

### Board of Directors Meeting October 17, 2022 – Noon 40-42 Main Street, Suite A, 2<sup>nd</sup> Floor Cortland New York, 13405

## Roll Call

Michael McMahon	<u>Chairman</u>	
Clint Brooks	Board Member	
Dan Mones	Board Member	
Donald Richards	Board Member	
Jason Hage	Board Member	
Jerry Contento Jr.	Board Member	
Johanna Ames	Board Member	
John O. Reagan	Board Member	
Dr. Kathleen Burke	Board Member	
Lori Law	Board Member	
Paul Dries	Board Member	
Stephen Compagni	Board Member	
Robert Edwards	Board Member	
Garry VanGorder	Executive Director	
John Sidd	Counsel-Hancock Estabrook LLP	
Karen Niday	Chief Financial Officer	
Eric Mulvihill	Economic Development Specialist	



## <u>AGENDA</u>

Approval of Minutes – September 12, 2022

### <u>New Business –</u>

## **Monthly Reports**

- Finance Report
- Revolving Loan Fund
- Director's Report/Project Updates

## <u>Adjourn</u>







### Board of Directors Meeting 40-42 Main Street, Suite A, 2<sup>nd</sup> Floor Cortland New York, 13405

#### Minutes - September 12, 2022

Call to Order- Chairman McMahon called the meeting to order at noon.

Roll Call

Michael McMahon	Chairman	<u>Present</u>
Clint Brooks	Board Member	Excused
Dan Mones	Board Member	<u>Absent</u>
Donald Richards	Board Member	Present
Jason Hage	<u>Board Member</u>	<u>Present</u>
Jerry Contento Jr.	Board Member	<u>Present</u>
Johanna Ames	Board Member	Excused
John O. Reagan	<u>Board Member</u>	<u>Present</u>
Dr. Kathleen Burke	Board Member	<u>Present</u>
Lori Law	Board Member	<u>Remote</u>
Paul Dries	Board Member	<u>Present</u>
Stephen Compagni	Board Member	<u>Absent</u>
Robert Edwards	Board Member	Present
Garry VanGorder	Executive Director	Present
John Sidd	Counsel-Hancock Estabrook LLP	Remote
Karen Niday	Chief Financial Officer	<u>Present</u>



Eric Mulvihill	Economic Development	Present
	Specialist	

## <u>AGENDA</u>

<u>Approval of Minutes –</u> June 13, 2022 – Chairman McMahon made a motion to approve the minutes, Mr. Richards seconded the motion; all voting in favor, none opposed.

<u>New Business</u> – Consider Adoption of 2023 BDC Budget. Mr. Reagan reviewed the proposed budget. Mr. VanGorder noted the use of IDA funds as part of the 2023 BDC spending plan. Mr. Reagan made a motion to adopt the 2023 BDC budget as presented, Ms. Burke seconded the motion; all voting in favor, none opposed.

## **Monthly Reports**

- Finance Report Ms. Niday presented the monthly financial reports.
- Revolving Loan Fund Ms. Burke inquired about the status of the Voyant loan.
  Mr. VanGorder discussed the history of the loan; the loan was purchased from the City of Cortland. Mr. Sidd said with the company ceasing operations in Cortland that the loan would be in default and Voyant would be required to pay the loan in full. Mr. Sidd suggested a review of the loan documents is in order.
- Director's Report/Project Updates
  - Update on Voyant/ALPLA Mr. VanGorder updated the Board on the ongoing negotiations with ALPLA. The company is interested in remaining in Cortland County . He said 40% of ALPLA business is direct sales to Voyant. Mr. VanGorder said he is in regular contact with the brokers that are marketing the Voyant properties on Central Ave. and Huntington Street.
  - Update Cortland Downtown Revitalization Initiative Mr. VanGorder provided the latest updates on the downtown reconstruction project. It appears that reconstruction of the utility infrastructure will be delayed until next spring.



