

Projects Committee Meeting
August 11th, 2022
8:00 A.M.

**Cheryl Robinson, Chair • Tom Armao, Vice Chair • Patricia Kennedy • Andrew Marietta
Jeff Joyner • Jeff Lord • Craig Gelbsman • David Rowley • James Seward**

**Jody Zakrevsky, CEO • Meaghan Marino, Director of Finance and Administration •
Joseph Scott, Bond Counsel • Kurt Schulte, Agency Counsel**

1. Chairman's Comments
2. Approval of July 14th Projects Committee Minutes
3. Review Project Trackers
4. Review Director's Report
5. New and Unfinished Business
 - Leasing of Office Space
 - Discussion on Business Parks

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**PROJECTS COMMITTEE
July 14th, 2022
MEETING MINUTES**

CALL TO ORDER

The COIDA and OCCRC's joint Projects Committee meeting was called to order at 7:59am at the Otsego Now offices at 189 Main Street in Oneonta, NY. Members present included:

Cheryl Robinson
Patricia Kennedy
Jeffrey Lord
Craig Gelbsman
Andrew Marietta (v)*

Tom Armao
David Rowley
Jeffery Joyner
James Seward

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Dir. of Finance and Admin.**

(v) – virtual – board members attending the meeting virtually are ineligible to vote on items and not counted towards a quorum.

*arrived after start of meeting.

CHAIR'S REMARKS

Projects Chair, C. Robinson, moved immediately into the agenda.

MEETING MINUTES

C. Robinson requested a motion to approve the June 9th Project Committee meeting minutes. Committee members were given a draft copy of the minutes prior to the meeting for review. There being no corrections to be made, T. Armao made a motion to approve the meeting minutes. J. Seward seconded the motion, and the motion was approved by remaining board members.

CEO REPORT OF PROJECTS

J. Zakrevsky recapped some of his activities since the June Projects Committee meeting until now. He also provided members with a detailed update of some of the IDA's priority projects. The following topics were discussed in greater detail:

- **Oneonta Rail Yards** – J. Zakrevsky advised that Norfolk Southern has requested a meeting with the agency to assist with marketing efforts for the Rail Yards. C. Robinson requested that J. Zakrevsky report back to the board with more information on who they're marketing to and what their marketing strategies are. J. Lord noted that Norfolk Southern has come to the agency in the past and advised that the Rail Yards didn't have enough rail siding and that lumber would be the only likely export out of the Rail Yards. He asked what has changed. J. Zakrevsky noted that they haven't been here in over four years, so they likely want to come to reassess the inventory along the tracks. J. Joyner noted the shift in the shipping industry and the lack of drivers for long-haul routes, which could be an opportunity for rail.
- **Richfield Springs (RS)** – J. Zakrevsky advised that K. Schulte, counsel attorney, submitted his opinion letter to EDA that the IDA owned the Richfield Springs property. J. Zakrevsky is also following up with J. Scott, bond counsel, to get an update on the water/sewer district agreements that Hodgson Russ, LLP. has been working on. J. Zakrevsky is also working on another ARC grant application, which should be finished next week, for additional funding for this project. Southern Tier 8 provided comments on the application, which J. Zakrevsky is implementing into the final application. C. Robinson expressed a desire to have each grant listed out individually in the project trackers with status, amounts, uses, and conditions/requirements. J. Zakrevsky is also trying to get a meeting with Senator Oberaker and NYSEG to discuss the gas line extensions for this project. Without the gas line extensions cleared up, D. Rowley asked for the status of the bid documents. J. Zakrevsky advised that the project will likely go to bid without the gas extensions. Because the bids need 60-day advertisement, construction likely will not begin until Spring.

NEW/UNFINISHED BUSINESS

- **Oneonta Business Park** – J. Zakrevsky advised that SHIPO is reviewing the archeological documents for the Oneonta Business Park, and we should hear back from them soon. J. Zakrevsky also advised that there has been discussion of a sports dome being donated to the IDA, which could potentially go in the Oneonta Business Park so that it would be visible from I-88. A dome would also alleviate the need to mitigate the archeological areas in the park.
- **Systematic Power Manufacturing/IOXUS** – The IDA, with the Town of Oneonta as the applicant, was awarded \$750,000 for the IOXUS' expansion through CDBG funding.
- **Marketing Campaign** – J. Zakrevsky noted that we received an updated proposal from Paperkite for continued marketing efforts. The proposal was sent out to committee members prior to the meeting. The campaign is broken into two components; the lifestyle campaign for individuals looking to move, and the business campaign for businesses looking to start or relocate here. J. Zakrevsky recommended keeping a small part of the lifestyle campaign going, as is, and recommended retargeting the business campaign from the Tri-state area to more local areas like, Utica, Albany, and Binghamton. The committee requested recommendations from Chris Quereau, who couldn't be at this meeting, but will attend the July board meeting.

- **Innovation/Acceleration Center** – C. Robinson requested a project tracker specifically for the Innovation/Acceleration Center. She also expressed concern over the hiring of a director for the center and the lack of firm commitments from the partners on this project. She requested that J. Zakrevsky work on a contract for the partners. J. Zakrevsky also expressed his desire to get all the partners together to attend a planning meeting with board members.

EXECUTIVE SESSION

D. Rowley made a motion to enter executive session with committee members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 8:48am for the following reasons: To discuss the potential sale of property. C. Robinson seconded the motion, and it was approved by all committee members present. The committee entered executive session at 8:48am.

There was no action taken in executive session.

D. Rowley made a motion to enter back into public session; C. Robinson seconded, and all members approved. The committee exited executive session at 9:00am.

ADJOURNMENT

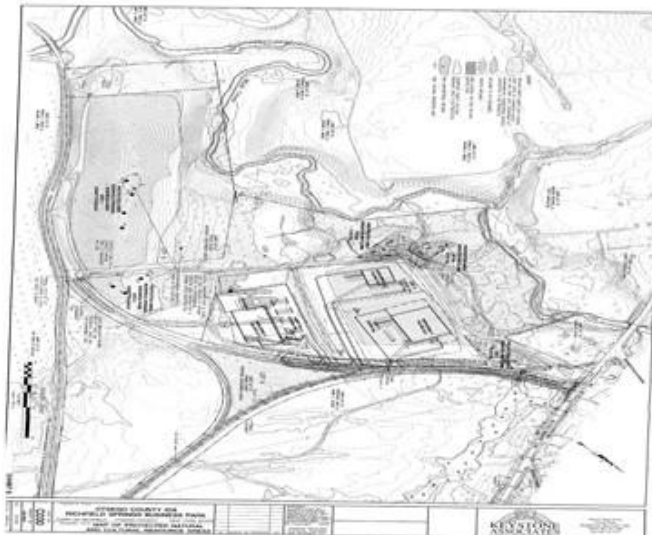
There being no further business to discuss, J. Joyner made a motion to adjourn the Projects Committee meeting at 9:15am.

UPCOMING MEETING SCHEDULE

The next Projects Committee meeting will be held on August 11th, 2022 at 8:00am.

Project Overview

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| Project Title | Richfield Spring Eco-Business Park |
| Project Description | <p>Development of Richfield Spring Eco-Business Park to accommodate Crystal Mountain Properties will develop a 22-acre business Park in Richfield Springs Otsego County with 85,000 square feet of manufacturing space in two separate buildings to house Ruby Lake Glass and Andela Products business expansions.</p> <p><i>2022 Phase: Site Development</i> The project will consist of site preparation and extension of necessary utilities to the Park, including site clearing and earthwork, construction of an access road, installation of a wastewater collection system, and extension of water service, a gas main, and electrical service.</p> |
| Key Objectives | <ul style="list-style-type: none"> • Prepare Site for Sale or Lease • Provide for at least 3 new businesses to relocate or expand into the Richfield Springs Business Park |
| Target Completion Date | August 30, 2022 |
| Estimated Total Investment | \$2,400,000 |
| Owner | Jody Zakrevsky |
| Stakeholders | Andela Products/Ruby Lakes Glass, NYS ESD |
| Status | Active |
| Project Flags/Concerns | <p>Concerns of bid prices due to covid-19 and inflation</p> <p>Concerns over NYSE&G getting public service commission approval.</p> <p>EDA questioning ARC funds as match to their funds.</p> |



IDA Objective ROI

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| Employment Impact | 15 new jobs |
| IDA Revenue (One-Time) | \$250,000 (sale of site) To Be Determine by Appraisal |
| IDA Revenue (Recurring) | \$ To Be Determined – vacant sites could be leased to companies |
| Business Relationship Impact | Low Enhancing relationship with Ruby Lakes Glass/Andela Products |
| Community Engagement Impact | Low Village and town communication through project process. |

Partnerships

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| Project Partnerships | Brett Steinberg, Project Engineer, EDA Michael N'Dolo, MRB Group Alyson Slack, MRB Group Cynthia Andela, Andela Products Jonathan Gross, Ruby Lake Glass Ken Ellsworth, Keystone Associates Mark Parker, Keystone Associates Richfield Springs Town Board Richfield Springs Village Board |
| Post Project Partnerships | IDA, the Village, the Town and Andela Products and Ruby Lake Glass |

Grant Management

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| Grant ID | 93220 (ESD) 01-01-14979 (EDA) |
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| Grant Amount | \$325,000 – NYS ESD \$1.2 million – federal EDA |
| Source Agency | NYS Empire State Development and federal EDA |
| Details | Grant funds are for sewer and water infrastructure |
| Requirements | Grant Funds can only account for 70% of total project costs. |
| Expiration Date | December 9, 2021 |

Budget and Funding

| Project Expenses | Target Amount | YTD Actual | Grant Funding Amount | YTD Actual |
|--|--------------------|------------|---|------------|
| Administrative and Legal Expenses | \$59,000 | | \$325,000 - ESD* \$1,200,000 – EDA** | |
| Architectural and Engineering Fees | \$18,000 | | | |
| Construction Supervision and Grants Management | \$100,000 | | \$875,000 – IDA*** | |
| Construction | \$1,910,000 | | | |
| Contingencies | \$313,000 | | | |
| Contingencies | \$500,000 | | \$500,000 – ARC Pending | |
| TOTALS | \$2,400,000 | | \$2,400,000 | |

*Approved

**Approved

***IDA will need to borrow \$600,000.

Does not account for any sale of property.

