FULTON COUNTY CENTER FOR REGIONAL GROWTH

Fulton County Center for Regional Growth

Minutes of the Meeting of the Board of Directors

Friday – October 24, 2025 – 8:30 a.m.

34 W Fulton St. Gloversville, New York
& Zoom Conference

Directors Present:	Timothy Beckett, Terri Easterly, Dr. Leslie Ford, Warren Greene, Kent Kirch, Denis Wilson, Jack Wilson
Directors Absent:	Geoffrey Peck, Christina VanValkenburgh
Staff Present:	Ronald Peters, Ken Adamczyk, Jenn Donovan, Desirée Perham
Other Attendees:	Sue Collins – Chair, Fulton County IDA Board John Blackmon – Chair, ED&E Cmte., Fulton County Board of Supervisors MaryBeth Shults – Exec. Director, FM Regional Chamber of Commerce Jeff Persch – Code Enforcer, Town of Johnstown Michael Countryman – Director, The Family Counseling Center

Public Session

Call to Order: 8:30 a.m.

I. Welcome and Call to Order

A. The Chair called the meeting to order at 8:30 a.m.

II. Roll Call

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

III. Meeting Minutes

A. The Chair asked the Board to review the September 26, 2025, CRG Regular Board Meeting Minutes. Warren Greene moved a motion to approve the minutes as drafted, and Dr. Leslie Ford seconded the motion. No edits were suggested and the motion passed unanimously.

IV. Announcements

A. None

V. *Reports*

A. Chair Report – (Kent Kirch)

1. Good discussion at the Board Retreat on September 26th.
2. Action Items
   a. Board Member Orientation Manual – The Fulmont Community Action Agency handbook was provided by Denis Wilson to use as a model. This will be merged with additional CRG information and will be completed by the end of the year.
   b. Succession Plan to be discussed later in this meeting.
   c. Board Review - discussed where the Board is in relation to other agencies in the county, often the engine to get things started and need to maintain this.
      i. Discussed longer term planning 3-5 yrs and 5-10 yrs
      ii. The ABO evaluation doesn't pick up the nuances.
   d. Marketing for potential board members and the need to raise CRG's profile so there is more interest in being on the board.
   e. Restart CEO Roundtable – more brainstorming with other agencies and businesses.
   f. CEO Succession Plan – Ron and Kent working on an emergency plan and a long-term plan.
   g. Mindfulness of the four squares of board performance and being accountable within the board of performing toward goals.

Conclusion of Chair Report

B. Committee Reports

1. **Executive Committee**

   a. This committee has not met since the last Board meeting.

2. **Governance Committee**

   a. This committee has not met since the last Board meeting.

3. **Finance Committee** (Kent Kirch)

   a. This meeting did not meet due to scheduling issues, but a finance package went out to the Finance Committee members; everything was in order.

4. **Audit Committee**

   a. This committee has not met since the last Board meeting.

5. **Board Nominations Committee**

   a. Ron Peters reached out to two potential candidates per the list created by the Nominations Committee, Michael Countryman and Seth Brown. Both were very interested and agreed to join the board.
   b. Michael Countryman, Director of the Family Counseling Center (FCC), attended the meeting and was introduced to the members in attendance.
      i. Michael stated that he has an MBA, and his background included finance and banking/loan companies. He did a stint in Montgomery County Economic Development with industrial parks and eventually went on to join the Family Counseling Center which has grown continuously. They have a staff of 140 and hope to expand their "whole person care" model into other regions. They have developed good partnerships with Lexington Center, St. Mary's, Nathan Littauer and others.
   c. Seth Brown is a businessman and Service Manager at Brown's Ford. He was unable to attend this meeting but hopes to attend in November.
   d. The Board asked Michael his impression of CRG. He stated that CRG is a very helpful resource. It was the first place he stopped when FCC needed a $90 million expansion. CRG helpfully shared a contact in Montgomery County that was able to provide a bond to a nonprofit as their IDA has a Capital Resource Corporation in place. He was also familiar with Jenn Donovan's marketing efforts in downtown Gloversville.

Conclusion of Committee Reports.

