

OPERATION OSWEGO COUNTY, INC.
BOARD OF DIRECTORS MEETING
Zoom Conference Call
March 22, 2021

PRESENT:

ANDERSON	JOYCE	SHARKEY IV
BEHLING	LOBDELL	SHATRAU
CULLINAN	McCONNELL	TASCARELLA
EGAN	MERVINE	TUCKER
GALLOWAY	MURPHY	TURNER
HOLST	PETER-CLARK	

Ex-Officio: P. Church and G. Toth

Counsel: Kevin Caraccioli, Esq.

Staff: L. Michael Treadwell, Kevin LaMontagne, Austin Wheelock, Evelyn LiVoti, Teresa Woolson and Karen Perwitz

Guests: Christina Ondrako

President Holst called the meeting to order at 3:01 p.m. and reported that the Notice of the Meeting was posted in the Palladium Times on March 3, 2021.

President Holst listed the items in the Consent Agenda and asked if there were any reports in the Consent Agenda that anyone would like pulled out for further discussion. There were none.

CONSENT AGENDA

On a motion by Mr. Joyce, seconded by Mr. Cullinan, the Consent Agenda Items were approved, as follows: Board of Directors Minutes of December 14, 2020; Executive Committee Minutes of January 21, 2021; Real Estate Development Committee Minutes of January 14, 2021; Slate of Annual Policies: Audit Committee Charter, Code of Ethics Policy, Conflict of Interest Policy, Consent Agenda Policy, Disposition of Property Guidelines, Financing Committee Charter, FOIL Policy, Governance Committee Policy, Internal Controls Policy, Procurement Policy, SBA Employment Number Retention Policy, Whistleblower Policy, Data Breach Policy & Procedure, Privacy Policy and Accessibility Statement.

Grossman St. Amur, CPAs PLLC

Ms. Ondrako provided a presentation on OOC's Audit for year ended 12/31/2020. **On a motion by Ms. Peter-Clark, seconded by Mr. Anderson, the Audit Report for 2020 was approved.**

Financial Statements

Following a review by Treasurer Joyce, **on a motion by Mr. Galloway, seconded by Mr. Egan, OOC Financial Reports for November 30, 2020 and OOC Foundation Financial Reports for November through December 30, 2020, were approved.**

Nominating Committee

Ms. Peter-Clark provided a review of the committee meeting. There were 8 Board Directors with terms expiring and all 8 requesting to be recommended for another three-year term, resulting in no vacancies at this time. The Committee discussed using an ad hoc format for prospective board members to learn more about OOC and participate in meetings, special committees and strategic planning. Ms. Peter-Clark requested recommendations for individuals to serve in an ad hoc capacity.

Policies with Minor Changes for Annual Review

Mr. Caraccioli and Ms. LiVoti reported that there were minor recommended changes to three policies. The software program used to monitor the website for accessibility and compliance also does a review of the documents. **On a motion by Mr. Mervine, seconded by Ms. Tucker, it was approved to amend and adopt the following policies: Investment Policy, Use of Discretionary Funds Policy and Sexual Harassment Policy.**

Fund Drive

Ms. LiVoti provided an update on the 2020 Fund Drive. She reported about the same number of donations in 2020 as 2019, however the average donation dropped from \$698 to \$544.

Administrative Services Agreement with COIDA

Mr. Treadwell reported that the COIDA approved a new Administrative Services Agreement for 2021 and 2022. Funding amount remains the same for 2021 at \$350,000 and a \$5,000 increase for 2022 to \$355,000. **On a motion by Mr. McConnell, seconded by Mr. Murphy, authorization was approved to enter into an Administrative Services Agreement with COIDA.**

County Funding Agreement for Authorized Agencies 2021

Mr. Treadwell reported that the County approved Budget for OOC was set at \$417,100 and a new modified Funding Agreement was approved by the County Legislature on March 11, 2021. Once finalized, the funds will be available quarterly as in the past. **On a motion by Mr. Behling, seconded by Ms. Peter-Clark, a Resolution Ratifying and Authorizing OOC to enter into the County Funding Agreement was approved.**

Strategic Planning

President Holst provided a review of 2020 and reported that the Personnel Committee (made up of the Officers of OOC) noted a need for further education of County Legislators and Board Members and to clarify the shared role of OOC, COIDA and the County Legislature. Following a discussion, the need to engage in more effective Strategic Planning was supported.

