



**Development Chenango Corporation
Full Board Meeting Minutes
December 21, 2022| 8:30 a.m.**

Present: B. Burton; M. Branham; S. Marshman; J. Telesky; S. Butler; J. Miller; M. Flanagan; K. Smith; M. Stagnaro; L. Halberg; P. Komendarek; G. Seneck; M. Stagnaro; C. Olin

Absent: B. Doliver; J. Hinman; P. Lopresti; P. Dewey; T. Potter; M. Eldred; C. McAvoy-Paul

Contract Staff: J. Ostrander; KJ. Graves; S. Testani

Guest: None

1. M. Branham called the meeting to order at 8:35 a.m.
2. Motion to approve September 28, 2022 quarterly board meeting minutes made by J. Telesky
Seconded by M. Flanagan. Ayes all. Approved
3. Motion to approve September 15, 2022 regular finance committee meeting minutes, made by J. Miller
Seconded by S. Marshman. Ayes all. Approved.
4. KJ. Graves reviewed the November 30, 2022 Financial & Investment report including:
 - a. Assets, Liabilities & Capital, Receivable Loans, Aged Receivables & Payables and Statement of Activities.
 - b. Approved by the Finance Committee 12.15.2022
 - c. Motion to approve the November 30, 2022 Financial & Investment report made by S. Marshman
Seconded by J. Telesky Ayes all. Approved.
5. J. Ostrander presented the 2023 Board meeting schedule.
 - a. Motion to approve the 2023 Schedule with the correction of the December full board meeting will be on the 21st of December was made by S. Marshman
Seconded by M. Flanagan Ayes all. Approved.
6. J. Ostrander Reviewed tentative loans.
 - a. Natural Beauty Breast Prosthesis- \$18,000.
7. J. Ostrander gave an overview of the Natural Beauty Breast Prosthesis.
 - a. Motion to approve \$18,000 for Natural Beauty Breast Prosthesis was made by P. Komendarek
Seconded by M. Flanagan. Ayes all. Approved
8. Discussion was had on delinquent loans:
 - a. Motion to involve a lawyer & draft a demand letter was made by M. Flanagan
Seconded by J. Miller Ayes all. Approved.
 - b. Motion to enact a 90-Day No-contact begin legal action made by J. Miller
Seconded by M. Flanagan Ayes all. Approved.
 - c. K. Smith & S. Marshman reviewed details on the Proskine loan & Milk assignment.
 - d. K. Smith offered to visit and reestablish the milk assignment.
9. J. Ostrander reviewed the Economic development report:
10. J. Ostrander gave an overview of the Grants DCC has applied for
 - a. Restore NY
 - i. Submitted Greene projects LOI- Barons Inn/Curtis Lumber- Selected to apply for funding.
 - ii. Submitted Hotel Norwich LOI- Selected to apply for funding.
11. J. Ostrander Reviewed the DCC report:
 - a. Update: Pending the release of the projects from the state
 - b. Update provided by S. Butler on being awarded the 2050 Vision plan funding,
 - i. Review the next steps.
12. J. Ostrander reviewed Workforce Development Initiatives

- i. BOCES Mentoring project- Working on collection mentors.
- ii. Route 12 STEAM- Collecting a list of mentors for each school district.
- iii. Norwich Job fair- S. Testani provided an update: we are working on collaborating with DCMO BOCES and their job fair.
- iv. School Counselor trips- We are working on pulling together the right parties to participate, as well as funding.

13. Review of the Bylaws and Board member terms was given by M. Branham

- a. Motion to Extend terms due to extenuating circumstances (Not being prepared & will be losing all officer positions except S. Marshman) was made by S. Marshman Seconded by M. Stagnaro Ayes all. Approved
- b. Motion to form a nominating committee was made by M. Stagnaro Seconded by S. Marshman Ayes all. Approved
- c. Motion to review the by-laws made by G. Seneck Seconded by M. Flanagan Ayes all. Approved.
- d. Discussion was had about preparing a Board orientation process.

14. The above motion has been negated with a resolution 2023-10.

15. Motion to adjourn made by S. Marshman Seconded by J. Miller. Ayes all. Approved

16. Meeting Adjourned at 10:32 am.

Respectfully Submitted,

Jenna Ostrander

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Board Recorder