

# **COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY**

**May 31, 2018**

## **MEETING MINUTES**

### **CALL TO ORDER**

Board Vice Chairman, Jeffery Joyner, called to order the meeting of COIDA at 8:02am at the Otsego Now offices located at 189 Main Street, 5<sup>th</sup> floor, Oneonta, NY. Voting members present were Jeffery Joyner, Craig Gelbsman, Jeffrey Lord, Patricia Kennedy, Tom Armao, Cheryl Robinson, and Andrew Marietta (arrived at 8:11am).

Also in attendance were Otsego Now staff members, CEO Jody Zakrevsky and Administrative Director Meaghan Marino, agency counsel Kurt Schulte, bond counsel Joe Scott, Otsego County Chamber of Commerce President Barbara Ann Heegan, Bryan Shaughnessy and Albert Colone.

### **CHAIRMAN'S REMARKS**

Chairman Richmond Hulse Jr. was absent from the meeting, as such, Vice Chairman, Jeffery Joyner presided over the meeting. J. Joyner welcomed the board members and guests and moved immediately to the agenda with the Treasurer's Report

### **TREASURER'S REPORT**

Treasurer, J. Lord, briefed the board on May's Audit & Finance Committee meeting. He briefly discussed some of the items the committee reviewed from the amended budget. The 2017 audit is completed and that was Otsego Now's biggest expense for April 2018. Another large expense was the fee for a contract with the Center for Governmental Research, for their program InformAnalytics, which provided the cost benefit analysis for Corning's PILOT project, and for all their projects in the future.

### **BILLS TO BE PAID**

M. Marino provided a report reviewing the bills to be paid, and the deposits that have been made since the Audit and Finance Committee meeting on May 10<sup>th</sup>. There was a deposit made from Philadelphia Insurance regarding a damaged soccer net, owned by the IDA, but being used by the Oneonta Youth Soccer Association. There was a question of whether the IDA should have the net repaired themselves or give the money to the OYSA to repair the damage. Ultimately, the board decided to have the OYSA fix the net and bill the IDA. T. Armao made a motion to pay the bills. P. Kennedy seconded the motion, and the motion was approved by all members.

## COMMITTEE REPORTS

### ❖ GOVERNANCE COMMITTEE

Governance meetings are quarterly. There was no Governance meeting in May 2018.

### ❖ AUDIT AND FINANCE COMMITTEE

The Audit and Finance Committee meeting was held on May 10<sup>th</sup>. Please refer to the ‘Treasure’s Report’, as the report for the Audit and Finance Committee.

### ❖ PROJECTS COMMITTEE

The Projects Committee meeting took place on May 10<sup>th</sup>. The board was given a draft version of the meeting minutes from that meeting as a reference for the project activities for April. Projects Committee Chair, C. Robinson, briefly spoke about her productive meeting with Nick Savin, BOCES Superintendent, and Otsego County Chamber President, Barbara Ann Heegan, regarding the Coditum project. J. Zakrevsky explained that there is funding he will try to secure for the Coditum project.

## CORNING ENTERPRISES

Bond Counsel, Joe Scott, discussed several documents pertaining to the Corning PILOT project.

- Project Synopsis – J. Scott advised the board of what action has been taken on the project prior to this point and highlighted the PILOT abatement schedule. The schedule is not a deviation from the agency’s Uniform Tax Exemption Policy. The synopsis also went over the details of the proposed straight lease transaction.
- Cost Benefit Analysis – J. Zakrevsky went over the Cost Benefit Analysis for Corning Enterprises. The analysis was prepared by CGR’s InformAnalytics using information provided by J. Zakrevsky. The report estimates the impact that a potential project will have on the local economy.
- Short Environmental Assessment Form – J. Scott went over the Short EAF completed by Corning. This form detailed the expansion of their existing site.

## CEO’S REPORT

J. Zakrevsky updated the board on the following projects:

- 42213 MV Food and Beverage Innovation Study – M. Marino completed the grant reimbursement and sent it out last week. Reimbursement could take 2-3 months, depending on their review process and if ESD requests any additional documentation.
- 56899 Oneonta Airport Study – RFPs are being advertised for the Oneonta Airport study on the Otsego Now website. McFarland Johnson Engineers and BCA Engineers have expressed

interest in submitting a proposal. The City of Oneonta Finance Department also provided Otsego Now with current income and expenditures for the airport.

- Cooperstown WiFi Project – J. Zakrevsky arranged a conference call between MidTel and the NYS Dormitory Authority. J. Zakrevsky will keep the board apprised of what comes.
- NYSEG – NYSEG has agreed to the following items:
  - They will serve Pony Farm Road and the Rail Yards. They requested Brooks natural gas usage, which has been provided. NYSEG will build a reinforcement pipeline from Winnie Hill Road to the Pony Farms site. J. Zakrevsky is hoping to have a signed agreement within the next month
  - They will increase the diameter of the DeRuyter Pipeline from Norwich to Oneonta, as originally planned.
- Pony Farm Appraisals – Snowdon completed their property appraisals on four properties in the Oneonta Business Park.
- Custom Electronics – The NYS Office of Homes and Community Renewal approved the pre-application that Otsego Now submitted for Custom Electronics on behalf of the Town of Oneonta for a \$750,000 small cities grant. J. Zakrevsky will now submit a full application for funding.
- Upstate Revitalization Initiative – J. Zakrevsky is interested in submitting a grant application under the Upstate Revitalization Initiative program for both the NYSEG gas distribution initiative, as well as the Brooks Bottling expansion. Both Camoin Associates and Crawford Associates and Engineers submitted RFPs to assist J. Zakrevsky with the development of the grant application. J. Zakrevsky explained that a contract with both engineering firms would be on a time and material basis only. Board members advised that any contract signed with Crawford Associates and Camoin Associates should be capped at \$5,000.
- CADE/Southern Tier 8 – J. Zakrevsky sent a draft lease to Southern Tier 8 to rent a small office in the Otsego Now offices. Southern Tier 8 will rent the space for \$100/month - \$1,200 in yearly income. CADE will also be moving into the Otsego Now offices and will lease the mezzanine space for \$1,050/month - \$12,600/year; of which the property owner, Melex, will collect 40%, or approximately \$400/month - \$4,800/year.