Project Milestones

| Project Milestones | Target Start | Target End | Status | Actual Start | Actual End |
|----------------------------------|--------------|------------|-----------|--------------|------------|
| Response to ESD Request for MWBE | 1/17/20 | 1/212/20 | Completed | | 1/21/20 |
| EDA Application Submission | 1/15/20 | 4/1/20 | Completed | 1/15/20 | 4/21/20 |

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| EDA Approval | 8/1/20 | 8/1/20 | \$1.2 Million Grant Approved | 08/28/20 | 02/28/23 |
| Water and Sewer District Creation | 10/14/20 | 3/15/21 | Started | 10/14/20 | |
| Submission of Grant Administration Plan | 10/6/20 | 10/28/20 | Started | 10/6/20 | 10/23/20 |
| Completion of Final Design | 10/14/20 | 2/15/21 | Completed | | |
| RFP for Construction Management | 5/15/2022 | 6/30/2022 | On Track | | |
| Project Milestones | Target Date | Target End | Status | Actual Date | Actual End |
| RFP for Grant Management | 2/15/21 | 2/15/21 | Hired Barton&Logi. | 11/24/21 | |
| Completion of Water and Sewer District | 5/30/2022 | | Joe Scott working on this. | | |
| Preparation of Bidding Documents | 6/3/21 | 7/15/21 | | 2/15/22 | |
| County Loan | 6/2/21 | 12/15/22 | | | |
| All Permits Approved | 2/15/21 | 4/15/21 | | | |
| Bid Construction | 6/30/2022 | | | | |
| Construction Contract Award | 7/15/2022 | | | | |
| Pre-Construction Conference | 8/15/2022 | | | | |
| Construction | 8/16/2022 | | | | |
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Activity Log

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| 8/5/2022 | Followed up with Keystone Associates to see if they have submitted bidding documents to EDA. |

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| 8/4/2022 | Joe Scott reviewed the water and sewer memorandum of agreement structure with Kurt and is looking to schedule a call with Village and Town later this week. |
| 8/1/2022 | Received required support letter from Tammy Harris, County Planning Director, for ARC application. |
| 8/1/2022 | Sent final ARC application to Southern Tier 8 for an additional \$500,000. |
| 7/28/2022 | Daniel E. Theobald of Barton & Loguidice asked Keystone Associates if there been any advancement on a submission of the bid document package to EDA? |
| 7/27/2022 | Larry Frigault is getting letters of support to extend natural gas from the Town Board, County Board Representative, Andela Products, and Fire Department. |
| 7/26/2022 | Southern Tier 8 contacted EDA and informed them the Appalachian Regional Commission (ARC) is interested in supporting this critical economic development project with a further investment of \$500,000. ARC requires a basic agency to oversee their investment. And Southern Tier 8 is requesting EDA be that basic agency. |
| 7/26/2022 | Sent quarterly progress report to EDA. |
| 7/19/2022 | Met with Senator Oberacker, Larry Frigault, and NYSEG re: Richfield Springs. NYSEG agreed to bring line extension to the NYS Public Service Commission. |
| 6/30/2022 | Contacted Ron Wheeler of Senator Oberacker Office about setting up a meeting with the Senator, the IDA, and NYSEG. |
| 6/30/2022 | Forwarded to Joe Scott that the easements should be included in the water and sewer agreements between the town, village and IDA. |
| 6/30/2022 | Kurt recommended that before construction is started, a survey should be done to establish the location of the proposed improvements to ensure they are properly within the boundary lines, setback requirements and not in any of the restricted areas as determined in the environmental studies. |
| 6/28/2022 | Received Kurt opinion letter noting that two easements and a DOT permit are still needed. |
| 6/20/2022 | Dorothy Richter of Southern Tier 8 reviewed my draft application for ARC funding for this project and forwarded me here recommended suggestions. |
| 6/12/2022 | Received the title report and bill from Harry W. Hawley, Inc. for \$1.9 million owner's policy on the Richfield property. Also attached is a bill from Oneonta Abstract for the preliminary research done on those properties. |
| 6/8/2022 | Kurt received the title report today for owner's insurance with coverage in the amount of \$1.9 million (Richfield cost of construction). |
| 5/23/2022 | Kurt Schulte is having title insurance prepared for the Richfield Springs property in order for him to sign a required EDA document that we have good title to the property. Once to title insurance is obtained and Kurt signs the required documents, the full bidding package can be forwarded to EDA for their approval. |

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| 5/23/2022 | We are applying for a \$500,000 Appalachian Regional Commission grant to assist with lowering the IDA cash commitment for the project. Applications are due in July with awards by September. |
| 5/6/22 | Baron & Loguidice responded to my request to check with Keystone Engineers and see if their bidding documents included the gas main. They will get back to me. |
| 4/26/22 | EDA Federal Financial Report Completed and Filed with EDA. |
| 4/18/22 | Cyndy Andela responded to my request for NY:SEG numbers and indicated she is reaching out to her Energy providers (Harbor Point and NYSEG) to see if she can get some assistance in putting together the information in the format that NLYSEG wants. |
| 4/15/22 | EDA Quarterly Report Completed and Filed with EDA. |
| 4/6/2022 | EDA reminder that quarterly reports are due at end of May. |
| 4/5/2022 | Asked NYSE&G if they are working with NYS PSC. |
| 3/10/2022 | Barton & Loguidice ready to bid out project. |
| 3/2/22 | Mark Parker of Keystone Associates reached out to Barton & Loguidice to inform them that final designs are complete and are ready to be bid out. |
| 3/1/22 | Barton & Loguidice confirmed they talked with EDA and the construction contracts must be with the IDA. |
| 3/1/22 | Cyndy Andela provided us with current and projected electric and natural gas usage loads. These were then provided to NYSEG and Barton & Loguidice. |
| 2/28/22 | Joe Scott reached out to see if we wanted to have the Town enter into the construction contract. I told him I didn't think we could given that the grant was awarded to the IDA. |
| 2/17/22 | Barton & Loguidice reached out to see if we had received estimates from Andela Products yet. |
| 2/16/22 | Kurt Schulte reached out to the Village and Town attorneys to inform them that Joe Scott will be working with them on the water and sewer agreements. |
| 2/15/22 | Again, reached out to Cyndy Andela regarding gas and electrics usage. |
| 2/2/22 | Richfield Town Attorney reached out to Kurt Schulte with draft water and sewer agreements. |
| 2/1/22 | Requested from Cyndy Andela new estimates for loads for both electric and natural gas. |
| 1/31/22 | Submitted formal request to NYSE&G for lateral hookup. |
| 1/31/22 | Mary Putnam of NYSEG requested Art Klingler of NYSEG to work with the engineering department to create new estimates to provide to Otsego Now. |

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| 1/27/22 | Daniel reached out to me to get our NYSEG contacts so they can follow up on the gas lateral installation. |
| 1/27/22 | EDA signed off on our quarterly report. |
| 1/26/22 | Daniel E. Theobald, of Barton & Loguidice, reached out to Keystone to arrange for construction and bidding documents and schedules. |
| 1/26/22 | Daniel completed 5 th quarterly report for my review, and after a few revisions it was forward to EDA. |
| 1/26/22 | Based on the revised projected time schedule, we notified NYS ESD about the proposed delay in finishing the project until 2023. |
| 1/24/22 | NYS ESD called to review timeline of project since they are still working with Andela Products and ESD wants to coordinate the timelines. |
| 1/21/22 | Met with K. Shulte about the water and sewer districts and how they would be funded. |
| 1/14/22 | Ruby Lake Glass is now moving out of the Utica facility since it was sold. All their equipment is in storage and they're trying to figure out plans for getting it set up again in another location for glass processing in the spring. They continue talks with Integrated Recycling Technologies (from MN). IRT went to FL first, since Andela didn't have a location and they had a site and waste glass there. They are still planning on putting a plant in upstate NY, and Andela continues working with them on that plan. |
| 12/9/21 | Town Board passes resolution directing town attorney to complete water and sewer agreements. |
| 12/6/21 | Forwarded contract information to Barton&Loguidice for attorneys being used, EDA contacts and Keystone Associates. |
| 11/26/21 | Request from Barton&Loguidice for additional documents |
| 11/24/21 | Signed contracts with Barton&Loguidice |
| 11/22/21 | Received cost for additional work requested of Barton&Loguidice |
| 11/9/21 | Received required forms by Keystone to submit to EDA |
| 10/29/21 | Submitted Quarterly Progress and Budget Report to EDA |
| 10/15/21 | Spoke with Allyson Nowak and submitted formal request for contract. |
| 10/14/21 | Reviewed RFPs with Project Committee |
| 10/13/21 | Asked Allyson Nowak of ESD where our ESD contact is – no response. |
| 10/8/21 | Mark Parker from Keystone called to apologize for the delays. He indicated that our project was a priority to finish up but they have been shut down due to a covid outbreak in their office. He indicated that it was now on the top of their list. |
| 10/5/21 | Asked Keystone for an update – no response. |

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| 10/5/21 | Asked Allyson Nowak of ESD where our ESD contact is – no response. |
| 10/1/21 | Met with Kurt Schulte regarding water and sewer districts. |
| 9/29/21 | Spoke with EDA about our request for proposals which were sent to: <ol style="list-style-type: none"> 1. Ramboll Engineers 2. Thoma Development 3. McFarland Johnson Engineers 4. GEMS Grants 5. CT Male Associates 6. Barton and Loguidice 7. JG Grant Consulting LLC <p>Of these, we only received proposals back from CT Male and Barton and Loguidice.</p> <p>He asked for us to get back to him with a recommendation.</p> |
| 9/28/21 | Asked Keystone for an update – no response. |
| 9/15/21 | Answered various questions from one of the consultants. |
| 8/27/21 | Received two proposals to administer the grant. |
| 8/23/21 | Advertised for grant administrator. |
| 8/16 -8/20/21 | Conducted discussions with various grant administrators regarding the project. |
| 8/13/21 | Various emails from Town Supervisor, board members and County Representative regarding water and sewer. It was agreed to forward documents to each attorney and Kurt to finalize agreements. |
| 8/12/21 | Reached out to eight consulting firms to see if they had any experience in administering EDA grants. |
| 8/9/21 | Cindy Andela indicated she would get the purchase offer to her attorney this week. |
| 8/5/21 | Received approval from EDA for RFP |
| 8/4/21 | Submitted revised RRP to EDA |
| 8/3/21 | Met with Mark Parker of Keystone Associates to discuss EDA requirements for bidding, having them come up with a bidding schedule, ROW's needed, and construction documents status. |
| 8/2/21 | Received approval of our quarterly progress report from EDA. |
| 7/29/21 | Submitted 3 rd quarterly progress report to EDA. |
| 7/22/21 | Forwarded draft water and sewer agreements to Kurt Schulte. |
| 7/16/21 | Spoke with EDA about draft RFP and received comments from them on what else to include. |
| 7/8/21 | Attended Village and Town Meeting on water and sewer districts. |

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| 7/8/21 | Submitted draft RFP to EDA |
| 7/6/21 | Notified EDA of county loan and discussions regarding Andela Products. |
| 7/2/21 | EDA requests next quarterly reports for July 31 st . |
| 6/24/21 | Had a discussion with NYSE&G to begin process with Public Service Commission. |
| 6/14/21 | <p>EDA wants: 1. SAC#23 Grant Administration Agreement (are you hiring a grant administrator?) 2.SAC#28 A/E Agreement for reimbursement from EDA. 3.SAC#29 Project Inspection</p> <p>For an amendments</p> <ul style="list-style-type: none"> • Reason for the delay (an explanation of the Recipient’s inability to complete or start work by the specified date in the grant award documents) • The amount of time needed to bring the project back into compliance (i.e. when you expect to start construction by, when you expect to be complete by if the end date is affected, etc.) • A statement demonstrating that the bona-fide need for the project still exists. The bona-fide need is what brought the project to EDA. If the need no longer exists then continuation of the project is no longer necessary. • A statement that no further delay is anticipated and that you will start and complete the project within the revised time schedule. |
| 6/11/21 | Sent final contract documents to EDA |
| 6/3/21 | CEO signed contact with Keystone Engineering in the amount (not to exceed) \$23,025 for construction and bidding documents. |
| 6/3/21 | June 17th will be the first meeting of the “Water-Sewer District Committee”. A meeting will be held every week until the Town and Village get the documents in a condition that they can all support and then start the process to create the district. |
| 6/2/21 | The Otsego County Board of Representatives approved a interest free \$600,000 loan to the IDA to be repaid by 12/15/22. |
| 5/20/21 | The Otsego County Administrative Committee recommended a loan to the County IDA in the amount of \$600,000 (interest free) for a one-year period. |
| 5/11/21 | Cindy Andela called to say the building she leases in Utica has just sold and the closing will be in four months. She needs to find a place asap to move Ruby Lakes Glass. She also indicated that she does not have the required cash match for the SBA 504 loan. She is willing to sign a purchase offer on the property with the condition that the park infrastructure is built and an appraisal in done to confirm the purchase price. |
| 5/11/21 | Attended the Otsego County IGA Committee meeting to discuss borrowing \$600,000 from the County’s Cares Act Funding. Allen Ruffles indicated that they have received over \$20 million in requests and all of those requests should be |

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| | reviewed by the County and priorities voted on. He also indicated that he didn't think building a new industrial park would qualify under the Cares Act. After much discussion, the IGA unanimously recommended approving a \$600,000 one year, interest free, loan to the IDA taking funding from the County's fund balance. It will go to the full board for approval on June 2 nd . |
| 5/10/21 | Allyson Nowak of ESD called to indicate they could not increase the grant amount. |
| 5/6/21 | Cindy Andela gave a summary update of where she is with her bank. Still looking at giving a SBA 504 loan. |
| 5/5/21 | Allen replied that the proposal looked good to him and needed to take it to the IGA Committee. |
| 5/3/21 | Sent Allen Ruffles a proposal and justification to borrow \$600,000 from County. |
| 4/27/21 | EDA responded that they have no reason to object to the consideration of a time extension in the future once a more definitive timeline is known but at this time, they would much prefer that we advance the project to avoid further delay. They recognize that we must fund the remaining design work and they would certainly work with you on an extension in the future once plans and specs are complete and ready for advertisement. They indicated it is too soon to submit a time extension request, but please do contact them when our timeline is more certain, and we can discuss the next steps. Any funds that we will not be able to utilize toward design due to the circumstances can be shifted around in the budget and either moved to construction or the other budget line items if additional funds are needed in those categories. They asked we please continue to advance the grant expeditiously to avoid further delay. Once we have our matching share issues resolved please keep them apprised of the outcome. |
| 4/27/21 | Met with the Mayor and the Village Board and three town board members in Richfield Springs to discuss water and sewer districts and status of project. |
| 4/26/21 | Senator Oberacker reached out to the Utica Office of ESD. |
| 4/26/21 | Sent to EDA quarterly report on Richfield Springs Business Park. |
| 4/26/21 | Cynthia Andela called to say she was meeting with her bankers the following day. |
| 4/26/21 | Keystone Associates sent a proposal to complete construction and bidding documents for the project. The fee is \$23,025. |
| 4/22/21 | Met with Senator Oberacker about trying to get NYS ESD to increase our grant by \$155,000. |
| 4/19/21 | Spoke with Allen Ruffles about the possibility of receiving a \$600,000 interest free loan from the County. |
| 4/15/21 | Spoke with Madison Wellman (Congressman Delgado's office) about getting a time extension with the EDA. |
| 4/2/21 | Spoke with Ms. Andela. She indicated her bank was interested in participating if they could get a SBA 504 loan. |

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| 3/26/21 | Offer Andela Products two of the lots for \$ 363,100. |
| 3/19/21 | Cynthia replied that Otsego Now should reach out to Congressman Delgado for more funding and that Senator Schumer indicated there was funding under the recovery act. |
| 3/17/21 | Made an offer to Cynthia to split the cost of the water and sewer improvements costing each of us \$600,000. |
| 3/8/21 | Had discussions with Town Councilman Frigault. |
| 3/5/21 | Had telephone conversation with Nick Palevsky, Town Supervisor, and Jim Hughes from Hancock and Estabrook (town attorney). |
| 3/5/21 | Had further discussions with Cynthia Andela. |
| 2/19/21 | Cynthia Andela updated that she is having her accounts get materials to banks. |
| 2/18/21 | Sent final drafts of water and sewer agreements to Larry Frigault to send to Village and Town Board members. |
| 2/15/21 | Attend Town of Richfield Board Meeting to discuss process for water and sewer districts. |
| 1/29/21 | Submitted Quarterly Progress Report No. 1 to EDA outlining lack of match for grant at this time. |
| 1/28/21 | Larry Frigault summarized his discussions with the Mayor about rates and suggest that Ken call the Mayor to discuss as well. |
| 1/28/21 | Cynthia called to let us know that she spoke with her accountant who is putting financials together to go to Key Bank as well as the Adirondacks Bank. She has also started the process of getting construction estimates for a 50,000 square foot building. |
| 1/25/21 | Meaghan and I met with Cynthia in our office to discuss the immediate need for her to secure financing for the building and matching funds for the EDA grant. |
| 1/23/21 | Ken is to get back to us on bid documents and provide a list of easements needed. |
| 1/21/21 | Cynthia got back that the estimates for her water consumption were very much over estimated and she could live with the outside user rates as proposed by the Village. I informed Ken that Cynthia was ok with the rates and to finish his report. |
| 1/21/21 | Reached out to Larry Frigault, Town Councilman, who will speak to the Village about their rates. He indicated that the Village set the higher rates for large water users in a effort to promote conservation. |
| 1/21/21 | Contacted Keystone about cost to prepare bidding documents and whether any easements are needed. |
| 1/15/21 | Forwarded copies of Ken report on proposed water and sewer rates to Cynthia Andela to see if she could afford these costs. |

