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Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

Meeting Minutes DRAFT

Tuesday, June 25, 2024

One Hudson City Centre, Suite 301

Hudson, NY 12534

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Board of Directors was held in person at their office located at One Hudson City Centre, Suite 301, Hudson, NY 12534 on June 25, 2024. The meeting was called to order at 8:33 a.m. by James Calvin, Chair.

Attendee Name	Title	Status	Arrived/ Departed
James Calvin	Chair	Present in person	
Richard Cummings	Board Member	Present in person	
Carlee Drummer	Board Member – Ex-Officio	Present in person	
Tarah Gay	Treasurer	Present in person	
Justin Goldman	Board Member	Present in person	
Derek Grout	Board Member	Present in person	
Michael Johnston	Board Member	Absent	
Kenneth Leggett	Board Member	Present in person	
Rachel Levine	Board Member	Present in person	
Christian Lopez	Board Member	Absent	
Bryan Mahoney	Board Member	Absent	
Michael Molinski	Secretary	Present in person	
Christopher Nardone	Board Member – Ex-Officio	Present in person	
Richard Nesbitt	Board Member	Present in person	
Carmine Pierro	Board Member – Ex Officio	Present in person	
Rachel Puckett	Board Member	Present in person	
Sean Sawyer	Board Member	Present in person	
Richard Scalera	Board Member – Ex Officio	Absent	
Andy Howard	CEDC Attorney	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Chris Brown	Housing Coordinator	Present in person	
Martha Lane	Vice President Business Development	Present in person	
Stephen Vandenburg	Business Development Specialist	Present in person	
Cathy Lyden	Bookkeeper	Present in person	
Riley Werner	Administrative Assistant	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	
Kellyanne Radzik	CGCC Director Of Career Services & Experiential Learning	Present in person	
Andrew LeDoux	CGCC Dean of Students	Present in person	

Call to Order:

Mr. Calvin called the meeting to order at 8:30am. He stated he would like to amend the agenda in order to hear a presentation from CGCC regarding the Advantage Scholarship Program. He stated a request to change the Full Board meeting in October had been received from Mr. Tucker. Mr. Tucker stated he has an annual NYS Bankers Association Conference scheduled for the same day. He requested the Board meeting be changed to

Tuesday, October 22nd. Mr. Calvin asked the attending members if they agreed with the change. *Mr. Cummings made a motion, seconded by Ms. Levine to move the October CEDC full board to Tuesday, October 22nd at 8:30am. Carried.*

Committees Report:

Executive Committee:

Mr. Calvin stated the Committee had reviewed the Charter and had approved it with one minor change, allowing the Chair of the Executive Committee to appoint up to three independent members as opposed to the Executive Committee appointing members. He asked that the Board approve the charter as proposed. *Mr. Molinski made a motion, seconded by Mr. Grout to approve the change as recommended by the Executive Committee. Carried.*

Loan Committee:

Portfolio Dashboard:

Mr. Leggett asked Ms. Lane to review the Portfolio Dashboard for the Board. Ms. Lane stated no payment had been received from Loan Client A since May 15th. She was hopeful one would be received by the end of the month. She stated Loan Client B had brought in a payment but remained three month in arrears. *Ms. Gay made a motion, seconded by Mr. Leggett to approve the Portfolio report as presented. Carried.*

Ms. Lane stated there had been no Loan Committee meeting this month. Mr. Tucker stated a notice had been received from the SBA, noting CEDC had again awarded the largest number of Microloans in NYS.

Governance & Nominating Committee:

Ms. Levine noted the office of Vice-Chair had been made vacant due to the sudden death of Mr. Rector. She stated the Governance and Nominating Committee had nominated and proposed Ms. Gay to fill the opening. She stated the Committee had also voted to appoint Bryan Mahoney to fill the Treasurer's position, replacing Ms. Gay. Mr. Calvin noted that Mr. Mahoney had agreed to serve if elected. *Mr. Molinski made a motion seconded by Mr. Leggett to approve Tarah Gay as Vice-Chair and Bryan Mahoney as Treasurer. Carried.*

President/CEO Report:

Mr. Tucker stated CEDC has a \$15,000 line item in the budget for support of the Career Connects Education Initiative program. He stated Ms. Radzik and Mr. Ledoux would be giving an overview of the current iteration of the program.

Mr. Tucker noted he had been working with several people on developing their Consolidated Funding Applications for submission as well as working with Ms. Lane and Mr. Vandenburg on the MicroEnterprise Grant program. He stated contracts had been signed with 13 different business owners participating in the program. He noted once 80% of the funding has been distributed, CEDC can apply for an additional grant.

Mr. Tucker stated approval had been received from the County to apply for a \$50,000 Housing Study grant to be completed by Mr. Brown. He stated Mr. Brown had also been working with RUPCO on the implementation of the Auxiliary Dwelling Grant. He noted the first meeting of the Columbia County Land Bank had been held, with Mr. Brown submitting a budget to NYS for the first year. He stated a contract was being negotiated between Columbia County and CEDC for the administrative work.