## **RESOLUTIONS AND MOTIONS**

### Approving SEQR Resolution

J. Scott presented the SEQR Resolution to the board for approval. This resolution determines the action to undertake the project for the benefit of Corning Incorporated will not have a significant effect on the environment. J. Lord made a motion to approve the SEQR resolution. C. Robinson seconded the motion, and the motion was approved by all members.

### Approving PILOT and Sales Tax

J. Scott presented the approving resolution for the Corning Incorporated Project. This resolution authorizes the execution of documents in connection with a lease/leaseback transaction for a project for Corning. C. Robinson made a motion to approve the PILOT and Sales Tax resolution. J. Lord seconded, and the motion was approved by all members.

### Authorizing Contract with Crawford Associates Engineers for Grant Submissions

This resolution authorizes Otsego Now Chairman to sign a contract with Crawford Associates Engineers to work with Otsego Now on grant submissions under the Upstate Revitalization Initiative. The contract would be on a time and material basis and would not exceed \$5,000. T. Armao made a motion to approve. J. Lord seconded, and the motion was approved by all members.

### Authorizing Contract with Camoin Associates Engineers for Grant Submissions

This resolution authorizes Otsego Now Chairman to sign a contract with Camoin Associates to work with Otsego Now on grant submissions under the Upstate Revitalization Initiative. The contract would be on a time and material basis and would not exceed \$5,000. T. Armao made a motion to approve. J. Lord seconded, and the motion was approved by all members.

## **NEW BUSINESS**

- Roundhouse Road – J. Zakrevsky brought up the subject of paving a section of Roundhouse Road. The IDA would have to pay prevailing wages to pave the road. Because the Rail Yards are their own entity, he wondered if the Rail Yards would have to pay prevailing wages; Or if the OCCRC would be subject to prevailing wages. Bond counsel, Joe Scott, advised that he would do research and investigate the matter further, but his opinion is that they would have to pay prevailing wages. Several board members expressed concern about the large expense to pave the road and the potential of having to move the road once Delaware Engineering completes the SEQOR and provides site plans. C. Robinson recommended checking with Delaware Engineering to make sure they are still on track with their timetable. J. Zakrevsky proposed the idea of paying for the materials (asphalt, etc.) and having the city do the work with their pavers and city crewman. J. Zakrevsky will meet with the city and provide an update at the June Project Committee meeting.

## **UNFINISHED BUSINESS**

- County Board Presentation – A. Marietta reminded the board that J. Zakrevsky would be presenting to the Otsego County Board on the morning of June 6<sup>th</sup>. He advised that it would be a good opportunity for J. Zakrevsky to go over Otsego Now's priority projects, so that the IGA could consider giving Otsego Now Community Development funds. Some projects to consider would be the Schenevus Park study, Pony Farm expansion, and Coditum.
- IDA Board Appointment – A discussion ensued regarding the open position on the IDA board after Sarah Harvey's recent departure. A. Marietta advised that Otsego County Board Chairman, Dave Bliss, has begun the discussion of who could join the board. As of now, no one has been suggested to current IDA board members. Several board members recommended finding someone who can bring a new set of skills to the board, or someone who could be a greater asset to J. Zakrevsky with the several projects Otsego Now is working on. C. Robinson reminded the board that past CEO, Elizabeth Horvath, had created a skills analysis of all the board members, and if M. Marino could find it, it could be beneficial in choosing a new board member. T. Armao suggested Otsego Now hire another staff for additional help on projects. J.

Zakrevsky advised that he is open to the idea but would like to create an analysis to see what type of compensation we could provide to add another staff member.

- Open House – A. Marietta questioned if anything had developed regarding Otsego Now's annual meeting. After a brief discussion, it was decided that it would be wise to hold an open house after the new tenants have moved into the Otsego Now office. Board members recommended September, due to the busy nature of August. Projects Committee will begin planning the open house in their committee meetings.

## **ADJOURNMENT**

There being no further business to discuss, C. Robinson motioned to adjourn the meeting at 9:02am. T. Armao seconded, and the meeting was adjourned.

## **UPCOMING MEETING SCHEDULE**

- Audit & Finance Committee Meeting / Projects Committee Meeting – June 14<sup>th</sup>, 2018 at 8:00am.
- COIDA/OCCRC Board Meeting – June 28<sup>th</sup>, 2018 at 8:00am.

**\*All meetings are held at the Otsego Now offices at 189 Main Street, Oneonta, NY. 13820**