

**MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION**

**January 11, 2016**

Chairman Michael McMahon called the meeting of the Board of Directors of the Cortland County Business Development Corporation to order at 12:05 p.m. on Monday, January 11, 2016 at 37 Church Street, Cortland, New York.

**I. ROLL CALL AND CALL TO ORDER**

**The following directors were present:**

Johanna Ames	Michelle Brooks
Stephen Compagni	Paul Dries
Michael McMahon	John Reagan
John Shirley	Bradley Totman

**The following staff was present:**

Garry VanGorder, Executive Director	Karen Niday, CFO
Sandy Griep, Office Manager	John Sidd, Esq.

**The following media was present:**

Peter Blanchard, The Cortland Voice

**The following guests were present:**

Eric Mulvihill, Legislative Clerk Carpenter's Union Rep	Bob Haight, Chamber of Commerce
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**II. Approval of Minutes:** December 2015 minutes were approved. All were in favor, none opposed the motion was carried.

**III. Reports**

**Audit Committee Report** – John Reagan reported that the Audit committee met prior to this meeting with CDLM who will be performing the annual audit that will start on January 25<sup>th</sup>.

**Financials** – Karen reported the financials are all in order. There were no major issues or concerns.

**Revolving Loans** – Payments are coming in and everything is in good shape, one business is still working to catch up their payments.

**Budget** – John Reagan noted that there was a net loss due to the unexpected expenses from the purchase of the Budget Inn Property. He made a motion to reallocate \$2000 from the Board designated net assets to the unrestricted net assets. The motion was seconded by John Shirley, all were in favor, none opposed. We are still negotiating with the town and village on this property.

IV. Adjourn – A motion was made to adjourn at 12:12 p.m.

Respectfully submitted

  
Secretary  
John Shirley

  
Chairman  
Michael McMahon

MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

February 8, 2016

Chairman Michael McMahon called the meeting of the Board of Directors of the Cortland County Business Development Corporation to order at 12:15 p.m. on Monday, February 8, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Johanna Ames

Paul Dries

Michael McMahon

Steve Servies

Brad Totman

David Brandstadt

Carl Haynes

Matthew McSherry

John Shirley

The following staff was present:

Garry VanGorder, Executive Director

Sandy Griep, Office Manager

Karen Niday, CFO

John Sidd, Esq.

The following media was present:

Peter Blanchard, The Cortland Voice

Tyrone Heppard, Cortland Standard

The following guests were present:

Bob Haight, Chamber of Commerce

Representatives Carpenter's Union

II. Approval of Minutes: January 2016 minutes were approved. All were in favor, none opposed the motion was carried.

III. Reports

**Financials** – Karen reported the financials are all in order. There were no major issues or concerns.

**Revolving Loans** – Payments are coming in and everything is in good shape, one business is still working to catch up their payments.

The following reports were reviewed as they were enclosed in the board books for their review and discussion. The Procurement Report, Investment Report and the Real Property Acquisition and Disposition Report. A motion was made by Mike McMahon to approve the three reports as presented, the motion was seconded by Matthew McSherry, all were in favor, the motion was carried.


Audit – is going smoothly and hope to have a draft by the end of the week or early next week.


Directors Report – was discussed as enclosed in the board books.

The New York Economic Development Council has asked for our support stopping the \$15 an hour minimum wage increase. Only if the board is in favor. Garry will be contacting each of you for your thoughts.

IV. Adjourn – A motion was made to adjourn at 12:36 p.m.

Respectfully submitted

  
Secretary  
John Shirley

  
Chairman  
Michael McMahon

**MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION**

**April 11, 2016**

Chairman Michael McMahon called a joint meeting of the Member and Directors of the Cortland County Business Development Corporation to order at 12:13 p.m. on Monday, April 11, 2016 at 37 Church Street, Cortland, New York.

**I. ROLL CALL AND CALL TO ORDER**

**The following directors were present:**

Johanna Ames	David Brandstadt
Michelle Brooks	Stephen Compagni
Paul Dries	Carl Haynes
Michael McMahon	Steve Servies
John Shirley	Bradley Totman

**The following staff was present:**

Garry VanGorder, Executive Director	Karen Niday, CFO
Sandy Griep, Office Manager	John Sidd, Esq.

