

**Allegany County Industrial Development Agency**  
**MONTHLY MEETING**

April 12, 2018

Crossroads Conference Center, Belmont, New York

**OPENING REMARKS**

- Chairman Johnsen called the board meeting to order at 9:00 AM.
- Present: Mike Johnsen, Judith Hopkins, Randy Shayler and Doug Frank
- Excused: Rich Ewell, Skip Wilday
- Others Present: Craig Clark, IDA Executive Director; Cathleen Whitfield, IDA CFO, Jeremy Smith and David DiTanna of Buffamante Whipple & Buttafaro – IDA CPA Firm

**NEW BOARD MEMBER**

- Chairman Johnsen introduced and welcomed new board member, Doug Frank, giving a brief background on the IDA. Introductions were made by each board member with their history with agency.

**BOARD MINUTES / SECRETARY'S REPORT**

- A motion was made by J. Hopkins, seconded by R. Shayler and carried to approve the March 8, 2018 Board Meeting minutes with no comment or changes.

**ANNUAL AUDITORS REPORT**

- David DiTanna and Jeremy Smith presented the 2017 Annual IDA Report for review and comments. The report is made available to the public and New York State receives a copy as well.
- There was discussion regarding the Lufkin Building and its net value and the possibility of having an appraisal done at a later date if the IDA wanted a collateral loan. R. Shayler asked if there was a depreciation schedule on the building. D. DiTanna noted there would be no depreciation in 2017 as it was purchased late and the agency will move forward in 2018 with a schedule of 20-25 years to coincide with the 20 year lease.
- There was discussion regarding the Park-n-Ride parking lot and noted that it is an IDA asset, not a County asset, as the property is leased to the County.

**A motion was made by R. Shayler, seconded by J. Hopkins and carried to approve signing the Representation Letter for Buffamante Whipple & Buttafaro.**

**A motion was made by D. Frank, seconded by R. Shayler and carried to approve the 2017 Annual Report as presented by BWB.**

**TREASURER'S REPORT**

- Abstract – A motion was made by J. Hopkins, seconded by D. Frank and carried to accept the Abstract Report for the April expenses as presented for payment.

- Banking Summary Reports – A motion was made by R. Shayler, seconded by D. Frank and carried to approve the March and 2018 First Quarter Banking summaries.
- Bond Invoices – A motion was made by J. Hopkins, seconded by D. Frank and carried to approve payment of the bond invoices.

Executive Director Clark reported that the Maker City Project sponsored by the Allegany County Economic Development Committee will be using the IDA as a pass-through agency to receive and distribute the local sponsorship funding.

#### **MAINTENANCE REPORT**

- The main water pump that was burned out due to the recent electrical storm outage has been replaced. The replacement and labor cost came in just \$100 over the insurance deductible fee so it was decided not to pursue an insurance claim.
- Trees damaged by the storm were cleaned up by building maintenance.
- One quote was received to replace both sets of entrance doors. C. Clark still waiting for two more bids.

**A motion was made by Chairman Johnsen, seconded by J. Hopkins and carried for Executive Director Craig Clark to proceed with replacing both sets of entrance doors at the Crossroads Building, subject to additional quotes and accepting the lowest bid.**

#### **OLD BUSINESS**

- PM Research PILOT Agreement – IDA Attorney Dan Spitzer has been away in Belgium the last three weeks. He has been working with the PM Research attorney but no agreement has been received yet. C. Clark hopes to have an agreement by next IDA Board meeting date.
- Crossroads Project – C. Clark updated Doug Frank on the Crossroads project. He spoke with Mike Schaffron yesterday and has been working with Senator Catharine Young's office and the local Empire State Development Agency regarding possible incentive funding for the project. Senator Young has worked diligently on this and agreed to speak with the NYSESD agency. C. Clark also met with Howard Zemeski, ESD President, at a Site Selectors meeting in Cincinnati. Any state funding approved will be managed directly through the developers and the IDA will not be involved. Developers are ready to proceed when funding is in place.
- IDA By-Laws – The By-Laws were reviewed and minor changes were made per NYS Regulations. **A motion was made by R. Shayler, seconded by D. Frank and carried to approve the noted changes made to the By-Laws.**

#### **EXECUTIVE SESSION**

- **A Motion was made by J. Hopkins, seconded by D. Frank and carried to enter into Executive Session at 10:25 a.m. to discuss contracts and PILOT application.**

## REGULAR SESSION

- **A motion was made by M. Johnsen, seconded by D. Frank and carried to return to Regular Session at 10:44 a.m.**

## NEW BUSINESS

- Stilly Enterprises – The “Stillwater South Pizza & Grill” is a new restaurant opening in the former Pizza Hut building on South Main Street, Wellsville and is targeting to open before Balloon Rally weekend. The vacant lot next door is being turned into a community garden and both of these projects will be a positive impact for the south end of Main Street. J. Hopkins commented on the success of the Belfast Still Water Inn. C. Clark spoke with IDA legal and noted that a PILOT Agreement can be pursued for a restaurant that is in a distressed area with an over 30% poverty level. It will be a standard PILOT and R. Shayler commented that the Village Board should support the pilot. C. Clark will assist them with the financial statement. **A motion was made by M. Johnsen, seconded by R. Shayler and carried to approve the Stilly Enterprises application pending the financial statement being completed.**

## UPDATES – CRAIG CLARK

- Bio-Refinery – C. Clark continues to work on this project and recently received a \$1.5 million ESA grant through Alfred State College.
- IDA Owned Friendship Property – The DEC has been inspecting local properties to determine contamination levels and the property in Friendship is in question. C. Clark told them we needed to verify ownership of property before access is allowed.

## GOOD OF THE ORDER

- J. Hopkins questioned the Park-N-Ride area and anticipated landscaping plans or trees being planted. She would like to have an oak tree planted in memory of her husband, Ted Hopkins, a former IDA Board Member and Legislator, and thought the new open space at Crossroads would be a good spot. There was full consensus from the IDA Board agreeing it was a good idea to have a memorial in Ted’s name.

## CALENDAR

- **Next Meeting:** Thursday, May 10, 2018 @ 9:00 AM  
Crossroads Commerce Center, Belmont, NY

## ADJOURNMENT

With there being no further business, a motion to adjourn at 11:02 a.m. was made by J. Hopkins, seconded by D. Frank and carried.

Respectfully submitted,  
Cathleen L. Whitfield  
Recording Secretary