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| 1/14/21 | Conference call with Ken Ellsworth from Keystone Associates discussing the major increase in cost for the sale of water to outside village users. Ken forward us the sections of his report detailing the charges. |
| 1/13/21 | Discussed with Joe Scott the calculations for bond repayments |
| 1/7/21 | Received Incentive Proposal from NYS ESD for the \$325,000 grant. |
| 1/4/21 | `Barton&Loguidice reaches out to EDA regarding bidding requirements. |
| 1/4/21 | Forwarded to K. Schulte Certificate as to Project Site, ROW, and Easements. |
| 12/29/20 | Again, asked Andela if there was any movement...not much |
| 12/29/20 | Received revised table from Joe of payments for bond issuance |
| 12/11/20 | Received from Joe a table of payments for bond issuance |
| 11/26/20 | <p>Raised the following question with Cindy Andela:</p> <ul style="list-style-type: none"> • Have you hired anyone to design the building yet? Do you have revised cost estimates? No – we haven't started any design work yet – so I haven't gotten any revised estimates, but I will be starting on this soon. • Have you updated your financials and had any meetings with banks about financing you building expansion? We're having a good year with both businesses, so I'm working with my accountants to get all the year-end planning done and years end financial and taxes in 2021 done as fast as possible too, so I have this for the banks. But I will set up some meetings now too to start getting feedback from the banks on what they need and want from us. • Any movement with your Dutch firm about becoming involved with financing? Yes – our Dutch partners are interested in backing the building for RLG. We should be finishing up our JV agreement by the end of Nov. and then the 2021 plans will be next. I think they will be planning to provide the financial backing as needed, depending on what the banks want. |
| 11/23/20 | Again, ask Joe Scott about bond issuance. |
| 11/16/20 | Received from Keystone Associates engineering reports for water and sewer for Richfield Springs as well as the draft intermunicipal agreements. |
| 11/16/20 | Sent Joe Scott proposed park layout and both engineers and NYSEG cost estimates for construction |
| 11/13/20 | Requested calculations from Joe Scott on bond issuance costs. |
| 11/9/20 | EDA Approves Grant Administration Plan as submitted. |
| 11/8/20 | Several correspondences with Town of Richfield Supervisor, Nick Palevsky, regarding the creation of a water and sewer district and memorandum of agreement between the town and village. |
| 11/5/20 | Conference call with EDA, our office and Keystone Associates. EDA sends: |

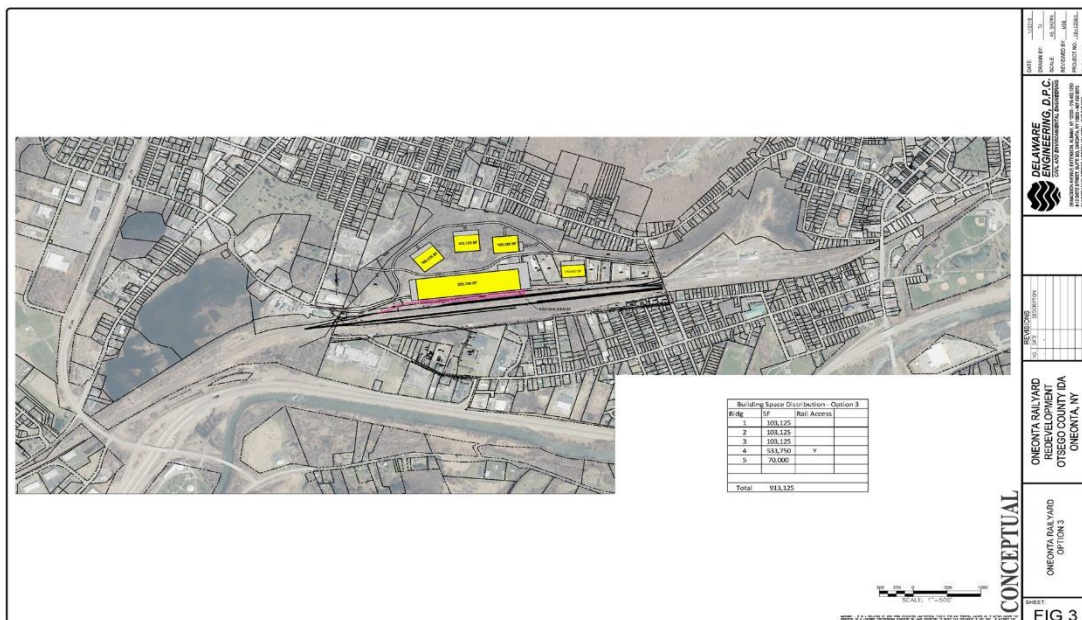
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| | <p>agenda, memo, sign-in sheet (to be returned at conclusion of call), Specific Award Conditions, CD-450 for reference and part 1 of the electronic EDA Construction Disc Files. Part 2 will be sent in a separate e-mail due to size. Both part 1 and part 2 should be unzipped and the contents transferred to a common folder (recommended name "EDA Construction Disc 2019") for your use on the grant.</p> |
| 10/26/20 | <p>The following questions were posed to C. Andela:</p> <ul style="list-style-type: none"> • Have you hired anyone to design the building yet? Do you have revised cost estimates? No – we haven't started any design work yet – so I haven't gotten any revised estimates, but I will be starting on this soon.. • Have you updated your financials and had any meetings with banks about financing you building expansion? We're having a good year with both businesses, so I'm working with my accountants to get all the year-end planning done and years end financial and taxes in 2021 done as fast as possible too, so I have this for the banks. But I will set up some meetings now too to start getting feedback from the banks on what they need and want from us. <p>Any movement with your Dutch firm about becoming involved with financing? Yes – our Dutch partners are interested in backing the building for RLG. We should be finishing up our JV agreement by the end of Nov. and then the 2021 plans will be next. I think they will be planning to provide the financial backing as needed, depending on what the banks want</p> |
| 10/23/20 | Send draft Grant Administration Plan to EDA. |
| 10/14/20 | Meeting with C. Andela, Keystone Associate and village and town officials in Richfield Springs. |
| 9/3/20 | Sent examples of municipal service agreements for water and sewer extensions to Keystone Associates. |
| 8/28/20 | EDA announces a \$1.2 million grant award to the IDA. |
| 8/27/20 | Andela Products mails check to IDA for \$2,000. |
| 8/5/20 | EDA acknowledges receipt of information. |
| 8/5/20 | Oneonta Town Supervisor forwards intermunicipal agreements with the City regarding water and sewer districts. |
| 8/4/20 | Public Comment Period ends – no comments received. |
| 7/30/20 | Meeting with Andela Products and Keystone Associates to begin work on water and sewer district creation. |
| 7/23/20 | IDA Board approved revised resolution clarifying bond issuance amount. |
| 7/16/20 | Reached out to the town supervisor regarding getting examples of water and sewer districts. |
| 7/13/20 | Regional Director from EDA submitted questions from their attorneys to us. |

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| 7/13/20 | Proof of Publication submitted to EDA for public comment period published on July 1, 2 and 3. |
| 7/2/20 | Planning Director Karen Sullivan is recommending extending our contract with Keystone Associates until April 2021 (CDBG Funds). |
| 6/29/20 | We forwarded the SEQR review record done by the Town of Richfield to EDA. |
| 6/25/20 | Detailed numbers of the breakdown of fees (bond counsel, grant administration, etc.) we supplied to EDA |
| 6/25/20 | EDA requested State Environmental Review (SEQR) Records for the project. We reached out to Keystone Associates. |
| 6/24/20 | EDA engineer Brett Steinberg requested a conference call regarding our budget numbers. |
| 6/23/20 | EDA requested we publish a notice about our intent to receive funding from EDA for public comment period. |
| 6/23/20 | EDA also requested a breakdown of our bond counsel fees, grant administration fees, and construction management fees which was responded to. |
| 6/11/20 | The U.S. Economic Development Administration (EDA) informed the Otsego County IDA that our application for investment assistance to support the Richfield Springs Eco-Industrial Business Park has been selected through EDA's competitive application review process for further consideration for funding. |
| 5/29/20 | Spoke with Cynthia Andela. She has had several zoom meetings with Dutch company about a joint venture. |
| 5/26/20 | Ryan LeoGrande of ESD requested an update on the progress of their grant. Informed him we had not yet received from the State an incentive offer which should have been mailed to us in January. Also advised him of our EDA grant submission. |
| 4/30/20 | At EDA's request, forwarded two FEMA maps showing project area. |
| 4/30/20 | NYS Historic Preservation office provides updated review letter. |
| 4/28/20 | EDA requests updated NYS Historic Preservation letter. Staff contacted the Historic Preservation Office. |
| 4/26/20 | Received back completed beneficiary forms and forwarded them to EDA |
| 4/21/20 | Full EDA application submitted. EDA confirms receipt of application. |
| 4/21/20 | EDA requests most recent audit for IDA which was forwarded to them. |
| 4/21/20 | EDA requests that Andela and Ruby Lake complete beneficiary forms which were filled out and forwarded to the companies. |
| 4/17/20 | Received feedback from Ed Hummel and changes made. |

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| 4/16/20 | Received opinion letter from Hodgson Russ regarding IDA's bonding authority for project. |
| 4/16/20 | MRB forwards completed application to Edward Hummel, regional director of EDA. |
| 4/3/20 | Reviewed and signed appendix A of the application and forwarded it to the MRB Group. |
| 3/27/20 | Sent minutes of IDA meeting to MRB Group regarding bonding for the project. |
| 3/11/20 | Received environmental narrative from Keystone Associates and forwarded it to the MRB Group. |
| 3/10/20 | Again, requested Keystone Engineering help on environmental review questions on EDA application. |
| 3/10/20 | Again, requested again Bond Counsel Letter from Joe Scott |
| 3/10/20 | Requested a meeting with Keystone Engineering and Town and village officials regarding forming water and sewer districts. |
| 2/18/20 | Requested Keystone Engineering help on environmental review questions on EDA application. |
| 2/18/20 | Requested again Bond Counsel Letter from Joe Scott |
| 2/10/20 | Received commitments letters from Andela Products and Ruby Lake Glass. |
| 2/4/20 | MRB Group reminded Andela Products it needs commitment letters. |
| 1/27/20 | Comments received back from MVEDD |
| 1/23/20 | Draft application forwarded to Mohawk Valley Economic Development District for review. |
| 1/15/20 | Draft EDA application forwarded to Otsego Now |
| 12/26/19 | Confirmed meeting for 1/8/20 with Andela Products and the MRB Group to be held in Richfield Springs. |
| 12/19/19 | The MRB Group sent the following: <ul style="list-style-type: none"> • A word document that bond counsel can turn into an opinion/letter to be attached to the grant. • The draft resolution for your January board meeting • Company letter template • The revised content (narrative) for the EDA-900-GA form |
| 7/721 | Various correspondence between EDA and our office. |
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Project Overview

