

**BINGHAMTON LOCAL DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING  
THURSDAY, NOVEMBER 21, 2013**

<b>ATTENDANCE</b>													
<b>Directors</b>	1/31	2/7	2/28	3/28	4/25	5/23	6/27	7/02	8/08	9/29	10/17	11/21	12/19
Tarik Abdelazim	P	P	P	P	P	P	P	P	E	P	9:15	P	
Debra Andrako	P	P	A	P	P	P	P	P	P	P	P	P	
Donald Bergin	P	E	P	P	P	P	P	P	P	P	P	P	
Patricia Cummings	E	E	E	P	E	P	E	A	E	phone	P	P	
Kenneth Frank	P	P	P	P	P	E	P	P	P	P	E	E	
Timothy Grippen	P	P	P	P	E	E	P	A	P	E	P	P	
Scott Hancock	E	P	E	P	E	P	E	P	E	P	P	P	
Marie McKenna	A	A	P	P	E	P	P	A	P	E	P	E	
Chris Papastrat	P	A	E	P	P	P	P	P	P	E	P	P	
Charles Pearsall	E	P	P	P	P	E	P	P	P	E	P	P	
Matthew Ryan	P	P	P	P	P	P	P	P	P	E	E	P	
Chester Schultz	P	P	E	P	P	E	P	P	E	P	E	P	
Lea Webb	E	A	P	P	P	A	P	P	P	P	P	P	
<b>Members</b>													
Sean Massey	A	A	E	Resigned	3/11/13								
John Paterson	E	P	P	P	P	E	P	A	P	E	A	A	
Ron Sall	P	P	P	P	P	P	P	A	E	P	A	P	
<b>Staff</b>													
Merry Harris	P	P	P	P	P	P	P	E	P	P	P	P	
Joel Boyd	P	E	P	P	P	P	P	E	E	P	P	P	
Omar Sanders	P	P	P	P	P	P	E	P	P	P	P	P	
Sabina Mora	P	P	P	P	P	E	E	E	E	P	P	P	

President Timothy Grippen called the meeting to order at 9:48 AM following the Annual Meeting.

**APPROVAL OF THE MINUTES OF MINUTES OF THE OCTOBER 17, 2013 MEETING**

L. Webb moved, seconded by D. Andrako to approve the minutes of the October 17, 2013 regular meeting as presented. The Directors voted unanimously in favor and the motion carried.

**RESENTATION OF THE OCTOBER TREASURER'S REPORTS**

O. Sanders presented the report. There were no remarkable points.

**OLD BUSINESS**

C. Papastrat asked if there were any updates on the grant for Project Uplift. L. Webb said that we are waiting for the Governor's announcement. M. Harris said it is expected before year end and that she hopes it will be made in time to vote on the contract at the December 19<sup>th</sup> Board Meeting.

C. Schultz commented that the property at 51 Main Street where a BLDC loan was used to renovate has become quite run down. O. Sanders responded that he met the property managers from The Wedge Group at the HUB Zone workshop yesterday and that the property is for sale. J. Boyd said that it is being used for residential purposes. M. Harris agreed that the office will make a call to encourage the owners to clean it up, which they should be doing to help market it. She added that the loan repayments are consistent and they are automatically paid by the bank.

**NEW BUSINESS**

**RESOLUTION 13-20                      A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE BINGHAMTON LOCAL DEVELOPMENT CORPORATION (BLDC)  
APPROVING THE PURCHASE OF PORTFOL SOFTWARE IN THE AMOUNT OF  
SIX THOUSAND FIVE HUNDRED DOLLARS (\$6500.00) FROM THE UDAG  
ACCOUNT.**

The Executive Director presented information on a portfolio management software program designed specifically for an IDA and applicable to the BLDC. She indicated that staff had been looking for a portfolio/information management system for some time. Both the Financial Analyst and the Account Clerk participated in a lengthy tutorial with the company and believe the software will be very helpful in managing records in a more comprehensive and efficient manner. All activities of the office can be tracked through the system. S. Mora reported on the references she had spoken to which were very positive. M. Harris verified with the City's IT staff that the software is compatible with the system. Following discussion C. Schultz moved seconded by D. Andrako to approve the resolution. The members voted and the motion carried.

**COMMITTEE REPORTS:**    None

**MAYOR'S REMARKS**    The Mayor reinforced the importance of improved Information Technology that has brought the city into the 21<sup>st</sup> Century as well as the talented your staff members such as Omar and Sabina who are able use the technology to promote the city.

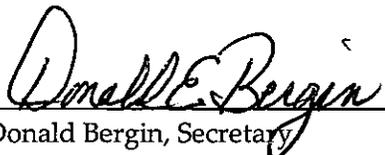
L. Webb left the meeting at 10:15AM

**EXECUTIVE DIRECTOR'S REMARKS**    The Executive Director gave a brief update on activities of the BLDC and BEDO including a recent workshop on HUB Zones for local

businesses in which the office presented an interactive site map with property information on available locations in the zones, collaboration with BU on locations for Start-Up NY and progress with the Main Street Grant. The Executive Director explained that the BLDC – City agreement for the coming year has undergone some changes to bring it in line with the standard “Subrecipient Agreement” used with all agencies that receive CDBG allocations. She explained proposed changes in reporting requirements and funding. There have been changes in HUD required reporting over the past few years and BLDC will be required to provide quarterly reports on the loans and technical assistance it provides as part of the funding agreement. BLDC will submit those reports to PHCD, PHCD will review and if adequate issue the quarterly CDBG payment to BLDC. The city will in turn invoice BLDC for quarterly reimbursement of city funds expended. Omar has been in on the meetings with grants administrator Jen Taylor in PHCD and has an understanding of the new requirements. We would try to build the data gathering into Portfol and the manner in which we communicate with clients.

T. Abdelazim asked to provide an update on several related items. He said that as part of the First Ward BOA Step 2 a significant investment in marketing the Charles Street Business Park will be made. The Planning Department has submitted “Business Friendly” legislation package for City Council approval. The city’s sign ordinance is being revised. An Energy Climate Action Grant will offer support to small business owners who make improvements related to storm water management. He continues to monitor the activities of the new Broome County land Bank and is working to get dilapidated city properties included for future projects.

There being no further business to come before the Board C. Papastrat moved, seconded by T. Abdelazim to adjourn. The members voted and the motion carried. The meeting adjourned at 10:40 AM.

  
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Donald Bergin, Secretary  
Binghamton Local Development Corporation