C. Membership & Marketing Report

Ken Adamczyk: (Report was shared on screen)

1. A Google My Business report was included in the board package. There were 21 new visitors to the website and 357 people found CRG using Google search which is a normal level of activity.
2. The articles for the 2026 *Initiatives Guide* magazine will be completed this week. The photos, letters, sponsor ads, and articles are with the designer for layout. It will go to print by the end of November.
3. Fourteen Microenterprise grants were signed by the county and sent to the state. Payouts are anticipated in early November. There are four micro grants left to process which should be ready in early November. Once submitted, the grant closeout can begin, and another application started for the next round. The Committee will meet in November to dole out "fallout" funding that is available from the last two grants.
4. Events and programs that were attended this month included:
   a. NYC trip with Scott Henze and the Expertise Project team to see the immersive igloo room. The igloo should be delivered in January 2026.
   b. Future Factory Symposium – Grow Semi
   c. Met with Clean Capital, a brownfield developer, shared information on Fulton County brownfield sites.
   d. Ron attended the Site Selectors Guild Conference
   e. Trade & Industry magazine marketing call, more on this later in the meeting.
   f. Fulmont Community Action Agency Gala
   g. The Chamber, FMS, and FMCC held an excellent Manufacturing Career Fair.

h. A presentation was made to Montgomery County IDA regarding the Expertise Project funding needs. Similarly, a pitch was made to Schoharie County.
i. Ron and Ken attended the IAMC Member Engagement meeting.
j. FMS Business Services meeting
k. Brownfield Task Force meeting
l. Ken attended the IAMC Conference
m. Ron attended the Go Semi Conference
n. Next week Ron and Ken will attend the Innovation Summit

5. Membership is in good shape.
6. Work is beginning on the Annual Report
7. Marketing results for the *Trade & Industry* publication were shared. It included print media, social media, Google ads, and Meta. Data and analytics results covered several months and included nearly 300,000 impressions, ~95,000 Meta impressions and ~200,000 Google impressions and where those came from. This is a very informative tool from a marketing perspective.
8. It was noted that CRG plans to review the marketing plan and modify it as needed to incorporate the advances made with Johnstown Commerce Park, Tryon Technology Park and other areas.

Conclusion of Marketing and Membership Report.

D. Gloversville Downtown Development Specialist Report

Jenn Donovan: (Report was shared on screen)

1. The DRI Project Tracking Chart was shared on screen. Four GRIP projects are underway now. One is waiting on windows to be delivered to finish, the library needs roof work which went out for bid, but the work will start in the spring, the Senior Center work is in progress and will finish up in March 2026. It was noted that the DRI is going well, and bigger projects take more time which is expected.
2. The City of Olean completed their DRI this year and they were awarded in 2017, so it took them 8 years to complete 12 projects, 3 of which were streetscapes and a park. They did not have a GRIP. Gloversville's DRI, awarded in 2021, has 18 projects in comparison.
3. Several economic and business development items were shared on screen. It was noted that a new downtown business owner was met with to discuss concerns and needs, they were also interested in the MEG program.
4. Marketing and public relations included a downtown focus as well as Gloversville in its entirety. Reaching out to locals and outward drawing people into the city.
5. Work is being done on the Downtown Gloversville website to improve search results, so Gloversville appears more often in response to searches. New report shows when an ai bot mentions your site and when it doesn't. This helps to target key search terminology.
6. The board asked if there are any DRI projects that should be eliminated, and dollars reallocated, specifically Church St.? The Church St. project is in a holding pattern now. It was completed on its own and grant money is to be shifted over to the three-park project, however it takes time for the state to reallocate funding. The other larger projects take significant handholding and more time. By the first quarter of next year more will be known about these projects. Daniel Hayes has some environmental components to deal with and is in the process of figuring out the remediation plan

before it can move ahead. The DDS must reassess often with the project owners to keep things moving forward but some stages just take time.

Conclusion of GDDS Report.