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| Project Title | Oneonta Railyards Development |
| Project Description | <p>Redevelopment of Oneonta Railyards</p> <p><i>2021 Phase: Site Development</i></p> <p>While a generic environmental impact assessment has been performed on the site, no realistic site plan has been developed with could be used to market the “buildable” lots to perspective businesses. This project will develop a “master plan” for the entire site which will include buildable lots, parking lots, retention ponds, walkways and utility layouts.</p> |
| Key Objectives for 2022 | <ul style="list-style-type: none"> • Clean Up Lot 5 • Commence Community Geo-Thermal Heat Pump Feasibility Study • Market the Park Using Opportunity Exchange |
| Target Completion Date | Ongoing |
| Estimated Total Investment | \$5,200,000 |
| Owner | Jody Zakrevsky |
| Stakeholders | City of Oneonta, Otsego Now, NYS ESD |
| Status | Active |
| Project Flags/Concerns | Site Contamination – low risk |



IDA Objective ROI

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|-------------------------------------|--|
| Employment Impact | 50-100 new jobs |
| IDA Revenue (One-Time) | NA |
| IDA Revenue (Recurring) | \$x (lease of 5 buildings) |
| Business Relationship Impact | Moderate |
| Community Engagement Impact | Moderate As part of a ongoing community engagement effort, a Environmental Justice Committee has be organized and meets on a regular basis to review the master plan development. |

Partnerships

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| Project Partnerships | Michael N'Dolo, MRB Group Jane Nicholson, MRB Group Judy Pangman, City Community Development Danny Lapin, Otsego County Conservation Association Mark Davies, City Councilman Kevin Schultz, City Environmental Review Board Karl Seeley, Hartwick College Barbara Ann Heegan, Chamber of Commerce Katherine O'Donnell, Hartwick College |
| Post Project Partnerships | |

Grant Management

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| Grant ID | Project# 132,929 |
| Grant Amount | \$500,000 |
| Source Agency | NYS Empire State Development |
| Details | Grant funds are for acquisition and infrastructure investments |
| Requirements | Grant Funds can only account for 20% of total project costs. |
| Expiration Date | Fall 2022 |

Budget and Funding

| Project Expenses | Target Amount | YTD Actual | Grant Funding Amount | YTD Actual |
|-----------------------------|--|------------------|--------------------------------|------------|
| Acquisition | \$250,000 | \$250,000 | \$ | \$250,000 |
| | | | \$ | |
| Site Master Plan | \$50,000 - planned \$32,800 – awarded | \$32,800 | \$ | \$32,800 |
| | | | \$ | |
| Infrastructure Improvements | \$4,600,000 | | \$ 500,000* \$2.3 million** | |
| | | | | |
| TOTALS | \$5,250,000 | \$250,000 | \$500,000 | \$0 |

*Awarded by NYS ESD

** Planned application to Federal EDA

Project Milestones: Master Plan Development

| Project Milestones | Target Start | Target End | Status | Actual Start | Actual End |
|--------------------------------------|--------------|------------|----------------|--------------|------------|
| Engineering Proposals | 2/20/20 | 2/20/20 | Completed | 3/26/20 | |
| Railyard Master Plan Development | 4/1/20 | 8/1/20 | 100% Completed | 4/9/20 | 8/28/20 |
| Marketing of Property | 9/1/20 | Ongoing | | | |
| Commence Community Geo-Thermal Study | 4/1/22 | 5/1/23 | Just Commenced | | |
| Clean Up Site 5 | 8/15/22 | 9/15/22 | | | |
| Total Project | | | | | |

Activity Log

| Date | Activity Details |
|-----------|---|
| 6/30/2022 | Received minutes from Ramboll of June 8 th meeting – copy attached. |
| 6/22/2022 | Peter Fontana of Norfolk Southern e-mailed that he is planning on coming up to Oneonta later in the month to discuss marketing of site. |

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| 8/9/2022 | Schedule a meeting with Pete Fontana, Norfolk Southern Industrial Development Manager, for this coming Tuesday, 8/16, at 2:00 p.m. |
| 7/28/2022 | Received minutes of second meeting (copy attached). |
| 7/20/2022 | Contacted Corning's contacts for energy projects at the plant and introduced them to Steve Gras. |
| 7/20/2022 | Second meeting with NYSERDA and Ramboll on geo-thermal study. |
| 6/30/2022 | Received minutes from Steve Gras (Ramboll) of 1 st meeting. Minutes attached. |
| 6/16/2022 | Sent well development/purging logs and location maps to Ramboll Engineers for identification of depth to ground water. |
| 6/8/2022 | Zoom meeting with Rob Meimeier/Chase Mendez Totoris/Steve Grgas of Ramboll Engineers and Kerry Hogan of NYSERDA to discuss feasibility study of Geothermal Community Heat Pump System. |
| 6/6/2022 | Contacted Gannon Murphy, General Manager of Cinelease Studios to let him know what benefits the IDA could provide should they located in the Oneonta Railyards. Cinelease Studios is a unique studio management team that was created as a natural extension of the respected Cinelease and Herc Entertainment names. They have studios in Georgia, New Jersey, Brooklyn, Pittsburg and California. They are considering a location in upstate NY. |
| 5/9/22 | Project was submitted to NYS ESD who are looking for potential projects in the Mohawk Valley that might benefit from a potential Bond Act proposed by the Governor. |
| 4/29/22 | Spoke with Amanda Spellicy of Senator Schumer's office and she indicated that Corning is still considering the railyards for future growth. |
| 4/1/22 | Railyards was submitted for additional funding request for infrastructure funding from the Appalachian Regional Commission. |
| 3/28/22 | Received revised insurance from Robinson Contracting naming the IDA as additional insurance while using lot 5 as a staging area. Upon completion of street reconstruction, they will bury debris and regrade property. |
| 3/7/22 | Spoke again with Al Rubin. Went through in a little more detail their plans for the site. They expect to have a proposal to us by the end of the week. Mamco, who currently does hemp manufacturing, also might be involved. Belpointe is working with farmers from the Finger Lakes Region and having rail access at the site would be very beneficial. The are also interested in the work Ramboll will be doing. |
| 2/15/22 | Al Rubin of Evolution 19, Inc., reached out to indicated that Belpointe REIT is still very interested in purchasing property at the railyards. I asked him to get a proposal from them as to what they what to do (i.e. investment, jobs being created, feasibility study). |

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| 1/5/22 | Senator Schumer issues press release that he is urging the U.S. Department of Health and Human Services (HHS) and the Department of Defense to give full and fair consideration of the proposal submitted by Corning Incorporated to expand domestic industrial base capabilities for bioproduction and diagnostic consumables production |
| January 2022 | Discussions with MRB Group about building our innovation/acceleration center in the Railyards. |
| 12/28/21 | Ozone Capital Markets contacted us looking for information on the Oneonta Railyards. OCM is a qualified opportunity zone investment group out of NYC who brings in investors to opportunity zone projects. They are asking what our Internal Rate of Return and Multiple on Invested Capital on the railyards. |
| 12/21/21 | The Oneonta City Council authorizing the installation of two new streetlights on Roundhouse Road. |
| 12/2/21 | Discussions with Corning Senior Staff and Senator Schumer's Office |
| 11/18/21 | Discussion with Senator Schumer's staff regarding a proposal to Corning |
| 11/17/21 | Met with A. Rubin, Assemblyman Miller and Chief of Staff to Assemblyman Salka to discuss the Innovation/Acceleration Center and infrastructure needs on Oneonta Railyards. |
| 11/11/21 | Reached out to David Whipple of ESD about getting the railyard certified as shovel ready. |
| 11/2/21 | Discussion with Dawn Burlew of Corning re: new campus. |
| 10/28/21 | Meeting with Senator Oberacker re: Railyards |
| 10/22/21 | Discussion with Senator Schumer's staff regarding a proposal to Corning |
| 10/18/21 | Discussion with Corning's Oneonta Plant Manager re: new campus |
| 10/8/21 | Provided letters of support to MVEDD and Southern Tier 8's grant application to EDA. |
| 10/7/21 | Provide to MVEDD what the anticipated cost for final design and bidding documents for the infrastructure improvements (\$780,000). |
| 10/6/21 | Met with A. Rubin, Assemblyman Miller and Chief of Staff to Assemblyman Salka to discuss the Innovation/Acceleration Center and infrastructure needs on Oneonta Railyards. Assemblyman Miller called to set up a future meeting in November. |
| 9/28/21 | At the request of MVEDD, supplied detailed budgets of the cost for water, sewer, and natural gas extensions to the Park (MRB Group estimates) as well as upgrading the electrical (NYSE&G estimate). |

