

**Cayuga County Industrial Development Agency  
Regular Meeting  
First Floor Conference Room  
2 State St.  
Auburn, NY  
October 17, 2017 at 4:00pm**

Chairman Ray Lockwood called the meeting to order at 4:00pm, noting that a quorum was present.

**ROLL CALL:**

Present: Ray Lockwood, Herb Marshall, Andrew Rindfleisch, Grant Kyle, Paul Lattimore, John Latanyshyn

Excuse: Gina Speno

Others Present: Tracy Verrier (CEDA); Joe Sheppard (CEDA); Rick Galbato (Galbato Law Firm), Fred Swayze (Carpenters Union)

**MEETING MINUTES:**

Mr. Marshall moved to approve the minutes of the September 19, 2017 Regular Meeting, seconded by Mr. Latanyshyn. All members present voted in favor, motion carried.

**UNFINISHED BUSINESS**

CEDA Staff Update: Mr. Lockwood moved the Staff Update up in the Agenda as Ms. Riester had limited time to report. Ms. Riester provided an update to the Board regarding the projects and businesses that she has been working with. Ms. Riester discussed the DuMond Ag soybean-processing project. She explained that the project is progressing, noting challenges and opportunities for collaboration with other projects with which she is engaged. Ms. Riester noted that she had also recently submitted another bid to a site selection request and would update the board should the project move forward in Cayuga County, and updated the board on the recent SCORE Simple Steps to Starting Your Business workshops that have been occurring on Monday evenings. The workshops have been getting good attendance. Ms. Riester then provided information regarding the Rural Pitch Competition that starts October 26, noting that they already have twelve people signed up to participate.

**BILLS AND COMMUNICATIONS:**

Mr. Sheppard presented bills from CEDA for Q3 Administrative Services (\$5,020.34), NYSEG for September service at the industrial park (\$94.33) and the Cayuga County Chamber of Commerce for Tickets to the Annual Dinner (\$130). All bills totaled \$5,244.67. Mr. Marshall moved to pay the bills, seconded by Mr. Kyle. All members present voted in favor; motion carried.

**REPORT OF THE TREASURER**

Mr. Sheppard reviewed the budget report. Mr. Latanyshyn asked why the Property Taxes paid to the Town of Aurelius were much lower than what was budgeted. Ms. Verrier explained that she had been told there was an issue with the billing for one of the sewer districts, but that they had decided not to rebill and would likely adjust next year's billing. Ms. Verrier discussed the PILOT Invoice and Disbursement report and explained that there were two mid-year assessment changes being processed, Grober and Lebrun. Mr. Sheppard has been working with the County and businesses to address the assessment issues and will rebill the businesses. Mr. Latanyshyn moved to accept the Report of the Treasurer; seconded by Mr. Rindfleisch. All members present voted in favor, motion carried.

**UNFINISHED BUSINESS (Cont.)**

CEDA Staff Update (Cont.): Ms. Verrier distributed reports regarding business visitations that Mr. Sherman has completed for the board to begin reviewing, noting that he would likely come to the meeting next month to provide the Board with an in-person update.

Ms. Verrier explained that the CEDA contract was renewed with the County last month and that CCIDA's contract with CEDA would be running out at the end of the year. She stated that they would begin to discuss renewal of the contract at next month's meeting. Ms. Verrier discussed the projects that received priority recommendations by the REDC, noting which projects may come before the board next year should they get funding and move forward. Ms. Verrier explained that Mr. Sherman is scheduling a follow up meeting of the manufacturing industry peer group that first met in August. He is also working to schedule the first meeting of a craft beverage industry peer group.

**NEW BUSINESS:**

**Sewer RFP:** Ms. Verrier discussed the proposals for engineering services that had been submitted by Barton and Loguidice and The Probst Group. She stated that Mr. Sheppard is working to get a review committee together to score the proposals and make a recommendation to the Board. The Board discussed the past studies at the industrial park and discussed the televising work that the City had completed on the sewer line. Mr. Marshall requested the results of testing that has been completed so far. The Board discussed the previous issues that had been occurring with the line, and Ms. Verrier noted that she had not heard anything recently. Mr. Lattimore asked if there had been abnormalities found in the line during televising. Ms. Verrier stated that the City did find a slight dip in the line during televising, but was advised that it likely wasn't enough to cause any major capacity loss.

**FY 2018 Budget:** Ms. Verrier explained the 2018 FY Budget noting that some changes were made between the budget provided in the pre-read packet and the budget approved by the finance committee. In particular, the finance committee felt it was appropriate to reduce both the "Project Fees" revenue line and the "Facilities & Equipment Other" expense line by \$8,300, which would maintain a balanced budget. Mr. Latanyshyn moved to accept the Budget as approved by the Finance Committee, seconded by Mr. Kyle. All members present voted in favor.

**Board Self-Assessment:** Ms. Verrier explained the annual Board Self-Assessment and asked for it to be returned prior to the next meeting. She noted that she has been contacting municipalities and inviting them to meetings, but as of yet only Mr. Ide from the Town of Aurelius has attended and she is waiting on replies from other municipalities. She stated that she would keep reaching out and will try to have someone present for the November meeting.

**Upcoming Events:** Ms. Verrier provided information on upcoming events.

**EXECUTIVE SESSION:**

Mr. Rindfleisch made a motion to enter into Executive Session to discuss matters involving the proposed acquisition, sale or lease of real property; seconded by Mr. Marshall. All members present voted in favor. The Board Entered Executive Session at 4:49pm

Mr. Rindfleisch moved to exit Executive Session; seconded by Mr. Latanyshyn. All member present voted in favor. The Board Exited Executive Session at 5:20pm.

**NEW BUSINESS (Cont.)**

Following Executive Session the Board decided to direct Mr. Galbato to issue a Time is of the Essence Letter to the owners of the property adjacent to the Mall in accordance with the motion that was approved at the September meeting, which read:

*Mr. Marshall made a motion to make an offer to the mall regarding encroachments to include a 3-year lease with sign to remain in place and renewing terms with 90 day notice of removal,*

*requirement to remove storage containers, and a transfer of up to 2.5 acres of land around the retention pond. Furthermore, should a deal not be reached with the mall the Board authorizes legal counsel to issue a time is of the essence notice to the seller subject to Executive Director and Attorney approval. Seconded by Mr. Rindfleisch.*

Motion to adjourn made at 5:21pm by Mr. Kyle, seconded by Mr. Rindfleisch. All present voted in favor, motion passed.

Respectfully submitted,  
Joseph Sheppard

Next regularly scheduled meeting: Tuesday, November 21, 2017 at 4:00pm.