- Update Homer Downtown Revitalization Initiative Mr. VanGorder discussed the promotion al video that the BDC commissioned on behalf o the Village as part of its efforts to secure the \$10 million-dollar Downtown Revitalization Initiative award. He continues to reman confident that the Village is a likely recipient of the award in this year's round of competition.
- Update Regional Economic Development Council Mr. VanGorder said there are no capital grants from Cortland County in the first round of this years REDC grant submissions. He indicated there are some state agency grant request as well as some planning grant applications that have been submitted as part o the regional economic development competition.
- NY Forward Mr. VanGorder said the Villages of Homer, Marathon, and McGraw all sent letters of interests expressing intent to apply for the NY Forward grant program. The program is similar to the DRI program but provides smaller awards.
- Update on Gutchess Park Mr. VanGorder said the dirt work is complete for the Phase II Gutchess Park expansion.
- Status Update on County ARPA Funded Small Business Grant Programs Mr. VanGorder said 25 projects have been completed under the County funded small business grant programs; to date that represents \$202,000 of the \$600,000 that was allocated to support the grant awards.

Adjourn – The meeting was adjourned at 12:41 P.M.



## Finance Report

## Business Development Corporation Budget Summary September 30, 2022

	BUDGETED AMOUNT	EXPENDED YTD	AVAILABLE BALANCE	% BUDGET REMAINING
Personnel:				
Executive Director Salary	122,101.00	93,923.80	28,177.20	23.08%
Econ. Dev. Specialist Salary	90,354.00	69,503.00	20,851.00	23.08%
Community Relations Salary	68,510.00	52,700.00	15,810.00	23.08%
Employee Benefits	37,800.00	31,675.53	6,124.47	16.20%
DB/PFL Insurance	50.00	-376.91	426.91	853.82%
FICA	22,350.00	16,806.29	5,543.71	24.80%
FUTA	126.00	126.41	-0.41	-0.33%
SUI	800.00	840.20	-40.20	-5.03%
Retirement	28,097.00	17,265.05	10,831.95	38.55%
Workers C Insurance	1,200.00	605.38	594.62	49.55%
TOTAL PERSONNEL	371,388.00	283,068.75	88,319.25	23.78%
Insurances:				
Directors Liability	1,250.00	979.11	270.89	21.67%
Business Property	600.00	394.38	205.62	34.27%
TOTAL INSURANCES	1,850.00	1,373.49	476.51	25.76%
Contractual:				
Audit	7,000.00	6,200.00	800.00	11.43%
Charities Bureau	275.00	250.00	25.00	9.09%
401K Admin/5500	600.00	600.00	0.00	0.00%
Legal	6,000.00	3,070.00	2,930.00	48.83%
TOTAL CONTRACTUAL	13,875.00	10,120.00	3,755.00	27.06%
Office:				
Rent	28,200.00	19,050.00	9,150.00	32.45%
Sublet Rent	22,800.00	19,200.00	3,600.00	15.79%
Internet/Web Site	2,000.00	2,609.91	-609.91	-30.50%
Telephone	3,200.00	1,903.41	1,296.59	40.52%
Office Expense	5,000.00	2,990.39	2,009.61	40.19%
Postage	1,000.00	324.36	675.64	67.56%
Office Maintenance	4,500.00	3,627.35	872.65	19.39%
Equipment Purchase	2,000.00	0.00	2,000.00	100.00%
Equipment Maintenance	2,500.00	1,242.50	1,257.50	50.30%
Equipment Lease	5,500.00	3,657.33	1,842.67	33.50%
Professional Services	1,000.00	0.00	1,000.00	100.00%
Payroll Services	720.00	540.00	180.00	25.00%
Dues	2,000.00	1,457.00	543.00	27.15%
Subscriptions/Publications	1,500.00	758.92	741.08	49.41%
Meetings/Seminars	3,500.00	983.14	2,516.86	71.91%
Administrative Board Meetings	1,000.00	227.47	772.53	77.25%
Special projects	112,000.00	7,000.00	105,000.00	93.75%
Gas/Parking/Tolls	1,500.00	785.52	714.48	47.63%
EDS Auto Allowance	5,000.00	3,846.20	1,153.80	23.08%
Exec Director Auto Allowance	6,000.00	4,615.40	1,384.60	23.08%
Utilities	6,000.00	5,824.51	175.49	2.92%
TOTAL OFFICE	216,920.00	80,643.41	136,276.59	62.82%

## Business Development Corporation Budget Summary September 30, 2022

	BUDGETED AMOUNT	EXPENDED YTD	AVAILABLE BALANCE	% BUDGET REMAINING
Marketing:				
Marketing				
TOTAL MARKETING	35,000.00	16,381.82	18,618.18	53.19%
-	35,000.00	16,381.82	18,618.18	53.19%
TOTALS :				
	639,033.00	391,587.47	247,445.53	38.72%
Non Budget Expenses:	·	·	·	
Depreciation		2,029.08		
ARPA Grant Programs		255,201.00		
TOTAL NON BUDGET:	-	-		
-		257,230.08		
Total Budget and Non Budget	:			
		648,817.55		

#### Business Development Corp Balance Sheet September 30, 2022

#### ASSETS

Current Assets			
Petty Cash	\$ 145.00		
NBT - Checking	88,547.83		
NBT-Cty ARPA MM Acct	344,883.93		
NBT Money market savings	299,739.52		
A/R: CVB	209.64		
A/R: SUNY Cortland	852.56		
Security Deposits	5,800.00		
Prepaid Expenses	 4,575.36		
Total Current Assets			744,753.84
Property and Equipment			
Office Equipmnt/Furniture	23,359.10		
Accumulated Depreciation	(20,939.83)		
Total Property and Equipment			2,419.27
Other Assets			
A/R-IDA Contento Property	91,834.93		
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Total Other Assets			91,834.93
Total Assets		\$	839,008.04
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#### LIABILITIES AND FUND BALANCE

Current Liabilities			
Tax-Federal & F.I.C.A.	\$	2,978.78	
Withheld Tax-State		485.67	
Accrued Fed Unemployment		126.00	
Total Current Liabilities	_		3,590.45
Long-Term Liabilities			
Sublet Security Deposit		2,400.00	
<b>v</b> 1			
Total Long-Term Liabilities			2,400.00
Total Liabilities			5,990.45
Evend Dalaman			
Fund Balance Unrestricted net assets		100,087.16	
		,	
Board designated net assets Net Income		370,437.71 362,492.72	
Net meome		302,492.72	
Total Fund Balance			833,017.59
Total Liabilities & Fund Balance			\$ 839,008.04

#### Business Development Corp Income Statement For the Nine Months Ending September 30, 2022

	Current Month Actual	Current Month Budget		Variance	Year to Date Actual	Year to Date Budget	Variance
REVENUE AND SUPPORT County Gov't Funding IDA Administrative Support Sublet Rent Interest Income	0.00 0.00 2,600.00 42.26	0.00 0.00 1,900.00 0.00		$0.00 \\ 0.00 \\ 700.00 \\ 42.26$	341,801.25 50,000.00 19,200.00 309.02	341,801.25 50,000.00 17,100.00 0.00	$0.00 \\ 0.00 \\ 2,100.00 \\ 309.02$
Total General Revenue	2,642.26	1,900.00		742.26	411,310.27	408,901.25	2,409.02
Projects & Events Income Grant Revenue County ARP	0.00	0.00		0.00	600,000.00	0.00	600,000.00
Total Projects & Events	0.00	0.00		0.00	600,000.00	0.00	600,000.00
Special Project Grants							
Total Special Projects	0.00	0.00		0.00	0.00	0.00	0.00
Total Revenue & Support	2,642.26	1,900.00		742.26	1,011,310.27	408,901.25	602,409.02
EXPENDITURES General Expenses							
Salary-Executive Director	14,088.57	14,088.57		0.00	93,923.80	93,923.80	0.00
Salary-Economic Dev Spec.	10,425.45	10,425.45		0.00	69,503.00	69,503.00	0.00
Salary-Community Relations	7,905.00	7,905.00		0.00	52,700.00	52,700.00	0.00
Employee Benefits	3,121.61	3,150.00		(28.39)	31,675.53	28,350.00	3,325.53
Pension 401 K expenses	0.00	0.00		0.00	600.00 17 265 05	600.00	0.00
Retirement Contributions Employers F.I.C.A	2,846.67 2,520.94	3,241.91 2,577.14		(395.24) (56.20)	17,265.05 16,806.29	18,187.21 17,155.36	(922.16) (349.07)
Fed Unemployment Tax	0.00	0.00		0.00	126.41	126.00	0.41
State Unemployment Insure	0.00	0.00		0.00	840.20	800.00	40.20
DBL/ PFL Insurance	(107.40)	0.00		(107.40)	(376.91)	25.00	(401.91)
Workers Comp Insure	93.82	100.00		(6.18)	605.38	900.00	(294.62)
Office Rent	1,650.00	2,350.00		(700.00)	19,050.00	21,150.00	(2,100.00)
Sublet Rent	2,600.00	1,900.00		700.00	19,200.00	17,100.00	2,100.00
Internet/Web Site	89.99	166.67		(76.68)	2,609.91	1,500.03	1,109.88
Telephone	215.97	266.67		(50.70)	1,903.41	2,400.03	(496.62)
Office Expense	345.57	416.67		(71.10)	2,990.39	3,750.03	(759.64)
Postage Office Maintenance	11.74 494.54	83.33 494.54		(71.59) 0.00	324.36 3,627.35	749.97 3,627.35	(425.61) 0.00
Equipment Purchase	0.00	0.00		0.00	0.00	121.50	(121.50)
Equipment Maintenance	121.50	121.50		0.00	1,242.50	1,121.00	121.50
Office Equipment Lease	635.85	635.85		0.00	3,657.33	3,657.33	0.00
Accounting	0.00	0.00		0.00	6,200.00	6,200.00	0.00
Legal	173.00	173.00		0.00	3,070.00	3,070.00	0.00
Payroll Service	60.00	60.00		0.00	540.00	540.00	0.00
Dues Subscriptions/Dublication	0.00	0.00		0.00	1,457.00	1,457.00	0.00
Subscriptions/Publication Marketing Expense	54.99 429.18	125.00 429.18		(70.01) 0.00	758.92 16,381.82	1,125.00 16,381.82	(366.08) 0.00
State/Federal Filing Fees	429.18	429.18		0.00	250.00	275.00	(25.00)
Directors & Officers Ins.	110.83	104.17		6.66	979.11	937.53	41.58
Property Insurance	44.20	50.00		(5.80)	394.38	450.00	(55.62)
Mtgs/Seminars/Conferences	10.00	10.00		0.00	983.14	983.14	0.00
Board Meetings	0.00	0.00		0.00	227.47	227.47	0.00
EDS Auto Allowance	576.93	416.67	11	160.26	3,846.20	3,750.03	96.17
Mileage/Gas/Tolls/Parking	0.00	0.00		0.00	785.52	785.52	0.00

#### Business Development Corp Income Statement For the Nine Months Ending September 30, 2022

	Current Month Actual	Current Month Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
Auto Allowance/Director Utilities Depreciation	692.31 577.89 676.36	500.00 500.00 676.36	192.31 77.89 0.00	4,615.40 5,824.51 2,029.08	4,500.00 4,500.00 2,029.08	115.40 1,324.51 0.00
Total General Expenses	50,465.51	50,967.68	(502.17)	386,616.55	384,659.20	1,957.35
Projects and Events Special project expenses Cty ARPA Grant Programs Total Projects & Events	0.00 87,044.00 87,044.00	0.00 0.00 0.00	0.00 87,044.00 87,044.00	7,000.00 255,201.00 262,201.00	7,000.00 0.00 7,000.00	0.00 255,201.00 255,201.00
Special Projects Expense						
Total Special Projects	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Expense						
Total Other Income/Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	137,509.51	50,967.68	86,541.83	648,817.55	391,659.20	257,158.35
NET INCOME	(134,867.25)	(49,067.68)	(85,799.57)	362,492.72	17,242.05	345,250.67