E. Chamber Report

MaryBeth Shults – Executive Director, F/M Regional Chamber of Commerce Board

1. Manufacturing and the Workforce Week had over 15 manufacturing companies available to students and job seekers. There were many students, BOCES students, and people from the community that attended. Tours of Beechnut, Crystal Geyser, and Anderson were available to students.
2. A board retreat is to be held in December.
3. P-Tech has "touchpoints" where one out of every two students meet with a business each week. The new P-Tech administration is very hands-on.
4. The CRG Board is encouraged to attend the Workforce Summit to be held at BOCES the week of December 5th at FMCC. It will help pave the pathway for 2026 programs for the workforce and business partners.
5. Administering round two of the Dairy Modernization grant.
6. Administering a $5,000 grant for restaurants, cafés, and businesses.
7. The Chamber's vision is to provide business support services related to bringing in workforce and economic development into businesses.

Conclusion of Chamber Report

F. Fulton County

John Blackmon – Chair, ED&E Committee

1. Discovery Center kiosk design was presented to the Board of Supervisors.
2. Funding for the Discovery Center will not be known for several months. Applications were submitted for two different competitive state grants available to all ten regions.
3. The Fulton County budget discussions are difficult as state and federal revenue sources are unknown. Tax increases are expected for the county.
4. A company interested in a possible project in Fulton County was referred to CRG.
5. The City of Gloversville's ballot includes Proposition 2 which adjusts the term of the city Board of Supervisors from 2-years to 4-years. This aligns with other elections and would give a supervisor more time to become effective in the position.

Conclusion of County Report.

G. Fulton County IDA

Sue Collins – Chair, IDA Board of Directors

1. Emery Designs is working on the website research project and is now calling it a portal. Interviews in the four defined categories are underway to determine what individuals are looking for in Fulton County. The report is expected in November, and a joint meeting will be set up to review the findings and recommendations.

a. There will be a setup cost for a portal which is expensive and ongoing maintenance costs at approximately $15,000 per organization per year. The portal costs will be negotiated for better pricing.
b. Content will need to be uploaded regularly to keep the site fresh and organizations must commit to providing this monthly.

2. The IDA received Niagara Bottling's PILOT application for Tryon Technology Park which will require a public hearing in November.
3. A PILOT application was received from Decker Dr. LLC (Wesson Group) for Crossroads Business Park, which will also need a public hearing.
   a. Ron Peters stated that Wesson Group has submitted a CFA application for a one-million-dollar expansion.
4. The Board reviewed the IDA mission statement to ensure focus on current priorities, housing and tourism.

Conclusion of IDA Report.

H. City Reports

1. **Gloversville (Mayor Vince DeSantis)**
   a. No in person report this month.

2. **Johnstown (Mayor Amy Praught)**
   a. No in person report this month.

Conclusion of City Reports.

VI. *President and CEO Report* - Ronald Peters

A. Resolutions – A quorum was present for reviewing and voting on the resolution. A copy of the resolution was provided to the Board for review prior to the meeting and shared during the meeting.

The Chair, Kent Kirch, introduced the resolutions.

1. **Resolution to approve the adoption of board position descriptions.**
   The Chair stated that this is a follow-on from the Board Retreat to provide structure for the officer roles. The descriptions were included in the board package. The resolution will approve the descriptions and their incorporation into the CRG Board Training Manual.
   Motion: Timothy Beckett made a motion to approve the resolution as drafted and Terri Easterly seconded the motion. The board was asked if they had any questions and there was no additional discussion.
   Vote: The motion passed unanimously by the members present.

B. Strategic Goals Update
   1. Johnstown Commerce Park (JCP)
      a. An update will be provided in the FCCRG Projects Board meeting.
   2. Kingsboro Commons Project
      a. An update will be provided in the FCCRG Projects Board meeting.
   3. Adaptive/Reuse (Brownfields) Projects

a. Nothing new to report.

4. Workforce Development
   a. CRG went to see the immersion room in NYC. While there, Ron Peters met in person with the Job Development Authority (JDA) to discuss funding for loan pools.
   b. Other workforce initiatives CRG is looking into include the Rosie the Riveter program through MACNY and a new program through CEG. CEG has a contract with the state where funding is available to set up programs in schools to work on microchip development. CRG would like to get Fulton County in this program.
5. Downtown Revitalization Initiative (DRI)
   a. Jenn Donovan provided an update earlier in the meeting.