**The following media was present:**

Peter Blanchard, The Cortland Voice	Brad Smith, WXHC
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**The following guests were present:**

Eric Mulvilhill, Cortland County	Jason Hage
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- II. Approval of Minutes:** February 2016 minutes were approved. All were in favor, none opposed the motion was carried.
- III. New Business:** Resignation from George Seibel was received and accepted. On a motion made by Chairman McMahon to appoint Jason Hage to fill the vacancy, the motion was seconded by Stephen Compagni. All were in favor, none opposed. The members and directors welcomed Jason to the group.
- IV. Reports**

**Financials** – Karen reported the financials are all in order. There were no major issues or concerns.

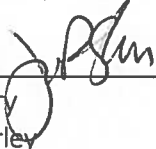
Karen reported that the Audit Committee met prior to the board meeting in March to discuss the draft audit. Since there wasn't a quorum in March the approval of the Audit was put off. She noted that there were no concern by the Auditors. A motion was made by Michael McMahon to accept the Audit committee's recommendation to approve the 2015 Audited Financial Statements. Motion was seconded by John Shirley, the motion was carried.

Revolving Loans – Everyone is paying.

Directors Report – was discussed as enclosed in the board books.

V. Adjourn – A motion was made to adjourn at 12:29 p.m.

Respectfully submitted

  
Secretary  
John Shirley

  
Chairman  
Michael McMahon

MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

May 9, 2016

Chairman Michael McMahon called the meeting of the Board of Directors of the Cortland County Business Development Corporation to order at 12:06 p.m. on Monday, May 9, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Johanna Ames

Stephen Compagni

Carl Haynes

Steve Servies

Michelle Brooks

Jason Hage

Michael McMahon

John Shirley

The following staff was present:

Garry VanGorder, Executive Director

Sandy Griep, Office Manager

Karen Niday, CFO

John Sidd, Esq.

The following media was present:

Peter Blanchard, The Cortland Voice

Tyrone Heppard, Cortland Standard

Brad Smith, WXHC

The following guests were present:

Eric Mulvilhill, Cortland County

- II. Approval of Minutes: April 2016 minutes were approved, with an addition to the sentence in the New Business section, should read "All MEMBERS were in favor, none opposed the motion was carried."
- III. New Business: Revolving Loan Fund Consideration:  
Johanna Ames, Chair of the Revolving Loan committee briefed the board on the discussion at the meeting regarding this loan request. It was mutually agreed that a loan for \$15,000 would be more manageable for the business and the collateral that will be provided while still allowing the business to purchase all of the equipment and have a sufficient amount remaining for use as working capital. A motion was made by Johanna Ames to approve the loan request as stated above, the motion was seconded by Michelle Brooks, all were in favor, none opposed. The motion was carried.
- IV. Reports
- Financials – Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses.

Revolving Loans – Everyone is paying.

Directors Report – was discussed as enclosed in the board books.

V. Adjourn – A motion was made to adjourn at 12:31 p.m.

Respectfully submitted

Secretary  
John Shirley



Chairman  
Michael McMahon



MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

June 13, 2016

Chairman Michael McMahon called the meeting of the Directors of the Cortland County Business Development Corporation to order at 12:05 p.m. on Monday, June 13, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Johanna Ames	David Brandstadt
Michelle Brooks	Stephen Compagni
Paul Dries	Jason Hage
Carl Haynes	Michael McMahon
Matthew McSherry	John Reagan
John Shirley	Bradley Totman

The following staff was present:

Garry VanGorder, Executive Director	Karen Niday, CFO
Sandy Griep, Office Manager	John Sidd, Esq.

The following guests were present:

Brad Smith, WXHC	Cortland Standard
Regional Carpenters Union Representatives	

- II. Approval of Minutes: May 2016 minutes were approved, the motion was made by Michael McMahon and seconded by Michelle Brooks. All were in favor, none opposed, and the motion was carried.

III. Reports

Financials – Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses.

Revolving Loans – Two loans missed their monthly payment, both plan to catch up this month. The new loan was funded and the company has already purchased some equipment and has met with the Small Business Counselor.

Directors Report

~ Downtown Revitalization Grant has been submitted to the state and is one of 4 for consideration. Garry noted that the City of Cortland plan was well received by the committee.

~ Comptrollers IDA Report – IDAs are improving with their accountability requirements. Cortland County IDA was cited for doing things right.

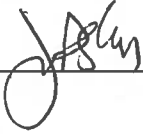
~ Microenterprise Grant Program – our office has undertaken administering this program for the Village of Homer.

~ Leadership Cortland has put together a great video to be used as a recruitment tool. The link will be added to the BDC webpage.

