



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth  
**MINUTES of the MEETING of the BOARD of DIRECTORS**

Friday – February 19, 2016 – 8:30 a.m.  
FCCRG Board Room; 110 Decker Drive, Suite 220  
Johnstown, New York

- Directors Present: Chris Curro, Gregory Fagan, Scott Hohenforst, Geoffrey Peck, Grant Preston, Jim Selmsler, and Dustin Swanger
- Directors Absent: Ronald Olinsky and Travis Mitchell
- Staff Present: Ronald Peters and Becky Hatcher
- Guests: James Groff, Fulton County Liaison; Jim Mraz, FCIDA

**Public Session**

**Call to Order / Introductions:**

Chair Dustin Swanger called the meeting to order at 8:38 a.m. He welcomed the Directors and guests to the meeting.

**Minutes:**

Jim Selmsler made a motion to approve the January 29, 2015 board meeting minutes as written, with the November 18, 2015 Finance Committee minutes as an attachment. Geoff Peck seconded the motion and the minutes were approved.

**Administrative Matters**

**Chair Report:**

Board Chair, Dusty Swanger, advised the Board that Senator Schumer visited the Gloversville Library on Monday, February 15, 2016 to see how he could assist them with fund raising and new market tax credits, which is a federal financing program that can be used when an organization has all of their financing in place. It is usually used in larger, tightly financed projects as an investment vehicle; generally by 2<sup>nd</sup> tier cities.

Dusty attended a lunch meeting in Utica as part of the Regional Economic Development Council. The meeting was scheduled so that the Council could meet Howard Zemsky, President and CEO of ESDC,

and obtain a better understanding of why the Mohawk Valley Region was not chosen to receive MV500 funding. Also in attendance was Ryan Silva, Deputy Director of the REDC, who indicated that the Mohawk Valley Region had a great plan and that they should work to implement it. He said that the State will try to help and that the Governor is working for the upstate region. He offered to bring some of his staff to an REDC meeting to explain all available funding vehicles.

Dusty reported that Ken Tompkins, Mohawk Valley Regional Director of ESD, will be retiring once his replacement is found. He also advised the Board that Christian Mercurio now works for Mohawk Edge.

Charlie Potter, Chair of the Fulton County Board of Supervisors, attended the Governor's NYSAC meeting. He provided the new Fulton County POSI+IVE materials to the Governor, who said that he loved them and will visit Fulton County.

### **Committee Reports:**

*Executive Committee:* This Committee has not met since the last Board meeting.

*Governance Committee:* This Committee will meet immediately following this meeting of the Board.

*Finance Committee:* Geoff Peck advised the Board that this Committee met the Wednesday prior; they reviewed Phil Beckett's report, as well as the Maddalone report, which contained one error that they will correct. They reviewed the loans, which will be further discussed in executive session. They also reviewed information on the extension of CRG's CD at Patriot Bank which was up for renewal. They provided Direction to staff to roll \$100,000.00 into a 14 month CD. This will be done prior to close of business today.

*Audit Committee:* This Committee has not met since the last Board meeting.

### **County and City Reports:**

Jim Mraz showed the Board a brochure for Tryon that was completed by the IDA for Ron's attendance at the Site Selector's Guild Conference. A second printing will be done in the spring containing additional pictures. He reported that the Tryon website is nearing completion; it will contain the information in the brochure. Additionally, lead generation work for the Tryon site will begin next week.

Jim reported that the IDA has been working with Johnstown Renewable Energy on their plan to build a facility across from FAGE; they need to start ASAP in order to begin taking whey from FAGE by the end of October as planned. One potential issue is a PAAA rule that requires the IDA to notify the Public Authorities Office of any sale of land 90 days before the sale happens. As this will delay the sale of the land until May 9, 2016, the IDA is trying to put together an agreement with Johnstown Renewable which will allow them to begin work on their project before they purchase the land. Johnstown Renewable received \$2.9 million in CFA funding.

The County is in the process of hiring a consultant to identify unmet housing needs, identify retail growth sectors, retail trade and a gap analysis. They are trying to get the City of Johnstown and Town of Mohawk to meet again on a revenue sharing agreement for the land south of the Johnstown Industrial Park. They are also waiting on a decision on the lead agency for SEQRA on that property.

