

There will be a **Special Meeting**

of the

**Seneca County IDA**

as follows:

**Monday,**  
**October 24, 2022**

**Heroes Conference Room**  
Seneca County Office Bldg., 3<sup>rd</sup> Floor  
One DiPronio Drive  
Waterloo, New York

**\*\*\*\*\***

**\*\*This meeting is being held “in person” and is open to the public\*\***

The meeting will also be livestreamed on our website at:  
<https://www.senecacountyida.org/livestream>



LOCAL VALUES. FORWARD VISION.

**SENECA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
Special Meeting  
Monday, October 24, 2022  
12:00 P.M.  
Heroes Conference Room  
One DiPronio Drive  
Waterloo, NY 13165**

**Agenda**

- |   |         |
|---|---------|
| 1. Approval of IDA Meeting Minutes of September 1, 2022   | V _____ |
| 2. Review of IDA Long-Term Forecast   |         |
| 3. Presentation and Approval of Proposed 2023 IDA Budget and Posting to PARIS                             | R _____ |
| 4. Approval of Engagement Letter/Mengel Metzger Barr, Raymond F. Wager, CPA, P.C. Division 2022 Audit     | R _____ |
| 5. Discussion / Approval to Draft a Request for Proposals (RFP) for Highest and Best Use Study of Willard | R _____ |
| 6. Standing Item – Update / Seneca County Chamber of Commerce– Jeff Shipley                               |         |
| 7. Standing Item – Update / Seneca County Board of Supervisors – Don Trout                                |         |
| 8. 3 <sup>rd</sup> Quarter IDA Report by Executive Director – Sarah Davis                                 |         |
| 9. Other Business   |         |
| 10. Executive Session   |         |
| 11. Adjournment   |         |

SENECA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
MEETING MINUTES

Regular Meeting  
Thursday, September 1, 2022  
12:00 Noon  
Heroes Conference Room  
Seneca County Office Bldg.  
Waterloo, New York

**Attendance:**

Board Members Present: Steven Brusso, Chair; Thomas Kime; Jeff Shipley; Tom Murray; Bruce Murray; Ralph Lott, and Ben Guthrie  
Board Members Absent: Don Trout  
Staff Attending: Sarah Davis, Kelly Kline, David Hewitt  
Others Attending: Ernie Brownell, Supervisor Town of Junius and Marie Weiss, Carpenter Local 277

**Call to Order:**

Chairman Brusso called the meeting to order at 12:00 p.m. A quorum of the Agency's members were present.

**Approval of IDA Meeting Minutes of August 4, 2022:**

The minutes of the Agency's meeting of August 4, 2022, had been provided to Board members prior to the meeting. A motion was made by Mr. Lott to approve the minutes. Seconded by Mr. Bruce Murray. Motion carried.

**Approval of IDA Financial Statements for July 2022:**

The financial statements had been provided to board members prior to the meeting. Mr. Brusso summarized the financial statements for the board. A motion was made by Mr. Tom Murray to approve the July 2022 financial statements. Seconded by Mr. Guthrie. Motion carried.

**Discussion/Approval of IDA Final Resolution No 2022- 16 / Seneca Gardens Solar LLC:**

A copy of the proposed resolution was provided to the board prior to the meeting. The resolution is for final approval of the Seneca Gardens Solar LLC project, which includes a PILOT and sales tax exemption. The project, located in Seneca Falls, is expected to save the company \$388,976 over 15 years as a result of the property tax exemption and \$427,008 as a result of the sales tax exemption. A cost-benefit analysis for the project showed \$7.41 in benefit to the community for every one dollar in public assistance granted. Ms. Davis noted that IDA staff conducted a public hearing for the project on August 23<sup>rd</sup> in the Town of Seneca Falls. No oral or written comments were received. A copy of the hearing minutes were provided to board members prior to the meeting. A motion is needed to approve the final resolution. The proposed resolution was presented as follows:

