

Board of Directors Meeting September 12, 2022 – Noon 40-42 Main Street, Suite A, 2nd Floor Cortland New York, 13405

Per Part E of Chapter 417 of the Laws of the State of New York for 2021 which amends Article 7 of the Public Officers Law, videoconferencing will be used to conduct this meeting. Anyone wishing to access this meeting remotely may do so using the following link via the Zoom video conferencing platform.

Join Zoom Meeting

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Meeting ID: 884 7276 1497

Passcode: 031422

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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 – June 13, 2022

<u>New Business</u> – Consider Adoption of 2023 BDC Budget

Monthly Reports

- Finance Report
- Revolving Loan Fund
- Director's Report/Project Updates
 - Update on Voyant/ALPLA
 - Update Cortland Downtown Revitalization Initiative
 - Update Homer Downtown Revitalization Initiative
 - Update Regional Economic Development Council
 - > NY Forward
 - Update on Gutchess Park
 - Status Update on County ARPA Funded Small Business Grant Programs

<u>Adjourn</u>

Minutes

Minutes of June 13, 2022

<u>Roll Call – Mr. Brooks opened the meeting at 12:20 PM</u>

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

Savannah Hempstead	Clerk, Cortland County Legislature	<u>Present</u>
Marie Weiss	Representative Regional Council of Carpenters	<u>Remote</u>
J Konopka		Remote

AGENDA

<u>Approval of Minutes</u> – March 14, 2022 – Mr. Hage made a motion to approve the minutes, Ms. Ames seconded the motion. All voting in favor, none opposed. The minutes were approved.

<u>New Business –</u>

Monthly Reports

- Finance Report Ms. Niday reviewed the financial reports
- Revolving Loan Fund
- Director's Report/Project Updates
 - Cortland DRI
 - Crown City Rising
 - City Parking Study
 - > ARPA Grants
 - ➢ REDC Round 12
 - Gutchess Park
 - County Contract

Adjourn – The meeting was adjourned at 12:57 PM

New Business

Business Development Corporation Budget Summary 2023

		2022	2022	2023	
		Adopted Budget	Projected at 12/31/22	Draft Budget	Comments
Operating		0		0	
	Expenses				
	Executive Director	122,101	122,101	132,480	8.5% salary increase
	Economic Development Specialist	90,354	90,354	98,034	tied to CPI as per
	EDS Assistant/Community Relations	68,510	68,510	74,333	BDC board policy
		280,965	280,965	304,847	
Employee					
Benefits	DBL Insurance/Paid Family Leave	50	100	100	
	FICA - Medicaid	22,350	22,335	24,162	
	FUTA	126	126	126	
	State Unemployment Insurance	800	840	1,000	unknown inc due to COVID
	Health/Dental Benefit	37,800	43,755	47,552	2 family; 1 single est increase
	Workman's Compensation	1,200	1,000	1,200	
	Retirement 401 K	28,097	22,000	30,485	_
		90,423	90,156	104,625	
Overhead	Professional Services	1,000	1,000	1,000	
	D & O Insurance		1,000		
		1,250 600	550	1,450 650	
	Business Property Audit	7,000	7,000	7,500	
	Legal	6,000	6,000	6,000	
	Charities Bureau	275	275	275	
	Rent	28,200	24,000	273	Acquired add'l space mid year
	Sublet Rent	28,200	27,000	31,200	
	Telephone	3,200	3,000	3,200	Sublenting the add I space
	Office Supplies	5,000	4,500	5,000	
		1,000	4,500	850	
	Postage Office Maintenance	4,500	5,000	5,200	
			2,000		
	Equipment Maintenance	2,500 5,500	5,220	2,500 5,250	
	Equipment Lease	5,500 720	5,220	5,250 720	
	Payroll Service				
	Dues	2,000	1,957	2,000	

Business Development Corporation Budget Summary 2023

	2022	2022	2023	
	Adopted	Projected	Draft	Comments
	Budget	at 12/31/22	Budget	
Sub/Publications	1,500	980	1,500	
Meetings/Seminars	3,500	3,000	3,500	
EDS Auto Allowance	5,000	5,000	5,000	
ED Auto Allowance	6,000	6,000	6,000	
Equipment Purchases	2,000	2,000	7,000	
Gas/Parking/Tolls	1,500	1,500	2,000	
Internet/Web Site Hosting	2,000	2,250	3,000	
Board Meetings/Governance	1,000	500	800	
Utilities	6,000	6,975	8,000	
Special Projects /Conditional Grants	112,000	9,600	112,000	
401 K Administrative Costs	600	600	600	
	232,645	128,792	250,395	
Direct Marketing				
Countywide Marketing	35,000	25,000	25,000	
Total Expenses	639,033	524,913	684,867	
Revenue County Funding Contract	455,735	455,735	492,193	

455,735	455,735	492,193
50,000	50,000	50,000
22,800	27,000	31,200
112,000	-	112,000
640,535	532,735	685,393
1,502	7,822	526
	50,000 22,800 112,000 640,535	50,000 50,000 22,800 27,000 112,000 - 640,535 532,735

Cortland County Business Development Corp PAAA Budget Report 2023/2024-2026

		Draft Budget 2023	Proposed 2024-2026 *
Revenue			
Operating Revenue			
	Rental Income	31,200	31,200
	Other Optg (IDA)	50,000	50,000
Non Operating			
	Municipal (County)	492,193	492,193
Total Revenue Sources		573,393	573,393
Expenses			
Operating Expenses			
	Salaries	304,847	304,847
	Employee Benefits	78,137	78,137
	Professional Svcs	40,220	40,220
	Supplies/Materials	29,300	29,300
	Other Operating	109,363	109,363
Non Operating Expenses			
	Capital Asset Outlay	112,000	
	Other Non Optg	11,000	11,000
Total Expenses		684,867	572,867
Equity	Capital Contributions	112,000.00	0
Provided to (Utilization of)		526.00	526

* Proposed 2024-2026 is required by PAAA however, the BDC does not budget beyond one year due to unknown costs increases. For reporting purposes, the upcoming 2023 budget is used for estimating this period.

Finance Report

Business Development Corporation Budget Summary August 31, 2022

	BUDGETED AMOUNT	EXPENDED YTD	AVAILABLE BALANCE	% BUDGET REMAINING
Personnel:				
Executive Director Salary	122,101.00	79,835.23	42,265.77	34.62%
Econ. Dev. Specialist Salary	90,354.00	59,077.55	31,276.45	34.62%
Community Relations Salary	68,510.00	44,795.00	23,715.00	34.62%
Employee Benefits	37,800.00	28,553.92	9,246.08	24.46%
DB/PFL Insurance	50.00	-269.51	319.51	639.02%
FICA	22,350.00	14,285.35	8,064.65	36.08%
FUTA	126.00	126.41	-0.41	-0.33%
SUI	800.00	840.20	-40.20	-5.03%
Retirement	28,097.00	14,418.38	13,678.62	48.68%
Workers C Insurance	1,200.00	511.56	688.44	57.37%
TOTAL PERSONNEL	371,388.00	242,174.09	129,213.91	34.79%
Insurances:				
Directors Liability	1,250.00	868.28	381.72	30.54%
Business Property	600.00	350.18	249.82	41.64%
TOTAL INSURANCES	1,850.00	1,218.46	631.54	34.14%
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	2,897.00	3,103.00	51.72%
TOTAL CONTRACTUAL	13,875.00	9,947.00	3,928.00	28.31%
Office:				
Rent	28,200.00	17,400.00	10,800.00	38.30%
Sublet Rent	22,800.00	16,600.00	6,200.00	27.19%
Internet/Web Site	2,000.00	2,519.92	-519.92	-26.00%
Telephone	3,200.00	1,687.44	1,512.56	47.27%
Office Expense	5,000.00	2,644.82	2,355.18	47.10%
Postage	1,000.00	312.62	687.38	68.74%
Office Maintenance	4,500.00	3,132.81	1,367.19	30.38%
Equipment Purchase	2,000.00	0.00	2,000.00	100.00%
Equipment Maintenance	2,500.00	1,121.00	1,379.00	55.16%
Equipment Lease	5,500.00	3,021.48	2,478.52	45.06%
Professional Services	1,000.00	0.00	1,000.00	100.00%
Payroll Services	720.00	480.00	240.00	33.33%
Dues	2,000.00	1,457.00	543.00	27.15%
Subscriptions/Publications	1,500.00	703.93	796.07	53.07%
Meetings/Seminars	3,500.00	973.14	2,526.86	72.20%
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	3,269.27	1,730.73	34.61%
Exec Director Auto Allowance	6,000.00	3,923.09	2,076.91	34.62%
Utilities	6,000.00	5,246.62	753.38	12.56%
TOTAL OFFICE	216,920.00	72,506.13	144,413.87	66.57%