### **Old Business**

2013-2015 Microenterprise Grant Program Update: The two outstanding grants which were not funded last month are still pending. One business, a restaurant, may need to relocate but is still on track to get their grant funding. The other will be on hold for 6 months due to health issues with the recipient.

Community Outreach Program: Ron continues to meet with small local businesses in the County. During the month of February he met with Adirondack Mechanical, Checkers out Speedway, EMVI Chocolates, Frasier Enterprises, Pineview Commons, and Sam's Restaurant.

Management Agreement Updates: Monthly reports from Maddalone continue to be received. Ron noted that they are doing a great job with the Estee Commons Apartment Complex; there are 2 vacancies in the building.

Property Disposition Update: This section will be discussed in Executive Session.

NYS Business Marketing Inquiries: Ron participated in 2 conference calls with NYS in February. They should pick up next month. One of the leads that Ron obtained through these calls is still interested in the area and could potentially bring 400 jobs to the County.

Foreign Trade Zone: Ron reported that the first company he spoke to about establishing a Foreign Trade Zone site has been 95% approved.

### **New Business**

Potential Foreign Trade Zone / CFA: Ron has met with another company interested in learning about Foreign Trade Zones. After meeting with them, the company decided that their company would not fit the criteria. They were happy to have had the opportunity to understand the program. Ron added that they may be a possible CFA candidate, however.

2016 Microenterprise Grant Program: Ron reported that the Chamber will be hosting the educational portion of the program for this year's micro-grant program. He hosted an informational program at the Chamber earlier in the week which was attended by about 25 people. He hopes to distribute the entire grant funding during 2016 and apply for another grant for 2017.

CBRE's 2016 Market View: Ron advised the Directors that he attended CBRE's Market View event, which covers the capital region. Fulton County is not included in their analysis now but he is trying to get it added.

Potential CDBG Loans: Ron is working on 2 loan applications; one of which is a potential GUDAG loan if an agreement can be accomplished with the City of Gloversville in time.

Downtown Meetings: Ron met with the Glove Theatre to try and help them move forward with their revitalization projects. He reached out to Philip Morris at Proctors Theatre, who agreed to meet with Ron and Glove Theatre representatives to brainstorm fundraising strategies. Ron also met with developers of the Burr Street building project to offer his assistance. And he attended the visit of Senator Schumer at the Gloversville Library. He will assist with that project as well.

2016 County Contract: CRG received their copy of the fully executed contract with the County for 2016.

New Board and Committee Assignments: Ron advised the Board that he has been asked to serve on NYSEDC's Executive Committee. They meet every 3-4 months via conference call regarding NYSEDC's direction and events. The Directors agreed that this is a worthwhile committee for Ron to be on. Ron also verified that the Board is ok with his participation on the Sherman's Park Committee in Caroga Lake. The first meeting will be held on March 1<sup>st</sup>. They will review what is happening with the park and establish a development strategy. There was discussion regarding the extent of Ron's involvement; ultimately they agreed to Ron's participation. Ron added that the Town of Mayfield has approached him asking for his help in locating consultants for a project. The Board is encouraged with the increased level of interest in CRG from surrounding communities.

CRG's new location: Ron said that CRG is close to announcing their new office location.

**Adjournment to Executive Session to Discuss Legal Issues**

At 9:38 a.m. Dusty Swanger asked for a motion that the Board move into Executive Session; it was made by Geoff Peck and seconded by Jim Selmser before it was passed. The guests were dismissed and thanked for their attendance at the Board meeting.

Legal Issues:

The Directors discussed several ongoing legal issues. These discussions were informational in nature. No action was needed.

**Adjournment from Executive Session and Adjourn Board Meeting**

At 10:19 a.m., Dusty Swanger asked for a motion to adjourn the meeting from Executive Session. Additionally, as all needed agenda items had been covered, he asked that the adjournment also cover the Board Meeting. Jim Selmser made the motion; it was seconded by Chris Curro and was passed.

Respectfully Submitted,



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Geoffrey Peck, Board Secretary

3-18-16

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Date



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth  
**MINUTES of the MEETING of the GOVERNANCE COMMITTEE**

Friday – July 24, 2015 – 10:00 a.m.  
FCCRG Board Room, 110 Decker Drive, Suite 220  
Johnstown, New York

Directors Present: Chris Curro, Geoffrey Peck, and Dustin Swanger

Staff Present: Ronald Peters and Becky Hatcher

**Call to Order**

The meeting was called to order at 10:05 a.m.

