

**Cayuga County Industrial Development Agency Meeting  
2 State St., First Floor Conference Room  
February 17, 2015**

Ray Lockwood opened the CCIDA meeting at 4:04 pm, noting there was a quorum present.

**ROLL CALL**

Present: Ray Lockwood, Paul Lattimore, Joe Runkle, Gina Speno, Carol Contiguglia  
Excused: John Latanyshyn, Herb Marshall

Others Present: Andrew Fish, Executive Director, Tracy Verrier, CEDA, Bruce Sherman, CEDA, Michelle Prego-Milewski, CSS, Fran Hardy, Northeast Regional Council of Carpenters, Kelly Peck and Chris Patterson, D & W Diesel, Rick Galbato, Galbato Law Firm.

**MINUTES:** Motion by Mr. Lattimore to approve the January 19 minutes, seconded by Mr. Runkle. All members voted in favor, motion passed.

**TREASURER’S REPORT:**

- a) Ms. Verrier reviewed the January financials with the board. She reported that CCIDA received gas lease revenue, that their CD matured and that it will be transferred to Generations Bank, that the taxes were paid on special interest property and that the electric bill was paid – both under budget.  
Motion to approve the Treasurer’s report by Ms. Contiguglia, seconded by Ms. Speno. All present voted in favor, motion passed.
- b) Ms. Verrier noted that all invoiced PILOTs have been received and will be disbursed to their cities and towns by 2/18/15.

**NEW BUSINESS:**

- a) New business was moved up on the agenda. Mr. Sherman introduced Ms. Peck and Mr. Patterson from D&W Diesel, who explained their small project application. D&W would like to expand their work area to include space for a new kitchen, break room, bathroom and conference rooms. The old space would be converted in to extra storage to house inventory.

RESOLUTION OF THE CAYUGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (i) ACCEPTING THE APPLICATION OF D&W DIESEL, INC. (THE “COMPANY”) WITH RESPECT TO A CERTAIN PROJECT (AS MORE FULLY DEFINED BELOW); (ii) AUTHORIZING THE UNDERTAKING OF THE PROJECT AND APPOINTING THE COMPANY AS ITS AGENT TO UNDERTAKE SAME; (iii) AUTHORIZING THE PROVISION OF FINANCIAL ASSISTANCE (AS MORE FULLY DEFINED BELOW) TO THE COMPANY; (iv) ADOPTING A NEGATIVE DECLARATION RELATING TO THE PROJECT PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT; AND (vi) AUTHORIZING THE NEGOTIATION, EXECUTION AND DELIVERY OF AN AGENT AND FINANCIAL ASSISTANCE AGREEMENT AND RELATED DOCUMENTS.

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
Carol Contiguglia	[ x ]	[ ]	[ ]	[ ]
John Latanyshyn	[ ]	[ ]	[ x ]	[ ]
Paul Lattimore	[ x ]	[ ]	[ ]	[ ]
Raymond Lockwood	[ x ]	[ ]	[ ]	[ ]
Herb Marshall	[ ]	[ ]	[ x ]	[ ]
Joseph Runkle	[ x ]	[ ]	[ ]	[ ]
Gina Speno	[ x ]	[ ]	[ ]	[ ]

After the vote, Mr. Lattimore had a question surrounding the lift station and sewage lines near D&W Diesel. Mr. Fish informed him that it is done and came in under budget, and that repairs were able to be made to the existing sewer lines because the project came in under budget.

**UNFINISHED BUSINESS:**

- a) Motion to discussion of the amended By-Laws by Mr. Lattimore, seconded by Ms. Contiguglia.  
Ms. Contiguglia commented that she was impressed at the amount of vetting that went into the process and the amount of work that put in. Mr. Galbato’s only comment was that the date should be changed to reflect the February 17 meeting date.

**RESOLUTION OF THE CAYUGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (i) AMENDING ARTICLES II AND IX, AND (ii) APPROVING AND RATIFYING THE ENTIRE BYLAWS OF THE AGENCY AMENDED AND RESTATED JANUARY 20, 2015**

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Absent</i></u>	<u><i>Abstain</i></u>
Carol Contiguglia	[ x ]	[ ]	[ ]	[ ]
John Latanyshyn	[ ]	[ ]	[ x ]	[ ]
Paul Lattimore	[ x ]	[ ]	[ ]	[ ]
Raymond Lockwood	[ x ]	[ ]	[ ]	[ ]
Herb Marshall	[ ]	[ ]	[ x ]	[ ]
Joseph Runkle	[ x ]	[ ]	[ ]	[ ]
Gina Speno	[ x ]	[ ]	[ ]	[ ]

**DRAFT AUDIT REVIEW**

Ms. Verrier informed the board that the audit went smoothly and that there was only one change, Clarity Connect will not be listed as a water project. Mary Beth Leeson from Cuddy & Ward will be in attendance at the March meeting and Tracy will schedule a Finance Committee meeting to review the audit before the full board meeting.

**EXECUTIVE DIRECTOR UPDATE**

Mr. Fish briefly updated the board on the Finger Lakes Railroad PILOT and other future and past projects the board will be and has been involved with. He also discussed the Upstate Revitalization Fund and was asked about AIDA’s progression towards a joint meeting. Mr. Fish answered that AIDA has just about wrapped up its Strategic Plan process and that the board is open to meet.

**ADJOURNMENT OF CCIDA MEETING**

Mr. Lattimore moved to adjourn the meeting at 4:43 p.m., seconded by Mr. Runkle. All members voted in favor, motion passed.

The next regularly scheduled CCIDA meeting will be the held on Tuesday, March 17 at 4 p.m. at 2 State St., Auburn.

Respectfully submitted,  
Michelle Prego-Milewski