

Glenville Local Development Corporation

Meeting Minutes: February 2, 2016

Persons Present: R. Usas, S. Osswald, B. Nissley, T. Conley, D. Kramer

J. Hartzel, C. Hebbard, J. Martin, M. Burns, C. Cushing, M. Kelly, C Watson, K. Fialkowski

Excused: N/A

Meeting Commenced at: 7:30 am

Motion to accept: Minutes of January 5, 2016 (Osswald/Nissley)

Report of the Treasurer:

Actions are underway to put GLDC financial information in QuickBooks to improve reporting of assets and expenses. All loans are current. Expenses to be paid are Bryans and Gramuglia for the 2015 audit report, and expenses related copying and office supplies.

Current balances as of January 31, 2016:

Account 1 (CDC): \$213,537.97

Account 2 (CDC): \$189,983.50

Account 3 (repayment): \$28,797.39

Outstanding bills: Bryans & Gramuglia, CPA, LLC, \$500

All receipts will now be collected and filed. The Treasurer (Conley) presented an expense report form (Expense Voucher) that will now be used to present expenses for payment. The GLDC Procurement Policy will be revised to require use of the Expense Voucher form. **(Added to the GLDC Action Items list)**

Motion to accept Treasurer's Report: Osswald/Nissley

Bills and Communications

~~No new bills or communications.~~ [Preferred Solutions LLC- Office supplies \\$110.21](#)

[D Kramer- Misc \\$ 65.10](#)

Reports of Committees

Business Development: (Kramer)

One application is currently being developed.

In order to improve consistency and clarity of loan agreements, example rate sheets have been developed. Members of the Business and Loan Review committees will develop a

Minutes submitted by: HB Nissley

Minutes Approved:

finalized rate sheet that incorporates comments and suggestions and present to the Board for approval at the March meeting. (Added to the GLDC Action Items list)

[Chairman Usas provided a news article about the possible relocation of Glass Express arising from the purchase of land by the Scotia-Glenville School District on Sacandaga Road. Article quoted owner as being interested in sites including Glenville. D Kramer will follow up.](#)

Loan Review: (Hebbard)

There are currently no loans under review.

Governance: (Osswald)

New Board members (Conley and Kramer) will need to complete ABO training. Interviews will be conducted with exiting Board members. (Added to the GLDC Action Items list)

The Governance committee will conduct the annual review of the GLDC Code of Ethics. In addition Conflict of Interest statements are required of all GLDC members. Acknowledgement forms will be provided for signoff by the March meeting. (Added to the GLDC Action Items list)

The request for Proposal (RFP) for 2016 Insurance policy renewal is being developed. The calendar for the other 2016 contract renewals will be updated. (Added to the GLDC Action Items list)

Reminder that Biographical information for all Board members needs to be updated. Information sheets will be provided. (GLDC Action Item 16-006)

Reminder that Contact information (phone numbers and email) for all members and the GLDC Organization chart need to be updated (GLDC Action Items 15-019 and 15-017).

GLDC Summary report has been completed and will be posted to PARIS. (GLDC Action Item 16-002).

Resolutions and Motions

None.

Motion to adjourn: Osswald/Kramer

Next Meeting: March 1, 2016 at 7:30 a.m.

Minutes submitted by: HB Nissley

Minutes Approved:

Meeting Adjourned at: 9:30 a.m.

Minutes submitted by: HB Nissley

Minutes Approved: