



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, March 23, 2020 Meeting
 Zoom Meeting

Members Present	Members Excused
Mike Davis, Chairman	Andy Molodetz
Lewis Zulick, Treasurer	
Don Culeton	
Kelly Mittiga, Vice-Chair	Guests Present
Supervisor Jeff Gallahan	Jerry Stewart, Sweet Acres Creamery
	Tom Lauffer, CPA Mengel Metzger Barr & Co, LLP.
	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
	Deb Brown, Half Dutch Farms
Staff Present	
Suzanne Vary, Staff	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	Jim Coniglio, Underberg & Kessler
Brigitte Larson, Staff	Barry Carrigan, Nixon Peabody
Bob Mincer, Staff	

CALL TO ORDER: Chair Mike Davis called the meeting to order at 5:21 p.m. A quorum was present.

Mike Manikowski introduced Deb Brown of Half Dutch Farms, explaining that she is the candidate to take the vacant seat on the Board. Deb introduced herself to the Board and gave a brief summary of her background. Deb would take the place of Laura Pedersen, representing the agriculture sector on the OCIDA Board.

NEW BUSINESS:

Sweet Acres Creamery:

Suzanne Vary introduced Jerry Stewart of Sweet Acres Creamery, located in the Town of Seneca. The Company is in the process of constructing a 25,000 ft² barn style manufacturing and retail building. Jerry stated that this has been in the works for about two years and that it will be an \$8 million project. The Creamery will include a retail area in the front and production located in the back. The Company would like to sell within a 30 mile radius and focus on local communities and family farms. The storefront will include various cheeses, ice creams and glass bottled milk among other locally produced goods. The Company would like to add home

delivery and online sales in the future. Jerry explained that while it will be community oriented, the Creamery would also like to be thought of as a tourist destination and experience. It was also discussed that the Company would like to establish a premium ice cream line as well as cheeses. The Creamery is asking for OCIDA assistance in the form of a PILOT agreement. Job numbers were briefly discussed.

Kelly Mittiga made a motion to approve a Public Hearing for Sweet Acres Creamery. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried.

Creamery staff exited the conference call at 5:33 p.m.

Sale of land in Geneva Industrial Park:

Mike Manikowski explained that there is land in the Geneva Industrial Park that will be sold to CCMI, a plastic injections and machining company. CCMI would like to build a new facility and will need the OCIDA's approval for the sale of the land. Mike stated that the Geneva IDA has already approved the sale and he recommends approval from the Board.

Supervisor Jeff Gallahan made a motion to approval the sale of land in the Geneva Industrial Park to CCMI. Don Culeton seconded the motion. Unanimously approved. Motion carried.

OLD BUSINESS:

Pinnacle North Update:

Barry Carrigan gave the Board a brief update on the project explaining that it is a multi-phase project. Phase one is the market rate rental housing with commercial uses on the bottom. There have been letters sent to the IDA and corresponding letters to the school district, to the county, and to the city to request an amendment to the PILOT increment financing structure. The crux of their request is to allow for the assignment of phase one, the existing building, and the future phases to two separate entities. This would also allow the financing to be somewhat restructured. Barry explained that this is just informational to the Board and that anything further will be communicated.

Airport Update:

Mike Davis asked if there were any questions on Bob Mincer's report. There were no questions. Bob indicated that operations at KIUA are running normally. Bob also summarized his trip to the NYAMA Advocacy Day and explained that the conference in Hershey has been canceled.

Bob and Jim Coniglio spoke about the water bill and how it is in the process of being discussed with Chris Schubert.

Supervisor Jeff Gallahan made a motion to accept the Airport Report. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Lew Zulick entered the conference call at 5:49 p.m.

Mike Davis asked Jim Coniglio and Barry Carrigan about the Public Hearing process during this time. Any findings will be communicated to the Board.

Jim Coniglio exited the conference call at 5:52 p.m.

ADMINISTRATION:

February 24, 2020 Minutes:

Mike Davis presented the February 24, 2020 Meeting Minutes for approval.

Supervisor Jeff Gallahan made a motion to approve the February 24, 2020 minutes as presented. Don Culeton seconded the motion. Motion unanimously carried.

2020 FAME Contract:

Mike Manikowski explained that this is an annual contribution made to the Finger Lakes Advanced Manufacturing Enterprise by the OCIDA to assist manufacturing workers in Ontario County.

Don Culeton made a motion to approve the 2020 FAME Contract. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Annual Report:

Staff presented the 2019 Annual Report.

Supervisor Jeff Gallahan made a motion to approve submittal of the 2019 Annual Report. Don Culeton seconded the motion. Unanimously approved. Motion carried.

12/31/19 Audited Financial Statements/PARIS Report/Management Letter/Accountant's Letter of Communication:

John Rynkeiwicz presented the Executive Summary and balance sheet for the Agency and Airport along with the above referenced reports to the Board.

Supervisor Jeff Gallahan made a motion to approve the 2019 Audited Financial Statements and PARIS Report. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Annual Procurement Report:

Michael presented the Annual Procurement Report stating that it is repetitive and consistent with previous years.

Lew Zulick made a motion to approve the Annual Procurement Report. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Policies & Procedures Amendments:

Michael Wojcik explained that there were no amendments at this time, but there may be a few suggestions come summer.

Management's Internal Control Assessment Report:

Michael presented the Internal Control Assessment Report. This report is conducted by Mike and Michael on an annual basis.

IDA Mission Statement and Measurement Report:

Michael presented the IDA Mission Statement and Measurement Report for the Board.

Real Estate Report:

Michael presented the Real Property Report and stated that the IDA does currently own 3 properties. One is a vacant lot and the other two are the airport.

Kelly Mittiga made a motion to block and approve the Annual Procurement Report, Management's Internal Control Assessment Report, Mission Statement and Measurement Report and Real Property Report. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

Michael clarified that all reports will be available on the website.

Invoices for payment:

Michael Wojcik presented for approval, airport invoices for payment totaling \$35,785.18; Agency invoices totaling \$25,101.98 and total invoices in the amount of \$60,887.16. Bob Mincer clarified the airport related invoices.

Lew Zulick made a motion to approve the above referenced invoices for payment. Supervisor Jeff Gallahan seconded the motion. Unanimously approved. Motion carried

ADJOURNMENT:

Supervisor Jeff Gallahan made a motion to adjourn the IDA meeting at 6:08 p.m. Kelly Mittiga seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson