

**Cayuga County Industrial Development Agency
Regular Meeting
Cayuga County Chamber of Commerce, First Floor Conference Room
November 15, 2016 at 4:00pm**

Chairman Ray Lockwood called the meeting to order at 4:03 pm, noting that there was a quorum present.

ROLL CALL

Present: Ray Lockwood, Joseph Runkle, Paul Lattimore, Herb Marshall, John Latanyshyn, Carol Contiguglia, Gina Speno

Excused: Paul Lattimore

Others Present: Tracy Verrier (CEDA); Rick Galbato (Galbato Law); Maureen Riester (CEDA); Bruce Sherman (CEDA); Joe Sheppard (CEDA)

MEETING MINUTES

Mr. Marshall moved to accept the minutes from the October 18th Finance Committee Meeting, the October 18th Regular Meeting, and the November 2nd Special Meeting; seconded by Mr. Latanyshyn. All members voted in favor; motion passed.

BILLS AND COMMUNICATIONS:

Mr. Sheppard presented a bill from Bergmann Associates totaling \$6,273.00 for professional services performed at the Aurelius Industrial Park. Ms. Verrier mentioned that the mall land seller agreed to extend the due diligence period to allow for a Phase II ESA, so the scope of Bergmann's work will be amended to include the Phase II study. She also mentioned that the current studies are very close to complete.

REPORT OF THE TREASURER

Mr. Sheppard reviewed the budget report. Mr. Sheppard noted that there was an error present in the report, specifically that Restricted Funds in the Key Bank Checking account are higher than indicated as the Moravia Village and School PILOT Disbursement was not represented. Mr. Latanyshyn asked about the \$5 inactivity service charge that occurred on the Generations Savings account. Ms. Verrier stated that we will need to transfer funds from the Generations Savings to the Generations Checking and that will cause activity on the account. Mr. Latanyshyn suggested we contact them to have the fees waived and the funds returned.

Mr. Runkle moved to accept the Report of the Treasurer; seconded by Mr. Marshall. All present voted in favor; motion passed.

Mr. Sheppard reviewed the November PILOT Invoice and Disbursement Report noting that all PILOT payments had been received except for A1 Pumping. Mr. Latanyshyn asked about late fees and if CCIDA charges them. Ms. Verrier noted that PILOT do have provisions for late fees written in to them but that CCIDA generally has not charged them in the past. She explained that PILOTs are often billed after the contracted timelines because tax rates are not available before the contracted due dates. This makes it difficult to define what is reasonably late. However, there has also not been much of an issue in recent years as most payment have come in within a month or two of billing.

UNFINISHED BUSINESS:

Project Marinara:

Ms. Riester provided an update to the Board on Project Marinara and any developments affecting the option agreement approved at the November 2, 2016 special meeting. Discussion revolving around this possible land acquisition, and possible amendments to the option agreement occurred.

Mr. Marshall made a motion to offer to amend the previously approved option agreement to include a guaranteed sale of 110 acres within the first three years, contingent upon the satisfactory results of the environmental and engineering studies, and that once the amended agreement is signed (within 15 days of receipt) it is authorized for Ms. Verrier to move forward with the completion of both Phase 1 and Phase 2 ESAs with a cost not to exceed \$20,000. Motion was seconded by Mr. Latanyshyn. Mr. Lockwood called for a roll call vote:

	Yea	Nay	Absent	Abstain
Paul Lattimore			X	
Carol Contiguglia	X			
John Latanyshyn	X			
Raymond Lockwood	X			
Herb Marshall	X			
Gina Speno	X			
Joseph Runkle	X			

The motion passed.

CEDA Updates:

Mr. Sherman updated the Board on several projects that he is presently working on. He informed them that he is anticipating CIDEDEC to submit an application prior to their December meeting, estimating their project at approximately \$1.2 million.

Mr. Sherman provided an update on the S&B Lattimore (owners of the Springside Inn) project, noting that they are waiting to hear about ESD grant funding that would allow for the construction of a 55 room boutique hotel with a conference center. Mr. Sherman noted that they may approach CCIDA for incentives as well.

Mr. Sherman provided an update on the Inns of Aurora noting that they are looking at an expansion that would include a multi-use convention center and spa, a roughly \$20 million investment.

Ms. Verrier provided an update on CEDA, noting specifically marketing activities. Mr. Lockwood asked about County funding. Ms. Verrier confirmed that her current understanding was that funding from the county would stay constant and that CEDA is working to provide more helpful reporting.

NEW BUSINESS:

Board Self-Evaluation:

Ms. Verrier stated that a self-evaluation form was provided in the packet and requested that all board members complete it and either email it to Mr. Sheppard or bring it to the December meeting. She requested that members do not complete the CCIDA/ AIDA collaboration section.

Upcoming Events:

Ms. Verrier provided information on two events, the Chamber Holiday Party to be held on December 1st at The Point from 5pm-8pm, and the CCIDA Annual Meeting to be held on December 20th at 12pm at Springside Inn. Mr. Marshall asked about meetings of both the Governance and Nominating Committees to be held prior to the December annual meeting. Ms. Verrier confirmed that yes both of those committees will need to meet just prior to the annual meeting. Membership of the Nominating Committee was discussed and it was agreed that the committee will consist of Ms. Contiguglia, Mr. Marshall, and Mr. Latanyshyn. Mr. Latanyshyn asked that if anyone has a specific committee assignment that they are interested in, to email Ms. Contiguglia.

Motion to adjourn made at 5:10pm by Mr. Marshall, seconded by Mr. Runkle. All present voted in favor, motion passed.

Respectfully submitted,
Joseph Sheppard

Next regularly scheduled meeting: Tuesday, December 20, 2016 at 12:00pm