



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, February 22, 2020 Meeting
 Zoom Meeting

Members Present	Members Excused
Mike Davis, Chairman	
Lewis Zulick, Treasurer	
Don Culeton	
Andy Molodetz	Guests Present
Kelly Mittiga, Vice-Chair	Brian Young, Deputy County Administrator
Deb Brown	Peter Fairweather, Fairweather Consulting
Supervisor Dan Marshall	
Staff Present	
Mike Manikowski, Executive Director	
Suzanne Vary, Staff	
Michael Wojcik, CFO	
Jessica Kazmark, Staff	
Brigitte Larson, Staff	Contract Staff
Bob Mincer, Staff	James Coniglio, Underberg & Kessler
	Barry Carrigan, Nixon Peabody

CALL TO ORDER: Chair Mike Davis called the meeting to order at 5:00 p.m. and performed a roll call. A quorum was present.

NEW BUSINESS:

First American Equipment Finance:

Suzanne Vary reminded the Board that First American Equipment Finance is owned by Citi National and specializes in equipment financing in the medical and education fields. The Company's headquarters will be located at High Point 300 and project to have 284 FTEs by the end of 2022. The Company is asking for OCIDA assistance in the form of a 10 year PILOT. Sue also stated that there was a public hearing, with no comments.

Michael Wojcik presented the cost-benefit analysis, indicating that the total benefit is estimated at \$32,963,000 with a cost of \$4,144,000; a total ratio of 8:1.

Kelly Mittiga made a motion to authorize the sales tax exemption. Deb Brown seconded the motion. Unanimously approved. Motion carried.

Economic Development Strategic Plan:

Mike Manikowski stated that the Economic Strategic Plan was approved at the Board of Supervisors meeting.

Lew Zulick made a motion to approve and accept the Economic Development Strategic Plan. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Technical Assistance on 10 Chapin Street and Sun East Manchester:

Mike Manikowski explained that there are two current projects that require additional guidance as the requests are unique. The first project is from currently developing under Savarino Companies. It is located at 10 Chapin Street, which is also known as the former Labelon building. The second project is the solar farm in Manchester, Sun East Manchester. Mike presented a proposal from the MRB Group which would offer professional services and assistance for both projects, based on an hourly rate. It was discussed that the cost can be billed to the developers and that the Board may want to instate an amount not to be exceeded to start. Once the limit is reached the Board can revisit the agreement. It was also discussed that any future projects would be negotiated case by case.

Andy Molodetz made a motion to approve Mike Manikowski to sign the proposal, not to exceed \$7000. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

OLD BUSINESS:

Airport Update:

Mike Davis presented Bob Mincer's report for review. There were no questions.

Bob Mincer stated that he would like to have another Airport Committee meeting in early March. Bob also commented on the traffic at the airport stating that with CMAC opening there should be an increase, but traffic has been decent.

ADMINISTRATION:

January 25, 2021 Minutes:

Mike Davis presented the January 25, 2021 Meeting Minutes for approval.

Andy Molodetz made a motion to approve the January 25, 2021 minutes as presented. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Inform Analytics: (motion to accept agreement - \$1100)

Michael Wojcik explained that this program is used to perform the cost-benefit analysis on each project. The program has been used three times this year already. The cost for 4-10 reports is \$1100.

Lew Zulick made a motion to accept the agreement in the amount of \$1100. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.

Invoices for payment:

Michael Wojcik presented airport invoices for payment totaling \$40,846.84; Agency invoices totaling \$13,872.53 and total invoices in the amount of \$54,719.37. Bob Mincer clarified the airport related invoices.

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

Michael Wojcik stated that there was an error with last month's check numbers and they need to be ratified.

Supervisor Dan Marshall made a motion to ratify check numbers from last month. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.

Investment Report:

Michael Wojcik presented the 2020 Investment Report.

Don Culeton made a motion to accept the 2020 Investment Report as presented. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.

Financial Statements:

Michael Wojcik presented the Financial Statements, indicating that it is subject to adjustment by the auditors.

Andy Molodetz made a motion to approve the Financial Statements as presented. Don Culeton seconded the motion. Unanimously approved. Motion carried.

It was discussed that the next meeting in March is the annual meeting. Audited statements and documents will be presented to the Board.

Suzanne Vary pointed out that Lew Zulick's term is expiring and asked if he would like to be reappointed to the OCIDA Board. Lew accepted the opportunity to be reappointed for a five-year term.

ADJOURNMENT:

Andy Molodetz made a motion to adjourn the IDA meeting at 5:45 p.m. Supervisor Dan Marshall seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson