

**Cayuga County Industrial Development Agency Meeting
Cayuga County Chamber of Commerce, First Floor Conference Room
February 18, 2016 at 4 pm**

Chairman Ray Lockwood called the meeting to order at 4:13 pm, noting that there was a quorum present.

ROLL CALL

Present: Ray Lockwood, Joseph Runkle, Paul Lattimore, Carol Contiguglia.

Excused: Gina Speno, John Latanyshyn, Herb Marshall

Others Present: Michelle Milewski (CSS); Tracy Verrier & Maureen Riester (CEDA)

MEETING MINUTES

Mr. Lattimore moved to accept the January 19 meeting minutes; seconded by Ms. Contiguglia. All members voted in favor; motion passed.

PARCEL RFP

Ms. Verrier asked the board if they were interested in developing an RFP for planning and engineering services to complete a generic environmental impact statement (GEIS) and master site plan on the remaining industrial park parcels. She explained that such an effort would get the parcels closer to being shovel ready because it would provide conditional SEQRA approval to future projects. The board was interested, but asked if there would be duplication with previous work completed. Ms. Verrier is checking with the county to ensure there aren't already GEIS on any of the parcels. She said a lot of work has already been done, but she believes the GEIS would require additional work. Ms. Verrier said the staff will draft an RFP for board review within a week or two. She hopes to have responses by the April meeting. Mr. Lattimore wanted to make sure that all responses and documents are to be owned by CCIDA, and she said that would be included in the RFP. Ms. Verrier added that the board will need permission from property owners for parcels CCIDA is not currently in ownership of.

BILLS AND COMMUNICATIONS

Ms. Verrier said the only bill was from the CEDA Annual Meeting.

She said that the staff had received correspondence from Steve Lynch. He informed staff that the State Attorney General's office is looking for information about Saratoga Cheese and would like documentation of the project since there was money granted for infrastructure development but the company never moved forward with the project. She added that the infrastructure work had been done anyway, which helped with the development of CMI. Ms. Contiguglia asked that Ms. Verrier ensure that no proprietary documents are shared. Motion to supply the Attorney General's Office with documentation regarding Saratoga Cheese by Mr. Lattimore; seconded by Mr. Runkle. All members present voted in favor; motion carried.

REPORT OF THE TREASURER

Ms. Verrier said that there was nothing unusual to report on the budget. She noted that the 2015 taxes came in low, but anticipated that 2016 would be high due to a glitch in the billing for one of the special districts this year. Mr. Lattimore asked if the organization was exempt, and Ms. Verrier said CCIDA does not pay regular property taxes, but is required to pay special district taxes. She explained that companies in PILOTs also pay regular special district taxes. Ms. Verrier noted that she had made a PILOT disbursement, and the last disbursement for the 2016 county and town PILOTs would be completed the following day.

INFORMANYLITICS

Ms. Verrier explained that this is an online cost-benefit analysis tool that many IDAs are using that the ABO likes, but that is not required. She said that it includes tools that CEDA does not have such as additional multipliers and indirect benefits. Ms. Verrier said that the EDC recommends the tool because it's consistent. She said it won't really save any labor, but she would use it if it was available.

Mr. Lattimore asked how much it costs, and Ms. Verrier said that it has a \$2,500 set up fee and the annual maintenance fee would be tiered based on the number of projects analyzed. She suggested that CCIDA and AIDA could split the cost and the program would live with CEDA. She added that AIDA was not particularly thrilled, but was open to it if CCIDA signed up. Mr. Lockwood asked if Ms. Verrier wanted it, and she answered that she has no preference. Ms. Contiguglia asked if this would cause any friction with AIDA, and Ms. Verrier said it would not because the costs would be split based on how many projects each IDA had. Mr. Lockwood wanted to know if it was mandatory and Ms. Verrier said it isn't. She said it may be a good idea if the board started getting more projects.