**RESOLUTION AUTHORIZING THE SENECA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") TO (i) UNDERTAKE A CERTAIN PROJECT FOR THE BENEFIT OF SENECA GARDENS SOLAR, LLC (THE "COMPANY"), (ii) NEGOTIATE, EXECUTE AND DELIVER A LEASE AGREEMENT, LEASEBACK AGREEMENT, AGENT AGREEMENT, PAYMENT IN LIEU OF TAX AGREEMENT, AND RELATED DOCUMENTS, AND (iii) PROVIDE FINANCIAL ASSISTANCE TO THE COMPANY IN THE FORM OF (a) A SALES AND USE TAX EXEMPTION FOR PURCHASES AND RENTALS RELATED TO THE UNDERTAKING OF THE PROJECT, AND (b) A PARTIAL REAL PROPERTY TAX ABATEMENT UNDER A PAYMENT IN LIEU OF TAX AGREEMENT**

A motion was made by Mr. Guthrie approving IDA Resolution 2022-16 Seconded by Mr. Bruce Murray. Members, Brusso, Guthrie, Kime, B. Murray, T. Murray, Shipley and Lott voted "yea". Mr. Trout was absent. Motion carried.



**Discussion / Approval of RLF Loan to Bestmade Products as Recommended by Loan Committee:**

A copy of the Loan Application, Loan Analysis and Loan Committee Meeting Minutes were provided to board members prior to the meeting. Bestmade Products is asking for a loan in the amount of \$90,000 to help construct a 7,200 square foot residential boat dock manufacturing facility at the Deer Run Industrial Park in the Town of Seneca Falls. The project will allow the company to better control its inventory, assembly, and distribution activities. Bringing some of the fabrication and assembly process in-house is expected to improve margins and create several new full-time employment positions. With approval of the loan and expansion, the project will create seven full-time employees within the first six months while retaining 6 full-time employees. The proposed term of the loan is interest-only payments for the first six months, followed by 60 monthly payments at a fixed interest rate of 3.56%. It was noted that staff received a loan analysis thru H. Sicherman & Company, Inc., and approval is recommended based upon the strong financial performance of the company and the unique, high-demand product they are providing to the region. The Loan Committee met on August 10, 2022 and voted to recommend approval to the full board.

A motion was made Mr. Lott approving the RLF Loan in the amount of \$90,000 with interest-only payments for the first six months, followed by 60 monthly payments at a fixed interest rate of 3.56%. Seconded by Mr. Tom Murray. Members, Brusso, Guthrie, Kime, B. Murray, T. Murray, Shipley and Lott voted "yea". Mr. Trout was absent. Motion carried.

**Discussion / Request for Reduction in Agency Fee for Keystone Mills Project:**

Keystone Mills is seeking a reduction in their 1% IDA agency fee for their PILOT that was approved in fall 2021. A letter explaining the request was provided to board members prior to the meeting. The project is being downsized from a \$19.5 million conventional feed mill to a \$10.3 million organic feed mill due to lack of available utilities. The reduced capital budget is not expected to impact projected job numbers.

A motion was made by Mr. Kime approving the reduction in agency fee, which will now be 1% of the new capital cost of \$10.3 million. Seconded by Mr. Guthrie. Members, Brusso, Guthrie, Kime, B. Murray, T. Murray, Shipley and Lott voted "yea". Mr. Trout was absent. Motion carried.

**Standing Item – Update / Seneca County Chamber of Commerce– Jeff Shipley:**

Mr. Shipley advised the board that the One Seneca group is continuing to meet every Thursday at 10am. These meetings are open to the public and they are a great way to find out what is happening within the Chamber, IDA and the County. An article was just released in the new publication of Travel and Leisure naming Seneca Falls as one of the top 20 places to visit in New York, which is a great thing for Seneca County. Also, the Chamber has just completed a video promotion project with Cayuga Lake Scenic Byway in tandem with Cayuga and Tompkins County. These videos can be viewed on the Cayuga Lake Scenic Byway website. The Chamber is also working on promotional videos which will showcase the Water to Wine tours, in which visitors can go to the wineries via boat. They are also working on a promotional video showcasing D&K Ranch in Interlaken and the activities they offer. As for the broadband initiative, the committee has made a recommendation to the Board of Supervisors requesting a funding allotment out of the ARPA Funding.

