

Cayuga County Industrial Development Authority
Regular Meeting
2 State St. Auburn NY 13021
November 16th @ 4pm

Mr. Lockwood called the meeting to order at 4:01pm, noting the presence of a quorum.

ROLL CALL:

Present: Ray Lockwood, Herb Marshall, Ben Vitale, Gina Speno, Paul Lattimore

Absent: John Latanyshyn, Andrew Rindfleisch

Others Present: Danielle Szabo, Taylor Symes (CEDA), Riccardo Galbato (Galbato Law Firm)

MEETING MINUTES:

Mr. Marshall motioned to approve the October 19th Regular Meeting Minutes, seconded by Ms. Speno. All members present voted in favor; motion was carried.

BILLS AND COMMUNICATION:

Ms. Symes presented the following bills: PILOT Payments to the following Municipalities: Southern Cayuga School District for \$20,201.85, Village of Aurora for \$4,288 and Union Springs Central School District for \$91,172.56. PILOT Payments were completed in two rounds. C&S Companies in the amount of \$5008.47 and NYSEG was paid online in the amount of \$392.50 for two months' worth of payments

Mr. Vitale asked what would happen in regards to D&W Diesel since they were bought out? Ms. Symes stated that this would be something that we would have to look into. The only thing that was known was written in the article that was published. Mr. Galbato stated he would have to do some research about the transition in regards to their PILOT.

Mr. Vitale motioned to approve the bills, seconded by Mr. Marshall. All members present voted in favor; motion was carried.

REPORT OF THE TREASURER:

Ms. Symes presented the Profit and Loss Budget Performance for the month of October. She stated that the total income was \$94.56 which consisted of Gas Lease Revenue in the amount of \$28.90 and Interest Savings in the amount of \$65.66. The total expense for the month was \$10,424.92 which entailed the CEDAQ3 Payment, a payment to C&S Companies and Operations expenses. The Net Income for the month was (10,330.36).

Mr. Lattimore motioned to approve the Report of the Treasurer, seconded by Mr. Vitale. All members present voted in favor; motion was carried.

UNFINISHED BUSINESS:

Update on Sewer Line: Ms. Szabo stated that David Bottar sent a draft in late November. Ms. Symes, Mark Chambers and Ms. Szabo were working together to send revisions in regards to the budget. Mr. Bottar is expecting to have a final draft to review by November 19th and would like to have a Special Meeting with the board to review the application the week of November 29th.

Once the meeting happens and the board approves the application, then Mr. Bottar would submit the application on our behalf. Ms. Szabo stated a lot of progress has been made. Ms. Szabo has been working with Mr. Lynch on reactivating the Sams.gov account since we are not allowed to use CEDA's account. Ms. Szabo had submitted a notarized letter to the SAM.gov to reactive the account and add herself as an authorized user. The first notarized letter submitted was denied due to an incorrect address. Ms. Szabo has been working with Steve Lynch to figure out what the correct address is for CCIDA sam.gov account. Ms. Szabo stated the CCIDA SAM.gov account has been inactive for several years and has no authorized users linked to the account. Before Mr. Bottar can submit the EDA application Ms. Szabo will need to reactive the account and become an authorized user. Ms. Szabo has resubmitted another notarized letter to SAM.gov with a different address that Mr. Lynch provided and is awaiting approval.

Mr. Lattimore asked if Mr. Bottar would be having the meeting at 2 State St.? Ms. Szabo stated that logistics have not been discussed yet. Ms. Szabo has been working with Mark Chambers to finalize budget numbers so Mr. Bottar can complete the application. Mr. Marshall asked when did Mr. Bottar submit the draft to Ms. Szabo. She stated Mr. Bottar emailed a draft on November 3rd, which was later than the October 29th deadline that Mr. Bottar stated he would deliver the draft. Mr. Marshall reiterated that Mr. Bottar would need to meet with the CCIDA Board to finalize the application and the board would have an answer in December. Mr. Marshall questioned if Mr. Bottar would still receive an approval answer in December. Ms. Szabo stated that is a good question and would need to follow up with Mr. Bottar. The biggest hold up right now is the application cannot be submitted until the SAM.gov account is reactivated and she is an authorized user. Mr. Marshall questioned if Ms. Szabo has everything completed for the SAM.gov account with the exception of correcting the address. Ms. Szabo stated she has resubmitted a notarized letter in hopes of being approved. Ms. Szabo must be approved to be an authorized user before the account can become reactivated. Mr. Galbato asked for clarification on what SAM.gov was. Ms. Szabo explained it is a management system for federal grants. Each organization is assigned a DUNS number and this number must remain active if organizations want to apply for federal grants. Ms. Szabo explained she tried to see if they could leverage CEDA's SAM.gov account as it is currently active and the management system denied the request. SAM.gov told Ms. Szabo CCIDA would need to reactive the account if applying for a federal grant. Mr. Lattimore asked where does the approval come from. Ms. Szabo responded the federal government. Applicants must submit everything to the SAM.gov system and wait for a response. Approval response can take up to 10 days. Mr. Marshall asked does the account need to be approved before we meet with Mr. Bottar. Ms. Szabo confirmed no and that Mr. Bottar wanted to move forward with setting up a meeting for end of November. Ms. Symes responded that she will work with Mr. Bottar to get a date for the meeting and then schedule it for the board. Mr. Galbato stated that if the majority of the board would like to attend then it would need to be advertised.

