

**Copake Economic Advisory Board  
Minutes of Meeting  
November 18, 2008**

**Present**

Charles Dodson  
Chris Quinby  
Marcia Peteroy  
Leslie Wood  
Linda Gabaccia  
Milbrey Zelle  
Karen Hallenbeck

**Excused**

Morry Ordovery  
Neal Klein  
Fiona Hutchinson

**Absent**

Walter Kiernan

**Public**

Bob Sacks  
Diane Cinque  
Harvey J. Weber  
Margaret DeConti  
Alice G. Salvatore  
Mike Salvatore  
Carmela Biondi  
Aldo L. Biondi

(Following from Row Jan Young At Hearters)

**Minutes of the Previous Meeting**

A motion was made to approve the minutes of the October meeting by Milbrey Zelle. This was seconded by Chris Quinby. Approved unanimously.

**Fall Foliage**

Bob Sacks reported that the Fall Foliage tour maps are now ready (after being delivered folded in the wrong direction, thus needing to be reprinted.)

**Taconic Hills Central School Internship**

Neil Klein was not present to report, so Charles Dodson reported. Four students have been placed. Twelve students are awaiting a position. This project has been highly successful.

**Copake Falls Day**

Milbrey Zelle reported that Copake Falls Day would only request money for several porta-potties. They are roughly \$100 each.

Regarding the Policy Discussion – Copake Falls Day group has been thinking that they would limit the participation of vendors to people who live in Copake. They are thinking of having a small farmers market and perhaps small local groups to sell food. They are not sure how this will all work out. They do understand that if they accept money from the town, then they will have to accommodate both the new Town Policy Manual and the policy of CEAB for community events. We have postponed further discussion until we have had a chance to read the new Town Policy Manual.

### **Roe Jan Young At Hearters, Senior Organization**

A group of Roe Jan Young at Hearters was present and asked for funds for their organization. It was explained that we had not yet finished the guidelines, that the guidelines for Celebration monies are for events that occur on one or two days rather than ongoing events and that there is no money for this years budget. The CEAB is not the committee that provides ongoing funding for seniors.

They were told that if they submitted a proposal for an event they sponsored that meets the Guidelines for celebrations, we would be glad to consider it.

### **Celebrations Guidelines Discussion**

Karen Hallenbeck presented a second draft of the guidelines for disbursement. Marcia Peteroy made a motion to accept the proposed Guidelines. This was seconded by Milbrey Zelle. Motion carried anonymously. A copy is attached.

A form will be created on a single sheet of paper that will include the items on the bottom half of the Guidelines. Changes: under 2. we will add: a. Description, b. Purpose c. When (rain date???) d. Where. Wording from the top of the document will be used to request post celebration documentation of budget and monies spent. Karen Hallenbeck will provide Draft #3 to include these suggestions for the form.

Applications will be accepted at the January, April, July and October meetings for events that will occur during the rest of the year. The deadline for applications is the first Tuesday of the month of the quarterly meeting. A response to each application will be provided at the end of that CEAB meeting.

### **Policy Manual**

Charles Dodson shared the draft of the new Town of Copake Policy Manual. See attached notes.

### **New Business**

#### **CEAB Sponsored Seminar on LDC**

Charles Dodson collected 18 items which include 10 books on the subject. About six LDCs have been contacted. Some may be willing to come to share their perspective on how they were set up. Charles Dodson suggested that we have a seminar for discussions, debates and information sharing so that there is time spent defending the idea and some time spent opposing it. The entire committee agreed that a seminar would be beneficial. Tentative general date is March-April, 2009.

An example of an existing annual report can be found at [WCLDC.org](http://WCLDC.org) for Washington County. A short bibliography and a partial list of additional URLs are attached.

#### **Procedure for December Meeting**

Charles Dodson shared that he will chair the December meeting, but will not vote on any candidates for membership on the CEAB in the December meeting. He will be chair until December 31<sup>st</sup>. At the January meeting, the secretary will chair the meeting to

determine the new Chair. Charles Dodson has been asked to speak to the Ancram Community Block Grant.

Charles Dodson also offered to continue to work on two of the six projects he is currently working on for the CEAB if it is the CEAB's desire to have him do so. He asked if it was permissible for a non-CEAB member to chair a sub-committee of the committee. Sub-committees of the CEAB do currently have members that are not on the CEAB. Leslie Wood suggested that the only hurdle would be reporting. If the chair of a sub-committee were willing to report on progress at pre-determined timeframes that there should be no problem with having a sub-committee chaired by a non-CEAB member.