Business Development Corporation Budget Summary August 31, 2022

	BUDGETED AMOUNT	EXPENDED YTD	AVAILABLE BALANCE	% BUDGET REMAINING
Marketing:				
Marketing				
TOTAL MARKETING	35,000.00	15,952.64	19,047.36	54.42%
-	35,000.00	15,952.64	19,047.36	54.42%
TOTALS :				
	639,033.00	341,798.32	297,234.68	46.51%
Non Budget Expenses:	,			
Depreciation		1,352.72		
ARPA Grant Programs		168,157.00		
TOTAL NON BUDGET:	-	-		
		169,509.72		
Total Budget and Non Budget:		·		
		511,308.04		

Business Development Corp Balance Sheet August 31, 2022

ASSETS

Current Assets		
Petty Cash	\$ 145.00	
NBT - Checking	122,263.19	
NBT-Cty ARPA MM Acct	441,910.30	
NBT Money market savings	299,714.89	
A/R: CVB	255.64	
A/R: SUNY Cortland	873.83	
Security Deposits	5,800.00	
Prepaid Expenses	 4,835.95	
Total Current Assets		875,798.80
Property and Equipment		
Office Equipmnt/Furniture	23,359.10	
Accumulated Depreciation	(20,263.47)	
Total Property and Equipment		3,095.63
Other Assets		
A/R-IDA Contento Property	 91,834.93	
Total Other Assets		91,834.93
Total Other Assets		 71,054.75
Total Assets		\$ 970,729.36

LIABILITIES AND FUND BALANCE

Current Liabilities Accrued Fed Unemployment	\$	126.00	
Total Current Liabilities			126.00
Long-Term Liabilities Sublet Security Deposit	_	2,400.00	
Total Long-Term Liabilities			2,400.00
Total Liabilities			2,526.00
Fund Balance			
Unrestricted net assets		100,087.16	
Board designated net assets		370,437.71	
Net Income	_	497,678.49	
Total Fund Balance			968,203.36
Total Liabilities & Fund Balance			\$ 970,729.36