Mr. Tucker informed the Board a 38 acre parcel near the corner of Rte 9H and Rte 66 had been purchased by someone who was investigating an expansion of the Commerce Park. He stated there was funding available at the state to fund infrastructure improvements. He noted the owner would be would be the developer. It was anticipated the parcels would be sized at 3-5 acres. He reminded the Board there were no further sites available at the current Commerce Park.

Mr. Tucker stated the Loan Fund had over \$3 million in outstanding loans with a low delinquency rate. He stated he continued to work with the Board of Supervisors on the Office of Community Renewal Grants. He



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stated Klocke Estates is moving forward on a grand opening of the restaurant and distillery, with a ribbon cutting planned for July. He stated the HIDA had met to approve the final financing on the Pocketbook Factory project on Washington Street. He stated the first of the Galvan Housing projects was under construction.

Mr. Tucker stated inquiries continued, including a potential Farm Housing project. He noted that Amedore had a planned housing development located nearby the Route 9H/Route 66 intersection. Mr. Tucker informed the board the heads of the local county foundations had met to discuss the possibility of all or several of them working together on a project(s). He stated the topics they expressed interest in supporting were: job creation, education, child care, transportation and housing.

Mr. Tucker reviewed the financials with the Board noting Kleinskill Farms had completed their project and informed the Board CEDC had \$600,000 in new loans. He noted grant income was up due to the \$10,000 Trillium grant (Land Trust) administered by CEDC, as well as the Columbia Forward grants. He noted the interest income was up from the past year.

Mr. Tucker noted expenses were up due in part to the Annual Meeting increased costs. Grant expense is up \$17,000 due to the Columbia Forward program as well as the \$5,000 granted to the Capital Resource Corporation for operating expenses. *Mr. Leggett made a motion, seconded by Mr. Grout to approve the report as presented. Carried.*

Mr. Calvin asked Dr. Drummer to introduce the guest speakers. Dr. Drummer introduced Drew Ledoux, Dean of Students and Kelly Ann Radzik, Director of Career Success and Experiential Learning. Mr. Ledoux stated they were reviewing how to leverage additional support from CEDC which would be directed toward those with learning differences as CGCC expands their population to include those with disabilities. Ms. Radzik expressed her gratitude for CEDC's support. She noted CEDC had previously supported high school students transitioning into CGCC, this program would be targeted to incoming freshmen with previous IEP's (Individualized Education Program) or extra support as high school students. She presented the program titled Advantage Scholars Program, which allows the qualified students to earn online credentials working in small groups. The students would be meeting local employers and participating in career – building activities both on and off campus. She stated students who complete projects would receive gift cards for professional clothing and gear. The program would allow the students to explore multiple career paths and career critical internship opportunities.

Ms. Radzik stated the percentage of people with disabilities who are in the workforce is low compared to the percentage of those in the workforce with no disabilities. Career readiness for those with disabilities is much lower for student with disabilities, than it is for students with none. She noted this type of program has been identified as one of the best ways to address the inequality. She presented a draft outline that could be used. She outlined the program costs with a goal of 8 students in the program for the initial year. Mr. Sawyer voiced his support for the program. Dr. Drummer noted there is a number of students who do not declare their disability upon admission. Mr. Tucker stated there was currently a \$15,000 budget line for a program at the college. Mr. Calvin asked for a motion to approve the expenditure for the program as presented. *Mr. Goldman made a motion, seconded by Mr. Molinski to approve the \$15,000 to Columbia-Greene Community College as outlined. Carried, with Mr. Grout voting in opposition.*

Mr. Calvin asked for a motion to enter into Executive Session under NYS Open Meetings Law §105. Conduct of executive sessions. 1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a

motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys: h. to discuss the proposed lease of real property. *Executive Session was entered into at 9:31am on a motion made by Mr. Leggett and seconded by Mr. Grout. Mr. Cummings excused himself from the meeting at 9:31 am, due to a conflict of interest. Executive Session was exited at 9:36am on a motion made by Ms. Gay and seconded by Mr. Leggett.*

Mr. Calvin called for a motion to extend CEDC's current lease for an additional 5 years. *Mr. Leggett made a motion, seconded by Mr. Molinski to approve the contract as presented. All present voted in favor, with the exception of Mr. Cummings who abstained from the vote. Carried.*

Minutes, May 28, 2024:

Ms. Levine made a motion, seconded by Mr. Goldman to approve the minutes from May 28, 2024 as presented. Carried.

Mr. Tucker stated he had requested three quotes for replacing the CEDC server to a cloud based application. He stated the quotes were all in the range of \$20,000. He asked for authorization of up to \$20,000. He stated the monthly fee was in the range of \$1,500. Ms. Levine asked to see the proposals prior to a vote. The topic was tabled until July.

Mr. Molinski asked if the organization was steering people toward new space or to current vacant space. Mr. Tucker stated it was left up to the purchaser. He noted NYS had money available for shovel ready sites. *With no other business to be conducted, and no public comment, Ms. Levine made a motion, seconded by Mr. Leggett to adjourn the meeting. Carried. The meeting adjourned at 9:44am.*

Respectfully submitted by Lisa Draushuk