

**Cayuga County Industrial Development Agency  
Regular Meeting  
First Floor Conference Room  
2 State St.  
Auburn, NY  
March 21, 2017 at 4:00pm**

Chairman Ray Lockwood called the meeting to order at 4:06pm, noting that a quorum was present.

**ROLL CALL**

Present: Ray Lockwood, Paul Lattimore, Herb Marshall, Gina Speno, John Latanyshyn, Grant Kyle, Andrew Rindfleisch

Others Present: Tracy Verrier (CEDA); Joe Sheppard (CEDA); Maureen Riester (CEDA); Mary Beth Leeson

**MEETING MINUTES**

Mr. Marshall moved to approve the minutes of the February 21, 2017 Regular Meeting; seconded by Mr. Kyle. All members present voted in favor, motion carried.

Mr. Lattimore moved to approve the minutes of the February 21, 2017 Governance Committee Meeting, seconded by Mr. Kyle. All members present voted in favor, motion carried.

**NEW BUSINESS:**

Mr. Lockwood moved new business up in the agenda and introduced Mary Beth Leeson from Cuddy and Ward.

Audit Committee Report: Mary Beth Leeson (Cuddy and Ward) provided the board with an overview of the 2016 Financial Audit. Ms. Leeson noted that both total and current assets were less than the previous fiscal year, explaining that the environmental studies were added into the land and building inventory rather than being counted as an expense. She also noted that undisbursed PILOT payments from A1 pumping were present and funds from Ontario Realty had not yet been disbursed. Ms. Leeson continued by stating that revenues were down, including project fees, as there were no land sales or large projects that came before the Board in fiscal year 2016. She also noted that total expenses were down because there was no longer any grant expenses, but legal expenses were higher because of the Ontario Realty collection, explaining that the \$24,000 in cash loss went towards operational expenses. Mr. Marshall asked how the value of investments in land were determined. Ms. Leeson explained that they were based on historical costs, and not the Fair Market Value. Mr. Lattimore asked about regulations related to the audit process. Ms. Leeson explained that the partner responsible for the audit needed to change every five years, but the firm could stay the same. Ms. Verrier noted that this is the last year of the current contract with Cuddy and Ward and that auditing services would need to go back out for bid this year.

Mr. Marshall made a motion to approve and accept the 2016 Audited Financial report as presented, seconded by Mr. Latanyshyn. The motion was put to a roll call vote and recorded as follows:

	Yea	Nay	Absent	Abstain
Paul Lattimore	X			
Andrew Rindfleisch	X			
John Latanyshyn	X			
Raymond Lockwood	X			
Herb Marshall	X			
Gina Speno	X			
Grant Kyle	X			

The motion carried.

## **BILLS AND COMMUNICATIONS:**

Mr. Sheppard presented bills from Bergmann Associates, and NYSEG totaling \$764.44. Mr. Lattimore asked if the Bergmann bill was for the Environmental Studies, which Ms. Verrier confirmed. Ms. Verrier stated that she spoke with NYSEG about the availability of various economic development discounts. She stated that NYSEG told her that the current billing is being done in the most cost effective way. She continued by noting that currently sales tax is being charged and all the necessary tax exemption paperwork would be sent to eliminate this from future billings. Mr. Latanyshyn moved to pay the bills, seconded by Mr. Kyle. All members present voted in favor; motion carried.

## **REPORT OF THE TREASURER**

Mr. Sheppard reviewed the budget report as well as the current PILOT Invoice and Disbursement Report. Mr. Sheppard explained that he would be transferring \$3500 from the Generations Savings account to the Generations Checking account to avoid future fees for going below the \$2500 minimum account balance. He noted this amount covers the 2017 budgeted NYSEG payments. Mr. Sheppard noted that payments from Cayuga Milk, D&W, and Johnston Paper had been received and that they would be disbursed following this meeting. Mr. Sheppard also noted that they had received payment from Inns of Aurora that afternoon and that following the April meeting it would be disbursed. Mr. Latanyshyn moved to accept the Report of the Treasurer; seconded by Mr. Marshall. All members present voted in favor, motion carried.

