

FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

**TUESDAY
JULY 9, 2019
8:00 A.M.**

PLANNING DEPARTMENT CONFERENCE ROOM

MEETING NOTES

PRESENT:

DAVE D'AMORE, CHAIRMAN
JOSEPH SEMIONE, TREASURER
JOE GILLIS, SECRETARY
TODD RULISON, MEMBER
JANE KELLEY, MEMBER
JAMES MRAZ, EXECUTIVE DIRECTOR
KARA LAIS, FITZGERALD, MORRIS, BAKER, FIRTH PC
SCOTT HENZE, PLANNING DIRECTOR
RON PETERS, FULTON COUNTY CENTER FOR REGIONAL GROWTH
GEOFF PECK, FULTON COUNTY CENTER FOR REGIONAL GROWTH
JOHN BLACKMON, FULTON COUNTY BOARD OF SUPERVISORS

I. MINUTES FROM JUNE 11, 2019 MEETING:

MOTION : Accept as presented.
MADE BY : Joseph Semione
SECONDED : Jane Kelley
VOTE : Unanimous

II. BUDGET REPORT:

MOTION : Accept as presented.
MADE BY : Jane Kelley
SECONDED : Todd Rulison
VOTE : Unanimous

III. **COMMITTEE REPORTS:**

A. Nominating Committee:

- No report.

B. Audit Committee:

- Monthly Bank Reconciliation Reports: Todd Rulison stated that he approved this past month's reconciliation reports.

C. Governance Committee:

- No report.

D. Finance Committee:

- No report.

IV. **OLD BUSINESS:**

A. **Status of Johnstown Renewables (JR) Project:**

- Amendment to Lease Agreement was sent to JR.
- Amendment extends project completion date through December 31, 2019.

IDA DISCUSSION: Kara Lais stated that she has sent the amended Lease Agreement to Johnstown Renewables but hasn't received it back yet. Joe Semione asked if she thought the IDA would get the amendment back prior to the next meeting. Kara Lais said she was hopeful that that would happen.

V. **NEW BUSINESS:**

A. **Board Training:**

1. Background:

- The annual evaluations IDA Board members completed last fall indicated a desire to conduct more training and updates for members.
- As a result, it is proposed that time be allocated at each IDA meeting to provide training.

2. Fulton County's Economic Development Program:

a. FCCRG:

- Market Fulton County.
- Provide financing.
- Market shovel-ready sites.

- Bring prospective projects to IDA.
- Other.

b. FCIDA:

- Prepare shovel-ready sites.
- Provide financial incentives.
- Sell land to prospective companies.

c. Fulton County:

- Provide funding to FCCRG.
- Market Fulton County.

3. FCIDA Mission:

a. IDA Mission Statement:

- PAAA and PARA require an IDA to adopt a Mission Statement.
- The FCIDA's Mission Statement, which was approved in August 2012, reads as follows:

“The IDA’s mission is to create and promote economic growth and prosperity for both residents and entrepreneurs in Fulton County. The IDA’s role in Fulton County’s Economic Development Program is to develop and maintain an inventory of shovel-ready sites for new and expanding businesses, offer financial incentives, as may be required, to encourage the creation of new and retention of existing jobs and expand the County’s tax base. In doing so, the IDA strives to make Fulton County a desirable place to live and do business.”

b. Past History:

- Since its creation, the FCIDA has performed two (2) main functions:
 1. Develop/sell shovel-ready sites.
 2. Provide financial incentives.
- The FCIDA has been involved in the development of shovel-ready sites in four (4) industrial/business parks:
 1. Crossroads Industrial Park : 1987
 2. Johnstown Industrial Park : 1990
 3. Crossroads Business Park : 1999
 4. Tryon Technology Park : 2014
- The FCIDA owns the land in each Park. How the IDA acquired the land in each Park differs:

Crossroads Industrial Park	The IDA bought the land itself for the Park. Fulton County provided the local share of the EDA Grant obtained to build the Park.
Crossroads Business Park	The IDA bought the land itself for the Park. Six (6) local agencies contributed to the local share of the EDA Grant obtained to build the Park. IDA executed an Agreement with those local agencies on how lot sale revenues would be distributed.
Johnstown Industrial Park	The City of Johnstown bought the land, deeded it over to the IDA and executed an Agreement with the IDA on how the proceeds from lot sales would be handled. IDA executed an Agreement with the City of Johnstown on how lot sale revenues would be distributed.
Tryon Technology Park	Empire State Development (ESD) deeded the land/buildings to the IDA for \$1.00. Fulton County provided the local shares for the two (2) ESD Grants obtained to develop the Park.

