

**SENECA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
MEETING MINUTES**

Regular Meeting  
Thursday, March 26, 2020  
12:00 Noon  
Via Recorded Conference Call open to the public

**Attendance:**

Board Members Present:	Steven Brusso, Chair; Thomas Kime; Menzo Case; Erica Paolicelli; Jeff Shipley; Valerie Bassett; Don Trout and Stephen Wadhams
Board Members Absent:	None
Staff Attending:	Patricia Jones, Deputy Director; Kelly Kline, Office Manager
Others Attending:	Robert Kernan, CFO; Rob Halpin, The Halpin Law Firm; Mitch Rowe, County Manager; Marie Smithgall, Carpenters Union 277; Megan Houppert, Adam Driscoll and Erin Correa Home Leasing and Kyle Krenzer, FLTV

**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 February 6, 2020:**

The minutes of the Agency's meeting of February 6, 2020 had been sent to Board members prior to the meeting. A motion was made by Ms. Bassett to approve the minutes. Seconded by Mr. Kime. Motion carried.

**Approval of 2019 IDA Annual Audit and Management Letter:**

The 2019 IDA Audit and Management Letter had been mailed to board members prior to the meeting. Mr. Kernan advised Board Members that the 2019 Audit and Management letter were accepted by the Audit Committee at their meeting on March 16, 2020 and approval by the full board is recommended. Mr. Kernan provided a summary of the audit to board members, noting that auditors have issued a clean audit with no material weaknesses or deficiencies in internal controls. A motion was made by Mr. Kime approving the 2019 IDA Audit and Management Letter and authorizing staff to post to PARIS, per the recommended approval of the Audit Committee. Seconded by Mr. Case. Members, Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case voted "yea". Mr. Wadhams absent. Motion carried.

[Mr. Wadhams joined the meeting]

**Approval of ABO Measurement Report:**

A copy of the New York State Local Public Authority Mission Statement and Measurement Report was provided to Board members prior to the meeting. Ms. Jones noted that the agency is required to provide a self-evaluation of the prior year's performance. In calendar year 2019 the Seneca County IDA supported 26 active projects, which have leveraged \$570,087,791 of private investment. These projects retained

2,821 FTE jobs and 12 FTE Construction jobs, of which 1,354 were created as a result of public support leveraging private investment. It was also noted that Job creation is significantly understated due to the use of independent contractors and employee leasing by some employers, and the inability to accurately track the number of jobs at the Waterloo Outlet mall. Board members acknowledged having read and understood the answers to the five questions in the final section of the document referred to as "Governance Certification." A motion was made by Mrs. Paolicelli approving the Measurement Report and posting to PARIS. Seconded by Ms. Bassett. Members Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case and Wadhams voted "yea". Motion carried.

**Approval of IDA Resolution No. 2020- 14 / Home Leasing Inc / Initial Resolution:**

Ms. Jones advised board members that an application for financial assistance has been submitted by Home Leasing Inc for their proposed project; Huntington Apartments, located at 201 Fall Street, Seneca Falls, NY. Home Leasing representative Adam Driscoll spoke to the board about the project. The project consists of the development of 55 affordable apartments to be owned and managed by Home Leasing. The units will be available to households at 50% and 60% of Area Median Income, with 25 units to be designated as permanent supportive housing for homeless veterans with support services from project partner, Eagle Star Housing, Inc. Home Leasing Inc. has been in business since 2004 and is based in Rochester, New York. They have 2220 units in 25 communities across New York, Pennsylvania and Maryland. The project is also applying for highly competitive funds from NYS Homes & Community Renewal. A PILOT agreement will provide the project stability with operating costs and demonstrates strong local support, which significantly contributes to the project's scoring. A copy of the resolution was provided to board members prior to the meeting. Ms. Jones advised board members that this resolution accepts the application, authorizes a public hearing to be held with respect to the project and authorizes the commencement of negotiations to develop a proposed lease agreement, leaseback agreement, PILOT agreement and related documents. Ms. Jones then presented Resolution No. 2020-14 as follows:

**RESOLUTION OF THE SENECA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (THE "AGENCY") (i) ACCEPTING THE APPLICATION OF HOME LEASING, LLC (THE "COMPANY") DATED MARCH 11, 2020 WITH RESPECT TO A CERTAIN PROJECT, (ii) AUTHORIZING A PUBLIC HEARING WITH RESPECT TO THE PROJECT, (iii) DESCRIBING THE FORMS OF FINANCIAL ASSISTANCE BEING CONTEMPLATED WITH RESPECT TO THE PROJECT, AND (iv) AUTHORIZING THE NEGOTIATION OF A LEASE AGREEMENT, LEASEBACK AGREEMENT, PILOT AGREEMENT AND RELATED DOCUMENTS.**

A motion was made by Mr. Wadhams approving IDA Resolution No. 2020-14. Seconded by Mr. Trout. Members Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case and Wadhams voted "yea". Motion carried.

**Approval of Hillside RFP:**

A copy of the proposed Request for Proposals (RFP) regarding the sale of the Hillside facility was provided to board members prior to the meeting. Ms. Jones noted that staff was planning to conduct a windshield tour of the facility on April 9<sup>th</sup>, with proposals/bids to be submitted by April 30<sup>th</sup>, but these dates may need to be changed due to the country's current posture. A motion was made by Mr. Trout approving the RFP however, holding off on presenting to the public until we are able to confirm dates of tours and the deadline to submit the RFP. Seconded by Ms. Bassett. Members Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case and Wadhams voted "yea". Motion carried.

**Approval of FAME Renewal:**

An annual FAME report to contributing IDAs was provided to board members prior to the meeting. Staff is proposing that the agency remain founding members of FAME at a cost of \$975, and that we contribute to the annual Finger Lakes Works with Their Hands event held at Lott Farms for approximately \$4,500 as a marketing expense. A motion was made by Mrs. Paolicelli approving support of FAME for 2020.

Seconded by Mr. Trout. Members Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case and Wadhams voted "yea". Motion carried.

**Executive Session:**

Chairman Brusso requested a motion to enter into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. A motion was made by Mr. Trout at 12:40 pm to enter into Executive Session. Seconded by Ms. Bassett. Motion carried. A motion was made by Ms. Bassett at 1:05 p.m. to come out of Executive Session. Seconded by Mr. Case. Motion carried.

**Approval of IDA Executive Director:**

A motion was made by Mr. Wadhams approving Sarah Davis as the Executive Director of the Seneca County IDA with a starting salary of \$80,000. Seconded by Ms. Bassett. Members Brusso, Trout, Kime, Paolicelli, Shipley, Bassett, Case and Wadhams voted "yea". Motion carried.

**Adjournment:**

A motion to adjourn the meeting was made by Mr. Case. Seconded by Mr. Shipley. Motion carried. The meeting adjourned at 1:11 p.m.

The next regular scheduled meeting will be held on **May 7, 2020, 12:00 Noon**, Via conference call and Livestreamed due to Covid-19.

Respectfully submitted,



Stephen Wadhams  
Secretary

pc: Margret Li, Clerk to the Board of Supervisors