

Glenville Local Development Corporation

Meeting Minutes: May 7, 2013

Persons Present: J. Martin, J. Valachovic, R. Usas, S. Osswald, K. Toombs
B. Nissley, C. Watson

Absent: None Town Employees: J. MacFarland, C. Koetzle

Guests: John Hartzell, Esq., Bob Murray, Shelter Planning
Tammy Krisher, A Calculated Solution Bookkeeping,

Meeting Commenced at: 7:32 a.m.

Treasurer's Report (Valachovic): First Preliminary Budget for Discussion

- A Calculated Solution: Quickbooks, online subscription \$26.95/mo. desirable – discussion of ABO requirements (transparency), audit requirements, desirability of multiple accounts

President's Report (Martin):

- Shelter Planning: Bob Murray, technical advice and commentary on loan application process, coordination of individual loan application documents and review with written recommendation as to the loan's compliance with HUD underwriting criteria, public benefit, security and collateral.
 - Commentary on Loan Guidelines to be presented for vote at 5/21/13 meeting by Usas, Hebbard & Murray; Vizio flowchart by Valachovic
- Business Development & Recruitment Committee, Report by C. Watson
 - E-Survey beta test distributed to GLDC Members and friends for commentary
 - Discussion of roll in Committee Members affirmatively marketing GLDC and economic development
 - Resolution for appointment of Joyce Maddelone and Dave Kramer as committee members (Martin/Valachovic) approved pending receipt of letter of interest from Kramer.
- Subrecipient Agreement (Hartzell) discussion of final changes made by Town to previously adopted agreement, including Paragraph 2 excluding sub-grant within Village of Scotia and insurance Paragraph 14 to have "not less than" inserted; discussion of timeline of execution, Motion to accept (Usas/Valachovic) adopted.
- Adoption of Certificate of Assumed Name (Valachovic/Toombs) adopted.
- Report on Village of Scotia meeting which occurred on April 30, 2013 attended by Martin, Valachovic and Osswald. Follow up letter to be sent by Martin.
- Discussion on Progress of Checklist from LDC Council:
 - Distribution of proposed Whistleblower Policy and Sexual Harrassment Policy. Discussion and vote to occur at next meeting.
 - Mission Statement to be developed for distribution at next meeting.
 - Ethics code to be redistributed by Hartzell for vote at next meeting.

Minutes submitted by: K. Toombs

Minutes Approved:

New Business:

Resolution: that the Officers and Directors of the Glenville Local Developmetn Corporation, on this date do hereby signify their recognition and appreciation for Jim's efforts and desire to have the Corporation official records permanently reflect this resolution on the occasion of the Good News Award given to Jim Martin by the Schenectady County Chamber of Commerce on May 2, 2013.

(Valachovic/Toombs) Martin Abstained, all others approve.

Next Meeting: Tuesday, May 21st at 7:30 a.m.

Meeting Adjourned at: 9:08 a.m.

Minutes submitted by: K. Toombs

Minutes Approved: