

**SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
MEETING MINUTES**

Regular Meeting
Thursday, February 2, 2021
12:00 Noon
Via Livestream due to COVID 19

Attendance:

Board Members Present: Steven Brusso, Chair; Valerie Bassett; Menzo Case; Bruce Murray; Jeff Shipley; Don Trout; Stephen Wadhams, Tom Murray, and Thomas Kime

Board Members Absent:

Staff Attending: Sarah Davis. Executive Director; Patricia Jones, Deputy Director; Kelly Kline, Office Manager

Others Attending: Robert Kernan, Jr., CFO; Rob Halpin, The Halpin Law Firm and Mitch Rowe, County Manager

Call to Order:

Chairman Brusso called the meeting to order at 12:02 p.m. A quorum of the Agency's members was present.

Recognition of Board Member Valerie Bassett:

Ms. Bassett has submitted her resignation and her last day of service will be at today's meeting. On behalf of the board and staff, Chairman Brusso thanked Ms. Bassett for her five years of service and the tremendous contribution she has made as a Board Member and Officer.

Approval of IDA Meeting Minutes of January 7, 2021

The minutes of the Agency's meeting of January 7, 2021 had been sent to Board members prior to the meeting. A motion was made by Mr. Case to approve the meeting minutes. Seconded by Ms. Bassett. Members Bassett, Brusso, Case, Kime, B. Murray, T. Murray, Trout, Wadhams and Shipley voted "yea". Motion carried.

Review of Un-Audited IDA Financial Statements thru December 2020:

The December 2020 financial statements had been mailed to board members prior to the meeting. Mr. Kernan provided a summary of the financials. It was noted that these financials are un-audited and approval is not needed as the annual audit of the IDA is in process.

Committee Appointments for 2021:

IDA Governance

Steve Brusso, Chair
Thomas Kime
Bruce Murray

IDA Audit

Steve Brusso, Chair
Thomas Kime
Menzo Case

IDA Finance

Steve Brusso, Chair
Thomas Kime
Menzo Case

Appointment of New Member to the Seneca County EDC Board of Directors:

Chairman Brusso appointed Mr. Jeff Shipley to fill one of two vacant board seats on the EDC Board of Directors.

Discussion/Approval of Transfer of Army's Retained Environmental Sites:

The Army has completed environmental clean-up of eleven sites (283 acres) and they are ready to transfer these parcels to the IDA. A memorandum of agreement was signed by the IDA and the Army in 2003 that when all the environmental cleanup was completed the army had an obligation to deed that property to the IDA. All parcels are located in the Town of Varick and include sites in the Army's Exclusion Area and the conservation area. Ms. Jones advised the board that the Army has provided a draft deed and it has been reviewed by Legal Counsel. A portion of this land will then be deeded to Deer Haven Park (part of the Conservation Area transfer) (236.93 acres) and the other portion will be leased to First Light (part of their Development Lease) (45.82 acres). For information purposes – the Army has just two (2) environmental sites remaining totaling 403.03 acres. A motion is needed to accept the deed for the transfer of the 283 acres and authorizing the Executive Director to execute transfer documents. After discussion, the board requested staff and legal counsel to work together to draft a summary of what remediation has been done by the army in respect to these particular pieces of property as well as what the relative responsibilities are for prior contamination if something comes up in the future. Staff will provide the summary to the board and will move this approval to the March 25th IDA meeting agenda.

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

The Chamber added an economic and environmental sustainability pillar to their most recent strategic plan. The Chamber will be working on this in the upcoming weeks to put in place a framework that will help provide collaborative leadership in those areas for the betterment of the community. The Chamber is continuing to hold weekly COVID community briefings. The group has brought together a series of industries and really has been one of the most unifying efforts that Jeff has been a part of. The Chamber is launching a new digital marketing campaign, including search engine ads, and a new mobile research project. The research project will provide significant data and insight that the Chamber will be able to share with collaborators and will inform on how we position tourism within the county and how we work within the tourism space.

Standing Item – Update / Seneca County Board of Supervisors – Don Trout:

Mr. Trout noted the county has been working hard on getting COVID-19 vaccines into the community. Also, there have not been any new developments regarding the transfer of the 414 sewer line from the IDA to the County.

Update by IDA Executive Director – Sarah Davis:

Mrs. Davis gave an update to the board on the agency's strategic priorities heading into 2021: Further development of the Deer Run Industrial Park, pursuit of the Seneca County Economic Development Strategy with the Chamber and the County, increase the IDA's visibility in the community, exploration of a development area in the Opportunity Zone, reviewing and re-evaluating the Economic Development Corporation and Funding Corporation's missions and purposes, transferring the operations of Sampson Veterans Memorial Cemetery operations back to Seneca County in July 2021, transferring the 414 sewer line to Seneca County, completing the Lowe's water main project, finalizing the transfer of the Retained Environmental Sites at the Depot and transfer of the Sutton Road Airfield deed to Seneca County. Staff also plans to continue expanding the Business and Retention program to 50 visits, up from 35 in 2020 and to secure 6 business expansion or attraction projects in Seneca County in 2021. Thanks to the implementation of the new CRM system in 2020, staff is now able to break down the potential project pipeline for the upcoming year.

Other Business:

None

Executive Session:

Chairman Brusso requested a motion to enter into executive session to discuss the financial, credit or employment history of a particular corporation, or matters leading to the approval of a contract for a particular corporation. A motion was made by Mr. Wadhams 12:58 pm to enter into executive session. Seconded by Ms. Bassett. Motion carried. A motion to come out of executive session at 1:33 pm was made by Mr. Case. Seconded by Mr. Wadhams. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mr. Case at 1:33 pm. Seconded by Mr. Wadhams. Motion carried. The meeting adjourned at 1:34 pm.

The next regular scheduled meeting will be held on **March 25, 2021 at 12:00 Noon.** Respectfully submitted,

Stephen Wadhams
Secretary

pc: Margaret Li, Clerk to the Board of Supervisors