C. Other Business

1. No new loans were requested this month. One request from a Fulton County business was referred to MVEDD for financing and will be reviewed by their board on Monday. Ron Peters is President of the MVEDD board and will seek legal counsel to determine if he needs to recuse himself from the vote. CRG is not directly involved with the business' project.
2. The Niagara Bottling project in Tryon Park has required a lot of meetings and background work to keep it moving forward and progress has been made. CRG has been meeting frequently with the IDA.
3. The success of the Microenterprise Grant (MEG) program was noted. State representatives often provide positive feedback on how effectively the money is being moved out to small businesses.
4. State RFPs have been slow this month and often are for existing buildings as opposed to greenfield sites. One RFP came in yesterday and was routed to building owners to see if there was any interest. The state is also asked if a greenfield site would be considered. If they say okay, then Tryon and JCP are submitted.
5. CRG is working with the IDA on a couple of housing initiatives. The Prindle Ave site has taken a considerable amount of time reviewing options with the developer, EPA, DEC, and the IDA. More should be known in a couple of months. It is a good project, but the CFA funding is very competitive this round.
6. CRG met with the Department of State (DOS) and the City of Johnstown to review available state programs. The city has expressed interest in a Forward NY grant or a DRI grant next year. CRG suggested the city investigate a Brownfield Opportunity Area (BOA) designation as well.
   a. CRG is working with the City of Johnstown in bringing in consultants to obtain estimates for preparing a DRI application, typically around $30K.
   b. CRG will coordinate an exploratory committee with the City of Johnstown to review city maps and identify areas of opportunity.
7. Meetings will be setup with other small municipalities to review state programs. It is an education process for them to gain a better understanding of what is available for their economic development.
8. CRG is looking at housing programs and options for funding. They typically cost money to participate, and they are difficult to go through.
9. CRG is working with a Gloversville housing project developer on the Littauer site and recommended a place where they could obtain tax credits. They received an extension from the Gloversville Planning Board and a one-year extension on their PILOT was approved by the IDA. They may break ground in the first quarter of 2026.
10. Kearney's Phase 2 of Glove City Lofts will most likely happen in 2027. In the meantime, the state will most likely want to see an absorption study for Gloversville.

11. A Brownfield Task Force meeting was held to review the current status of the EPA Brownfield Assessment grant. About $250,000 of the $500,000 has been allocated. Seven phase 1s and two phase 2s have been completed. The EPA will be asked for additional money to create a development plan for the sites with completed phase 2.
12. Johnstown has a plan to use a brownfield site as a park and may need a remediation plan once the park layout is complete. The Karg site in Johnstown is being reviewed. Korkay in Broadalbin is being considered for a park, but more commitment from the town is needed to move forward.
13. Mohawk Valley EDGE, Oneida County, has received a state grant to put together a group of businesses from each county in the Mohawk Valley that could be part of the supply chain for Micron and other advanced manufacturers. CRG submitted a list of businesses from Fulton County that included Electrometrics and Northeast Water Jet.

D. Policy Review
   1. Data Privacy Policy
      a. The Board recommended additional guidance for staff regarding emails that contain personal data such as how a recipient should handle the message and when it should be deleted. This statement should be highlighted at the top of all outgoing email messages containing personal information in the email body or in attachments to the email.
         1. Develop a statement for the board to review at the November meeting.
         2. Add a training statement to the board and employee handbook and include committee training as not all committee members are board members.
      b. The email disclaimer/confidentiality notice should be included as part of the signature block for all emails.
      c. The term "client" is an all-purpose term to cover anyone CRG deals with whether it is a developer, or a grant or loan application being reviewed.
      d. Board suggestion under line 2. Definition of Confidential Information, try to include "non-public information, including personal data, by CRG..."
   2. The Board will review the modified policy in November.

Conclusion of the President and CEO Report.

VII. Adjournment to Executive Session

None needed.

Action Taken: None

VIII. Wrap Up

None.

IX. *Adjourn Meeting*

At 9:44 p.m. Warren Greene moved a **motion to adjourn** the meeting which was seconded by Jack Wilson and passed by all present.

Respectfully Submitted,

Terri Easterly, Board Secretary

11-21-2025
Date