

Cayuga County Development Corporation Meeting
Remote Meeting
Monday March 26, 2021, 9:00 a.m.

Chairman John Latanyshyn called the Cayuga County Development Corporation (CCDC) meeting to order at 9:00 a.m.

The meeting was held remotely per revised Open Meeting Law.

ROLL CALL:

Present: John Latanyshyn, Grant Kyle, Eric Ridley, Bud Shattuck

Others Present: Stephen Lynch, Executive Director, Suzanne Gauthier, Acting Secretary/Treasurer,
Cayuga County Department of Planning and Economic Development.

MINUTES TO APPROVE: February 19, 2021

Eric Ridley motioned to approve the minutes of February 19, 2021, seconded by Bud Shattuck. The motion passed with the following roll call vote:

John Latanyshyn	Yes
Eric Ridley	Yes
Grant Kyle	Yes
Bud Shattuck	Yes

OLD BUSINESS UPDATES

- Director Lynch explained the equipment loan was closed for New Age Renewables
- Staff will be confirming with Attorney Rick Galbato the process to do a remote closing on the Auburn Vacuum Forming loan.
- The annual Paris reporting has been completed and the documents have been uploaded to the NYS Budget Authority.

NEW BUSINESS:

a. Board discussion: Review of Economic Development Fund Loan Terms and Guidelines.

- The board continued discussion on items and wording with the Loan Guidelines document. The board further discussed CCDC's goals and objectives.

Highlighted points to be addressed to revise the guidelines:

- Emphasis on the CCDC board to work in concert with partners in assisting the business: Other lending institutions, private investors and other funding entities.
- Maximum amount: Board felt the maximum amount eligible to lend per request will need to be raised as costs to do projects have increased over the years. Board agreed to raise to \$200,000 along with keeping the waiver of this limit in the guidelines.
- Limit on the number of CCDC Loans. Board discussion to discourage refinancing of current loans. Board agreed to discourage the refinance of current CCDC debt and limit the number of CCDC to one.
- Proposed Use of Funds: Board agreed to remove section working capital as this is addressed in the following sections. Maximum amount in applying for working capital is \$50,000.
- Job Creation/Retention: Emphasize the creation and/or retention of existing jobs to stimulate and maintain economic growth as apriority of the loan fund.
- Loan Collateral: Add section requiring personal guarantee from all principal owners/borrowers of company as part of collateral. Loans to not-for-profit organizations will not require the personal guarantee.
- Tax Status: Only businesses which are current in payment of County, State, Local and Federal taxes
- Financing Policies
 - Re- write sections to address CEDA as the initial reviewer and underwriter for the loan applications.
 - Term limit change to five years, however keep waiver if need to extend under extra ordinary circumstances.
 - Rate decisions will be influenced by a number of factors: collateral, risk, credit history, job creation and business sector.
 - Finance Charges: Loans up to \$15,000 - \$250 fee, plus attorney and filing fees.
Loans over \$15,000 – 1% fee with a cap of \$1,500 plus attorney and filing fees.
Late fees 5%
- Approval Procedures – Add CEDA as initial underwriter
- Employment And Monitoring Compliance – revise for current conditions.

NEXT CCDC BOARD MEETING

The next board meeting will be scheduled as needed.

ADJOURNMENT

Bud Shattuck motioned to adjourn the meeting at 10:31 a.m., 2nd by Eric Ridley. All members present voted in favor, passed.

Respectfully submitted,
Suzanne Gauthier, Acting Secretary/Treasurer