Business Development Corp Income Statement For the Eight Months Ending August 31, 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 44.94	0.00 0.00 1,900.00 0.00	0.00 0.00 700.00 44.94	341,801.25 50,000.00 16,600.00 266.76	341,801.25 50,000.00 15,200.00 0.00	$0.00 \\ 0.00 \\ 1,400.00 \\ 266.76$
Total General Revenue	2,644.94	1,900.00	744.94	408,668.01	407,001.25	1,666.76
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	2,644.94	1,900.00	744.94	1,008,668.01	407,001.25	601,666.76
EXPENDITURES General Expenses						
Salary-Executive Director	9,392.38	9,392.38	0.00	79,835.23	79,835.23	0.00
Salary-Economic Dev Spec.	6,950.30	6,950.30	0.00	59,077.55	59,077.55	0.00
Salary-Community Relations	5,270.00	5,270.00	0.00	44,795.00	44,795.00	0.00
Employee Benefits	3,366.53	3,150.00	216.53	28,553.92	25,200.00	3,353.92
Pension 401 K expenses Retirement Contributions	0.00 1,897.78	0.00	0.00	600.00	600.00 14,945.30	0.00
Employers F.I.C.A	1,680.63	2,161.27 1,714.44	(263.49) (33.81)	14,418.38 14,285.35	14,945.30	(526.92) (292.87)
Fed Unemployment Tax	0.00	0.00	0.00	14,285.55	14,578.22	0.41
State Unemployment Insure	84.20	0.00	84.20	840.20	800.00	40.20
DBL/ PFL Insurance	(117.61)	0.00	(117.61)	(269.51)	25.00	(294.51)
Workers Comp Insure	93.82	100.00	(6.18)	511.56	800.00	(288.44)
Office Rent	1,650.00	2,350.00	(700.00)	17,400.00	18,800.00	(1,400.00)
Sublet Rent	2,600.00	1,900.00	700.00	16,600.00	15,200.00	1,400.00
Internet/Web Site	869.99	166.67	703.32	2,519.92	1,333.36	1,186.56
Telephone	242.55	266.67	(24.12)	1,687.44	2,133.36	(445.92)
Office Expense Postage	214.74 36.56	416.67 83.33	(201.93) (46.77)	2,644.82 312.62	3,333.36 666.64	(688.54) (354.02)
Office Maintenance	384.06	384.06	0.00	3,132.81	3,132.81	0.00
Equipment Purchase	0.00	0.00	0.00	0.00	121.50	(121.50)
Equipment Maintenance	121.50	121.50	0.00	1,121.00	999.50	121.50
Office Equipment Lease	291.63	291.63	0.00	3,021.48	3,021.48	0.00
Accounting	0.00	0.00	0.00	6,200.00	6,200.00	0.00
Legal	0.00	0.00	0.00	2,897.00	2,897.00	0.00
Payroll Service	60.00	60.00	0.00	480.00	480.00	0.00
Dues Subscriptions/Publication	0.00 54.99	0.00 125.00	0.00 (70.01)	1,457.00 703.93	1,457.00 1,000.00	0.00 (296.07)
Marketing Expense	3,641.25	3,641.25	0.00	15,952.64	15,952.64	0.00
State/Federal Filing Fees	0.00	0.00	0.00	250.00	275.00	(25.00)
Directors & Officers Ins.	110.83	104.17	6.66	868.28	833.36	34.92
Property Insurance	44.20	50.00	(5.80)	350.18	400.00	(49.82)
Mtgs/Seminars/Conferences	164.44	164.44	0.00	973.14	973.14	0.00
Board Meetings	0.00	0.00	0.00	227.47	227.47	0.00
EDS Auto Allowance Mileage/Gas/Tolls/Parking	384.62 0.00	416.67 0.00	15 (32.05) 0.00	3,269.27 785.52	3,333.36 785.52	(64.09) 0.00

Business Development Corp Income Statement For the Eight Months Ending August 31, 2022

	Current Month Actual	Current Month Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
Auto Allowance/Director Utilities Depreciation	461.54 622.40 0.00	500.00 500.00 0.00	(38.46) 122.40 0.00	3,923.09 5,246.62 1,352.72	4,000.00 4,000.00 1,352.72	(76.91) 1,246.62 0.00
Total General Expenses	40,573.33	40,280.45	292.88	336,151.04	333,691.52	2,459.52
Projects and Events Special project expenses Cty ARPA Grant Programs Total Projects & Events	0.00 32,018.00 32,018.00	0.00 0.00 0.00	0.00 32,018.00 32,018.00	7,000.00 168,157.00 175,157.00	7,000.00 0.00 7,000.00	0.00 168,157.00 168,157.00
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	72,591.33	40,280.45	32,310.88	511,308.04	340,691.52	170,616.52
NET INCOME	(69,946.39)	(38,380.45)	(31,565.94)	497,359.97	66,309.73	431,050.24

