

**Cayuga County Industrial Development Agency
Regular Meeting
Remote due to COVID
December 15, 2020 @ 4pm**

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

ROLL CALL:

Present: Ray Lockwood, Herb Marshall, Ben Vitale, Paul Lattimore, John Latanyshyn

Others Present: Tracy Verrier, Taylor Symes, Megan Goloub (CEDA); Riccardo Galbato (Galbato Law Firm)

Absent: Andrew Rindfleisch

MEETING MINUTES:

Mr. Marshall moved to approve the minutes of the November 17th Regular Meeting, seconded by Mr. Vitale. All members voted in favor; motion was carried.

BILLS AND COMMUNICATION:

Ms. Symes presented the following bills: NYSEG for the electric at the Industrial Park for the month of November in the amount of \$147.06, which was paid online on November 18th; two bills from The Probst Group in the amounts of \$2,362.50 and \$4,077.50.

Ms. Symes discussed the PILOT Payments that were disbursed as outlined in the PILOT invoice and disbursement report. As of December 15th, all PILOT Payments have been made and disbursed to the correct taxing jurisdictions. All payments other than NYSEG will be paid via checks.

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

Mr. Marshall asked what was included on the Probst bills? Ms. Verrier stated that it includes final design and the efforts to get DEC approval. Ms. Verrier noted that they had started final engineering to keep the process moving forward once DEC approval is received.

REPORT OF THE TREASURER:

Ms. Symes presented the Profit and Loss Budget Report and went over the activity in the accounts. In the month of November, total income was \$49,568.50 and total expenses were \$4,545.66 (mostly engineering fees). Most of the restricted funds were related to the PILOT Payments that were collected in November but disbursed in December.

Mr. Vitale moved to accept the Report of the Treasurer, seconded by Mr. Latanyshyn. All members voted in favor; motion carried.

UNFINISHED BUSINESS:

REDI MATCH PROGRAM DRAFT:

Ms. Verrier stated that a draft program for REDI recipients is not ready for the board to consider. Ms. Symes has been trying to get in contact with the four recipients to confirm their need for this assistance. If all four recipients need assistance, that will dictate how we move forward with the process.

BOARD EVALUATION FORMS:

Ms. Verrier stated that the board evaluation forms are due by the end of the year. They can be emailed, mailed, or dropped them off at the office. They can be submitted anonymously if you would like for them to be. The evaluations will be reviewed by the Governance Committee at their next meeting.

CEDA STAFF UPDATE:

Ms. Verrier introduced Ms. Megan Goloub as CEDA's new Business Development Specialist. Ms. Goloub introduced herself to the board. Ms. Verrier stated that CEDA had launched the DRI small project grant fund applications in early December. This grant can be used for building renovations and leasehold improvements, COVID resiliency, signage, soft costs, and permanent machinery and equipment. The first round of applications, which is tailored to COVID, was due on December 16th. The full application deadline is January 18th, which can include some COVID expenses. The total fund is \$600,000.

CEDA also launched a Shop Local Ad Campaign, which provides free advertising for small retail and restaurant businesses, including print, digital and radio ads. Businesses wanting to participate only need to fill out a short online form. Businesses with under \$300k in annual revenue are being prioritized. So far there are 10 businesses participating in the campaign, and Ms. Verrier asked the board to refer any businesses they know that might be interested to CEDA staff or CEDA's website.

Ms. Goloub has been working on the Microenterprise program, which includes a series of trainings. This is scheduled to launch in February. The microenterprise grants will only be available to LMI individuals from Auburn, but the trainings will be open to all entrepreneurs and small businesses in Cayuga County. The trainings will include topics like business planning, financial literacy and the legal aspects of starting/running a business.

Ms. Verrier noted that CEDA staff are keeping an eye on changing the regulations related to COVID and provided some information PPP.

Mr. Marshall stated that concern has been raised in the newspaper in regards to the solar project in Conquest. Ms. Verrier had no updates on that concern or the project.

Mr. Marshall noted that it would be a good idea to invite the NYS Farm Bureau to the public hearings when it comes to solar projects since they have recently considered relevant resolutions and generally oppose solar being developed on farmland. Mr. Lockwood stated a resolution was

approved in regards to Class-A Farmland. They oppose taking Class-A Farmland out of production for any type of development. Mr. Marshall expressed that they shouldn't oppose the farmland being used, but they should be involved so they can voice their opinions.

NEW BUSINESS:

2021 Nominations:

Ms. Verrier stated that the nominating committee met. Mr. Marshall offered the nominations as follows: Mr. Lockwood for Chairman, Mr. Lattimore for Vice-Chairman, Mr. Latanyshyn for Secretary and Treasurer, Harris Beach for Transaction Counsel, Galbato Law Firm for General Council, Ms. Verrier as Executive Director, Ms. Symes as Acting Secretary and Treasurer.

Mr. Marshall would like to recommend to the board the nominations. He explained that when he contacted people from the board they raised questions about the budgetary impact of the staffing and legal nominations. He asked Ms. Verrier to provide a memo to the board regarding the costs of these contracts and salaries.

Mr. Marshall made a motion to approve the slate as presented, seconded by Mr. Vitale. All members voted in favor; motion carried.

RESOLUTION: Ratifying prior-adopted policies, standards, and procedures:

Ms. Verrier explained that the policies have been reviewed by the committees throughout the year. At the end of the year the board ratifies or approves any amendments. All the policies are in the resolution along with the makeup of the finance, audit and governance committees.

Mr. Latanyshyn moved to approve the resolution, seconded by Ms. Speno. All members voted in favor; motion carried.

Upcoming Events:

Ms. Goloub explained that SCORE would be holding a virtual event called Simple Steps Q&A about franchising. Ms. Verrier stated that the Chamber had a few educational seminars coming up as well.

Mr. Lockwood asked if Ms. Verrier had an update on the Sewer line. Ms. Verrier stated that she had been in contact with Mr. Lewis from The Probst Group and he is continuing the engineering work. Communication has been happening with Cayuga Milk Ingredients on their timeline and it seemed like the Eagle Dr. line expansion would take place first.

ADJOURNMENT:

Mr. Vitale motioned to adjourn the meeting at 4:28pm, seconded by Mr. Marshall. All members voted in favor; motion carried.

Respectfully Submitted,

Taylor Symes