- When the FCIDA sells a parcel of land, the proceeds from that lot sale are distributed as follows:

Crossroads Industrial Park	:	100% of lot sale goes to FCIDA	
Johnstown Industrial Park	:	7% of lot sale goes to FCIDA 93% of lot sale goes to City of Johnstown ½ of that 93% goes to City ½ of that 93% goes to City Account held by FCIDA	
Crossroads Business Park	:	The proceeds of all lot sales are distributed as follows:	
		FCIDA	22.6%
		City of Groversville	22.5%
		Fulton County Economic Development Corporation	22.5%
		Board of Water Commissioners	13.4%
		Community Development Agency	11.5%
		Promote Groversville Development Agency	7.5%
Tryon Technology Park	:	100% of lot sale goes to IDA	

- The roads in each Park are municipally owned. The IDA deeded to each municipality ownership of the land upon which the Park's roads were built on.
- The water and sewer infrastructure in the Crossroads Industrial and Crossroads Business Park are owned and maintained by the City of Groversville.
- The water and sewer infrastructure in the Johnstown Industrial Park is owned and maintained by the City of Johnstown.
- The electrical and gas lines in the Crossroads Industrial and Business Parks and Johnstown Industrial Park are owned by National Grid.
- At the Tryon Technology Park:
 - Groversville Water Department owns the water infrastructure.
 - FCIDA owns the sewer lines.
 - Fulton County owns CR117.
 - Fulton County maintains the sewer pump station.
 - FCIDA owns the electrical infrastructure. National Grid is in the process of installing a new electrical service. This new service will be owned and maintained by National Grid.
 - National Grid owns the natural gas infrastructure.

c. IDA Financial Incentives:

- There are four (4) financial incentives that NYS's General Municipal Law (GML) authorizes IDA's to provide to an eligible project:
 1. Property Tax Exemption (PILOT)
 2. Sales Tax Exemption
 3. Mortgage Recording Tax Exemption
 4. Reduced interest rates on bonds

d. Current FCIDA Projects:

Owner	Lessee	Address	PILOT
FCIDA	CG Roxane	1 Old Sweet Road, Johnstown, NY	Yes
FCIDA	YMCA	213 Harrison Street, Gloversville, NY	No
FCIDA	Johnstown Renewables	Enterprise Drive, Johnstown, NY	Yes
FCIDA	Century Linen	125 Balzano Drive	No

e. IDA-Owned Properties:

LOCATION	SBL	ACRES
1. Tryon Technology Park:		
Tryon Technology Park/Development Area	164.-5-1	396.45
North Side County Highway 107, Town of Johnstown	164.-2-16.5	62.11
North Side County Highway 107	164.-5-4	1.32
Tiny Triangular Parcel on North Side: County Highway 107	164.-2-54	0.003
South Side County Highway 107	164.-1-26	27.00
2. Johnstown Industrial Park:		
North Side Opportunity	185.6-1-2.1	19.75
West Side NYS Route 30A	174.18-1-19	6.42
West Side NYS Route 30A	185.6-1-1	3.78
East Side Clermont Street	174.18-1-14	1.45
3. Crossroads Industrial Park:		
North side of Balzano Road		6.4
4. Crossroads Business Park:		
E. Side S. Kingsboro Avenue, Johnstown	163.10-2-1	41.51
S. Kingsboro Avenue, Johnstown	163.10-2-2	33.30
5. IDA Projects:		
1 Old Sweet, Town of Johnstown (CG Roxane)	146.-1-31	72.54
Watershed, Town of Johnstown (CG Roxane)	146.-1-5.22	0.09
Enterprise Drive, City of Johnstown (Johnstown Renewables)	174.18-1-17.1	3.02
Enterprise Drive, City of Johnstown (Johnstown Renewables)	174.17-1-7.1	2.21
6. Other:		
Triangular Piece: Glove Cities Park	163.5-3-2	0.88
East Side NYS Route 30A, Town of Johnstown	174.-2-66	0.26
East Side NYS Route 30A, Town of Johnstown	174.-2-65	1.82
TOTAL		680.31

f. IDA Shovel-Ready Sites:

- The IDA has the following shovel-ready site available for sale:

Tryon Technology Park:

Lot 2 : 21+/- acres
 Lot 3 : 26+/- acres
 Lot 4 : 17+/- acres
 Lot 5 : 36+/- acres
 Lot 6 : 70+/- acres
 Lot 7 : 25+/- acres
 Lot 8 : 26+/- acres

Johnstown Industrial Park:

Lot 20 : 19.75+/- acres

NYS Rt. 30A : 10.20+/- acres (Not shovel ready: Property along NYS Rt. 30A. No water/sewer.)

Crossroads Industrial Park:

Lot 13 : 3.3 acres

Lot 14 : 3.1 acres

Crossroads Business Park:

21 lots : 69+/- acres (Average Lot size: 3.3+/- acres: Lots targeted for small, white collar companies.)

IDA DISCUSSION: Jim Mraz reviewed the information on the Agenda. There were several questions asked regarding the information that Jim Mraz answered.

