



FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth  
**Minutes of the Meeting of the Board of Directors**

Friday – November 19, 2021– 8:30 a.m.  
34 W Fulton St. and Zoom conference  
Gloversville, New York

Directors Present: Timothy Beckett, Gregory Fagan (video), Dr. Leslie Ford, Kent Kirch, Travis Mitchell, Geoffrey Peck, Bryan Taylor (phone)

Directors Absent: Terri Easterly, Grant Preston

Staff Present: Ronald Peters, Ken Adamczyk, James Hannahs, Desirée Perham, Paul Davis

Other Attendees: Mark Kilmer, Fulton-Montgomery Chamber of Commerce; Amy Praught, Mayor-elect City of Johnstown; David D'Amore, Fulton County IDA

***Public Session***

**Call to Order: 8:33 a.m.**

***I. Welcome and Call to Order***

- a. The meeting was called to order at 8:33 a.m.

***II. Roll Call***

- b. Roll call was taken by Desirée Perham. A quorum was present.

***III. Meeting Minutes***

- a. The Chair asked the Board to review the October 22, 2021, Regular CRG Board Meeting Minutes. No changes were mentioned. Geoffrey Peck moved a motion to approve; Kent Kirch seconded the motion, and the Board approved the minutes as presented.

***IV. Announcements***

- a. None

## V. **Reports**

### a. **Chair Report**

The Chair reminded everyone that two of CRG's longtime board members (Geoff Peck and Greg Fagan) will be leaving at the end of the year. This will be touched on again at the Organizational Meeting in December.

The goals CRG is achieving are impressive and this will be highlighted at the Annual meeting coming up in December also.

Conclusion of Chair Report

### b. **Committee Reports**

- **Executive Committee**

- i. This committee has not met since the last Board meeting.

- **Governance Committee**

- i. This committee has not met since the last Board meeting.

- **Finance Committee – (Gregory Fagan)**

- i. The Finance Committee met on Wednesday, November 17<sup>th</sup>. The financial reports were reviewed and CRG's financial situation looks the best it has in the last ten years. If things remain on the current track, the improvements are expected to continue.

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

Conclusion of Committee Reports.

### c. **Membership & Marketing Report**

**Ken Adameczyk:** (Report was included with board package)

- Google page is doing well. There is increased traffic to the website with 21 new people visiting last month. The Google posts reached over 128 new views and 328 more people found CRG using Google.
- Currently CRG is working on the business strategy and goals direction. An update was given to the Executive/Governance Committees in October and the Board will be pleased with the results as we approach the end of the year.
- MEG Business Training has been scheduled for January of 2022 on the 10<sup>th</sup>, 17<sup>th</sup>, skip a week, 31<sup>st</sup> and then February 22<sup>nd</sup>. Montgomery County is looking to complete their microenterprise grant and will want to participate in training like the city of Amsterdam

did earlier this year. Currently there are 8-10 people signed up from Fulton County so this will be another large class.

