



Cortland County

Business Development Corporation

Minutes of September 13, 2021

Mr. Brooks opened the regular meeting of Cortland County Business Development Corporation was convened in public session on Monday, September 13, 2021, at 12:30 o'clock p.m., The meeting was conducted both in person and remotely 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

Michael McMahon	<u>Chairman</u>	<u>Excused</u>
Clint Brooks	<u>Board Member</u>	<u>Present</u>
Dan Mones	<u>Board Member</u>	<u>Excused</u>
Donald Richards	<u>Board Member</u>	<u>Remote</u>
Jason Hage	<u>Board Member</u>	<u>Remote</u>
Jerry Contento Jr.	<u>Board Member</u>	<u>Present</u>
Johanna Ames	<u>Board Member</u>	<u>Remote</u>
John O. Reagan	<u>Board Member</u>	<u>Present</u>
Dr. Kathleen Burke	<u>Board Member</u>	<u>Remote</u>
Lori Law	<u>Board Member</u>	<u>Remote</u>
Orinthia Montague	<u>Board Member</u>	<u>Excused</u>
Paul Dries	<u>Board Member</u>	<u>Excused</u>
Stephen Compagni	<u>Board Member</u>	<u>Remote</u>
John Sidd	<u>Legal Counsel</u>	<u>Present</u>
Garry VanGorder	<u>Executive Director</u>	<u>Present</u>
Eric Mulvihill	<u>Economic Development Specialist</u>	<u>Present</u>



Cortland County

Business Development Corporation

Approval of Minutes – Mr. Hage made a motion to approve the minutes of the June 7, 2021, Business Development Corporation meeting. Mr. Richards seconded the motion. All voting in favor, none opposed. The minutes were approved as presented.

New Business

- **Review/Adopt the proposed 2022 BDC Budget** – The Board reviewed the proposed budget. Mr. Hage made a motion to adopt the budget as presented, Mr. Richard’s seconded the motion. All voting in favor, none opposed.

Reports

- **Finance Report** – The Board reviewed the monthly Finance report
 - **Director’s Report** – Mr. VanGorder reviewed his report. He discussed the agency being involved in the development of a communications plan to coincide with the reconstruction of Cortland’s Main Street. The plan is intended to help downtown stakeholders and urge the public to support Main Street businesses during the reconstruction process. Mr. VanGorder discussed recent meetings with City leadership regarding downtown initiatives included in the Downtown Revitalization Project. Mr. VanGorder discussed the planned presentation to the County Legislature on September 20th regarding suggested uses of the American Rescue funding to support small businesses. Mr. VanGorder discussed the possibility of the BDC hosting a candidates’ forum in conjunction with the upcoming election cycle.
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Cortland County

Business Development Corporation

Adjourn – Mr. Contento made a motion to adjourn the meeting, Mr. Brooks seconded the motion; all voting in favor none opposed. The meeting adjourned at 1:05 PM

**Business Development Corporation
Budget Summary
2022**

		2021 Adopted Budget	2021 Projected at 12/31/20	2022 Draft Budget	Comments
Operating					
Expenses					
	Executive Director	115,845	115,845	122,101	5.4% increase (CPI)
	Economic Development Specialist	85,725	85,725	90,354	5.4% increase (CPI)
	EDS Assistant/Community Relations	45,000	33,500	68,510	5.4% increase (CPI)
		246,570	235,070	280,965	
Employee Benefits					
	DBL Insurance/Paid Family Leave	25	50	50	
	FICA - Medicaid	19,965	18,809	22,350	
	FUTA	126	126	126	
	State Unemployment Insurance	800	700	800	currently 2.1% rate
	Health/Dental Benefit	43,274	35,000	37,800	2 family; 1 single 8% increase
	Workman's Compensation	1,750	900	1,200	
	Retirement 401 K	24,657	20,157	28,097	
		90,597	75,742	90,423	
Overhead					
	Professional Services	1,000	864	1,000	
	D & O Insurance	1,200	1,203	1,250	
	Business Property	600	525	600	
	Audit	7,000	7,000	7,000	
	Legal	6,000	6,000	6,000	
	Charities Bureau	250	275	275	
	Rent	20,400	24,950	28,200	Acquired add'l space mid year
	Sublet Rent	22,800	22,800	22,800	
	Telephone	3,200	3,000	3,200	
	Office Supplies	4,000	4,000	5,000	
	Postage	1,500	800	1,000	
	Office Maintenance	4,500	4,500	4,500	
	Equipment Maintenance	2,000	2,000	2,500	
	Equipment Lease	5,500	5,000	5,500	
	Payroll Service	720	720	720	
	Dues	2,000	2,000	2,000	

**Business Development Corporation
Budget Summary
2022**

	2021 Adopted Budget	2021 Projected at 12/31/20	2022 Draft Budget	Comments
Sub/Publications	800	1,000	1,500	
Meetings/Seminars	2,700	2,700	3,500	
EDS Auto Allowance	4,800	4,800	5,000	
ED Auto Allowance	6,000	6,000	6,000	
Equipment Purchases	5,000	3,000	2,000	
Gas/Parking/Tolls	1,000	1,000	1,500	
Internet/Web Site Hosting	2,000	2,000	2,000	
Board Meetings/Governance	1,000	500	1,000	
Utilities	6,000	6,000	6,000	
Ag Economic Summit Event	5,500	-	-	
Special Projects /Conditional Grants	112,000	-	112,000	
401 K Administrative Costs	600	600	600	
	<u>230,070</u>	<u>113,237</u>	<u>232,645</u>	
Direct Marketing				
Countywide Marketing	45,000	35,000	35,000	
Total Expenses	<u><u>612,237</u></u>	<u><u>459,049</u></u>	<u><u>639,033</u></u>	
Revenue				
County Funding Contract	449,000	449,000	455,735	
IDA Administrative Support	25,000	25,000	50,000	
Sublet Rent	22,800	22,800	22,800	
Ag Economic Summit Event	4,000	-	-	
Restricted Fund - Special Projects	112,000	-	112,000	
Total Revenue	<u><u>612,800</u></u>	<u><u>496,800</u></u>	<u><u>640,535</u></u>	
Provided to (Utilization of)	<u><u>563</u></u>	<u><u>37,751</u></u>	<u><u>1,502</u></u>	