B. New Authority Budget Office Policy Guidance: Posting and Maintaining Reports of Public Authority Websites:

1. Background:

- On June 3, 2019, the Authority Budget Office (ABO) issued a new Policy Guidance 10-03 on Posting and Maintaining Reports on Public Authority websites.
- The ABO advises that when posting and maintaining its website, IDA's should:
 - Monitor and regularly update its website, which includes ensuring all links function properly.
 - Post accurate and complete information.
 - Allow individuals to be able to navigate through the website with ease and have little difficulty finding the desired information and documents.
 - Use common terminology that facilitates a better understanding of the content.

2. Records Retention Program:

- The ABO recommends that IDA's establish a Records Retention Program to promote efficient administration and management of IDA records.
- To develop a Records Retention Program, the IDA would need to:
 - Develop a records retention and disposition policy and ensure compliance by all staff.
 - Ensure that authority records are maintained and disposed in compliance with regulations.
 - Identify, protect, and preserve archival records.
 - Establish a process to prepare and annually review and update the Records Retention Program.

3. Information that Must be Posted on IDA's Website:

- See Handout.

4. Proposal:

- Met with Emery Designs to review all of the new documents that must be placed on IDA website to comply with ABO's new Policy Guidance.
- Emery Designs has provided a written quote to perform this work.
- Proposed Fee: \$1,200

- In addition, Emery Designs provided a quote to:
 - Check website for APA compliance.
 - Provide links to Statebook demographic information.
 - Replace pdf files with searchable content.
- Proposed Fee: \$800

IDA DISCUSSION: Dave D'Amore reviewed the information on the Agenda. He stated that IDA staff compared the new requirements for Public Authorities' websites against what is currently on the IDA's website. A list of deficiencies was identified. A meeting was held with Betsy Emery from Emery Designs who prepared the IDA's website to review these deficiencies. Emery Designs has provided a quote to address these deficiencies. The estimated fee to do so is \$1,200. Dave D'Amore that Emery Designs submitted an additional proposal to perform additional work as identified in the Agenda. The proposed fee for this additional work is \$800. Dave D'Amore asked IDA members if they preferred to spend \$1,200 to update the IDA's website to comply with ABO requirements or to spend \$2,000 to perform the additional work Emery Designs has proposed to do. Joe Semione asked what is involved with ADA compliance? Kara Lais stated all IDA's all going through this process right now. Jane Kelley stated it is very important. She stated FMCC was audited recently by the Office of Civil Rights regarding ADA compliance of its website. Kara Lais stated that the IDA should get out ahead of it. Joe Gillis asked if anyone in County government could update the IDA's website. Jim Mraz stated, "No."

Scott Henze stated that there is a bill pending in the State Legislature that would require IDA's to video conference all public meetings. He stated that if this passed, the IDA may incur additional costs to comply with this new State requirement. This would include having Emery Designs make the IDA's website suitable for posting videos of IDA meetings.

IDA ACTION:

MOTION: To authorize a payment of \$2,000 to Emery Designs to update IDA website.

MADE BY: Joseph Semione

SECONDED: Jane Kelley

VOTE: Unanimous

C. Printer:

- IDA Board members were e-mailed about the breakdown of the color printer in the Planning Department.
- IDA Board members were asked if they would support spending \$1,500 to purchase a new color laser printer for the Planning Department.
- Planning Department provides support services to the IDA which often includes color copies of maps and other documents.
- Estimated Cost: \$1,500
- All IDA Board members who responded supported purchasing the new printer.

IDA DISCUSSION: Dave D'Amore reviewed the information on the Agenda. He asked if there were any questions regarding this matter. There were none.

IDA ACTION:

MOTION: To authorize the expenditure of \$1,500 to purchase a new color laser printer for the Planning Department.

MADE BY: Todd Rulison

SECONDED: Joseph Semione

VOTE: Unanimous

VI. OTHER BUSINESS:

A. Executive Session:

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
 - i. matters which will imperil the public safety if disclosed;
 - ii. any matter which may disclose the identity of a law enforcement agent or informer;
 - iii. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
 - iv. discussions regarding proposed, pending or current litigation;
 - v. collective negotiations pursuant to article fourteen of the civil service law;
 - vi. 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;
 - vii. the preparation, grading or administration of examinations;
 - viii. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.**

MOTION: To go into Executive Session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

MADE BY : Todd Rulison

SECOND : Joseph Gillis

VOTE : Unanimous

TIME : 8:45 a.m.

MOTION : To go out of Executive Session.

MADE BY : Todd Rulison

SECOND : Joseph Semione

VOTE : Unanimous

TIME : 9:55 a.m.

VII. NEXT MEETING:

Tuesday

August 13, 2019

8:00 a.m.

VIII. CLOSE MEETING:

MOTION : To close the meeting.

MADE BY : Joseph Gillis

SECONDED : Joseph Semione

VOTE : Unanimous

TIME : 9:55 a.m.