

Allegany County Industrial Development Agency
MONTHLY MEETING
January 10, 2019
Crossroads Conference Center, Belmont, New York

OPENING REMARKS

- Chairman Johnsen called the board meeting to order at 9:05 AM.
- Present: Mike Johnsen, Judith Hopkins, Rich Ewell, Doug Frank, and Randy Shayler
- Excused: Skip Wilday
- Other's Present: Craig Clark, IDA Executive Director; Angela McKay, Assistant Director of Economic Development & Planning; Cathleen Whitfield, IDA-CFO; and Kier Dirlam, Director of Planning

BOARD MINUTES / SECRETARY'S REPORT

- A motion was made by R. Shayler, seconded by D. Frank and carried, with no comment or changes, to approve the December 13, 2018 Board Meeting minutes.

TREASURER'S REPORT

- **Abstract** – A motion was made by J. Hopkins, seconded by R. Ewell and carried to accept and approve the Abstract Report for the January 2019 expenses as presented for payment.
- **Financial Summaries** –A motion was made by R. Ewell, seconded by J. Hopkins and carried to accept and approve the Financial Summaries as presented.
- **Bond Invoices** – A motion was made by J. Hopkins, seconded by Chairman Johnsen and carried to approve the presented bond invoices for payment pending the LaBella invoice is not a duplicate.
- **HodgsonRuss Invoices** – C. Clark, Executive Director, discussed the invoices presented for payment by HodgsonRuss, dating from 2012-2017 for legal work performed regarding the Crossroads waterline, truck stop, S-curves (which ACIDA controls) and the Utility Transportation Corporation. These invoices would be paid from the bond. Planning Director Kier Dirlam commented it is difficult to dispute expenses that are six years old. R. Shayler questioned the hourly rates, which were not noted on the invoices, and wants to be sure they are not charging their current rates for 2012-2017 expenses. C. Clark will review the invoices and confirm with HR on the rate charges.

MAINTENANCE REPORT

- Building maintenance has been doing drywall repair work to the ceilings in the large conference room and ladies bathroom where prior roof leaks created damage. All other maintenance is status quo with nothing serious to report.

NEW BUSINESS – ELECTION OF OFFICERS

- Chairman Johnsen announced that he would be stepping down as Chairman but would remain on the Board. After discussion, Executive Director Craig Clark motioned to nominate the following slate of officers:
 - Chairman – Rich Ewell
 - Vice-Chairman – Judy Hopkins
 - Treasurer – Doug Frank
 - Secretary – Randy Shayler
 - Chief Executive Officer – Craig Clark
 - Chief Financial Officer – Cathleen Whitfield

The motion was seconded by R. Shayler and carried 5-0 with 1 absent. R. Ewell thanked M. Johnsen for his two terms of Chairmanship.

- IDA Accountability Act Appointments for 2019 - With regard to the Governance Committee and Audit Committee, a motion was made by J. Hopkins, seconded by D. Frank and carried to elect the same officers of the IDA Board to serve as officers of the Governance Committee and Audit Committee under the PARIS Accountability Act.

OLD BUSINESS

- Crossroad Fuel Tank Removal Bids – C. Clark contacted four companies regarding the bid application. It was not required by the IDA to advertise. Two legitimate bids were received and reviewed by Executive Director Clark and LaBella Engineering. A third company responded after the deadline and the fourth company reconsidered due to equipment issue. C. Clark presented the two bids to the board and there was discussion and concern regarding the large difference in bid cost and whether there was a conflict with LaBella Engineering reviewing a bid from LaBella Environmental even though both companies are separate entities. The Board recommended C. Clark contact IDA legal to get opinion on whether the process was conducted properly and getting a second engineering firm to review the bids. There was consensus that C. Clark would respond to the Board via email so the work will not be delayed waiting for another meeting in February. **A motion was made by M. Johnsen to approve the bid from LaBella Environmental pending investigation and contact with IDA legal; seconded by R. Shayler and carried 4-0 with 1 Abstaining (R. Ewell) and 1 Absent (S. Wilday).**
- Crossroads Fuel Tank Removal – Executive Director Clark presented a “Supplemental Work Authorization Form” noting that LaBella Engineering Associates is best to continue work on the tank removal that includes conducting engineering review on-site for the ACIDA. The client is the IDA, with C. Clark as the contact. **A motion was made by J. Hopkins, seconded by M. Johnsen and carried 5-0 to approve the Supplemental Work Authorization Form.**
- Crossroads Waterline Bid – The bid was advertised in two local papers on January 2, 2019 and there will be a pre-bid conference held at the Crossroads Center on January 18th at 1:30 p.m. The final bid openings will be held at the Crossroads Center on February 4,

2019 at 10:00 a.m. Mike Schaffron of LaBella Engineering Associates will review the bids.

- Crossroads Development Project - There has been questions regarding conducting a SEQR review on the Crossroads Development site to assure there are no issues with the project. We have discussed that the IDA should be the lead agency like on the waterline. **A motion was made by M. Johnsen for a Resolution approving the Allegany County IDA as Lead Agency; seconded by D. Frank and carried 5-0.**
- Service Contract - C. Clark reported he is waiting to hear what the full bond amount will be and updated board members on the County Legislative Committee of the Whole meeting held to discuss the Service Contract. Legislators support doing site improvements and the contract has been developed by IDA legal and is appropriate. The County is waiting for bond numbers before proceeding. J. Hopkins questioned how the IDA perceives that the Developers are still engaged in the project because some Legislators are looking for written confirmation. C. Clark stated he will ask for a timeline and that a new timeline and contract will need to be renegotiated.

UPDATES – CRAIG CLARK

- Request for Information – C. Clark reported a small German company is interested in coming to Allegany County. This contact was made through the TBIC (Transatlantic Business Investment Council), a European Office Representation group that C. Clark recommended the county join.
- Dresser/Siemens – C. Clark met with business and they are still committed to keep 70 Siemens and 50 Curtis Wright employees in Wellsville. They are looking for new space or at least Level One office space as their current location is not adequate. They will do a long-term lease to stay in Allegany County, but Wellsville is preferred. They need in the range of 20,000 square feet with details to follow and currently Wellsville has nothing available.
- Wellsville K-Mart - The store will be closing mid-March. C. Clark has been in contact with L. C. Whitford, and a commercial realtor who can assist in finding a retail business to take over the location.

GOOD OF THE ORDER

- There was discussion with a new meeting time or day with the Election of Officers changing. There was consensus to keep it the same at the second Thursday of every month at 9 a.m.

CALENDAR

- **Next Meeting:** Thursday, February 14, 2019 @ 9:00 AM
Crossroads Commerce Center, Belmont, NY

ADJOURNMENT

With no further business, a motion to adjourn at 10:23 a.m. was made by J. Hopkins, seconded by D. Frank and carried.

Respectfully submitted,
Cathleen Whitfield
Recording Secretary