IV. Adjourn – A motion was made to adjourn at 12:15 p.m.

Respectfully submitted

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Secretary  
John Shirley



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Chairman  
Michael McMahon

MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

August 8, 2016

Chairman Michael McMahon called the meeting of the Directors of the Cortland County Business Development Corporation to order at 12:02 p.m. on Monday, August 8, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Johanna Ames

Michelle Brooks

Jason Hage

John Shirley

David Brandstadt

Stephen Compagni

Michael McMahon

Bradley Totman

The following staff was present:

Garry VanGorder, Executive Director

Sandy Griep, Office Manager

Karen Niday, CFO

John Sidd, Esq.

The following guests was present:

Cortland Standard Reporter

NE Regional Carpenters Union Reps

Bob Haight, Chamber of Commerce

Peter Blanchard, Cortland Voice

II. Approval of Minutes: June 2016 minutes were approved, the motion was made by Michael McMahon and seconded by Stephen Compagni. All were in favor, none opposed, and the motion was carried.

III. New Business

- 990 Return and CHAR500 Annual Report - Karen reported that this completes our annual audit. After a brief discussion, a motion was made by Mike McMahon to approve the 990 Return, the motion was seconded by Brad Totman. The motion was amended to approve the CHAR500 Annual Report as well. All were in favor, none opposed and the motion was carried.

IV. Reports

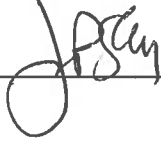
Financials - Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses.

Revolving Loans – Payments have been coming in and one of the loans that had fallen behind has made payment.

V. Adjourn – A motion was made to adjourn at 12:15 p.m.

Respectfully submitted

Secretary  
John Shirley

Handwritten signature of John Shirley in cursive script, positioned above a horizontal line.

Chairman  
Michael McMahon

Handwritten signature of Michael McMahon in cursive script, positioned above a horizontal line.

**MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION**

**September 12, 2016**

Chairman Michael McMahon called the meeting of the Directors of the Cortland County Business Development Corporation to order at 12:50 p.m. on Monday, September 12, 2016 at 37 Church Street, Cortland, New York.

**I. ROLL CALL AND CALL TO ORDER**

**The following directors were present:**

Johanna Ames

Jason Hage

Michael McMahon

John Reagan

John Shirley

Paul Dries

Carl Haynes

Matthew McSherry

Steve Servies

Bradley Totman

**The following staff was present:**

Garry VanGorder, Executive Director

Sandy Griep, Office Manager

Karen Niday, CFO

John Sidd, Esq.

**The following media was present:**

Peter Blanchard, The Cortland Voice

**The following guests was present:**

Bob Haight, Chamber of Commerce

**II. Approval of Minutes:** August 2016 minutes were approved, the motion was made by Michael McMahon and seconded by Matthew McSherry. All were in favor, none opposed, and the motion was carried.

**III. New Business**

- **2017 Budget** – Mike McMahon reported that executive committee met to discuss the budget and made their recommendations that are before them as they were handed out at the beginning of this meeting. All straight forward.

John Reagan did want to make a change to show a new line item "Business Project Assistance Grant" this money is the result of the income from the Village of Homer Microenterprise Grant in the amount of \$32,000. After a brief discussion Mike McMahon made the motion to approve the 2017 budget with the amended line item, the motion was seconded by Carl Haynes. All were in favor, none opposed, and the motion was carried.

IV. Reports

Financials - Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses with the exception of the purchase of a new company laptop. The CHAR990 form was successfully submitted with the state.

Revolving Loans – Payments have been coming in and paid by the end of the month. Karen noted that she has been working with a few new potential applicants.

Directors Report – was presented as enclosed in the board books.

- V. Adjourn – A motion was made by Mike McMahon and seconded by Brad Totman to adjourn at 1:04 p.m. All were in favor, none opposed.

Respectfully submitted

Secretary  
John Shirley

Chairman  
Michael McMahon

MINUTES OF THE MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

November 14, 2016

Chairman Michael McMahon called the meeting of the Directors of the Cortland County Business Development Corporation to order at 12:50 p.m. on Monday, November 14, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Dave Brandstadt	Michelle Brooks
Stephen Compagni	Paul Dries
Jason Hage	Michael McMahon
Matthew McSherry	Steve Servies
John Shirley	Bradley Totman

The following staff was present:

Garry VanGorder, Executive Director	Karen Niday, CFO
Sandy Griep, Office Manager	John Sidd, Esq.

The following media was present:

Peter Blanchard, The Cortland Voice	Tyrone Heppard, Cortland Standard
Brad Smith, WXHC	

- II. Approval of Minutes: September 2016 minutes were approved, the motion was made by Michael McMahon and seconded by Jason Hage. All were in favor, none opposed, and the motion was carried.