## **UNFINISHED BUSINESS:**

Governance Committee Report: Ms. Verrier provided a report from the Governance Committee meeting. She stated that the meeting mainly revolved around goal setting and adjusting the performance goals for 2017. She noted that the goals are currently concerned mainly with meeting compliance requirements, explaining that as we are now meeting compliance requirements it would be a good time to adjust the goals. Ms. Verrier directed the attention of the board to the revised Mission Statement and the proposed new goals, explaining that they were now focused more on Government Relationships, Training, Reporting Consistency, Nominating Procedures, and Compliance. Ms. Verrier also noted that she had posted the Activity Dashboard, which CEDA uses to track activity, onto the board section of the website and that after it is presented to the CEDA Board of Directors it will be updated.

Mr. Lattimore moved to accept the revised Mission Statement and new Performance Measurements; seconded by Mr. Rindfleisch. All members present voted in favor, motion carried.

Ms. Verrier noted that both Mr. Kyle and Mr. Rindfleisch would need to take the ABO Governance Training within a year of their placement on the Board and explained what the training entailed. Mr. Lattimore asked if those who have already completed the training needed to retake it at any time. Ms. Verrier stated that it should be redone every couple of years and that dates of the next training sessions will be sent out to the Board.

## CEDA Staff Update:

Ms. Riester provide an update to the Board on Project Marinara. Mr. Lattimore asked if Marinara was the same agriculture project under consideration in Onondaga County. Ms. Riester stated that it was not and that she is presently trying to find another location for Marinara to build on, expressing her concern that they may move to another county. Mr. Marshall asked what characteristics Marinara is looking for in a site. Ms. Riester noted relatively flat topography and size were important factors.

Ms. Riester continued by noting that she has had companies reach out to her interested in rail accessible properties, requesting that if anyone has any information on 5-10 acres of rail accessible land to let her know. Ms. Riester also provided updates on the Cayuga County Public Utility Service Agency (CCPUSA) and Solarize CNY. Mr. Lattimore asked if the Auburn Power Authority was still active. Ms. Riester noted that they longer existed. Ms. Riester also provided updates on various development inquiries she'd received. At Mr.

Lattimore's request, Ms. Verrier and Mr. Rindfleisch provided updates on the Tessy project occurring at the previous McQuay facility, noting that Tessy had started moving product into the building. Per Mr. Latanyshyn's inquiry, Mr. Riester noted that the 84 Lumber site is under lease until 2018 and that NYSEG is currently using it as storage and a staging ground. Per Mr. Kyle's inquiry, Ms. Verrier provided an update on NUCOR and their interest in rail, noting that they have not been able to secure funding. Mr. Kyle noted that if they were successful in finding, approximately 30 acres of space would open up near the former International Harvester facility.

Mr. Lattimore asked about the sewer issues at the Aurelius Industrial Park. Ms. Verrier stated that Cayuga Milk Ingredients had provided reports regarding the sewage meter to the Town of Aurelius for review and are in the process of having an engineer look at the slope of the line.

Mr. Lattimore asked about Grober and if they were operating yet. Ms. Verrier noted that they are behind schedule on construction, but are hoping to be fully operational by June. She noted that they were having the same issue that CMI had during construction in terms of bedrock, but are close to completion.

#### **EXECUTIVE SESSION:**

Mr. Marshall made a motion to enter executive session to discuss matters involving the proposed acquisition, sale or lease of real property; seconded by Mr. Latanyshyn. All members present voted in favor, the motion carried. The Board entered into Executive Session at 4:54pm.

Mr. Marshall made a motion to exit executive session, seconded by Mr. Latanyshyn. All members voted in favor. The Board exited executive session at 5:30pm.

#### **NEW BUSINESS (cont.):**

Upcoming Events: Ms. Verrier provided information on upcoming events.

Motion to adjourn made at 5:30 pm by Mr. Marshall, seconded by Mr. Latanyshyn. All present voted in favor, motion passed.

Respectfully submitted,  
Joseph Sheppard

Next regularly scheduled meeting: Tuesday, April 18, 2017 at 4:00pm