

SCOHARIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

349 Mineral Spring Road, Cobleskill, NY 12043
(518) 234-7604

Fonda Chronis
Executive Director

Chester Burton
Chairperson

INDUSTRIAL DEVELOPMENT AGENCY

SEPTEMBER 27, 2023 -- MEETING MINUTES

Meeting video can be found at the following link:
<https://www.youtube.com/watch?v=-FMdVOP2Izk>

MEETING CALLED TO ORDER AT 9:20AM BY CHAIRMAN CHESTER BURTON

Roll Call: Burton: Present
Johnson: Present
King: Present
Oevering: Present
Trapani: Present

Others Present: Fonda Chronis (IDA CEO/Executive Director), Julie Pacatte (IDA Interim CEO/Executive Director), Ron Filmer (IDA Consultant)

Reading & Approval of Minutes: **Motion to approve minutes of the August 30, 2023 meeting by Johnson, seconded by King -- Approved**

Bills & Communications: None

Report of the Treasurer – will be discussed at Audit Committee

Motion to recess meeting to call to order Audit Committee by Johnson, seconded by Trapani – Approved

CHAIRMAN RESUMES CRC MEETING AT 9:14AM

Report of Audit Committee: **Motion to approve audit document by Trapani, seconded by Johnson – Approved.**

Governance Committee: Did not meet

Unfinished Business:

1. UTEP

Red-lined document provided by Julie and circulated via email to Board. Next step is for Executive Director to send to all taxing jurisdictions. The Board wishes to hold a public hearing to allow public comment avenue on changes to the UTEP. The Executive Director will coordinate with IDA attorney on that. **Motion to hold a public hearing at an appropriate time after the 30-day taxing jurisdiction comment period for the UTEP policy amendment, made by Johnson, seconded by Trapani – Approved.**

2. Land Sales

309/349 Mineral Spring Road: Indications are the sale will be moving forward. Buyer’s attorney and Territory Manager for Backyard Outfitters tells us they are “ready to move forward.” Per contract, closing is to happen by 10/15 (that is a Sunday, so 10/16 would be the date for closing.) Board authorizes Executive Director to hire Sarah Nickle as a contractor to oversee document retention project and a service to move contents from property. **Motion to give Executive Director permission to hire Sarah Nickle as a contractor at \$30 per hour to oversee document relocation project and to hire movers to dispose of furniture within the building to physically relocate files made by Johnson, seconded by Trapani – Approved.**

Mineral Spring Road Property Adjacent to Cobleskill Municipal Building: no change in status since last meeting. Executive Director is directed to reach out to buyer to discuss interest in the purchase of property.

Shad Point: IDA continues to wait for comment from seller’s attorney regarding draft purchase option agreement that was sent on August 30. Two follow-ups have occurred on 9/14 and 9/26. IDA attorney believes that some of the delay is due to health issues.

3. MRB Rate Increase: 2023 and 2024 rates were presented to the Board. Board had no objections to the Executive Director to sign the rate sheet.

4. RFQ for preferred developer (Shad Point)

IDA signed off on being lead agency to manage project and \$1 million in county funding for such purpose. Discussion ensued regarding a 10% administrative fee for managing the project. County does not believe ARPA funds can be used for that purpose.

Discussion occurred on whether the IDA has control of project, who should handle the project, and a better definition of roles stakeholders have in the project. IDA Board re-stated its interest in managing the project. Clarity is needed to determine the details of the purchase option and which entities retain what percentage of any sale amount above total investment.

Executive Director will set-up a structure to manage the property development process.

5. Sharon Springs Warehouse

Proof of insurance received. Board directs Executive Director to send correspondence to Beekman acknowledging notice of vacating 120 days from receipt of this notice.

Stormwater runoff damaging adjacent property – contractor has not provided costs of repaid options. Ron Filmer will reach out to contractor.

Purchase Offer/Application designed by Julie Pacatte. Board decided not to require a refundable application fee. Form will be adjusted to reflect that decision.

Board reiterated its desire to sell this property rather than leasing it again.

6. New Business

- a. End-Of-Year documents (Annual Report, Investment Report, Assessment Report, Mission Statement/Performance Measures Report): **Motion to approve all end-of-year reports as amended by Trapani, seconded by Johnson -- Approved**

Amendment to Mission Statement/Performance Measures Report: Executive Director directed to modify Performance Measures portion of report to reflect additional project detail.

Amendment to Annual Plan to correct attendance of board members (King remote attendance in January and February).

Ron Filmer pointed out that American Recycling has not met its jobs threshold and is technically in default on jobs requirement but is in compliance with its construction timeline. Board directed Executive Director to inform American Recycling they are in technical default but that the IDA Board will extend the date of compliance to match the construction timeline of end of year 2024.

Discussion regarding the best ways to leverage additional resources once received from property sales.

Executive Director will present a modified budget to the Finance Committee and IDA Board based on new expenses and new revenues, especially since expenditures are at their highest levels ever.

- b. Technology equipment purchases: **Board gave Executive Director authority to purchase technology at his discretion per procurement policy.**

Board directed Executive Director to investigate state contracting options to purchase at a lower cost. Executive Director will investigate options.

- c. Disability Insurance: **Motion to direct Executive Director to execute all documents related to obtaining disability insurance for the agency made by Johnson, seconded by King – Approved.**
- d. Unemployment/withholding application: IDA has applied for this registration number; government entities do not need to pay into the UI trust fund but are responsible for claims against the organization – only pay when there is a liability.
- e. Travel Plaza endorsement; **Motion to allow Chair to sign an endorsement of the Town of Schoharie Planning Board as lead agency for the project made by Trapani, seconded by Johnson -- Approved**
- f. Health insurance for IDA: County originally agreed to cover health insurance for an employee of the agency and but will agree to increase the \$130,000 funding agreement to cover IDA's health insurance costs. Plan is to utilize COBRA coverage and have the IDA pay that directly to previous employer. County's funding support to the IDA would increase to include this additional amount.

Board requests to see an MOU or amendment to existing MOU prior to approving the documentation increasing the county's support.

Motion to pay a certain employee's cost of COBRA health insurance coverage for the month of September while awaiting a revised MOU from Schoharie County, made by Oevering, seconded by Johnson – Approved.

7. Other

- a. Revocable Permit with SUNY for rental; **Motion to approve and direct the CEO to execute all required documentation with SUNY Cobleskill/State of New York on the revocable permit for the period 9/6/2023 to 10/5/2023 made by Johnson, seconded by Trapani – Approved.**

A second document will be presented to the IDA for a longer term. Discussion was held regarding the revocable nature of the document and the need to be in compliance with Executive Order 177 and other ABO board trainings.

- b. Bank signatures; **Motion to add Fonda Chronis and all board members to all bank and investment accounts made by Johnson, seconded by Trapani – Approved.**

- c. Letter to support village Downtown Revitalization Initiative application for potential Grove Street housing project: **Board supports a letter signed by the Chair.**
 - d. Discussion: Agency credit card: **Executive Director directed to work through the application process for obtaining an agency credit card and policy to govern its use.**
 - e.
8. Adjournment: Motion to adjourn at 11:54 am made by Oevinger, seconded by Johnson – Approved.

Next Meeting: Tuesday, October 24, 2023 at 9am
Location: SUNY Cobleskill Campus, Prentice Hall Room 104D