**Review of the Role of the Governance Committee**

The Committee members reviewed sections of the Model Governance Committee Charter found on the ABO's website.

**Identification of Next Steps**

The Committee determined that they need to review CRG's By-Laws to identify the sections which need to be amended. Geoff Peck has a by-law guideline document which he will share with the Committee. Becky was asked to resend the current by-laws and a copy of the Model Governance Committee Charter to the Committee members.

She will also assemble a list of policies needed per ABO guidelines. A policy manual and a CRG Policy and Procedure Binder need to be created.

As the current By-Laws stipulate that a membership meeting needs to take place in September, Becky was directed to send a letter to the 2014 Membership (as no membership renewals had been sent for 2015 as of the date of the meeting) asking them to renew membership and advising them of the change to the membership meeting from September to November 2015.

The Committee agreed to reconvene immediately following the close of the next Board meeting, which is scheduled for Friday, August 28, 2015.

**Adjournment**

As all business of the Meeting of the Governance Committee has been discussed, the meeting adjourned at 10:38 a.m.

**Amendment to Minutes**

Becky identified the following policies as required by the ABO:

Required ABO Policies (per entries in PARIS)

- Salary and Compensation
- Time and Attendance
- Whistleblower Protection
- Defense and Indemnification of Board Members
- Code of Ethics (for Board and Staff)
- Employee Compensation Policy

Also per other ABO documentation:

- Records Retention and Disposition Policy
- Use of Discretionary Funds

Requested by the Board:

- Investment and Procurement Guidelines

Respectfully Submitted as approved by the Finance Committee and Board of Directors,

  
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Geoffrey Peck, Board Secretary

3-18-16  
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Date



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth  
**MINUTES of the MEETING of the GOVERNANCE COMMITTEE**

Friday – August 28, 2015 – 10:00 a.m.  
FCCRG Board Room, 110 Decker Drive, Suite 220  
Johnstown, New York

Directors Present: Chris Curro, Geoffrey Peck, and Dustin Swanger

Staff Present: Ronald Peters and Becky Hatcher

**Call to Order**

The meeting was called to order at 9:25 a.m.

**Review of the CRG By-Laws**

The Committee asked that Becky Hatcher work with Attorney Albanese on a review of the by-laws to add in the Governance Committee and make other amendments as needed.

**Review of Required Policies**

The Committee also asked that Becky work with Attorney Albanese to establish the basic policies required by ABO guidelines.

**Adjournment**

As all business of the Meeting of the Governance Committee has been discussed, the meeting adjourned at 10:00 a.m. The Committee tentatively scheduled the next meeting for 8:00 a.m. prior to the next Board of Directors meeting.\*

\*This meeting was ultimately cancelled.

Respectfully Submitted as approved by the Finance Committee and Board of Directors,

  
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Geoffrey Peck, Board Secretary

J-18-15  
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Date



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth  
**MINUTES of the MEETING of the GOVERNANCE COMMITTEE**

Tuesday – December 8, 2015 – 1:00 p.m.  
641 Bridge Street  
Northville, NY

Directors Present: Chris Curro, Geoffrey Peck, and Dustin Swanger

Staff Present: Ronald Peters, Becky Hatcher, and Michael Albanese, Esq., Legal Counsel

**Call to Order**

The meeting was called to order at 1:00 p.m.

**Review of the CRG By-Laws**

The Committee reviewed the red-line document of the by-laws which was presented to them and provided direction where needed. They asked that Becky Hatcher work with Attorney Albanese to finalize the last couple of changes requested before presenting a second edition of the red-line document to them for finalization.

**Review of Required Policies**

Becky Hatcher provided draft policy documents to the Board and advised them that she and attorney Albanese continue to review and revise both existing documents and ABO requirements. She will have these available to the Board by the December 18<sup>th</sup> meeting.

**Adjournment**

As all business of the Meeting of the Governance Committee has been discussed, the meeting adjourned at 2:00 p.m.

Respectfully Submitted as approved by the Finance Committee and Board of Directors,

  
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Geoffrey Peck, Board Secretary

3-18-16  
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Date