III. Reports

Financials - Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses are in line with the budget. We did receive the final installment for the year from the County.

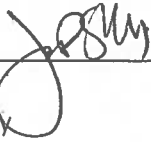
Revolving Loans – Payments have been coming in and paid by the end of the month.

Directors Report – Garry reported to the board that he wanted to acknowledge the unemployment numbers have shown improvement from over a year ago. Also discussed were items that were enclosed in the board books.

- IV. Adjourn – A motion was made by Mike McMahon and seconded by John Shirley to adjourn at 12:10 p.m. All were in favor, none opposed.

Respectfully submitted

Secretary  
John Shirley

Handwritten signature of John Shirley in black ink, written over a horizontal line.

Chairman  
Michael McMahon

Handwritten signature of Michael McMahon in black ink, written over a horizontal line.



MINUTES OF THE ANNUAL MEETING OF THE  
CORTLAND COUNTY BUSINESS DEVELOPMENT CORPORATION

December 12, 2016

Chairman Michael McMahon called the annual meeting of the Directors of the Cortland County Business Development Corporation to order at 12:34 p.m. on Monday, December 12, 2016 at 37 Church Street, Cortland, New York.

I. ROLL CALL AND CALL TO ORDER

The following directors were present:

Stephen Compagni

Carl Haynes

Matthew McSherry

John Shirley

Paul Dries

Michel McMahon

John Reagan

The following staff was present:

Garry VanGorder, Executive Director

Sandy Griep, Office Manager

Karen Niday, CFO

John Sidd, Esq.

The following guests were present:

Peggy Mousaw, County Budget Officer

Bob Haight, Chamber of Commerce

Eric Mulvihill, Clerk of the Legislature

The following media was present:

Tyrone Heppard, Cortland Standard

- II. Approval of Minutes: November 2016 minutes were approved, the motion was made by Michael McMahon and seconded by Matthew McSherry. All were in favor, none opposed, and the motion was carried.

III. New Business:

Cortland Line Grant Extension – Cortland Line is requesting an extension of its current deadline to complete the work to December 1, 2017. Also to amend the agreement giving the BDC the opportunity to declare the project complete even if final costs come in less than the original amount. After some discussion a motion was made by Michael McMahon to approve the extension and to allow the BDC to declare the project complete as stated above. The motion was seconded by Stephen Compagni, the motion was unanimously approved.

Adopt Amended Policy – As enclosed in the board book the personnel policy changes reflect on spelling out pay increases, vacations, titles and the new law for family leave benefits. A motion was made to approve the policy as presented by Michael McMahon and was seconded by Carl Haynes, the motion was unanimously approved.

**Reappoint Board members:** Two members terms are up. Jason Hage was just joined the board has filled a vacant term has agreed to stay on for another term. Matthew McSherry is the other and he too has agreed to stay on for another three-year term. A motion was made by Michael McMahon to approve reappointing Jason and Matt, Stephen Compagni seconded. The motion was unanimously approved.

**Reappoint Officers –** Chairman – Michael McMahon; Vice Chairman – Stephen Compagni; Secretary – John Shirley; Treasurer – John Reagan, CEO – Garry VanGorder and CFO – Karen Niday. Motion was made by Michael McMahon to approve the slate of officers, the motion was seconded by Matthew McSherry. The motion was unanimously approved.

**Reappoint Committees:** A motion was made by Michael McMahon to approve all committee appointments as presented, the motion was seconded by Matthew McSherry, and the motion was unanimously approved.

**Reappointment of Signatories –** a motion was made by Michael McMahon to approve the CEO, CFO, Chairman and Treasurer as signatories. The motion was seconded by Matthew McSherry, the motion unanimously approved.

**Adopt policies –** A motion was made by Michael McMahon to adopt all policies as listed in the board books, the motion was seconded by Matthew McSherry, the motion unanimously approved.

IV. **Reports**

**Financials -** Karen reported the financials are all in order. There were no major issues or concerns. All routine expenses are in line with the budget. Karen did note that the liability bond for the 401k plan has been renewed as required.

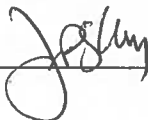
**Revolving Loans –** Payments have been coming in and paid by the end of the month. Still working with one company that has fallen one payment short.

**Directors Report –** Garry gave his annual report prior to convening this meeting.

V. **Adjourn –** A motion was made by Mike McMahon and seconded by John Shirley to adjourn at 12:48 p.m. All were in favor, none opposed.

Respectfully submitted

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Secretary  
John Shirley



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Chairman  
Michael McMahon