- Microenterprise grant status:
  - Drawdown #1 is for \$100,000 and includes five businesses. The County sent the check on Thursday and contracts will be signed on Tuesday with the applicants. The five-day time limit to move funds from the County to CRG was met.
  - Drawdown #2 was submitted for \$50,000, includes three businesses, and is complete. A check should be received soon.
  - Drawdown #3 paperwork is in process. Receipts are being worked through along with some minor issues with the remaining six applicants. Three of them are close. When those three are ready, DD#3 will be submitted, which is planned for this week.
    - One \$15,000 MEG applicant was switched over to the Microenterprise CARES Act grant (MCG). Three businesses that were initially approved earlier for a lesser amount, will each get an additional \$5,000 in funds that was reallocated to them by the Microenterprise Grant Committee that met last week.
  - Drawdown #4 will take place in three weeks once documentation and details are cleared up with the remaining three applicants.
- The Board asked if any media events were planned to highlight businesses and the success CRG has had in helping them using the MEG program.
  - Ribbon cuttings and “big checks” are planned in the future with the Board of Supervisors and media invited. Photos end up in the newspaper.
  - On social media posts will be used and Google blogs.
- The Board pointed out that it could be worthwhile to hold an MEG Business Forum in 2022 where the businesses that went through the MEG program could discuss challenges faced and how they were overcome. These businesses could act as mentors to new startups or other small businesses in the community. Also, this could be used as a marketing tool to encourage other business to come to Fulton County.
  - It was suggested to consider something broader than an add-on of bringing alumni to a training class; such as a completely separate event that builds on the MEG program’s success.
- A snapshot of the MEG program since 2013: 1.4 million in grants, 46 businesses assisted, 77 jobs created, and 25 jobs retained. The numbers have increased since those were reported.
- Once 85% of the current MEG grant funds are disbursed, the County can submit for another MEG grant.
- Three impact statements were sent to Nick for the Microenterprise CARES Act (MCG) and ten more are ready to go.
  - The impact statements include only the first six pages of the application, business taxes, the owners’ personal taxes, plus what the planned use for the grant money will be.
  - Businesses need to prove an impact from Covid. The impact statements are sent to the State to pre-screen an applicant and confirm that they qualify. After qualifying, a full application is completed and will be reviewed with CRG’s MEG Committee before submitting final applications to the State. The MEG Committee will determine how the funds are distributed to the various businesses applying.
- The State has adopted two new forms that CRG prepared and provided to the State for use with the MCG program.

- The *Fulton County Initiatives Guide* magazine articles are complete except for one. The goal is to go to print on December 15, 2021. The magazine will be dated as the 2022 edition and will be released in January.
- Facebook followers are up to 1105 from 1080 while posts and engagements range from slightly up to flat.
- Membership is currently at 90% of the financial goal (the amount attained last year has been reached, the goal was 10% higher) and at 97% of the goal for number of paid members.

Conclusion of Marketing and Membership Report.

#### **d. Gloversville Downtown Development Specialist Report**

**James Hannahs:** (Report was included with board package)

- Governor Hochul announced three DRI recipients last week and Gloversville hopes to receive a call soon. There will be a very short amount of time to prepare for the Governor's visit once notified so preparations are being made just in case the call comes in; everyone involved is hopeful.
- Good progress is being made on the 52 Church St. development. The proposed façade for the Lofts has been approved by the Historical Preservation Board. The existing zoning is appropriate for the planned use. A SEQR review is now in process and a site plan review will take place in December. Confirmation of shut-off for the various utilities on the site is underway. Construction fencing will be installed soon to deter additional trailer parking.
- Two ribbon cuttings for new businesses were planned for today, but the one for North Star Café, Books, Art, located at 31 N. Main St., will be postponed due to construction delays with plumbing. The East Witchery, located at 11 W. Fulton St., will have their ribbon cutting at 11:30 a.m. There will be a ribbon cutting for Freya's Forest, a house plant shop on 2 S. Main St., in December.
- The Glove Theatre's inaugural production for the fall was held last weekend and had a significant turnout. The activity downtown after dark is good to see and should encourage other businesses to participate.
- The Pedestrian Safety project is close to completion and includes a raised crosswalk to the Glove Theatre, bump outs and lane reductions to two lanes. Rerouting of some crosswalks, marking the intersection lane arrows and installing crossing/traffic signals is all that remain to complete the project.
  - There have been some public comments about the impact on vehicle traffic flow and the response is the prioritizing of pedestrian and bicyclist safety first. The goal is to calm the traffic from speeding through the downtown.
  - Entirely new crosswalk lights will be installed at the Main St/Fulton St intersection. They will have an historic appearance with a modern control system.
- The Gloversville Merchants Association is finalizing the Small Business Saturday Passport program and has decided to loop it in with the downtown tree lighting ceremony on December 4th and the holiday parade on December 11<sup>th</sup> instead of the Saturday after Thanksgiving which is when the Small Business Saturday national event takes place. The goal is to capitalize on the patronage downtown with multiple events. Also, the Association is working on welcome packages for new businesses and membership benefits.
- Ken and James attended the innovation summit for two days and familiarized themselves with the many innovative businesses and business concepts onsite. A few new contacts were made, developers included, and communication lines will be kept open with them.

