 **40 Main St., Cortland NY 13045

A regular meeting of Cortland County Business Development Corporation was convened in public session on Monday, March 8, 2021 at 12:45 o'clock p.m., local time via the online web-based Zoom video and audio conference platform in accordance with Executive Order No. 202.1 issued by the Governor of the State of New York on March 12, 2020 as thereafter extended.**

Roll call was taken, and a quorum was present:

Mike McMahon, chairman

Kathleen Burke, Director

Johanna Ames, Director

John O. Reagan, Director

Clint Brooks, Director

Jason Hage, Director

Paul Dries, Director

Jerry Contento, Director

Orinthia Montague, Director

John O. Reagan, Director

Lori Law, Director

Dan Mones, Director

Staff:

Garry VanGorder, Executive Director, CEO
Karen Niday, CFO

John Sidd, counsel to the BDC

Guests
Ben Owen, Leslie Spurgin, Insero & Co. CPAs

Minutes
Monday, February 8, 2021

Chairman Mike McMahon made a motion to accept the minutes from the agency’s Monday, February 8, 2021 meeting. The motion was seconded by Mr. Hage. All were in favor.

New Business
Mr. Owens and Ms. Spurgin provided to the board a summary of Insero’s annual audit of the agency. A management comment letter, financial report, and communication letter were reviewed. Mr. Reagan made a motion to accept the 2020 audit report, seconded by Mr. Hage. All were in favor.

Minutes

Minutes for the BDC’s January 11 meeting were reviewed and a motion to approve was made by Mike McMahon and seconded by Jason Hage. All in favor.

New Business
Mr. VanGorder initiated a discussion with the board about the need to hire a third member of the economic development team. The office has been operating with just two staff members since May, 2020, and the wish is to bringing in someone who can assist with a variety of economic development and communications projects.

The board was in agreement with that assessment and authorized Mr. VanGorder to move forward. The job will be advertised, and once a candidate is selected Mr. VanGorder will work with the BDC’s personnel committee to establish a compensation package.

Director’s Report
Mr. VanGorder reviewed for the board a variety of programs, projects, and initiatives now underway:

* A survey of local businesses seeking input on barriers to business growth and development is now underway, with findings to be summarized and an action plan developed in partnership with SUNY Cortland’s innovation and entrepreneurial center.
* Determination that work on the public portion of the Downtown Revitalization Initiative (Main Street reconstruction) will not begin until the 2022 construction season.
* A cooperative initiative with the state to locate a COVID vaccine location in the downtown area.
* Ongoing work to develop partnerships and expand the Gutchess Lumber Sports Complex in the town of Cortlandville. Mr. VanGorder and other stakeholders will be presenting to county legislature representatives on March 16.
* The BDC co-hosted a state budget and program presentation by Lt. Governor Kathy Hochul on March 15.
* Work is ongoing to update the BDC’s website.

Mr. McMahon made a motion to adjourn at 1:15 p.m. The motion was seconded by Mr. Mones. All were in favor.