



Cortland County

Business Development Corporation

MINUTES for the Annual meeting of the Members of the Cortland County Business Development Corporation

April 13, 2026 – 12pm

40 Main Street, Suite A, 2nd Floor Cortland New York, 13045

Roll Call – Chairman McMahon called the meeting called to order at 12:00pm

Michael McMahon	Chairman	Present
Clint Brooks	Secretary	Present
Deborah Hayden	Treasurer	Present
Patrick Quinn	Director	Present
Dr. Amy Kremenek	Director	Present
Dr. Kathleen Burke	Director	Present
Jason Hage	Director	Present
William McGovern	Director	Present
Renee Neiderman	Director	Present
Robert Edwards	Director	Present
Andy Fox	Director	Present
Michael May	Director	Present
John Haugen	Director	Present
Melanie Vilardi	Executive Director	Present
Andrea Skeels	Chief Financial Officer	Present
Ashley Riehlman	Community Relations Specialist	Present

Also Present: John Sidd, Shawna Grinnell, Fran Casullo, John McNerney, Robert Griffin

Approval of Minutes – March 9, 2026 - Chairman McMahon made a motion to accept the minutes, Mr. Hage seconded; all in favor; none opposed.

New Business

- Gutchess Lumber Sports Park – John McNerney and Fran Casullo presented the history, economic impact and significance of Gutchess Lumber Sports Complex. A request for financial assistance was made to upgrade the facilities deteriorating parking lot. It is estimated that the complex has a local economic impact of \$11,289,000. Mr. Fox made a motion to issue a \$100,000 grant to the Gutchess Lumber Sports Complex to pave the parking lot and fund security camera installation. Ms. Burke seconded, all in favor; none opposed.
- Revolving Loan Fund - Shawna Grinnell – Executive Director, Cortland Housing Assistance Council – Shawna Grinnell presented a revolving loan fund application on behalf of CHAC of a contingency loan of \$100,000 to secure the building lot by May 31,2026 in order to move forward with the River St Senior Housing Project. This is in addition to the previous 2024 \$100,000 loan the BDC approved for the project.



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Chairman McMahon made a motion to approve an additional \$100,000 loan, interest free until 12/31/2026, if not paid in full a 6% interest rate will be applied starting 1/1/2027. Mr. McGovern seconded; All voting in favor; None opposed.

- Robert Griffin – Regional Director, SBDC (Small Business Development Center) –Mr. Griffin introduced the SBDC and discussed services, funding and structure.
- 2026 Officers and Committees – Chairman McMahon made a motion to accept the officers and committees as presented. Mr. McGovern seconded.
 - Officers: Michael McMahon – Chairman, Clint Brooks – Vice Chairman, Dr. Kathleen Burke – Secretary, Deborah Hayden – Treasurer
 - Finance: Deborah Hayden, Renee Neiderman, Patrick Quinn
 - Governance: Dr. Kathleen Burke, Dr. Amy Kremenek, William McGovern, John Haugen
 - Revolving Loan: Michael McMahon, Dr. Kathleen Burke, Jason Hage, Andy Fox
 - Audit: Clint Brooks, Deborah Hayden, Michael May
 - Personnel: Robert Edwards, Dr. Amy Kremenek, Jason Hage

Monthly Reports

- Finance Report
- Revolving Loan Fund
- Director’s Report

Adjourn – Chairman McMahon made a motion to adjourn at 1:09pm. Mr. Edwards seconded.
