

Allegany County Industrial Development Agency
MONTHLY MEETING
March 9, 2017
Crossroads Conference Center, Belmont, New York

OPENING REMARKS

- Chairman Johnsen called the board meeting to order at 9:11 AM.
- Present: Mike Johnsen, Judith Hopkins, Rich Ewell and Randy Shayler
- Others Present: Kier Dirlam, Director of Planning; Cathleen Whitfield, IDA-CFO
- Excused: Dr. Craig Clark

BOARD MINUTES / SECRETARY'S REPORT

- A motion was made by R. Ewell, seconded by R. Shayler and carried to approve the 2/16/17 Board Meeting minutes with no comment or changes.

TREASURER'S REPORT

- **Abstract** – A motion was made by J. Hopkins, seconded by R. Shayler and carried to accept the Abstract Report for the March expenses as presented for payment and to include both invoices from Isaac's HVAC when received.
- **Treasurer's Report** – A motion was made by J. Hopkins, seconded by R. Shayler to accept the Banking Summary and Budget Reports for February.

MAINTENANCE REPORT

- **Isaac HVAC** – Due to tenant complaints of the heating system making odd noises a service technician was called in to check the system. It was reported that the first pump has been shut down for 51 days due to an internal problem in the pump. D&D HVAC was the previous agency that installed the system and maintained both buildings. They recently sold to Isaac HVAC. We received a quote from Isaac's on the repair and to also have a maintenance contract with their agency. There was discussion regarding the fact the pump is only 2 years old and power outages maybe playing a role. Chairman Johnsen suggested an in-line filter or power feed to help protect the system with the frequent outages. R. Ewell to contact Isaac and inquire about possible warranty. The Maintenance Contract was reviewed and it was determined the IDA does not need three quotes. There will be a reduced rate on the repair invoice if we have a contract agreement with Isaac. R. Shayler suggested it was in the IDA's best interest to sign the contract with the savings costs. A motion was made by R. Ewell, seconded by R. Shayler and carried to approve the Maintenance Protection Contract with Isaac HVAC for one year to include the Crossroads Building and the OFA/VETS building.

EXECUTIVE SESSION

- A motion was made by R. Ewell, seconded by J. Hopkins and carried to enter into Executive Session at 9:34 a.m. to discuss contracts.

REGULAR SESSION

- A motion was made by R. Ewell, seconded by M. Johnsen and carried to return to Regular Session at 10:23 a.m.

OLD BUSINESS

- A motion was made by M. Johnsen, seconded by R. Ewell and carried to tentatively accept a Letter of Intent regarding the Crossroads/Belvidere property pending receipt of the final copy with any revisions.

NEW BUSINESS

- J. Ormond Retainer – A proposal was discussed last meeting to retain John (Jack) Ormond as a financial consultant and the Board asked that he provide a scope of services. J. Ormond submitted a contract proposal as follows:
 - Receive monthly Quicken reports from IDA-CFO
 - Prepare monthly income statement; Cash Flow; and Budget Variance Reports for monthly IDA Meetings; Consultant is not responsible to attend meetings
 - Maintain on-going Trial Balances for the IDA and CRC (Capital Resource Corporation) for auditors use at year-end.

A motion was made by J. Hopkins, seconded by R. Shayler and carried to accept John Ormonds contract proposal.

- Micro Cell Tower – A lease agreement was presented for the Board to review stating a 60-90 foot tower will be placed on the IDA Crossroads property behind the Crossroads building. R. Ewell suggested some of the language to be changed under #10 “Insurance and Indemnification” to reflect insurance requirements to protect the IDA. It was also noted to revise #18 “Notices” changing the Lessee to Allegany County and the Lessor to Allegany County IDA. A motion was made by M. Johnsen, seconded by J. Hopkins and carried to approve the Lease Agreement with changes as noted to Paragraph #10 and #18.
- Solar City – Chairman Johnsen gave an overview of the Solar City project. Dan Spitzer, IDA legal, informed the Board that this project is back on the table. The Public Hearing has been done and there is no action to be done at this time. C. Whitfield to email prior resolution to board members.
- Bunker – There was discussion regarding the bunker located on the Crossroads property and possible uses.

UPDATES – DR. CRAIG CLARK

In Dr. Clark’s absence he emailed updates as bulleted:

- Letter of Intent – C. Clark and Dan Spitzer have met with the developers in Rochester. It appears the LOI will meet with our needs. C. Clark and Dan Spitzer both agree we should sign and move forward.

- Plan to meet with the Town of Amity to keep them informed on the LOI at Crossroads. C. Clark has connected with supervisor.
- Water line is under discussion with our engineer to assure we have options to assure the water can be available on site in timely fashion.
- C. Clark has met with all legislators in Committee of the Whole Executive Session meeting to discuss the LOI and the response was positive.
- Economic Development – C. Clark will be visiting with site selectors next week at the Guilds annual meeting. More to follow.
- Allegany County Economic Development Steering Committee met last week and discussed a Maker Space (Maker City) in the county and overall a good meeting.
- Lufkin Building – Dan Spitzer continues to follow up on transfer from GE and we should have an offer the third week of March for the facility.
- Sugar Hill – C. Clark following up to get Sugar Hill road upgraded by the Town of Alfred.
- C. Clark has had contracts regarding both a wind project and other large scale PV projects in the county. No details to report at this time but remains positive.

GOOD OF THE ORDER

- Nothing to report.

CALENDAR

- **Next Meeting:** Thursday, April 13, 2017 @ 9AM
Crossroads Commerce Center, Belmont, NY

ADJOURNMENT

With there being no further business, a motion to adjourn at 10:50 a.m. was made by J. Hopkins, seconded by R. Ewell and carried.

Respectfully submitted,

Cathleen L. Whitfield
Recording Secretary