

## DELAWARE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

**Date:** January 22, 2016

**Time:** 11:00 a.m.

**Place:** Delaware County eCenter  
5 ½ Main Street, Delhi NY

**Present:** James Thomson, Chairman  
Glenn Nealis, Executive Director  
William Willis, Economic Development Specialist  
Bruce Dolph  
Tabitha Byam  
Andrew Matviak  
George Bergleitner, Secretary  
Scott White, Vice-Chairman  
Mike O'Brien  
Flerida Santana

**Absent:**

The January 22, 2016 meeting of the Delaware County Industrial Development Agency was called to order by Chairman Jim Thomson.

A motion by Scott White, second by Andrew Matviak to authorize the Chairman, James Thomson, to cast one ballot to elect these officers for the year 2016: James Thomson, Chairman; Scott White, Vice-Chairman; Bruce Dolph, Treasurer; George Bergleitner, Secretary; motion passed.

A motion by Andrew Matviak, second by Scott White to appoint Jim Thomson and Bruce Dolph to the Governance Committee: motion passed.

A motion by Bruce Dolph, second by Andrew Matviak, to appoint Scott White & George Bergleitner to the Audit Committee: motion passed.

A motion by Bruce Dolph, second by George Bergleitner, to appoint Andrew Matviak and Carol Finch to the Finance Committee: motion passed.

A motion by Scott White, second by Andrew Matviak, to appoint Glenn Nealis as Executive Director, Chief Executive Office and Contracting Office; Lori Paulson as Chief Financial Officer; Bill Willis as Internal Controls Officer and Investment Officer; Tabitha Byam as Recording Secretary, and Procurement Officer; motion passed.

A motion by Scott White, second by Andrew Matviak, to schedule the regular Board meeting on the forth Friday of the month at 11:00am; motion passed; Secretary will properly advertise the schedule.

Interest Rates: A motion by Scott White, second by George Bergleitner to keep our interest rate at 4%; motion passed.

Annual Housekeeping Resolution & PAA Discussion: Glenn updated the board on a letter we received from the ABO regarding our website. There are 26 things we are supposed to have on our website. There are about 24 things that need to be added. We have some significant work to do. We did receive a proposal for this in January. Board discussed getting bids. Glenn commented that professional services are exempt from having to get bids. Board discussed the cost of updating the website. We also have a list of performance measurements and our mission statement that Glenn would like to update. A motion by Bruce Dolph, second by George Bergleitner to approve updating the performance measurements; motion passed. Board discussed how they could perform better.

A motion by, Scott White second by Bruce Dolph, to approve the draft minutes of the December 18, 2015 meeting; motion passed.

Glenn Nealis reviewed the treasurer report. We should be receiving our 8<sup>th</sup> payment from Millennium at the end of January. A motion by Bruce Dolph, second by Andrew Matviak to approve the treasurers report; motion passed.

Bill Willis updated the loan report. A-1 Home Improvement put the bucket truck on Craig's list. Jim Thomson asked how he plans to handle the \$15,000 after selling the bucket truck. Bill commented we had discussed writing it off at the last meeting. Eklunds' Family Farm Machinery is buying property. It hasn't closed yet because the owners of the property had a survey done but never went to the planning board to have the subdivision approved. They do have the approval now and are doing boundary adjustments. Romo paid off their loan. Cassie's Café is for sale. Feather & Stone has judgments against them. Gravity Ciders is doing very well. Glenn Nealis updated the board on Lucky Dog. They are doing nothing to get caught up. Glenn is going to be following up with them. A motion by Bruce Dolph, second by Andrew Matviak to approve the loan report; motion passed.

The following invoices were presented for approval:

IDA Operating Account

NYSEG	-239.15
Franklin Family Nurse Practitioner Services	-10,000.00
Blue Bee Cafe	-29.74
Cedarwood Engineering Services PLLC	-1,978.89
Philadelphia Insurance Co.	-146.45
The Hartford	-426.00
Amphenol	-112,819.00
Richard Kissane	-952.41
Village of Sidney	-35.01
Village of Sidney	-94.51
Village of Sidney	-94.51
CADE	-8,000.00
Vecc Videography	-500.00
Verizon Wireless	-52.75
Del. Co. Elect. Coop.	-1,399.01
Mid Town Grill	-240.58

Department of State	-20.00
Price Chopper	-105.95
Glenn W Nealis	-694.90
NYSEG	-315.17
Catskill Development Foundation	-35.00

A motion by Bruce Dolph, second by Andrew Matviak, to approve the invoices; motion passed.

Polar Bear Ice Cream: Bill Willis presented. A motion by Bruce Dolph, second by George Bergleitner to approve the loan; motion passed.

