

**Cayuga County Industrial Development Agency Meeting  
Springside Inn  
December 15, 2015 at 12 pm**

Chairman Ray Lockwood called the meeting to order at 12:08 pm, noting that there was a quorum present.

**ROLL CALL**

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

Others Present: Andrew Fish, Michelle Milewski (CSS); Tracy Verrier, Bruce Sherman, (CEDA); Rick Galbato (Galbato Law Firm); Fran Hardy (Northeast Regional Council of Carpenters)

**MEETING MINUTES**

Mr. Runkle moved to accept the November 17 meeting minutes; seconded by Ms. Speno. All members voted in favor; motion passed.

**BILLS AND COMMUNICATIONS**

Ms. Verrier informed the board that she had received the Chamber of Commerce annual dues invoice.

**REPORT OF THE TREASURER**

Ms. Verrier reviewed the November financials and the PILOT disbursement report with the board. Motion to accept budget report by Mr. Marshall; seconded by Mr. Runkle. All members voted in favor; motion passed.

**UNFINISHED BUSINESS**

Mr. Fish said that Central New York had been successful in the Upstate Revitalization Initiative (URI), and that the region was awarded the top plan. He said that it will take a lot of work to implement. Mr. Fish said he has met with the principles from the greenhouse project and that they were looking at a two year project timeline. He said he would not be surprised in the project ran into 2018 considering the energy component, but would like to see it finished in the fall of 2017. Mr. Marshall asked how much acreage the project would take up, and Mr. Fish said that it would require 35 acres to start with a maximum between 75 and 100 acres. He said that the ideal would be around 50 acres.

Mr. Fish added that staff is continuing to work on the Weedsport Speedway project. He added that Devon Roblee has been hired for the Marketing Coordinator position and Karen Tehan is now the part-time Communications and Administrative Coordinator. Mr. Fish said the next step in the URI will be for the regional partners to develop a transparent process to fund new projects. Projects for the Aurora Shoe Company and Inns of Aurora were funded in the first round of the process. Mr. Sherman said that because of the URI, he will be bringing projects to the board in early 2016.

**REPORT OF THE GOVERNANCE COMMITTEE**

Ms. Verrier said that the committee had met and reviewed the bylaws, policies and charter, as well as reviewing the self-evaluations. She said that there are a few items of note, but otherwise things are moving along smoothly. She said that there was some hesitancy when it came to the measurable performance goals. Ms. Contiguglia said that most of the policies were revised with a great deal of concentration last year.

**REPORT FROM THE JOINT AUDIT COMMITTEE**

Ms. Verrier said that AIDA will be performing an internal audit and had invited the audit committee to participate for a possible CCIDA internal audit. The AIDA audit will be moving forward with the purpose of looking at policies and procedures in depth. The joint committee would like to bring in an intern to do the legwork. The next steps will be to address any costs involved in an internal audit and then the audit committee would draft a framework for the intern to follow. The board agreed that they would like to do an internal audit.

Mr. Lattimore asked if it was required, and Ms. Verrier said it was taken out of the Audit and Finance Committee charter. Mr. Latanyshyn suggested that one be done every two or three years.

#### DRAFT CEDA CONTRACT

Contract discussions were tabled until January.

#### FINGER LAKES RAIL ROAD

RESOLUTION OF THE CAYUGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY AUTHORIZING THE UNDERTAKING OF A MODIFICATION TO A CERTAIN LEASE AGREEMENT (AS FURTHER DESCRIBED HEREIN) WITH FINGER LAKES RAILWAY CORP. (THE "COMPANY") ALONG WITH THE EXECUTION AND DELIVERY OF RELATED DOCUMENTS

Mr. Fish said that the negotiations centered on changing the PILOT from a sale-lease to a lease-lease back, but also adjusted the payment structures to increase both revenue to the municipalities and to the IDAs. Mr. Fish said all six IDAs were scheduled to take action at their December meetings except for Seneca County, which was tied up with its casino project. Motion to vote on the Finger Lakes Rail Road resolution by Ms. Contiguglia; seconded by Mr. Marshall.

The question of the adoption of the foregoing Resolution was duly put to a roll call vote, resulting as follows:

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

The Resolution was thereupon duly adopted.

#### OFFICER NOMINATIONS

Mr. Marshall said that the nominating committee had met and were recommending the following appointments: Mr. Lockwood, Chair; Mr. Lattimore, Vice Chair; Mr. Latanyshyn, Secretary/Treasurer; Mr. Fish, Executive Director; Ms. Verrier, Acting Treasurer, Ms. Milewski, Acting Secretary and Mr. Miller and Mr. Galbato remain as attorneys. Ms. Contiguglia explained that the current slate of officers seemed to be working well. Motion to approve officer nominations by Mr. Latanyshyn, seconded by Mr. Runkle. All present voted in favor, motion passed.

#### POLICY RATIFICATION

RESOLUTION OF THE CAYUGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (i) RATIFYING CERTAIN PRIOR-ADOPTED POLICIES, STANDARDS AND PROCEDURES IN CONNECTION WITH THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005; AND (ii) RATIFYING CERTAIN AGENCY POLICIES AND PROCEDURAL MATTERS IN FURTHERANCE OF THE PUBLIC AUTHORITY REFORM ACT OF 2009.

Ms. Verrier said that all policies have been reviewed by committees and no amendments have been proposed. Motion to reinstate all policies as they stand now by Mr. Runkle; seconded by Ms. Contiguglia.

The question of the adoption of the foregoing Resolution was duly put to a roll call vote, resulting as follows:

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

Gina Speno [ x ] [ ] [ ] [ ]

Joseph Runkle [ x ] [ ] [ ] [ ]

The Resolution was thereupon duly adopted.

UPCOMING EVENTS

Mr. Fish reviewed the upcoming events with the board.

ADJOURNMENT

Motion to adjourn at 12:49 pm by Mr. Lattimore; seconded by Ms. Speno. All members voted in favor, motion passed.

The next CCIDA Regular Meeting will be held at 4 pm on January 19 at the Chamber of Commerce.

Respectfully submitted,  
Michelle Prego-Milewski