Mr. Vitale stated that he spoke with Mr. Chambers and that he was satisfied with the description that was written. Ms. Szabo clarified that she was satisfied with the narrative and when speaking with Mr. Chambers he made a few revisions to the phase two narrative and adjusted some of the budget numbers. Ms. Szabo stated she made some revisions around the Cayuga County narrative

and provided Mr. Bottar with updated data and information on the region. Mr. Chambers also reviewed the maps that pertain to the Industrial Park and he was satisfied with everything.

CEDA Staff Update: Ms. Szabo stated that the microenterprise is wrapping up with 3 weeks left. They will have a 100% graduation rate and will receive their \$5,000 grant. This round focused on a pet boutique, a holistic wellness service, a gaming arcade, a lingerie store and a youth and college athletic service. The athletic service would help youth and college students create admission videos for when apply to college scholarships. Ms. Goloub will be hosting a pitch competition and we will notify the board when it is. CEDA launched their third investor spotlight video, which was a collaboration with New Age Renewable, DuMond Farms and Colloca Winery. This video highlights why these businesses have decided to invest in Cayuga County. The video also gives a wonderful overview of CEDA itself. CEDA released blog post earlier in the week about the collaboration project with DuMond Farms and BOCES. This collaboration gave BOCES's PALS (Plant, Animal, Life Science) students real life experience working from drones. The results of this project has sparked a larger collaboration that is helping Cayuga Works to develop a series of virtual job tours. CEDA, Cayuga Works, and BOCES will work with local employers to create a virtual site tour. The idea is Cayuga Works would use the videos as a recruitment tool, for job seekers.

Mr. Lockwood stated that no update on the job description since they are waiting for the approval for the CEDA budget. Ms. Szabo stated that she met with Mr. Keith Batman in regards to the budget. Mr. Marshall asked if the search committee has met? Mr. Lockwood stated that they have not met and everything is based upon setting a salary for the position. The board stated that it's time to move forward. Mr. Lockwood stated that someone on the committee would like the salary low and the meeting was about an hour long. Mr. Lockwood asked when would the budget be passed? Mr. Vitale stated a meeting would happen following the CCIDA Meeting and on the 18 of November a resolution would happen and a Public Hearing would happen December 6th. Ms. Szabo stated CEDA was on the agenda to answer any questions on the budget. Mr. Vitale stated that \$375k was being asked for CEDA with an additional amount that would go to a special project.

NEW BUISNESS:

December Annual Meeting & Nominating Committee: Ms. Symes stated that in December the board would have the Annual Meeting at the Springside. She asked if the board would like to partake in that this year? Mr. Vitale stated that he would like to have it as long as they could space us out. Ms. Symes asked if they would like to have it catered at CEDA? Mr. Vitale stated he would like it there as long as we aren't elbow to elbow. Mr. Marshall stated that we should like to have it at the Springside but make it appoint to be social distanced. Mr. Marshall asked when the meeting would be? Ms. Symes stated that it would be the 14th.

Mr. Marshall would like to make nominations for this year. Ms. Symes stated that this year it would be Mr. Marshall, Ms. Speno and Mr. Vitale. Mr. Marshall asked if Mr. Vitale's seat was a Legislature seat? Mr. Vitale stated that yes and that CCIDA would not have a choice in who

would take his seat. Ms. Speno asked how long Mr. Vitale was on the board? Mr. Vitale stated this was his second year.

Mr. Marshall motioned to nominate Ms. Speno and himself for reappointment, seconded by Mr. Vitale All member present voted in favor; motion was carried.

Self-Evaluation Forms: Ms. Symes stated that the self-evaluation form was on the last page of the packet. If each board member could fill it out and return it to her, that would be great. This can be turned in anonymously or not.

Upcoming Events: Ms. Symes reviewed the upcoming events on the agenda. Ms. Szabo reminded the board that the Chamber Holiday Party was cancelled again for this year.

ADJOURNMENT:

Mr. Vitale moved to adjourn at 4:36pm seconded by Ms. Speno. All members present voted in favor; motion was carried.

Respectfully Submitted,
Taylor Symes