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| 9/22/21 | Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding |
| 9/15/21 | Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding |
| 9/15/21 | Submitted a request to the Mohawk Valley Economic Development District to build the required infrastructure at the Oneonta Business Park. |
| 9/14/21 | Submitted formal request to fund building an Innovation/Acceleration Center in the Oneonta Business Park. Total cost for new building and infrastructure is estimated to be \$9.6 million. |
| 9/8/21 | Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding |
| 9/2/21 | Meeting with Southern Tier 8 re: EDA Build Back Better Program Meeting and to including the Oneonta Railyards for EDA funding. |
| 8/23/21 | NYS ESD indicated to Meaghan that they have received all required documents and will be scheduling a public hearing on reimbursement of \$150,000 in October. |
| 8/23/21 | We were contacted by a new project manager for ESD and after several discussions with her she agreed to have Jane Ji (Meaghan's contact) continue with project. |
| 8/6/21 | Asked Scott Harrington to give me a time we can get together. |
| 8/5/21 | Meeting with Hartwick College Grain Innovation Center staff, Al Rubin and representatives of Belpointe. |
| 7/31/21 | Scott Harrington, City Council member, let me know he has talked with Norfolk Southern about the business park. |
| 7/30/21 | Received notice from Ramboll Engineers that our proposal for a geo-thermal community heat pump system around the railyards was awarded by NYSERDA. |
| 6/30/21 | Send description of industrial park along with drone photos for developer's conference workshop. |
| 6/21/21 | Received 5 air photos from Chris. |
| 6/11/21 | Requested of Chris Kuhn to take photos of industrial park with drone. |
| 6/3/21 | Meeting with representatives of Belpointe and their agriculture consultant. |
| 5/26/21 | Arranged meeting with Belpointe to tour the Railyards on 6/3/21 followed up by a discussion at Otsego Now with CADE and the Small Business Development Council. |
| 5/22/21 | Al Rubin indicated that Belpointe REIT, an investment group from Connecticut will be arriving the first week in June to look at the Park for a possible investment in a hemp manufacturing facility. |
| 5/21/21 | Sent to Al Rubin additional information on Opportunity Zones. |

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| 5/11/21 | Sent information on site plan, potential rail siding, and utilities to Cynthia Andela who is working with the Infinite Recycled Technologies out of Minnesota. Their facility not only recycles a variety of glass, it also houses a recycled product research and development lab where a team of engineers and recycling specialists continue to invent more effective and efficient ways to recycle. They are working with Andela Products and Ruby Lakes Glass and need rail siding to ship glass from Minnesota to New York. |
| 5/6/21 | Sent draft support letter to Chamber of Commerce and IGA Committee |
| 5/6/21 | Received letter of support from Chamber of Commerce |
| 5/6/21 | Sent site plan and information on the Opportunity Exchange to A. Rubin. |
| 5/4/21 | Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system. |
| 5/3/21 | Send information on Opportunity Zones and environmental review of the railyards to A. Rubin who has a client interested in railyards. |
| 4/21/21 | Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system. |
| 4/15/21 | Sent additional information to the energy group at Corning regarding building a community geo-thermal heat and cooling system as well as providing additional information on the Oneonta Railyards as a possible new campus for Corning. |
| 4/13/21 | Meeting with Ramboll Engineers and Bennett Sandler to discuss grant application to NYSERDA for community geo-thermal heating and cooling system. |
| 4/6/21 | Scheduled meeting with Ramboll Engineers for meeting next week to discuss a community geo-thermal heating and cooling system for the park. |
| 3/5/21 | Danielle Adams of ESD reached out to get status update of their funds and was informed we were trying to get Corning to show interest. She indicated she would check back later this summer. |
| 2/23-4/6/21 | John Faso, representing Mesa Solutions would like to bring in natural gas (CNG or LNG) to the railyards by rail. |
| 2/17/21 | Mr. Morse indicated he would talk with Dawn Burlew of Corning. |
| 2/12/21 | Met with Mayor Herzig regarding new campus for Corning. |
| 2/10/21 | Sent Mr. Morse a presentation regarding building at the Oneonta Railyards and its benefits to companies. |
| 2/9/21 | Had discussion with Mr. Morse about new campus. |
| 2/5/21 | Reached out to Mike Morse of ESD re: new Corning Campus. |
| 1/26/21 | Responded to NYS ESD regarding the status of the railyard redevelopment. |
| 1/13/21 | Met with representative of hemp stalk processing company. |

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| 1/8/21 | A representative of a hemp stalk processing and manufacturing facility contacted us. They have been looking to expand in about 5 locations one being in the Buffalo area but after having a discussion with here they thought being in the Rail Yard was intriguing to them. They would be in the beginning look at building approximately 45,000 square feet roughly 25 employees |
| 1/7/21 | Had discussion again with Dawn Burlew of Corning about the possibility of having them purchase the railyards for a new building since it is in an opportunity zone. This could be the site of a new Corning Campus. |
| 12/31/20 | Meeting with City Councilman Scott Harrington re: Oneonta Railyards |
| 12/16/20 | Meeting with Bennett Sandler and Ramboll Engineers |
| 12/14/20 | Reached out to Melany Putnam of NYSEG re: community geo-thermal system |
| 12/14/20 | Contacted by Joseph Russo of NYSE&G re: potential marketing grant funds |
| 12/8/20 | Bennett arranges meeting with Ramboll Engineers who are per-certified to work on feasibility studies for NYSERDA |
| 12/7/20 | Sent Bennett revised site plan for railyards |
| 12/3/20 | Discussed with Bennett Sandler the idea of a community geo-thermal heating and cooling system |
| 11/18/20 | Scott Harrington, City of Oneonta 6th Ward Councilman, has contacted us and asked that he could serve on a committee recommending types of businesses to attract to the Railyard Business Park. We asked Scott to chair the committee which is to be formed. |
| 11/17/20 | Site included in Opportunity Zone Available Property Listings. |
| 11/12/20 | Peter Fontana of Norfolk Southern (their Industrial Development Manager) also contacted us and felt it was time to reconnect on this and any other efforts that Norfolk Southern can be of assistance. |
| 9/29/20 | Documentation submitted to ESD regarding payment to Elan3 for MWBE work. ESD's MWBE Unit has approved documentation and signed off on the entire \$180,000 in grant funds. |
| 8/28/20 | Received final deliverables from the MRB Group. |
| 8/27/20 | <p>Additions to the Railyard Master Plan summary email from below:</p> <p>Sewer Line: After considerable digging around and calling, MRB was able to speak several times with the DPW and sewer department administrative personnel (Maryann and indirectly with Jeremy). MRB have been assured that the sewer line show on the map as coming in from the eastern boundary of the business park is publicly owned and maintained.</p> |

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| | Existing Structures: Elan’s response on this is, “Perhaps the standing chimney could be left as an iconic feature but most likely would be removed to accommodate new facility foot-prints. MRB would apply a concept level budgeting cost for hazardous material testing and demolition at \$40,000. MRB suggests next step would be hazardous materials testing, demolition permit, and demolition documents for bidding the removal work.” |
| 8/20/20 | <p>Response to our Questions:</p> <ul style="list-style-type: none"> • Water and Sewer Lines – see the attached draft layout plan that shows the locations of the water and sewer lines. <ul style="list-style-type: none"> o As a follow up, you asked us to verify whether the sewer lines shown on the map coming from the eastern edge are private or public lines. I am asking Elan to verify this information for you. • Subdivision layout – as we discussed, the subdivision layout lines are simply to show where the lots could logically be subdivided. We would not suggest moving forward with the subdivision until an end user is identified, because the ultimate location and size of the buildings will drive the subdivision. (No sense moving forward now to only have to redo it potentially in the future.) • You asked me about the existing, obsolete structures on the site and whether the demolition and removal of those structures was contemplated in this master plan. Specifically, you mentioned that there was a 200ft smokestack, a few dilapidated buildings and concrete debris, and that the presence of these materials inhibits the upkeep of the site (can’t get someone to brush hog the site with debris that could destroy the machines). <ul style="list-style-type: none"> o Asking Elan to weigh in here as well – what are your thoughts on this aspect of the master plan? If Jody wanted to phase this and just deal with demolition/removal, what do you think that would cost? Any other steps to move this forward? |
| 8/17/20 | Sent comments and questions back to the MRB Group regarding water and sewer line locations. |
| 8/13/20 | MRB Group sends the Railyards draft subdivision plan documents for our review, consisting of a map showing lots and the zoning analysis. |
| 8/5/20 | Mayor Herzig expressed his appreciation for reviewing the presentation. |
| 8/5/20 | We received paid invoices from Elan3 needed to request reimbursement from ESD. |
| 7/29/20 | Forwarded MRB Presentation to Mayor Herzig for comments. |
| 7/23/20 | MRB gives presentation to Otsego Now Board of Directors. |
| 7/22/20 | MRB submits draft budget estimates for road, water, sewer. Electric and natural gas extensions. |
| 6/22/20 | Zoom meeting with MRB Group, Jody and Meaghan to discuss mapping of utility information. |

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| 6/18/20 | The MRB Group requested utility information (gas, water, sewer) from us. We supplied them with maps received from one of the city council members who serves on our Environmental Justice Committee. |
| 6/4/20 | ESD again responded after careful review and discussing further within their office, they can combine our projects. Regarding the disbursement process for AA609, OCSD can sign off once they receive form OCSD-1 for AA609. |
| 6/2/20 | ESD thanked us for providing a formal request for combining project AA609 & AB198. ESD approved the request and have combined projects on the NYSCS and copied our project managers to apprise them of this change. |
| 6/1/20 | We requested from ESD that AB198 be merged into project AA609. AB198 was for the traffic study portion of AA609, the Oneonta Railyard feasibility and master plan. I We also attached a signed copy of the contract with the MRB Group for their files. |
| 5/29/20 | Zoom meeting with MRB Group, Jody and Meaghan and members of the Environmental Justice Committee |
| 5/22/20 | Zoom meeting with MRB Group, Jody and Meaghan |
| 5/15/20 | Zoom meeting with MRB Group, Jody and Meaghan |
| 5/11/20 | Zoom meeting with MRB Group and Regional Director of EDA regarding additional appropriations EDA received from the stimulus funding. |
| 5/6/20 | Zoom meeting with MRB Group and Elan Planning to start discussions on master plan work. |
| 4/9/20 | Forwarded signed contract to MRB Group to begin master plan work. |
| 4/3/20 | Notified MRB Group by telephone about the Board's decision to award the work to MRB. |
| 3/23/20 | Otsego Now Board of Directors approves contract with MRB Group for Master Plan work. |
| 3/6/20 | Recommended approval of Master Plan to MRB Group to both Finance and Projects Committee. |
| 2/27/20 | Met with Environmental Justice/Smart Growth Committee. They are also reviewing engineering proposals. Finalizing Plans for April cleanup days. |
| 2/24/20 | Received two quotes for insurance coverage. We have decided to go with Philadelphia Insurance Company which provides higher limits than Nationwide with a minimum premium of \$300. It will cover approximately 24 people over a two-day period. |
| 2/20/20 | We received proposals from Shumaker Engineering and the MBR Group to prepare master plan for Railyard Business Park |
| 2/20/20 | Requested insurance quotes for volunteer weekend. |