**Standing Item – Update / Seneca County Board of Supervisors:**

Ms. Davis noted that the Town of Fayette has been awarded a million dollar grant throughout the Northern Borders Regional Commission to do a sewer project along Route 96A for improvements to help support Seneca Lake Resorts, wineries and future development.

**Other Business:**

**Update on Willard Closure:**

Mr. Bruce Murray advised Board members that he recently attended a informative tour of the Willard site, which included state representatives, members of the County administration, County Board, IDA and representatives from the Department of Corrections (DOCCS). It was his understanding, from speaking with the representative from DOCCS, the process to have the property transferred to the County would be the submission of a plan of redevelopment by the County. The current issue at hand is winterizing the property so it does not fall into decay

over this upcoming winter. Ms. Davis stated that to our knowledge, DOCCS has no intention of winterizing the property (i.e., draining the water from pipes, keeping the heat on etc.). The County Board of Supervisors spoke to this at their last meeting, and they are wanting to institute a letter-writing campaign to try to encourage the State to take efforts to heat the campus for the winter.

After discussion, a motion was made by Mr. Kime supporting staff to work with the County on drafting a letter campaign, encouraging New York State to winterize the Willard campus. Seconded by Mr. Tom Murray. Motion Carried.

**IDA Board Vacancy:**

Ms. Davis noted that we have an open seat on our IDA Board that needs to be filled. She will be reaching out the IDA Board Interview Committee to schedule a meeting so we can begin the recruitment process. The goal would be to have a new member by January 2023

**Adjournment:**

A motion to adjourn the meeting was made by Mr. Kime. Seconded by Mr., Bruce Murray. Motion carried. The meeting adjourned at 12:55 p.m.

The next regular scheduled meeting will be held on **October 6, 2022 at 12:00 Noon.**

Respectfully submitted,

Bruce Murray  
Secretary

pc: Margret Li, Clerk to the Board of Supervisors

# IDA Long Term Forecast

September 2022

<b>IDA / WORST CASE - KNOWN REVENUES ONLY AGAINST BUDGETED EXPENSES</b>							
	Cash on Hand as of 1/1/2022	Forecast 2022	Budget 2023	2024	2025	2026	2027
<b>Operating Revenues</b>							
Agency Fees		642,280	1,316,850	36,500	36,500	36,500	36,500
Rental Income		100,000	100,000	100,000	0	0	0
Other Operating Revenues		124,519	169,206	75,828	70,000	70,000	70,000
<b>Total Operating Revenues</b>		<b>866,799</b>	<b>1,586,056</b>	<b>212,328</b>	<b>106,500</b>	<b>106,500</b>	<b>106,500</b>
<b>Operating Expenditures</b>							
Salaries and Wages		327,455	336,152	346,237	356,624	367,322	378,342
Prof. Fees/Conf/Marketing		91,737	108,972	119,619	123,208	126,904	130,711
Other Operating Expenditures		42,602	236,823	243,928	251,246	258,783	266,546
<b>Total Operating Expenditures</b>		<b>461,794</b>	<b>681,947</b>	<b>709,783</b>	<b>731,077</b>	<b>753,009</b>	<b>775,599</b>
Cash Increase (Decrease)		<b>405,005</b>	<b>904,109</b>	<b>-497,455</b>	<b>-624,577</b>	<b>-646,509</b>	<b>-692,367</b>
Operating Cash Available	<b>1,904,019</b>	<b>2,309,024</b>	<b>3,213,133</b>	<b>2,715,678</b>	<b>2,091,101</b>	<b>1,444,592</b>	<b>83,125</b>

