

# FULTON COUNTY INDUSTRIAL DEVELOPMENT AGENCY

TUESDAY  
OCTOBER 11, 2016  
8:00 A.M.

PLANNING DEPARTMENT CONFERENCE ROOM

## AGENDA

PRESENT:

\_\_\_ TODD RULISON, CHAIRMAN  
\_\_\_ JOSEPH SEMIONE, VICE CHAIRMAN  
\_\_\_ WILLIAM SULLIVAN, TREASURER  
\_\_\_ JOE GILLIS, SECRETARY  
\_\_\_ DIANA PUTNAM, MEMBER  
\_\_\_ DAVE D'AMORE, MEMBER  
\_\_\_ TIM MUNN, MEMBER  
\_\_\_ KARA LAIS, IDA COUNSEL  
\_\_\_ JAMES MRAZ, IDA EXECUTIVE DIRECTOR  
\_\_\_ WILLIAM WALDRON, LIAISON  
\_\_\_ RON PETERS, FULTON COUNTY CENTER FOR REGIONAL GROWTH  
\_\_\_ MIKE ANICH, LEADER-HERALD

### I. MINUTES FROM SEPTEMBER 13, 2016 MEETING:

MOTION :  
MADE BY :  
SECONDED :  
VOTE :

### II. BUDGET REPORT:

MOTION :  
MADE BY :  
SECONDED :  
VOTE :

### **III. COMMITTEE REPORTS:**

#### A. Nominating Committee:

- No report.

#### B. Audit Committee:

- No report.

#### C. Governance Committee:

- Governance Committee discussed 2017 compensation for Executive Director and CFO. Committee report to be given during discussion of proposed 2017 Budget.

#### D. Finance Committee:

- No report.

### **IV. OTHER REPORTS:**

A. Fulton County Center for Regional Growth: Ron Peters

B. Fulton County Board of Supervisors' Economic Development Committee: Bill Waldron

### **V. OLD BUSINESS:**

#### **A. Tryon Technology Park Project:**

##### 1. Real Estate Marketing and Brokerage Services:

###### A. Proposals Received:

- At June 7, 2016 meeting, IDA authorized distributing a Request for Proposals (RFP) to commercial real estate brokers.
- Two (2) proposals were received on July 27, 2016 from:
  1. CBRE/Albany
  2. Berkshire Hathaway
- Interviews have been conducted with both firms. Three (3) IDA members participated in the interviews.
- Notes from these interviews were emailed to all IDA members on September 2, 2016.

B. Fulton County:

- The IDA and Fulton County have been partners in the development of Tryon.
- Fulton County has invested County funds into marketing Tryon through:
  1. Tryon Targeted Industry Analysis
  2. Tryon Lead Generation
  3. Tryon sign and banners
  4. Marketing Agreement with FCCRG
- At the August 31, 2016 Economic Development and Environment (ED & E) Committee, Jon Stead, Administrative Officer, advised that he thought the IDA Board should seek the consent of Fulton County prior to retaining a commercial real estate broker.
- The IDA Board, at its September 13, 2016 meeting, discussed the two (2) options it has for involving commercial real estate brokers:
  1. Execute an exclusive listing agreement with a single broker to market Tryon for a commission.
  2. Distribute marketing materials about Tryon to all brokers and offer all brokers a commission if they bring a company to the Tryon Technology Park.
- The IDA Board decided, at its September 13, 2016 meeting, to ask the ED & E Committee for their consent to engaging a commercial real estate broker.

C. Economic Development and Environment Committee:

- Jim Mraz met with the ED & E Committee on September 28, 2016. The following is a summary of the input received:
  - Committee members unanimously voted to recommend that the IDA send out a marketing prospectus to all commercial brokers and ask all brokers to bring prospective projects to Tryon.
  - Committee members recommended that any broker who brings a company to Tryon to be paid a commission.
  - Committee members suggested that an incentive be provided to any broker that brings a company to Tryon within one (1) year.