# Revolving Loan Fund

## CORTLAND COUNTY BUSINESS DEVELOPMENT CORP. RLF

September	30, 2022
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BORROWER	Rating	Original Loan Amount	hly Pymnt Amount	Date Last Paid	# of Total Payments	# of Payments Remaining	# of Payments Past Due	Amount Past Due	LOAN BALANCE
Armideo Housing (COVID)	**	\$ 25,000.00	\$ 716.06	9/12/2022	36	20			\$ 14,073.77
J Brown Performance Horse	****	\$25,000.00	\$ 716.06	9/19/2022	36	28			\$ 19,573.28
Community Restaurant COVID	**	\$ 25,000.00	\$ 716.06	9/15/2022	36	20			\$ 14,073.77
60 Main LLC COVID	***	\$ 25,000.00	\$ 716.06	9/15/2022	36	24			\$ 16,832.68
Mironti Enterprise COVID	****	\$15,000.00	\$ 429.64	9/7/2022	36	25			\$ 10,441.70
Community Restaurant/NAFS		\$75,000.00	\$ 1,449.96	9/15/2022	60	36			\$ 47,661.67
Voyant (KIK Corp)		\$ 195,447.72	\$ 3,815.32	09/02/22	56	13			\$ 48,205.32
Gain on KIK loan purchase		\$ (55,862.68)							\$ (13,965.58)
Mironti, Sandro & Denise		\$63,000.00	\$ 699.43	09/07/22	60	24			\$ 47,878.04
P Smith/Crown Stove		\$50,000.00	\$ 555.10	09/29/22	120			*	\$ 12,575.24
Allowance for doubtful accts									(\$25,000.00)
		\$ 442,585.04	\$ 9,813.69					\$-	\$ 192,349.89

BDC RLF Assets as of 9/30/2022 Less outstanding loans Funds available

\$766,548.40

574,198.51

\$ (192,349.89)

\$

Rating \* W - Watch L Rating \* W - Watch List Rating D - Legal Proc Rating D - Legal Proceedings Rating B-Bankruptcy Proceedings

\* Any monies received are applied as principal payments

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\*\* COVID loan-payments begin 6/1/2021

\*\*\*COVID loan-payments begin 10/1/2021

\*\*\*\*COVID loan-payments begin 11/1/2021

\*\*\*\*\*Covid loan-payments begin 2/1/2022

#### BDC Revolving Loan Fund Balance Sheet September 30, 2022

#### ASSETS

Current Assets NBT-Checking Tompkins Trust-Money Mkt NBT Money market account	\$ 47,803.20 101,090.64 425,304.67	
Total Current Assets		574,198.51
Property and Equipment		
Total Property and Equipment		0.00
Receivables		
Armideo Housing LLC (COVID)	14,073.77	
J. Brown Perform Horse(COVID)	19,573.28	
Community Restaurant (COVID)	14,073.77	
Mironti Enterprises Inc (COVID	10,441.70	
Paul Smith	12,575.24	
60 MAIN LLC (COVID)	16,832.68	
Community Restaurant/NAFS1571	47,661.67	
Voyant (KIK Corp)	48,205.32	
Gain on KIK/Voyant Loan	(13,965.58)	
Sandro & Denise Mironti	47,878.04	
Allowance for Doubtful Accts	(25,000.00)	
Total Receivables		192,349.89
Total Assets		\$ 766,548.40

#### LIABILITIES AND FUND BALANCE

Current Liabilities		
Total Current Liabilities		0.00
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		0.00
Fund Balance Retained Earnings Net Income	\$ 750,333.01 16,215.39	
Total Fund Balance		766,548.40
Total Liabilities & Fund Balance		\$ 766,548.40

#### BDC Revolving Loan Fund Income Statement For the Nine Months Ending September 30, 2022

		Current Month	Ratio		Year to Date	Ratio
Revenue						
Interest on Deposits	\$	34.95	2.02	\$	271.72	1.68
Interest on Loans		700.69	40.43		6,965.72	42.96
Gain KIK/Voyant Loan	-	997.55	57.56	-	8,977.95	55.37
Total Revenue	-	1,733.19	100.00	-	16,215.39	100.00
TOTAL REVENUE	-	1,733.19	100.00	_	16,215.39	100.00
Expenses	_			_		
Total Expenses		0.00	0.00		0.00	0.00
	-			-		
Net Income	\$ _	1,733.19	100.00	\$	16,215.39	100.00



# Director's Report