Real Estate Strategic Sub Committee

Mr. Joyce reported on the sub-committee meeting. Appraisals of both the current office and the BEC were conducted. The Committee looked at all the properties of OOC and decided that a Strategic Vision is needed to make decisions on how best to utilize the assets of the Organization.

SBA 504 Program

Mr. LaMontagne reported that OOC received approval of a PPP Loan of \$126,698 at 1% for 5 years, with 10 months interest free through Pathfinder Bank. It is anticipated that there is a good chance that the loan will be 100% forgiven.

Mr. LaMontagne reported on SBA 504 Loans that were recently funded. In December, Man In the Moon Candies was funded and in March iFreeze funded. Both loans will receive COVID payments through the SBA. Mr. LaMontagne noted that Upward Graphics' application will be submitted this week. The Environmental Report was pre-approved for this project. He noted there is one approved loan remaining to be funded, Great Bear Childcare, which is anticipated to close later this Spring.

Economic Development Projects/Initiatives

Mr. LaMontagne provided an update on the COVID-19 Emergency Relief Loan Program. Mr. Turner noted the good work by OOC and COIDA on this program.

Mr. Treadwell reported no update on the COIDA Manufacturing Start-up Facility, waiting on DRI funding approval from the State. He noted that the COIDA has acquired the site in the City of Fulton.

Mr. Treadwell reported on the Oswego County Industrial Park expansion, which is included in the County's Economic Advancement Plan. The IDA approved purchasing 200 acres adjacent to the Park. Mr. Wheelock reported that bids for survey work would be next. Mr. Treadwell noted that the COIDA has been working with C&S to conduct feasibility studies for estimates for build-out and strategies to upgrade the Village of Phoenix Waste Water Treatment Plant for future growth.

Mr. Wheelock reported on the Next Great Idea Business Plan Competition for 2021. The first deadline is April 30, 2021, for a business concept essay. Winners to be announced in November, hopefully in person. Judges are now being confirmed.

Mr. Treadwell reported on the COIDA Micro-Enterprise Loan to help expand The Looking Glass Salon, LLC located in the Village of Phoenix.

Mr. Treadwell reported that Tully's Restaurant is purchasing the former Friendly Restaurant in Oswego. They plan to have 14 full-time and 23 part-time employees and be primarily take-out.

Mr. Treadwell reported on Camelot Lodge YMCA expansion. Camelot Lodge purchased the old YMCA pool and plans are for 6 townhouses to be built.

Mr. Treadwell reported that Tailwater Lodge has applied to the COIDA for project #4 in the Town of Albion. He noted the original project was the purchase of a closed school in 2013; in 2014 added conference and beer/wine tasting; 2017 built addition including Spa and Pool and additional rooms from 42 to 88. The 4th project includes plans to build 21 suites (9 two-bedroom and 12 one-bedroom). Project cost is estimated to be \$3.2 million. Norm Swanson is the entrepreneur.

Mr. Treadwell congratulated Vince Lobdell of Healthway Home Products as a finalist in the category of Employees 50+ for Business of the Year with CenterState CEO. Mr. Lobdell noted that they are working with Oswego Industries in Fulton and have leased Warehouse space in Fulton and started the expansion of Caprara building 2 recently acquired. He reported 90 employees currently and will be adding another 30 in the near future. He noted that he is getting large orders and the turn-around time is very short.

Other Business

Mr. Turner thanked Ellen Holst for her leadership as well as thanked her for her many hours of volunteering at COVID vaccination sites.

ADJOURNMENT

On a motion by Mr. Lobdell, seconded by Ms. Holst, the meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Tricia Peter-Clark
Secretary