### **Copake Through the Artist's Eyes**

Leslie Wood shared the concept of having a page on the website where artists could share images of their work that were inspired by places in Copake. The website would include a map of Copake with markers or icons at each place a piece of art inspired. When the icon is clicked, the piece of art would be shown. Leslie Wood offered to collect a first set of art to begin the page. She also offered to contact Bob Rosegarten and ask for names of artists that might be interested. Marcia Peteroy suggested contacting the Columbia County Council on the Arts for additional artists.

### **Town Board Reading of CEAB Letter**

Bob Sacks and Linda Gabaccia apologized that the letter sent to the Town Board was not read at the last Town Board meeting. IT will be read at the January Organizational meeting. A copy is attached.

### **Adjournment**

A motion was made to adjourn by Milbrey Zelle. This was seconded by Karen Hallenbeck. Unanimously approved.

The minutes are respectfully submitted by Leslie Wood

### **Attachments**

Second Draft of Guidelines of Celebrations Funds from the CEAB  
Notes on DRAFT of Town of Copake Policy Manual, Version 3.  
Short bibliography and URLs on Local Development Corporations  
CEAB letter to Town Board concerning Liaisons.

**Guidelines for Disbursement of Celebrations Funds from the CEAB**

Eligibility Criteria- All Applicants MUST meet ALL of the following to be considered for funds from the 2009 Celebrations budget:

The primary goal of the budget: To provide entertainment services in the Township of Copake.

1. Applicant's programming, administrative practice and/or board membership do not discriminate on the basis of race, color, national origin, sex or handicap.
2. Applicant's project must take place in the Township of Copake.
3. Applicant's project must be open to the public.
4. Applicant must submit a final summary to the CEAB indicating how money was disbursed within 60 days after end of event.

The money may NOT BE USED for anything outside this project authorization:  
For example, funds cannot be used as:

- Operating expenses of privately owned facilities (e.g. homes)
- Capital expenditures of organization.
- Expenditures for the establishment of a new organization.

Application would call for but is not limited to the following:

1. Organization's name, address, website, e mail, etc. Amount requested/project title.
2. What the proposed project will consist of.
  - A. When/date
  - B. Rain date?
3. Where this event will take place.
4. A description of how this will be promoted and publicized. Is it a fundraiser? If a fundraiser CEAB requires that initial investment dollars be returned
5. Proposed budget for project.
6. Ending budget and accounting.

Form to be completed/ Quarterly decisions to be made by CEAB.

## NOTES ON TOWN OF COPAKE POLICY MANUAL

DRAFT VERSION 3

DECEMBER 13, 2008

1. Reference to the CEAB minutes for February 19, 2008 provides background for this draft revision. The CEAB chair was instructed to provide the Town Board several suggested changes: mechanical, notational and substantive.
  - a. Mechanical: pagination, consistent outline, version number, proper table of contents, inclusion of all items referenced.
  - b. Notational: use Board, committee and commission everywhere that only board or committee was used; remove contradictions with Town Code.
  - c. Substantive: Nomination and appointment procedure for Boards, committees and commissions, and others.
  
2. The CEAB's input resulted in the CEAB's chair being put on the revision committee which included Copake's supervisor, chair of the Board of Ethics and one member of the original Policy Manual committee. This group met several times during 2008 and exchanged various views by e-mail resulting in the draft version 3 attached.

During this process we learned that some quotations in the 2007 document (version 1) were not accurate and some references were not included.
  
3. The current draft contains three inconsistencies.
  - a. Page 3 under II. Application, notes that the review of this document will take place at the December meeting of the Town Board.

Last sentence, page 10 says the review will occur at the January organization meeting.

A suggestion which will remove this inconsistency has been made.
  
  - b. Page 18 under 5C notes that "an employee may accumulate up to 165 sick days".

Page 18 under 7a(i) says "Sick days may be accumulated to a maximum of 160 days".

That 165 days is correct was learned subsequently.
  
  - c. Page 8, under VI-A-1a and 1b  
The sections in red were added to remove a contradiction in the prior version and the Town Code regarding the nominating process for membership on the Board of Ethics.
  
  - d. The Form "References and Background Checks" is not yet available.