IDA Long Term Financial Plan  
September 2022

IDA / FORECASTING \$400K INCOME									
	Cash on Hand as of 1/1/2022	Forecast 2022	Budget 2023	2024	2025	2026	2027	2028	
<b>Operating Revenues</b>									
Agency Fees		642,280	1,316,850	*230,000	330,000	330,000	330,000	330,000	
Rental Income		100,000	100,000	100,000	0	0	0	0	
Other Operating Revenues		124,519	169,206	70,000	70,000	70,000	70,000	70,000	
<b>Total Operating Revenues</b>		<b>866,799</b>	<b>1,586,056</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	
<b>Operating Expenditures</b>									
Salaries and Wages		327,455	336,152	346,237	356,624	367,322	378,342	389,692	
Prof. Fees/Conf/Marketing		91,737	108,972	119,619	123,208	126,904	130,711	134,632	
Other Operating Expenditures		42,602	236,823	243,928	251,246	258,783	266,546	274,543	
<b>Total Operating Expenditures</b>		<b>461,794</b>	<b>681,947</b>	<b>709,783</b>	<b>731,077</b>	<b>753,009</b>	<b>775,599</b>	<b>798,867</b>	
Cash Increase (Decrease)		405,005	904,109	-309,783	-331,077	-353,009	-375,599	-398,867	
Cash Available	1,904,019	2,309,024	3,213,133	2,903,350	2,572,273	2,219,264	1,843,665	1,444,797	
* Deviation from actual budget to accommodate \$400K operating revenue analysis									



## MEMORANDUM

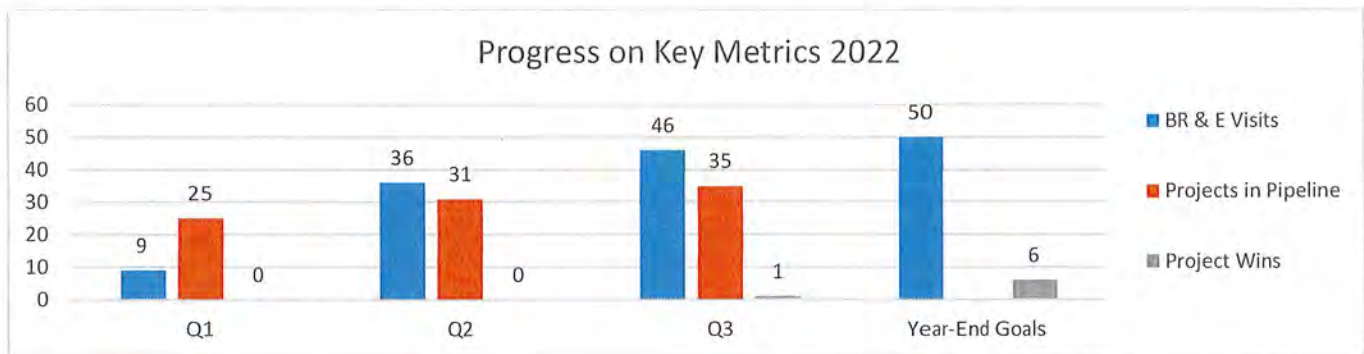
**TO:** IDA Board  
**FROM:** Executive Director  
**DATE:** 9/29/22  
**RE:** IDA Quarterly Report – Q3 2022

The IDA continues to see growth in our Business Retention & Expansion (BR & E) program and our project pipeline as we finish the 3<sup>rd</sup> quarter of 2022. We are on track to surpass our year-end goal of 50 BR & E visits, with a total of 46 to-date. Many businesses are continuing to report strong growth and additional hiring, although finding talent continues to be a challenge. There are 35 projects in our pipeline, and we still expect to receive applications from 4 or 5 of those before the end of the year or early in 2023.

As of this report, we have 1 new project in the “win” category that has reached final approval from the IDA Board, 1 that is “pending” in the process of us scheduling a public hearing, and another is a carryover from 2022 that is awaiting completion of the SEQRA review before going to the IDA Board for final approval. These 3 projects are summarized as follows:

- The Seneca Gardens Solar PILOT project, which received final IDA Board approval and is awaiting closing,
- The 5S Development PILOT project, which has had initial IDA Board approval and is awaiting a public hearing,
- And the Wilkins RV PILOT project, which is awaiting the completion of the SEQRA Review process by the Town of Junius prior to final approval.

These 3 projects are expected to invest approximately \$27.5 million in our County, retain 57 employees, and create 32 new permanent jobs and over 120 construction jobs.



Two other key items of note for the quarter include the hiring of the IDA’s new Grants & Development Specialist, David Hewitt, and the organization’s continued involvement in the redevelopment of the Willard Drug Treatment Center. Staff will provide a more detailed update on the Willard redevelopment later this year.