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| 1/28/20 | ESD indicated they would consider transferring the 205 MWBE requirement to this grant to satisfy their requirements. |
| 1/27/20 | Sent request to MBR Group to also consider for master plan work. |
| 1/24/20 | Sent additional information to Shumaker Engineering. |
| 1/17/20 | LaBella Associates informs us that the Oneonta Business Park/Railyards was selected as a demonstration site for the Southern Tier 8 Energy Infrastructure Assessment Program. |
| 1/17/20 | Meet with Shumaker Engineering in Binghamton to discuss the possibility of hiring firm for master plan and subdivision of property. |
| 1/7/20 | The Otsego County IGA Committee recommended that Southern Tier 8 select Otsego Now's proposal submitted to LaBella Associates. |
| 1/27/19 | LaBella Associates requested certain documents and maps of both parks. Otsego Now forwarded 8 documents and maps to them. |
| | |



Project Overview

| | |
|-----------------------------------|---|
| Project Title | Innovation/Acceleration Center |
| Project Description | Provide location for start-up and entrepreneurs in the advanced electronic industry to grow their businesses. |
| Target Completion Date | On-going |
| Estimated Total Investment | \$2 million |
| Owner | Jody Zakrevsky |
| Stakeholders | Custom Electronics, Ioxus, NYS Small Business Development Center, Hartwick College and SUNY Oneonta |
| Status | Seeking Funding to launch |



Grant Management

Budget and Funding: Center Operations

| Project Expenses | Target Amount | YTD Actual | Grant Funding Amount | YTD Actual |
|------------------|------------------|------------|----------------------|------------|
| Center Director | \$44,000 | | \$66,000 – ARC | |
| Equipment | \$10,000 | | \$10,000 - ARC | |
| Supplies | \$23,400 | | \$23,400 - ARC | |
| Contractual | \$85,100 | | \$20,100 - ARC | |
| Other | \$145,500 | | \$30,500 - ARC | |
| TOTALS | \$330,000 | | \$150,000 | |

Funding: \$150,000 from ARC; \$55,000 from Otsego Now (marketing); \$62,500 from Ioxus (in-kind); \$62,500 from Custom Electronics (in-kind)

Note: ARC Grant is pending.

Budget and Funding: Building Acquisition

| Project Expenses | Target Amount | YTD Actual | Grant Funding Amount | YTD Actual |
|---------------------------|--------------------|------------|--|------------|
| Acquisition of Building | \$1,500,000 | | \$1,200,000 – USDA \$ 150,000 – IDA \$ 150,000 – NYS ESD | |
| Closing Costs | \$ 50,000 | | \$ 40,000 – USDA \$ 5,000 – IDA \$ 5,000 – NYS ESD | |
| Equipment, Minor Interior | \$ 75,000 | | \$ 60,000 – USDA \$7,5000 – IDA \$ 7,500 – NYS ESD | |
| | | | | |
| | | | | |
| TOTALS | \$1,650,000 | | \$1,650,000 | |

Note: USDA Rural Development Grant and NYS ESD Grant are pending.

Project Milestones

| Project Milestones | Target Start | Target End | Status | Actual Start | Actual End |
|-------------------------------------|--------------|------------|-----------------------|--------------|------------|
| ARC Application Submitted | 9/17/21 | 9/17/21 | Application Submitted | | |
| ARC Application Approved by NYS DOS | 12/15/21 | 2/15/21 | Application Approved | | |
| ARC Application Approved by ARC | 3/30/22 | 8/15/22 | Pending Approval | | |
| USDA Application Submitted | 4/19/22 | 4/19/22 | Application Submitted | | |
| USDA Application Approved | 10/15/22 | | | | |
| ESD Application Submitted | 7/19/22 | 7/29/22 | Application Submitted | | |
| ESD Application Approved | 10/15/22 | | | | |

Timeline describing the proposed tasks to be accomplished and the schedule for implementation of each task.

| | Y1 Q1 | Y1 Q2 | Y1 Q3 | Y1 Q4 | Y2 | Y3 | Y4 |
|---|-------|-------|-------|-------|----|----|----|
| Acquire building | ■ | | | | | | |
| Recruit and onboard Center Director | ■ | ■ | | | | | |
| Install equipment and furnishings, signage, security system, other minor interior | | ■ | | | | | |
| Marketing to attract start-ups | | ■ | ■ | ■ | ■ | ■ | ■ |
| Identify additional advisors | | ■ | ■ | ■ | | | |
| Select initial start-ups | | ■ | ■ | | | | |
| Technical assistance to start-ups | | | ■ | ■ | ■ | ■ | ■ |

Project Category: Business Retention and Expansion

Key Objective: Grown Start Up Business within County

Secondary Objective: Grow Collaboration between SUNY Oneonta, Otsego Now and other community players

Current Status: Start Up Phase

Project Description: The Otsego County Acceleration Center is a public-private partnership of organizations that have been planning this effort for over one year. This partnership brings together local non-profit economic development organizations, higher education institutions, and established private sector companies. They share a common interest in catalyzing the growth of the region's burgeoning advanced electronics industry cluster by locally supporting the success of promising technologies and entrepreneurs. Two partners are co-located and have substantial history of collaboration in supporting business creation and scale-up in Otsego County.

Together, the partners have the critical competencies needed to help entrepreneurs bring their innovations to market. A key differentiator for the Otsego County Acceleration Center is the involvement of leading advanced electronics R&D and manufacturing companies that are committed to Otsego County and have a strong track record of investing in early stage companies with relevant new innovations. The Center will further scale this virtuous growth cycle, resulting in the creation and retention of high-wage jobs in Otsego County's distressed rural communities.

Team

Owner: Jody Zakrevsky

Board Leader:

Other Partners: Custom Electronics, Ioxus, NYS Small Business Development Center, Hartwick College, SUNY Oneonta, NYS Department of State

Private Partner required

Otsego Now / IDA Objectives

Employment: Create 25 new jobs over 2 years

Jody Zakrevsky

From: LaBuzzetta, Mark (ESD) <Mark.LaBuzzetta@esd.ny.gov>
Sent: Monday, June 28, 2021 12:00 PM
To: Director SEEC; Jody Zakrevsky; John Piseck; krose@co.montgomery.ny.us; Madison Wellman; ronp@fccrg.org; sjdimeo@mvedge.org; steven.wilson@co.schoharie.ny.us; vchenzo@aol.com
Subject: Project Discover Site Search

Subject: Project Discover Site Search

Good morning,

NYS has been approached by an existing, European yogurt manufacturer that is seeking to establish a manufacturing facility in NYS. The company is currently using a NYS co-packer to produce their yogurt but their success in the US has created the need for their own facility to increase production and add new product lines. The company has indicated they want to be in an area close to dairy farms/milk supply, be close to a city to where they can find qualified workers, and be near a highway. They are hoping to tour qualified sites in two weeks.

Project information is below:

- **Jobs:** 135 new jobs spread across production, packaging, stock management, and back office. Salaries TBD.
- **Investment:** \$7M - \$8M initial investment with possible growth as additional lines are added.
- **Size:**
 - Acres: The company did not provide a minimum number of acres. Sites will be considered if they can expand to 100,000 SF with parking and follow any applicable lot coverage requirements.
 - Building: 45,000 SF new construction. Possible expansion to 100,000 SF.
 - Ceiling Height: Varies throughout the facility, 15 - 32 feet.
- **Timing:** Tour sites in mid-July, decision in 2021, with project start in 2022.
- **Utilities:**
 - Water: Approximately 11M gallons per year (30,000 GPD) Year 1 growing to 27 million gallons per year (74,000 GPD) at full capacity.
 - Wastewater: 90% of the water consumed will be discharged: 27,000 GPD Year 1 to 66,600 at full capacity.
 - Electricity:
 - *Consumption:* 2M khw/year growing to 5M khw/year.
 - *Demand:* TBD. **Company will provide later this week.**
 - Natural Gas: TBD. **Company will provide later this week**
- **Other:**
 - Company is also exploring options in PA.
 - Has products approved in NYS in collaboration with Cornell.

I will follow up once I receive clarification on the electricity and natural gas requirements, however, I wanted to get this request out ASAP due to the company's desire to tour sites in two weeks. Hoping to have all sites submitted by **Noon PM Wednesday, July 7th.**

Mark LaBuzzetta

Economic Development Program Specialist 2
Mohawk Valley Region

Empire State Development

207 Genesee St, 16th Floor
Utica, NY 13501
(315) 793-2366 | Mark.LaBuzzetta@esd.ny.gov
www.esd.ny.gov

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Oneonta Railyards Issues

1. Electric Upgrades

The Henry Street 150 4.8 KV circuit does not have the capacity to support the 8-12 MW of load. The substation and circuits would need to be converted to 12.5KV. The substantial transformer has dual 4.8 KV an d12.5 KV windings that can support the 8 MW after the 12.2 KV conversion but not the 12 MW. This is only to serve up to 8 MW at Henry Street substation. At the 12 MW level, a transmission solution is necessary (the load served off the transmission).