Project Updates:

Ag Grants: We are really making a big push on getting projects listed under the shovel ready. They are trying to make a priority list for this new URI funding. We have about 5 or 6 projects to submit under URI. Glenn went through a potential list of potential projects.

Wissahickon: There is a tentative time frame scheduled for the middle of February. They are going to close on the farm and at the same time they are another shovel ready URI project we would be submitting for. Empire State Development has been very supportive. The board discussed repaying the county. The county will accept payments on a proportional basis that we get paid.

Amphenol: The Eminent Domain on the Oakley property was approved, finalized, and filed with the county clerk's office. By the beginning of next week Glenn will submit everything for EDA to close that out. Then Amphenol is done as far as we are concerned.

Tri Town New Building: Bill and Glenn looked at the building on Tuesday. It was appraised at \$185,000 - \$200,000. It's not clear if it's in the debtors hands or if Sidney Federal has taken it back. They wanted to us to view the building to see if we could market it to businesses or to see if the IDA was interested in it.

Bellayre: We received a notice from our attorney and Jim is going to follow up on it to get together with Ulster County to see what kind of roles the IDA's will have in that.

Countryside Care: They closed and we have been paid in full on the Leatherstocking Loan. We have had no contact with the new owners yet. Paula Brown thought they would be looking to start meeting with people at the end of January middle of February. DEP has been giving them a hard time.

Sewer Line: We received the final engineering report in the fall and submitted it to the industries. Glenn needs to reach out to Saputo. Board discussed.

The floor was opened for the discussion of any Old and New business; Jim Thomson spoke to the board about establishing an inventory of available buildings and commercial lots around the county so that when we get contacted by potential businesses we can tell them what we have available.

Jim Thomson asked Glenn Nealis what the status on the bed tax was. Glenn commented that it has been passed. A couple weeks ago we gave the treasures office our list of every motel, bed and breakfast and a start of a list of vacation rentals. Bev is supposed to be contacting

these people to have them register for the collection of the bed tax which goes into effect March 1<sup>st</sup>.

Motion by Scott White, second by Bruce Dolph to enter executive session; motion passed.  
Motion by George Bergleitner to leave executive session, second by Andy Matviak, motion passed

Meeting was adjourned in form.

Executive Session:

Polar Bear Ice Cream: Bill and Glenn met with Heather Ross. Bill spoke with them regarding their high credit card balances. We are looking at ways to reduce their debt load. Bill looked at their collateral. There may be possible grants for this project that could pay of some of the credit card debt. Board discussed some concerns they had regarding marketing and location.

## DELAWARE COUNTY LOCAL DEVELOPMENT CORPORATION

**Date:** January 22, 2016

**Time:** 11:00 a.m.

**Place:** Delaware County eCenter  
5 ½ Main Street, Delhi NY

**Present:** James Thomson, Chairman  
Glenn Nealis, Executive Director  
William Willis, Economic Development Specialist  
Bruce Dolph  
Tabitha Byam  
Andrew Matviak  
George Bergleitner, Secretary  
Scott White, Vice-Chairman  
Mike O'Brien  
Flerida Santana

**Absent:**

The January 22, 2016, meeting of the Delaware County Local Development Corporation was called to order by Chairman James Thomson.

A motion by Flerida Santana, second by George Bergleitner to authorize the Chairman, James Thomson, to cast one ballot to elect these officers for the year 2016: James Thomson, Chairman; Scott White, Vice-Chairman; Bruce Dolph, Treasurer; George Bergleitner, Secretary; motion passed.

A motion by, Bruce Dolph second by George Bergleitner, to approve the draft minutes of the December 18, 2015 meeting; motion passed.

The following invoices were presented for approval:

### Operating Account

Delaware County Clerk	-120.00
Delaware County Clerk	-60.00
Vecc Videography	-4,750.00
Delaware County Clerk	-60.00
Empire State Development	-640.00
Colby Attorneys Service Co.	-77.50
James Groff	-25,000.00
Scott Brandow	-11,304.29
Thomas Roach	-15,712.50

A motion by Bruce Dolph, second by Andrew Matviak, to approve the invoices; motion passed.

Glenn Nealis reviewed the treasurer's report. A motion by Bruce Dolph, second by Andrew Matviak to approve the treasurers report; motion passed.

Bill Willis reviewed the loan report. The LDC approved an agreement with Enviro Energy that they would continue making interest only payments and sign the confession of judgment and they have not done that. Board discussed options for selling their equipment. A motion by Florida Santana, second by George Bergleitner to approve the loan report; motion passed.

Perry Keuhn: A motion by Andrew Matviak, second by Bruce Dolph to approve giving Glenn Nealis and Bill Willis authority to go ahead with the loan after having copies of the purchase contract; motion passed

The floor was opened for the discussion of any Old and New business; No Old and New business.

Meeting was adjourned in form.