

Minutes of the
County of Lewis Industrial Development Agency
August 04, 2016
IDA Office, 7642 N. State St., Lowville, New York

Chairman Rocky Fawcett called the meeting to order at 8:00 a.m.

Privilege of the Floor: waived

The minutes of the July 07, 2016 meetings were approved upon a motion made by Craig Brennan and seconded by Gary Herzig. Motion carried.

The Financial Report (Balance Sheet, Profit & Loss, & Review of Expenses) for the month of June 2016 were approved upon a motion made by Gary Herzig and seconded by Joe Lawrence. Motion carried.

Audit Report – Liz Bush - Bowers & Company: Ms. Liz Bush from Bower's and Company presented the IDA board with their annual financial audit for the fiscal year June 01, 2015 to May 31, 2016. Ms. Bush reported this year has seen more activity than in recent years, therefore there is new activity in the report, but it remained a clean audit. She provided an overview of the balance sheet, profit and loss, assets and liabilities, and highlighted the projects and how they affected the audit. Upon conclusion of the presentation, she advised the adjusting entries to be made, new regulations or policies that will need to be addressed such as Conflict of Interest.

A motion to accept the Financial Report was made by Tina Schneider and seconded by Craig Brennan. Motion carried.

Old Business:

- **Rail Corridor** – At the July 07th meeting the IDA Board approved the PILOT and Sales Tax Exemption for the rehabilitation of the rail corridor from Lewis County to Newton Falls. A public meeting is required for the PILOT agreement and potential time and dates are being discussed.

The Sales Tax Exemption paperwork has been initiated as the project moves forward.

- **Business Park** – We have submitted a CFA grant application to New York State for Phase 1 for the business park to include acquisition of land, engineering and construction of the entry road, utility service and one site pad. The project was submitted as a priority project with Economic Development reserve funding committed as the local match.

Tim Petersen and Eric Virkler met recently with the property owner and an important next step will be to complete a property survey to clarify the land to be purchased and the final pricing.

We are working on an RFP for services to complete NYS Shovel Ready certification process and we expect to release this RFP in early August.

- **Economic Development Reserve** – The Utica Leasing Company has returned the funding utilized to secure the equipment for one month at the Climax Manufacturing plant.
- **Wind Projects** – The taxing jurisdictions have approved the PILOT allocation and we will secured the signed term sheets as we prepare for public hearing and agreements for PILOT and sales tax incentives. Own Energy representatives will be visiting the area in August and would be interested in meeting with IDA representatives to discuss the agreements and also the IDA fee.

New Business:

- **CFA Applications** – We are aware of eight CFA applications submitted to NYS including the previously noted application for the business park. Our office assisted six businesses and one non-profit with support letters, review of their questionnaires and budget guidance. We are excited to see this number of applications and will also be working on CFA grant applications were submitted with one being for the IDA Business Park. 8 applications were for private business and organizations wishing to expand their particular business or purchase replacement/new equipment for their business.

We also will begin to work on future grant applications for the Lyons Falls mill redevelopment and additional funding for the Lewis County Business Park.

- **Marketing** - Brittany Berrus was introduced to the board as our new Marketing and Communication Specialist. Ms. Berrus gave a short summary of activities she has been focused on to enhance our marketing and outreach. Our Naturally Lewis Facebook site just went live. She is also working with other partners on the Lewis County Cuisine Trail and has assisted with the CFA grant applications.
- **Economic Development Strategy** - Tim Petersen is beginning to work on an Economic Development Strategy and provided the board a short synopsis.

Executive Directors Report

- BarkEaters Craft Brewery's equipment has been delivered to the new facility on Trinity Ave.
- Research on an incubator/food processing center and food hub continues.
- Mr. Virkler and Ms. Berrus continue to assist businesses for information to complete the Cuisine Trail application to NYS Ag and markets.
- Several meetings, phone calls and visits to surrounding business and individuals to assist with the CFA Grant applications, discuss business expansion or the start-up of a new business.

Next Meeting: September 01, 2016

A motion to adjourn the meeting was made by Craig Brennan and seconded by Jared Thisse. Motion carried and meeting adjourned at 9:50 a.m.

Respectfully submitted,

Christina Schneider
Secretary/Treasurer