Revolving Loan Fund

CORTLAND COUNTY BUSINESS DEVELOPMENT CORP. RLF August 31, 2022

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	8/11/2022	36	21			\$ 14,765.22
J Brown Performance Horse	****	\$25,000.00	\$ 716.06	8/31/2022	36	29			\$ 20,255.58
Community Restaurant COVID	**	\$ 25,000.00	\$ 716.06	8/11/2022	36	21			\$ 14,765.22
60 Main LLC COVID	***	\$ 25,000.00	\$ 716.06	8/11/2022	36	25			\$ 17,519.54
Mironti Enterprise COVID	****	\$15,000.00	\$ 429.64	8/5/2022	36	26			\$ 10,853.13
Community Restaurant/NAFS		\$75,000.00	\$ 1,449.96	8/11/2022	60	37			\$ 48,867.29
Voyant (KIK Corp)		\$ 195,447.72	\$ 3,815.32	08/05/22	56	14			\$ 51,870.99
Gain on KIK loan purchase		\$ (55,862.68)							\$ (14,963.13)
Mironti, Sandro & Denise		\$63,000.00	\$ 699.43	08/05/22	60	25			\$ 48,335.79
P Smith/Crown Stove		\$50,000.00	\$ 555.10	08/30/22	120			*	\$ 12,775.24
Allowance for doubtful accts									(\$25,000.00)
		\$ 442,585.04	\$ 9,813.69					\$-	\$ 200,044.87

BDC RLF Assets as of 8/31/2022 Less outstanding loans Funds available

\$764,815.21 \$ (200,044.87) \$ 564,770.34 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

,

** 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 August 31, 2022

ASSETS

Current Assets NBT-Checking Tompkins Trust-Money Mkt NBT Money market account	\$ 38,409.98 101,090.64 425,269.72	
Total Current Assets		564,770.34
Property and Equipment		
Total Property and Equipment		0.00
Receivables		
Armideo Housing LLC (COVID)	14,765.22	
J. Brown Perform Horse(COVID)	20,255.58	
Community Restaurant (COVID)	14,765.22	
Mironti Enterprises Inc (COVID	10,853.13	
Paul Smith	12,775.24	
60 MAIN LLC (COVID)	17,519.54	
Community Restaurant/NAFS1571	48,867.29	
Voyant (KIK Corp)	51,870.99	
Gain on KIK/Voyant Loan	(14,963.13)	
Sandro & Denise Mironti	48,335.79	
Allowance for Doubtful Accts	(25,000.00)	
Total Receivables		200,044.87
Total Assets	\$	764,815.21
	_	

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 14,482.20	
Total Fund Balance		764,815.21
Total Liabilities & Fund Balance		\$ 764,815.21

BDC Revolving Loan Fund Income Statement For the Eight Months Ending August 31, 2022

		Current Month	Ratio	Year to Date	Ratio
_					
Revenue	¢	26.12	2.06	ф <u>226 55</u>	1.62
Interest on Deposits	\$	36.12		\$ 236.77	1.63
Interest on Loans		720.16	41.06	6,265.03	43.26
Gain KIK/Voyant Loan	-	997.55	56.88	7,980.40	55.10
Total Revenue		1,753.83	100.00	14,482.20	100.00
	-				
TOTAL REVENUE		1,753.83	100.00	14,482.20	100.00
	-				
Expenses					
Tetel Engenera	-	0.00	0.00	0.00	0.00
Total Expenses		0.00	0.00	0.00	0.00
Net Income	\$	1,753.83	100.00	\$ 14,482.20	100.00
	•	2,700100		- 11,102120	200100

Director's Report