

**Cayuga County Industrial Development Agency
Regular Meeting
Remote due to COVID
February 16th @ 4pm**

Chairman Lockwood called the meeting to order at 4:04pm, 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), Jeanine Wilson (CCWSA)

MEETING MINUTES:

Mr. Vitale moved to approve the minutes of the January 19th 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 January in the amount of \$161.63, which was paid online on January 28th; Probst Group in the amount of \$4,328.80; and a PILOT disbursement in the amount of \$21,572.19. All payments other than NYSEG will be paid via checks.

Mr. Rindfleisch moved to approve the bills, seconded by Ms. Speno. All members voted in favor; motion was carried.

REPORT OF THE TREASURER:

Ms. Verrier presented the Profit and Loss Budget Report and went over the activity in the accounts. In the month of January, CCIDA accrued interest on the savings accounts and CD in the amount of \$91.30. Taxes on Property came to the amount of \$2,527.38. There were also fees from Probst Group and the Industrial Park electric bill. The only income for the month of January was the interest. There was a net loss of about \$23,000.

Mr. Vitale moved to approve the Treasurer's Report, seconded by Mr. Rindfleisch. All members voted in favor; motion was carried.

Mr. Vitale asked why the \$18k was restricted on the checking account balance? Ms. Verrier stated that \$10k was from the Clarity Connect Broadband Project, while the other \$8k was a disbursement for a PILOT Payment that had not cleared yet at month end.

UNFINISHED BUSINESS:

Update on Sewer Line:

Ms. Verrier informed that the bid package was released via the City of Auburn's bid system. As of earlier in the day, 14-15 bidders had requested the bid package. Ms. Verrier noted that there

would be a meeting with potential bidders on February 18th to answer questions and review the scope of work. The bids were due February 26th. Ms. Verrier had a conversation with Mr. David Bottar from CNY Regional Planning and Development Board in regards to the Federal EDA funding. As of now they were not comfortable having the first phase be apart if the EDA application. Only phase two will be included, which results in a financing gap. Until the bids are returned a definite amount on the financial gap cannot be determined. Ms. Verrier stated that phase two will not happen until the EDA funding is aligned. Ms. Verrier stated that conversations would need to take place with Cayuga Milk Ingredients and Grober in regards to financial backing of this project.

Mr. Marshall asked when the bidding would be open? Ms. Verrier stated that the bidding process had already started. Mr. Marshall wanted to know when we would be opening the bids and reviewing them? Ms. Verrier stated the bidding would be close on the 26th of February and the bids will be reviewed at the March CCIDA Regular Meeting.

CEDA STAFF UPDATE:

Ms. Verrier stated that Ms. Golub has been working on the Microenterprise Program, and there are 6 participants. They will go through a series of informational sessions and mentoring.

Also, Ms. Verrier noted that there were 5 DRI applications approved. The applications were reviewed at the beginning of February and they are going through the state process now. The projects should be able to start their construction and acquisitions late spring or early summer of this year.

Ms. Verrier noted that the CEDA team had done some strategic planning and identified some priorities for 2021. In addition to the microenterprise program and related content generation, the strategies are focused on marketing, supply chain analysis, and workforce development. Ms. Verrier provided an update on the new place brand being developed for AIDA by TGW. The brand is intended to attract businesses and talent to the area. TGW presented the website to the AIDA Board at their meeting and hopefully the entire brand will launch in March. Ms. Verrier stated she also has an RFP out for a Supply Chain Analysis to help identify target industries for attraction and business startup. This analysis would potentially help to create leads for CCIDA. CEDA is also looking to work with community partners to create a more structured workforce development ecosystem.

REDI Grant Update:

Ms. Symes stated that only one of the applications from REDI recipients was returned so far. Ms. Symes has been in contact with the other two businesses and would like to have the applications back as soon as possible. Once the applications have been returned and reviewed they will be brought to the Board for review and approval. Ms. Verrier stated that we would only be dealing with the businesses that received the funding, not the homeowners.

NEW BUSINESS:

Report of Governance Committee:

Ms. Verrier stated that Mr. Rindfleisch and Ms. Speno met and went over the board evaluations. We received 5 evaluations back, 2 were not turned in. Mr. Rindfleisch stated that the goals were good this year. He stated that more training needs to be included. Ms. Verrier stated that the online ABO trainings will be put back on the agendas. She stated that one of the performance goals is for each board member to take the ABO training every few years. The training will help board members stay up to date on relevant processes and policies. Ms. Verrier stated that if anyone would like to sign up for any of the upcoming trainings to contact her. She explained that she will also put together some educational training to go over other items on the evaluations that didn't receive full agreement.

CEDA Contract:

Ms. Verrier stated that the CEDA Contract expired at the end of December. The contract that was provided in the packet aligned with the County Contract that CEDA has in place. The Contract has a term through 2023. Ms. Verrier asked if any adjustments are needed. Mr. Latanyshyn asked if the contract included the Revenue Share. Ms. Verrier stated it does and that is part of section 2.4.

Mr. Latanyshyn moved to accept the CEDA Contract, seconded by Mr. Vitale. All members voted in favor; motion was carried.

EXECUTIVE SESSION:

Mr. Vitale motioned to enter an executive session to discuss the proposed acquisition, sale or lease of real property, seconded by Mr. Rindfleisch. All members voted in favor; motion was carried. The board entered Executive Session at 4:24pm.

Mr. Rindfleisch motioned to exit the executive session at 4:37pm, seconded by Mr. Latanyshyn. All members voted in favor; motion was carried.

UPCOMING EVENTS:

Ms. Verrier reviewed upcoming networking and educational events.

ADJOURNMENT:

Mr. Rindfleisch moved to adjourn the meeting at 4:38pm, seconded by Mr. Vitale. All members voted in favor; motion carried.

Respectfully Submitted,

Taylor Symes