Mr. Lattimore asked if the program could track PILOT job requirements, and if not, how staff is monitoring them. Ms. Verrier stated that companies report on their jobs annually and that a new best practice is to review payroll filings to confirm the reported numbers. She said the CEDA staff is trying to visit PILOT companies annually, but isn't sure the companies would be happy about sharing their payroll filings. Mr. Lattimore asked about claw backs, and Ms. Verrier responded that most of the newer PILOTs have them.

The board elected not to use informANALYTICS, but asked Ms. Verrier to bring it back if it does become necessary or desired.

JOINT AUDIT COMMITTEE

Ms. Verrier said that the two IDA audit committees will be meeting the following day to further discuss the internal audit. She stated they seem to have a particular interest in looking at PILOT compliance. The committee is still in its early stages of planning the internal audit.

LOGGING OF THE INDUSTRIAL PARK

Ms. Verrier said that the logging will be put on hold for now considering the potential GEIS and master site plan work. She hopes that work will include an implementation strategy for dealing with the wooded areas. She said that efforts regarding logging up to this point have not been very successful. She explained that one forester did walk through the area, but did not provide an inventory as was expected. He did say that the sale of the lumber probably wouldn't fully cover the cost of the logging, but would offset it some. Ms. Verrier also noted that the logging companies have not been very responsive. Mr. Lattimore asked if there are any hardwoods, and Ms. Verrier said that there are some but it's mostly brush and firewood. She said that the forester recommended leaving a tree line, and that a farmer can farm the land before it is developed. Ms. Contiguglia asked how removing the trees would affect the soil absorption, and Ms. Verrier said that would hopefully be addressed by the GEIS/master site plan work.

CONFLICT OF INTEREST

Ms. Verrier handed out the Fiduciary Acknowledgement/Conflict of Interest Statements and asked the board to review, sign and return them.

CEDA STAFF UPDATE

Ms. Riester discussed the progress with potentially acquiring additional land for the Marinara project. She said there could be some issues with water or wetlands. Ms. Riester said the staff and Mr. Lockwood had met with the current property owners and presented several options, but said the original asking price was too high. She said a portion of the parcel in question would be sold to project Marinara, and the rest would be controlled by CCIDA for a number of years. She said that if the land was sold for a CCIDA project, the proceeds would be shared between the property owners and CCIDA. Mr. Lockwood added that the owners seemed interested in parting with the whole property rather than just a portion. He asked Ms. Riester how the meeting with Doug Kierst went, and she said that he has gone out and walked the land. Mr. Lattimore said that the board would rather own all of the land instead of leasing, but do not have the funds to purchase it. Mr. Lockwood agreed purchasing the whole piece of land would deplete CCIDA's funds, but noted that proceeds from the sale of the land would offset the lease costs. Ms. Riester noted that if an upcoming project were to locate there it would make the property more attractive.

Ms. Riester touched on the CEDA Annual meeting. Mr. Lockwood said he was surprised that a study showed that downtown could use more restaurants.

Mr. Lattimore asked if anything had changed with the vacant State St. property. Ms. Verrier said the City Council will be revisiting that topic at the upcoming meeting.

Mr. Lattimore asked how things are going with FLRR, and Ms. Verrier said that the deal has closed in escrow pending approval from regulating bodies.

Ms. Riester asked the board to let her know of any businesses looking to relocate or any buildings for sale. She is also looking for SCORE mentors. Mr. Lattimore asked about McQuay and Bombardier and Ms. Riester said that she had heard Bombardier may be moving in the right direction. Mr. Lattimore asked Ms. Riester if she could find out if Bombardier is a brownfield.

UPCOMING EVENTS

Ms. Riester reviewed the upcoming events.

ADJOURNMENT

Motion to adjourn at 5:18 pm by Mr. Lattimore; seconded by Mr. Runkle. All members voted in favor, motion passed.

The next CCIDA Regular Meeting will be held at 4 pm on March 15 at the Chamber of Commerce.

Respectfully submitted,
Michelle Prego-Milewski