- The DDS is developing a joint commission between Gloversville and Johnstown for an event on August 20, 2022 along a 4.5-mile length of the rail trail to be called the FG&J Thoroughfaire. Currently, the DDS is looking for public and private partners to support this event. Both city mayors will be looped in.

Conclusion of GDDS Report.

**e. Chamber, Fulton County, IDA, and City Reports**

The Chair requested reports from the City and County members present.

**1. Chamber (Mark Kilmer)**

- The Walley Challenge will take place on February 19, 2022 and registration begins on November 9. Participation has been increased to 2,000 registrants and those are expected to come in over a two-week period. Around 5,000 attend the event with entries from 16 states.
  - Lanzi's hosts a pre-event the day before called the Walleye Awakening that includes bands and fireworks. This encourages a longer time span of participation.
- Cheers to Business event is set for January 6-14 of 2022 and will include an online auction, and annual business awards. Requests for nominations are out for the following categories: centennial business of the year, tourism business of the year, chamber family award, administrator of the year, and small business award.
- The *Focus* magazine is complete with 2,000 copies going out this week, 7,500 have been printed in total and will be routed by January/February of 2022.
- The Covid Small Business Recovery Grant process is still going on, money is still available. The Chamber has been asked to increase their role in the process with respect to advising businesses.
- Buy Local programs run November through December and are gearing up with Small Business Saturday and Chamber Checks. \$100,000 are expected to be printed this season with most being used in Fulton County.

**2. Fulton County (Gregory Fagan)**

- The County restored \$6,000 into CRG's budget for a 3% staff increase. The grant administration funds requested were not approved. The need for this was discussed with Jon Stead so there is a better understanding of what is not covered by a grant. It is anticipated that this line item will be approved in future budget requests.

**3. Fulton County IDA - (David D'Amore) (Monthly report included with board package)**

- The maintenance building sale is proceeding. Still waiting on National Grid for an estimate on the service to the building. Buyer is on hold pending this information. The due diligence date for completion has been pushed out to January 15, 2022 and will most likely need to be extended again.
- The expansion at Vireo Health is ongoing; site work continues with footings and foundations going in and some steel is up.
- The Hoffman Carwash project was approved by the City of Gloversville and the ten-month project is underway.

- A letter of intent is in process by Winstanley Enterprises for the purchase of 236+ acres at Tryon Technology Park. Once approved they can begin bringing in developers into the site. There already has been some interest. Winstanley is currently conducting Phase I studies, environmental assessments, wetland surveys, etc. An appraisal is to be completed and the closing should follow shortly thereafter.
- The County is pursuing the formation of Fulton County Sewer District #4, Hales Mills. The SEQR process has commenced and is being handled by the County. IDA was asked and declined.
- Two individuals on the IDA Board have resigned, Tim Munn (last year) and Jane Kelly (last month). Two new recommendations have been secured and will be recommended to the Board of Supervisors, Suzanne Collins (National Grid) and Greg Truckenmiller (FMCC President).
- Work on website improvements continue with Emery Designs, particularly in the area of data collection and keeping the site up to date.
- Concerning a 70-acres tract of land off S. Kingsboro Ave Ext. in the Crossroads Industrial Park, discussions are being held about revising permitted usage from strictly business to adding residential along with business. The IDA is recommending Gloversville allows housing in that area as it is within the city and there is a need to develop housing. The IDA cautioned that a more comprehensive housing policy and development strategy be identified that will continue to improve the urbanized communities throughout the county so stand-alone developments do not become the norm.
- A Charter Communication easement agreement is needed to allow them to cross the Tryon property with lines to develop the Vireo Health utility infrastructure.

#### 4. City Reports

- No in person reports this month.

Conclusion of County and City Reports.

