review:**

*Ms. Lane stated the dashboard showed 4 loans 30-59 days past due and 2 loans 60 days past due. She noted the loans in the 60 day category belonged to one loan client with 2 loans. Mr. Fingar made a motion, seconded by Ms. Sterling to recommend the report to the Full Board. Carried.*

**Twin Lakes Ice Co. LLC Inc. Loan request:**

Ms. Lane stated the request was for a \$35,000 CEDC loan and an \$15,000 SBA microloan. She stated the terms would be 72 months at 5% interest, noting the funds would be used to purchase machinery and equipment and for working capital. The collateral would be a lien on business assets and title to the truck to be purchased. She



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MEETING

stated the loan would be contingent upon obtaining their Ag and Markets permit. *Ms. Levine made a motion, seconded by Ms. Sterling to recommend the loan as presented to the Full Board. Carried.*

### **Parr Inabar Corp. Loan Request:**

Ms. Lane stated the request was for a \$30,000 CEDC loan and a \$20,000 SBA loan. The terms would be 72 months on both loans. The interest rate would be 5%, with collateral consisting of a lien on business assets and a second mortgage on the real estate.. She noted the funds would be used for working capital, and to refinance higher interest debt.. *Ms. Levine made a motion, seconded by Mr. Fingar to recommend the loan to the Full Board for approval. Carried.*

### **Loan Policy Manual Review:**

Ms. Lane reviewed the proposed changes, noting most were made to clean up the document. *Ms. Levine made a motion, seconded by Ms. Sterling to recommend the document to the Full Board for approval.*

*With no further business and no public comment, Mr. Fingar made a motion, seconded by Ms. Sterling to adjourn the meeting. Carried. The meeting adjourned at 8:40am.*

*Respectfully submitted by Lisa Drahushuk*

## **LOAN COMMITTEE CHARTER**

Columbia Economic Development Corporation

This Loan Committee Charter was adopted by the Board of Directors of the Columbia Economic Development Committee, a public benefit corporation established under the laws of the State of New York, on this \_\_\_ day of April, 2023.

### **Purpose**

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the Loan Committee is to: (i) assist the Board in setting the strategic direction for the Corporation's lending operations; (ii) assist the Board in fulfilling its oversight responsibilities with respect to the Corporation's lending; (iii) assist the Board in fulfilling its oversight responsibilities with respect to the Corporation's loan servicing operations, and; (iv) fulfill such other responsibilities as assigned to it by the Board.

### **Powers of the Loan Committee**

It shall be the responsibility of the Loan Committee to:

- Review and recommend loans and aggregate loan relationships with any individual applicant and his or her affiliates that exceed a minimum amount and up to and not to exceed the legal lending limit of the Corporation.
- Consider such information the committee as it determines to be consistent with prudent lending practices in the review and approval of any loan request, including financial statements of the borrower and any guarantors, the ability of the borrower to generate cash flow to support its debt obligations and other cash flow needs, the value and adequacy of the collateral for the loan, recent trends and statistics, and other relevant information.
- Review annually and provide recommendations to the Board regarding the overall strategic plans and initiatives for the Corporation's lending operations, and monitor the implementation of such plans including, markets served and marketing activities.
- Recommend lending policies and procedures to the Board of Directors, and monitor the implementation of such policies.
- Receive monthly reports regarding collections and delinquencies.
- Receive periodic reports regarding other significant issues within the lending operations regarding matters such as, but not limited to, compliance, staffing or other operational issues.
- Provide recommendations to the Board based upon the Committee's activities.
- Conduct an annual self-evaluation of its performance, including its effectiveness and compliance with the Charter and request board approval for proposed changes.
- Review and recommend changes to the Corporation's lending fee schedules.

## **Composition of Committee and Selection of Members**

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's bylaws. The Loan Committee shall consist of at least five (5) independent members of the Board of Directors, who shall constitute a majority on the committee. The Loan Committee may have up to three (3) non-members of the Board of Directors, provided that the independent Board members constitute a majority of the committee. The Corporation's Board of Directors shall appoint the Loan Committee members. Members shall serve on the committee at the discretion of the Board of Directors. Members appointed to the committee shall have the background necessary to perform its duties. The Chairperson of the Loan Committee shall be selected by the members of the Loan Committee and ratified by the Board of Directors.

## **Meetings**

The Loan Committee shall meet at least monthly, unless the Chair deems a meeting unnecessary. Members of the Loan committee are expected to attend each committee meeting. The Loan committee may invite other individuals, such as members of management, auditors or other technical experts to attend meetings and provide pertinent information, as necessary. A majority of the committee members present shall constitute a quorum.

The Chairperson shall preside over Committee meetings, which shall be open to the public in accordance with the salient provisions of the Open Meeting Law of the State of New York, as set forth within Article 7 of the Public Officers Law. Meeting agendas shall be prepared prior to every meeting and provided to the Committee members along with any other relevant materials at least five (5) business days before the scheduled Loan Committee meeting.

A report of the committee's meeting shall be prepared and presented to the Board of Directors at its next scheduled meeting following the meeting of the Loan Committee.

# Portfolio Summary Dashboard

3/13/2023

Fund	Active Loans		30-59 Days Past Due		50-89 Days Past Due		90-119 Days Past Due	
	# of Loans	Principal Balance	# of Loans	Amount	# of Loans	Amount	# of Loans	Amount
CEDC Loan Fund	43	\$1,014,443.77	2	\$575.93	1	\$92.78	0	\$0.00
SBA Loan Fund	64	\$778,511.46	1	\$511.47	1		0	\$0.00
Grand Total	107	\$1,792,955.23	3	\$1,087.40	1	\$92.78	0	\$0.00

2022 Confidential Board Evaluation Loan Committee Performance Summary

		Somewhat	Somewhat		No
Criteria	Agree	Agree	Disagree	Disagree	Answer
The Committee members meet applicable independence requirements.	6				
The Committee reviews and approves the charter, policies and procedures, and recommends any changes to the board for approval, at least annually.	6				
Discusses guidelines and policies governing the processes used to address and manage risk exposure.	6				
Reports proceedings, findings and recommendations to the Board after each Committee meeting.	6				
Agendas and related information are circulated in advance of meetings allowing the Committee sufficient time to review information.	6				
The Committee members have the opportunity to speak with and ask questions of any Committee advisors that attend Committee meetings.	6				
The Committee receives an appropriate level of detail upon which to base their decisions	6				
Reviews delinquencies and collections regularly.	6				
Reviews loan portfolios for consistency with loan fund goals.	6				
Review and provide recommendations regarding overall strategic lending plans and initiatives.	6				

**CEDC Loan Request**  
March 9, 2023

**APPLICANT:** Upper Shire, LLC  
911 Mitchell St  
Hillsdale, NY 12529

**REQUEST:** \$25,000 CEDC Loan

**GRANT:** \$2,500 Columbia Forward Grant

**TERM:** 72- month note and amortization  
Monthly payment of \$388.29

**RATE:** 3.75%

**PURPOSE:** Construction of Cabin and Working Capital

**COLLATERAL:** Lien on business assets; personal guaranty of principals