To serve the load, the Henry Street 4.8 KV substation will have to be upgraded to 12.5 KV and a new 12.5 KV circuit position established at Henry Street sub for the Project Discover site. Both the existing 150 and 151 circuits will have to be converted to 12.5 KV. The new 12.5 KV circuit dedicated to the 8 MW load will double circuit with the 150 circuit out of the substation until it reaches Roundhouse Road and then it will split west to serve the load.

The cost estimate below does not include the cost to upgrade the 4.8 KV substation but to 12.5 KV.

| New Load | Line Miles | \$/mile | Cost |
|-------------------------------|-------------------|----------------|------------------|
| New Double circuit at 12.5 KV | 0.70 | \$450 | \$315,000 |
| New Line (w/477 AL) | 0.30 | \$275 | \$ 83,000 |
| Voltage Conversion | 1.80 | \$506 | \$552,000 |
| Total | 2.8 | | \$949,000 |

| New Load | Unit | \$/unit | Cost |
|--|-------------|----------------|--------------------|
| Install new circuit position at Henry Street Sub | 1 | \$500 | \$500,000 |
| Install new circuit regulators at Sub | 2 | \$85 | \$170,000 |
| Install Tie Recloser | 0 | \$50 | \$0 |
| Install Recloser | 1 | \$50 | \$0 |
| Install 3 phase step banks | 0 | \$50 | \$0 |
| Some spur lines need to be converted (not stepped off) | 8 | \$50 | \$400,000 |
| Install 1 phase step bank | 0 | \$20 | \$0 |
| Total New Equipment | 12 | | \$1,070,000 |

| | |
|------------------------------|--------------------|
| Total Cost of Project | \$2,019,000 |
|------------------------------|--------------------|

2. Railyard Cost Assessment for Site Readiness

Total Cost: \$4,555,917 (see attached MRB Estimate)

3. Total Cost for Site Readiness and Electric Upgrade: **\$6,574,917**

4. **Limited Available Natural Gas**

| | |
|--|---|
| CONCEPT PHASE : PROJECT COST ASSESSMENT | Document Date: 07.23.2020 |
| Roundhouse Road, Oneonta NY 13820 | Reference Drawing: Oneonta Railyard Master Plan |

Project Description: The design concept is to improve the existing connection from Fonda Ave to Lower River St. These improvements include but not limited to; asphalt drive, street lighting, utilities extension such as water, electrical, sanitary and natural gas lines, a woodland trail with pedestrian bridges and landscape material.
Note: 1. Costs contained herein are conceptual estimates for discussion and planning purposes.

| ITEM NO. | ITEM DESCRIPTION | Quantity | UNIT | UNIT PRICE | LINE ITEM COST |
|---|--|----------|------|-------------|--------------------|
| PHASE 2 | | | | | |
| A. Site Preparation | | | | | |
| 1 | Construction Stakeout | 0 | UNIT | \$0.00 | \$0 |
| 2 | Temporary Traffic Control | 0 | UNIT | \$0.00 | \$0 |
| | SUBTOTAL A | | | | \$0 |
| B. Erosion Control Measures | | | | | |
| 1 | Silt Fence | 0 | LF | \$0.00 | \$0 |
| 2 | Temporary Erosion Control Maintenance | 0 | UNIT | \$0.00 | \$0 |
| | SUBTOTAL B | | | | \$0 |
| C. Removals | | | | | |
| 1 | Clearing & Grubbing Within Trail path | 1.1 | AC | \$7,000.00 | \$7,700 |
| 2 | Clearing & Grubbing Within Site Boundaries (Includes: Trees, Shrubs, Concrete, Waste Piles) | 37.15 | AC | \$5,000.00 | \$185,750 |
| | SUBTOTAL C | | | | \$193,450 |
| D. Earthwork | | | | | |
| 1 | Establish Subgrades - Assumes No Soil Import or Export | | | | |
| | SUBTOTAL D | | | | |
| E. Stormwater Management | | | | | |
| 1 | Catch Basin - Rectangle | 0 | UNIT | \$0.00 | \$0 |
| 2 | Pipe/ Trenching | 0 | UNIT | \$0.00 | \$0 |
| 3 | Inlet Control Structure | 0 | UNIT | \$0.00 | \$0 |
| 4 | Outfall Control Structure | 0 | UNIT | \$0.00 | \$0 |
| 5 | Bio-Retention Basin (Includes Fill Removal & Planting) | 0 | UNIT | \$0.00 | \$0 |
| 8 | 4' Fence | 0 | LF | \$0.00 | \$0 |
| 9 | Stormwater Management - 12'-0" Wide Double Gate at Perimeter Fence | 0 | UNIT | \$0.00 | \$0 |
| 10 | Soil Stabilization | 0 | LS | \$0.00 | \$0 |
| 11 | Unforeseen Field Conditions | 0 | LS | \$0.00 | \$0 |
| | SUBTOTAL E | | | | \$0 |
| F. Utilities | | | | | |
| 1 Electrical | | | | | |
| 1.1 | Roundhouse Road-Way Area Lighting @ +/- 100' Apart | 16 | EA | \$1,500.00 | \$24,000 |
| 1.2 | Parking Area Lighting | 0 | EA | \$0.00 | \$0 |
| 1.3 | Electrical Service Distribution W/ Panel & Transformer | 1,913 | LF | \$50.00 | \$95,650 |
| 1.4 | Connection to Existing System | 1 | UNIT | \$5,000.00 | \$5,000 |
| 1.5 | Miscellaneous | 1 | UNIT | \$10,000.00 | \$10,000 |
| 2 Sanitary System | | | | | |
| 2.1 | Sanitary Sewer Main 6" Dia. & Sanitary Laterals 6" DIA. | 1,702 | LF | \$150.00 | \$255,300 |
| 2.2 | Connection to Existing System | 1 | UNIT | \$2,000.00 | \$2,000 |
| 2.3 | Manholes | 3 | EA | \$1,500.00 | \$4,500 |
| 3 Water System | | | | | |
| 3.1 | Water Main 8" Dia. & Water Laterals 4" Dia. (Includes: Trenching & pipe) | 2,080 | LF | \$200.00 | \$416,000 |
| 3.2 | Connection to Existing System | 2 | UNIT | \$2,000.00 | \$4,000 |
| 3.3 | Fire Hydrants (Includes: Item & installation) | 3 | EA | \$3,500.00 | \$10,500 |
| 4 Gas Service | | | | | |
| 3.1 | Natural Gas Main & Laterals (Includes: Trenching & pipe) | 2,850 | LF | \$100.00 | \$285,000 |
| 3.2 | Connection to Existing System | 1 | UNIT | \$2,000.00 | \$2,000 |
| | SUBTOTAL F | | | | \$1,113,950 |
| G. Roundhouse Road Asphalt, Parking Area Asphalt, Sidewalk | | | | | |
| 1 30' Wide Roundhouse Road Asphalt | | | | | |
| 1A | 20" Depth of Excavation (On site spoil) | 8,946 | CY | \$2.00 | \$17,892 |
| 1B | Asphalt Pavement (Includes: 12" Subbase course, 4" crushed stone, 4" top course) | 16,168 | SY | \$50.30 | \$813,250 |
| | SUBTOTAL G | | | | \$831,142 |
| H. Woodland Trail & Pedestrian Bridge | | | | | |
| 1 8' Wide Woodland Trail | | | | | |

| ITEM NO. | ITEM DESCRIPTION | Quantity | UNIT | UNIT PRICE | LINE ITEM COST |
|---|--|----------|------|-------------|-------------------------|
| 1A | 11" Depth of Excavation | 1,670 | CY | \$27.00 | \$45,090 |
| 1B | Compacted Aggregate (8" Crusher run, 3" Stone Dust) | 5,468 | SY | \$112.50 | \$615,150 |
| 2 | Pedestrian Bridge @ Creek Crossing | 2 | UNIT | \$25,000.00 | \$50,000 |
| <i>SUBTOTAL H</i> | | | | | <i>\$710,240</i> |
| I. Site Restoration and Landscaping | | | | | |
| 1 | 6" Top Soil & Seed (Includes Soil Distribution & Hydroseeding Distribution) | | | | |
| 1A | Open Lawn Area | 149,231 | SY | \$0.50 | \$74,616 |
| 1B | Woodland Trail #1 Shoulder - 2' Offset on Each Side | 2,739 | SY | \$4.00 | \$10,956 |
| 2 | Tree Planting | 36 | UNIT | \$200.00 | \$7,200 |
| <i>SUBTOTAL I</i> | | | | | <i>\$92,772</i> |
| J. Site Amenities | | | | | |
| 1 | Entrance Sign Feature | 2 | EA | \$200.00 | \$400 |
| 2 | Traffic Signage | 2 | EA | \$100.00 | \$200 |
| <i>SUBTOTAL J</i> | | | | | <i>\$600</i> |
| K. | SUBTOTAL - COST SUMMARY A-J | | | | \$2,942,154 |
| L. Mobilization and General Requirements | | | | | |
| 1 | Mobilization (5% of K) | | | | \$147,108 |
| 2 | General Requirements (5% of K) | | | | \$147,108 |
| 3 | Site Survey, Site Design & Engineering (10% of K) | | | | \$294,215 |
| 4 | Construction Observation (4% of K) | | | | \$117,686 |
| 5 | Permits & Approvals | 1 | EA | \$25,000.00 | \$25,000 |
| <i>SUBTOTAL L</i> | | | | | <i>\$731,117</i> |
| M. Project Development Contingency | | | | | |
| 1 | Project Development Contingency (30% of M) | | | | \$882,646 |
| <i>SUBTOTAL O</i> | | | | | <i>\$882,646</i> |
| N. | TOTAL SITE COST | | | | \$4,555,917 |