

**Allegany County Industrial Development Agency**  
**MONTHLY MEETING**  
February 16, 2017  
Crossroads Conference Center, Belmont, New York

**OPENING REMARKS**

- Chairman Johnsen called the board meeting to order at 9:30 AM.
- Present: Judith Hopkins, Rich Ewell and Mike Johnsen
- Others Present: Dr. Craig Clark, IDA Executive Director; Kier Dirlam, Director of Planning; Deb Root, Legislator; Michelle Denhoff, P&D Specialist
- Absent: Randy Shayler, Cathleen Whitfield

**BOARD MINUTES / SECRETARY'S REPORT**

- A motion was made by R. Ewell, seconded by J. Hopkins and carried to approve the 1/12/17 Board Meeting minutes with no comment or changes.

**TREASURER'S REPORT**

- **Abstract** – A motion was made by J. Hopkins, seconded by M. Johnsen and carried to accept the Abstract Report for the February expenses as presented for payment. R. Ewell abstained from voting.
- R. Ewell asked why the Office for the Aging fire extinguishers bill was paid by the IDA rather than Allegany County. It is an IDA building expense to meet code. Use of Steve Thorpe for maintenance when Warren is not available was discussed and it was clarified that he was a temporary solution and works after his hours as an Allegany County employee. Craig will verify if we can contract with the county for his services after hours to assure appropriate insurance.
- **Treasurer's Report** – A motion was made by R. Ewell, seconded by J. Hopkins to accept the Banking Summary and Budget Reports for December/January.
- A question was presented on whether Swain has paid the taxes owed, per the PILOT agreement. C. Clark stated that he contacted Swain regarding the missing payments and Swain then paid half of what was owed. They will be contacted again to schedule the other half. Alliance continues to send in their payments as well.

**MAINTENANCE REPORT**

- C. Clark reported the potholes in the parking lot have been filled in – some with gravel and some with blacktop.
- The women's bathroom sinks were fixed with two of the three faucets being replaced to stop leaking and there were three vents put in under the counter to allow heat from the bathroom to circulate around pipes. This seems to have taken care of the freezing pipes issue that was happening repeatedly.

## OLD BUSINESS

- Uniform Criteria Policy was tabled until next meeting. C. Clark asked for time to review the resolution and try to simplify it.
- The Regulus Waste to Fuel IDA application has had no new activity. The application has been tabled until further notice to reactivate.

## NEW BUSINESS

- Finance Retainer – Jack Ormond has offered a proposal to be financier for the IDA at a cost of \$1,400/yr. This will allow him to do the finance reports monthly, as well as the year-end reporting for the auditors. He will not be attending monthly meetings. A motion was made that John (Jack) Ormond will receive monthly Quicken reports from the IDA-CFO and prepare Monthly Income Statement; Cash Flow; and Budget Variance Reports. Mr. Ormond will also maintain the ongoing Trial Balance for the auditors use at year-end. Motioned by R. Ewell, seconded by J. Hopkins and carried to accept proposal as offered.
- The annual PARIS report is due to the State Comptroller's Office by 3/30/17.
- Letter of Intent – C. Clark submitted a letter of intent from a party interested in purchasing the Crossroads property for hotel development. IDA legal and Tom Dolan are reviewing the letter of intent with time frame and price under review.
  - K. Dirlam discussed the bond funds remaining and the ability to fund a water tank for the property. (Discussion on the benefit of a retention pond vs. water tank)
  - Friendship appears to be willing to supply the water to the Crossroads location; but a leak detection test still needs to be completed before a commitment is made by the town. K. Dirlam suggested paying for the test to get it done quickly so that the project can continue to move forward.
  - C. Clark will schedule a face to face meeting with the developers after talking to Tom Dolan and IDA legal for review and negotiation talks on the letter of intent
- The Venture Forthe Lease was recently re-negotiated and signed in February 2017.
- Economic Development – C. Clark will be visiting with site selectors in the future and will be focusing on shovel ready sites in the County and target marketing.
- Lufkin Building – C. Clark stated that transfer of the building will be taking place soon and a regional company is interested in acquiring.
- Broadband – K. Dirlam gave an update on micro cell locations around the County. There will be a 60-90 foot tower on this property. This is at no cost to the IDA and would allow new tenants better access to internet, and improve access for County employees.
- Sugar Hill – K. Dirlam pointed out that the access road up to the Sugar Hill properties is in need of repair and C. Clark agreed to contact the Town of Alfred.

## GOOD OF THE ORDER

- Nothing to report.

<b>CALENDAR</b>
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- **Next Meeting:** Thursday, March 9, 2017 @ 9AM  
Crossroads Commerce Center, Belmont, NY

<b>ADJOURNMENT</b>
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With there being no further business, a motion to adjourn at 10:44 a.m. was made by J. Hopkins, seconded by R. Ewell and carried.

Respectfully submitted,

Michelle Denhoff  
Acting Recording Secretary