## VI. *President and CEO Report*

### Ronald Peters:

#### a. Business Update

1. Resolutions – A quorum was present for reviewing and voting on the resolution being presented. A copy of the drafted resolution was provided to the Board for review prior to the meeting.
  - i. **Resolution to authorize signers for the CRG Money Market account with Community Bank, N.A.**
    - Motion: Kent Kirch moved a motion to approve the resolution to authorize signers on the CRG Money Market account as drafted and Dr. Leslie Ford seconded the motion.
    - Discussion: No additional discussion occurred.

- **Vote:** All directors present voted in favor of approval and the motion passed.
  - ii. The second resolution was pulled from the agenda.
- 2. Grant Requests
  - i. A request for proposals (RFP) package for a consultant for the \$300,000 Brownfield Site Assessment grant from the EPA was sent to the EPA Project Manager for review and input prior to routing. Since this is CRG's first Federal grant, we want to make sure it is executed well. The EPA said the RFP looked good as is and it will be sent out soon.
- 3. Business Inquiries-
  - i. CRG is currently competing with three other locations in New York State to have a site selected for development. A site package was sent in on Monday and the company's CEO was to be in town on Tuesday touring potential locations in the west. We should hear back from them early next week.
  - ii. The Lake George/Lake Champlain Regional Planning Commission was not approved through the Community Navigator Pilot Program. Over 700 applications were submitted and only 51 were awarded across the U.S. If they apply again, CRG will support them in the application process.
  - iii. The west coast glove sewing operation interested in relocation has finalized their equipment moving costs and we expect to know more next week.
  - iv. Meetings related to business retention have been held weekly with two companies. This appears to be going in a positive direction and is coming to terms. More will be discussed in Executive Session regarding contracts.
  - v. The JDA Agriculture loan to Stump City Brewing closed on November 1<sup>st</sup>. The plan is to continue pushing the JDA loan program to the other five counties.
  - vi. CRG is participating in two Build Back Better programs. One, with NYS Economic Development Council on a state-wide basis and the other with MVEDD, regionally. MVEDD decided to go for a \$400,000 assessment grant where all six counties would select which projects to submit for assessment and then apply for the grant through the EDA. This step allows those sites to be flushed out and prepared for the next stage of the application. CRG suggested that MVEDD go for the maximum \$25 million grant. In the second step, finalized assessments would be submitted to the EDA for additional grant money to complete the next stage of site work.
  - vii. CRG has been invited to the Capital Region Economic Development Committee's next roundtable meeting and is included in email updates. Their Annual Meeting is Monday night, 11/22/21, in Albany. Ron and Ken will be attending, and the Board members were invited to attend as well.
  - viii. A site selector from a recent Site Selectors Guild meeting contacted CRG about a company looking for an upstate location. CRG will be competing for that site.
- 4. Site Assessment Study
  - i. The final draft of the Site Assessment report is in for review. Ron will discuss further in Executive Session.

5. 34 W. Fulton St.
  - i. A new tenant, Lean on Us, has moved into the building in Suite 106. They offer concierge services related to non-medical, home healthcare services.
  - ii. New thermal pane, exterior doors have been installed in the rear entrance. The existing interior rear entry doors were rehinged for improved operation.

Conclusion of the President and CEO Report.

### ***VII. Adjournment to Executive Session***

At 9:24 a.m., Geoffrey Peck moved a **motion to adjourn** to executive session, Dr. Leslie Ford seconded the motion, and it was passed by all present.

Kent Kirch moved a **motion to return** from executive session, Dr. Leslie Ford seconded the motion, and it was passed by all present. The Board returned from executive session at 9:48 a.m.

Action Taken: None

### ***VIII. Wrap Up***

No additional comments were made.

### ***IX. Adjourn Meeting***

At 9:48 a.m., Dr. Leslie Ford moved a **motion to adjourn** the meeting which was seconded by Kent Kirch and passed by all present.

Respectfully Submitted,

  
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Geoffrey Peck, Board Secretary

12/22/21  
\_\_\_\_\_  
Date