

**Cayuga County Industrial Development Agency
Regular Meeting
Remote due to COVID
January 19th @ 4pm**

Chairman Lockwood called the meeting to order at 4:02pm, noting a quorum was present.

ROLL CALL:

Present: Ray Lockwood, Herb Marshall, Ben Vitale, Paul Lattimore, John Latanyshyn, Andrew Rindfleisch, Gina Speno

Others Present: Tracy Verrier, Taylor Symes-(CEDA)

MEETING MINUTES:

Mr. Marshall moved to approve the minutes of the December 15th Regular Meeting, seconded by Mr. Rindfleisch. 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 December in the amount of \$144.68, which was paid online on December 22nd; CEDA Quarter 4 bill in the amount of \$15,455.34; and the Town of Aurelius Tax Bills in the amount of \$2,527.38. All payments other than NYSEG will be paid via checks.

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

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 December, CCIDA accrued interest on the savings accounts and CD in the amount of \$249.35. Membership dues were paid to the Chamber of Commerce in the amount of \$275. The miscellaneous administration expense was \$77.76 for website costs. Regular quarterly Administrative Services in the amount of \$5,000 plus the 2020 CEDA Fee Share of \$10,227.72 totaled the Contract Service Fee in the amount of \$15,227.72.

Ms. Verrier explained that the engineering fees for the sewer line were moved to construction in progress on the balance sheet for audit purposes, which was why the facilities and equipment line totaled (-22,865.79).

Mr. Latanyshyn asked if Galbato Law Firm has issued a bill to CCIDA this year? Ms. Verrier explained that they had not.

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

UNFINISHED BUSINESS:

CEDA STAFF UPDATE:

Ms. Verrier gave an update on the Aurelius sewer line project. She has been working with Probst Group on finalizing the construction drawings to submit for final approval to DEC. She's been in contact with David Bottar in regard to the EDA funding. The town was provided with the drawings so that they could provide any feedback or concerns. The City of Auburn has offered the use of their bidding system. Ms. Verrier felt this would be helpful for a project of this magnitude and wanted to confirm whether the board comfortable using the City of Auburn's System? Mr. Marshall asked how soon we will need to start the bidding process? Ms. Verrier indicated within a few weeks bidding could take place. Mr. Marshall wanted clarification if bidders would be bidding on the entire project but know that it will be done in a two phase process? Ms. Verrier confirmed that the bidding will be done for the whole project, but the bid package makes it clear that there are two phases and two mobilizations. Mr. Marshall stated as long as Ms. Verrier recommended the City of Auburn bidding system, then he would be comfortable with that.

Mr. Marshall moved to utilize the City of Auburn bidding system for the Aurelius sewer line project; seconded by Mr. Rindfleisch. All member voted in favor; motion carried.

Ms. Verrier stated once the bid documents are completed, that ends Probst's scope of work. She would like to know if they should submit a proposal for the next steps of the project. The next phase includes final construction and engineering documents, as well as the construction itself. Ms. Verrier asked if she should let another company bid to do the next phase of the project or stay with Probst Group? Mr. Marshall suggested we should stay with Probst Group for engineering activities.

Mr. Marshall asked if there would be a problem with the construction phase using an out of state firm? Ms. Verrier stated they only problem could be with the construction oversight, noting that a local firm may be able to provide construction oversight in a more cost effective way. Mr. Marshall recommended taking bids for this part of the scope.

Mr. Marshall motioned to continue with Probst Group for engineering services, seconded by Mr. Vitale. All members voted in favor; motioned carried.

Mr. Lockwood wanted to know if CMI was being updated during this entire process? Ms. Verrier stated that they are being updated.

Ms. Verrier stated that A1 Pumping decided to forego the last year of their PILOT in order to secure financing. Their bank did not want the IDA in the line of title, so requested that A1 terminate the PILOT. The last year only amounted to a few thousand dollars of benefit, so they must have felt it was worth losing that to get the financing. Mr. Vitale asked why bank was initiating this? Ms. Verrier explained she has been working with their lawyer but she doesn't have a clear explanation for the request since the IDA would just need to sign off on the mortgage. Mr. Rindfleisch asked if the IDA could take their name off of the title, but still provide

the benefit. Ms. Verrier stated that was not possible as the IDA's presence on the title is the mechanism for placing the property on the exempt portion of the tax roll.

Ms. Verrier stated that Page Trucking reached out and needed an additional extension on their sales tax exemption. An extension to June 30th, 2021 has been initiated. Page expects to be complete by the end of April, but she didn't see any harm in providing the extra time just in case.

Ms. Verrier explained that GoToMeeting will no longer be used for IDA meetings. Starting in February, there will be a switch to Zoom. She advised the board to keep an eye out for the updated link and dial in information.

Ms. Verrier noted that the CEDA contract with CCIDA expired in December. At the next meeting Ms. Verrier will present an updated contract for consideration with a term of 2021-2023 to align with the CEDA's contract with the county. She asked board members to contact her if there are any questions or concerns about carrying forward with a similar contract. Also, Ms. Symes only had two board evaluation forms from board members. The evaluations will be reviewed by the Governance Committee in February prior to the Regular Board Meeting so should be submitted as soon as possible.

REDI Recipient Program Proposed Outline:

Ms. Verrier stated that Ms. Symes was able to get in contact with all of the REDI Recipients. This is for the Resiliency Economic Development Initiative funding for projects in communities impacted by flooding of Lake Ontario. In Cayuga County there are 4 projects with 3 owners. Ms. Verrier consulted with Mr. Justin Miller, legal counsel, to prepare the proposed program outline. She noted that the CCIDA would need to waive the minimum project requirement as each project individually is below the threshold. She recommended only providing the Sales and Use Tax exemption for these projects. Each applicant would submit an application and once Ms. Symes receives them, they can be compiled into one large project. Mr. Miller stated this is happening in other counties to help streamline the administration and reduce fees. Each applicant can be assigned as an agent in the one large project. This would also streamline the monitoring. Ms. Verrier explained that fee reductions could also be counted toward the local match. Ms. Verrier stated if they waive the application fee and/or split the small project fee amongst the applicants, it would help to increase the local match component. Mr. Marshall asked who is responsible of the local match? Ms. Verrier stated that the local match would have to come from a local municipality or agency, such as an IDA. Ms. Marshall asked whether the IDA would be extending any cash, or just incentives and fee reductions? Ms. Verrier stated it would be the latter, and that no cash would be extended by the IDA. Ms. Verrier stated the next step would be to have each applicant complete the application for the board to review. Then the board would need to hold a public hearing if the total benefit exceeded \$100,000.

Mr. Rindfleisch asked if the fees should be waived? Mr. Marshall recommended waiting until all the applications have been reviewed before making any decisions on fee reductions. Ms. Speno asked if the board should have a set guideline or if they could pick and choose? Ms. Verrier stated that whatever decision is made should be applied for all applicants equally, but it makes

sense to wait to decide until the applications have been reviewed so it can be assessed whether the exemptions alone cover the total necessary local match.

Mr. Rindfleisch motioned to move forward with the REDI program as outlined, seconded by Mr. Vitale. All members voted in favor; motion carried.

NEW BUSINESS:

None.

ADJOURNMENT:

Mr. Marshall motioned to adjourn the meeting at 4:29pm, seconded by Mr. Latanyshyn. All members voted in favor; motion carried.

Respectfully Submitted,

Taylor Symes