## **BOOKS, JOURNALS and OTHER MATERIALS ON LDC**

1. Planning Local Economic Development: Theory and Practice, Edward J. Blakely and Ted K. Bradshaw, Paperback, June 15, 2002, SAGE Publications, \$57.55, 3<sup>rd</sup> .ed. ISBN 10: 0761924582
- 2.** Homing in on Revitalization. (Local Initiatives Support Corporation) (Special Report: Economic Development): An article from: San Diego Business Journal by Liz Harman, V 16, No.30, p19, July 24, 1995
- 3.** City's Economic Development Effort Debated (Yonkers Special Report) (Local Development Corporation) An Article from: Westchester County Business Journal, V.42, No.35 by Alex Philipidis, Weschester Communications, Inc. Sept. 1, 2003
4. Picking Winners: Industrial Strategies for Local Economic Development (Rand Corporation/Rand Report) by Anthony H. Pascal, Paperback, March, 1983, ISBN-10: 0833004765
5. Community Economic Development Handbook: Strategies and Tools to Revitalize Your Neighborhood by Mihailo Temali, Paperback, Sept., 2002, Fieldstone Alliance, \$41.95 ISBN-10: 0940069369
6. Local Development Corporation: A Tool for Economic Development by M. Degal, June, 1985, Intl. City County management Assoc., ISBN-10: 9996490477
7. A Cooperative Approach to Local Economic Development by Christopher D. Merrett and Norman Walzer, Dec. 30, 2000, Quorem Books, ISBN-10: 1567203950 \$110.95
8. Small Town and Rural Economic Development: A Case Studies Approach by Peter V. Schaeffer and Scott Loveridge, April 30, 2000, Praeger Publ., ISBN-10: 0275965761, \$119.95
9. Fundamentals of Economic Development Finance by Susan L. Giles and Edward J. Blakely, Dec. 15, 2001, Sage Publ., ISBN-10: 0761919120, \$78.95
10. Asset Building & Community Development by Anna Haines, Gary Paul Green, Textbook, Sage Publ., 2008, ISBN-10: 987-1-41295134-0
11. Funding Sources for Community and Economic Development, 2005/2006, A Guide to Current Sources For Local Programs and Projects, Jeremy T. Miner, et al , Greenwood Publishing group, Inc., Sept. 30, 2005, ISBN-10: 1573566179
- 12.** New York Conference of Mayors, Local Development Corporations, Revised April 2007
- 13.** Not-for-Profit Corporation, NY Consolidated Law, Articles 1-15
- 14.** NYS Dept. of Law: "Procedures for Forming and Changing Not-For-Profit Corporation in NY State".
- 15.** NYS Dept. of State: "Forming a Not-For-Profit Corporation in NY State"
- 16.** NYS Dept of State: 288 Development Corporations in NY

- 17.** NYS Charities Bureau Registry: “77 Development Corporations”
- 18.** Washington County LDC 2007 Annual Report
19. Short list of URLs  
<http://wcldc.org/> Washington County, NY Local Development Corp  
<http://www.victoryny.org/Government/LDC/> Victor, NY Local Development Corp  
<http://www.boltonldc.com/> Bolton Landing, NY Local Development Corp  
<http://www.syracuse.ny.us/masterPlan.asp> Syracuse, NY LDC  
<http://www.rebuildchinatown.org/aboutrci.html> Chinatown, NY LDC  
<http://www.ldceny.org/index.asp> East NY(Brooklyn), NY LDC  
<http://www.cldc.net/> Cattaraugus, NY LDC  
<http://www.albanyny.gov/Businesses/EconomicDevelopment/AlbanyLocalDevelopmentAgency.aspx> Albany, NY LDC  
<http://www.cypresshills.org/> Cypress Hills (Brooklyn), NY LDC  
<http://www.cityofbinghamton.com/departments.asp?zone=Dept-Economic-Development&pid=6&pm=page> Binghamton, NY LDC  
<http://www.jcfdc.net/> Jefferson County, NY LDC  
[http://auburnny.virtualltownhall.net/Public\\_Documents/AuburnNY\\_PLanning/auburnlocaldev](http://auburnny.virtualltownhall.net/Public_Documents/AuburnNY_PLanning/auburnlocaldev) Auburn, NY LDC  
<http://townofclayton.com/claytonlocaldevelopmentcorporation.htm> Clayton, NY LDC

November 7, 2008  
Town Hall  
Copake, NY 12516

Reggie Crowley  
Town Supervisor  
Town Hall  
Copake, NY 12516

Dear Mr. Crowley:

The Copake Economic Advisory Board fully supports the town's concept of liaisons to Boards, Committees and Commissions. We agree that this provides excellent means for keeping the Town Board and its appointed groups mutually informed in both tone and substance of each's efforts.

Because Walter Kiernan has not attended any of the CEAB's meetings since January, 2008, we request unanimously that at the January, 2009 organizational meeting you appoint a different Town Board member as liaison to the CEAB. Thank you for your consideration in this matter.

Sincerely,

Charles Dodson, Chair  
Copake Economics Advisory Board

cc: Town Board