IDA DISCUSSION:

IDA ACTION:

MOTION:

MADE BY:

SECONDED:

VOTE:

2. Engineering Evaluation of F-Wing of Building 3:

A. Background:

- Fulton County has hired C.T. Male to prepare an engineering evaluation on the feasibility and cost of developing a standalone HVAC/electrical, plumbing, water and sewer system for the F-Wing of Building 3.
- The Agreement has been executed.
- C.T. Male has inspected the F-Wing and is conducting its evaluation.

3. Proposed Solar Array:
  - The Application has been submitted to National Grid to conduct their engineering evaluation.
4. Lead Generation:
  - Applied Marketing is working on trying to identify companies that may be interested now or in the near future with moving into the Tryon Technology Park.
5. Roof Leak in F-Wing:
  - A roof drain in F-Wing is leaking and needs to be repaired.
  - Correll Roofing was asked to inspect.
  - Estimate to repair is \$500 - \$1,000.

IDA DISCUSSION:

IDA ACTION:

MOTION: To authorize Correll Roofing to repair the leaking roof drain in the F-Wing.

MADE BY:

SECONDED:

VOTE:

6. New Electric Service:
  - a. Background:
    - National Grid recently asked for the corners of all lots to be marked and surveyed.
    - IDA hired Ferguson & Foss to perform that work.
    - Survey map was sent to National Grid on July 18, 2016.
    - National Grid responded by asking if the lot lines were floating.
    - National Grid was advised that the intent was to keep the lot lines as shown. However, if a company wanted a parcel of land that would require moving a lot line, that would be considered.
  - b. Latest Feedback from National Grid:
    - 1) On September 23, 2016, National Grid advised:

“The electric planners have been on site to discuss and try to determine the best route to extend the electric distribution to serve your Tryon Technology Park. Having many questions, our Electric Planning has scheduled a meeting next week with our Operating Departments (overhead and underground) and Engineering Department to address certain obstacles (pond) that would impede extending electric facilities throughout. Once our internal parties meet and make a decision I will provide you with an update accordingly.

Please feel free to start to establish work requests for the different electric services you require, water pump station, sewer pump station, water tank, etc. when you are ready to proceed forward.”

2) On October 5, 2016, National Grid advised:

“Many of the departments within National Grid met on-site to discuss the particulars associated with extending electric distribution throughout your new Tryon Technology Park to serve the 12 proposed lots. Joe Russo with our Economic Department, Tom Wind and I would like to meet to go over some of the specific topics discussed during our site visit as well as a few additional items. We believe it is important to start discussing gas within your business park and how best to feed the areas not currently served.

Prior to scheduling our site visit to meet, **“Our Planning Department has requested the property lines be staked with identification as well as each lot location”** to determine where our switchgears will be placed. National Grid will require an access road for the single phase electric service to the water tower/pump.

Please provide an updated, stamped, Town-approved site plan for the Tryon Technology Park as soon as possible to our design representatives to use in the design of extending our electric facilities.”

3) On October 5, 2016, National Grid was asked to:

Clarify what was meant with the comment, **“Our Planning Department has requested the property lines be staked with identification as well as each lot location.”**

The IDA had our surveyor install steel rods at each property corner. Those were requested by you to mark where National Grid would locate its switchgears. They currently exist and were shown on the survey map previously sent to you. Not sure exactly what is now being asked.

4) On October 5, 2016, National Grid responded by saying:

“In order for our Electric and Gas Planners to adequately design the facilities to be installed at your project, which includes several lots, and is considered by us to be an Underground Commercial Development, it is necessary for the lot lines to be visible so that our planners can see what exists in the field at the lot lines between each parcel, which is included in this Underground Commercial Development.

We design Underground Commercial Developments to adequately serve each business/entity within it. Therefore, it may be required for switchgear, enclosures, transformers, and hand holes, etc. to be placed. Our planners are required to place these on lot lines in-between the parcels in question.

Therefore, it is necessary for you to place these stakes. It is most appreciated if you also provide 10’ offsets at each stake, so the respective planners can follow the angle which the property line traverses.

While we do appreciate the iron-stakes at the edge of your property corners, they are not visible enough for our Planners to design from.

We require the installation of wooden stakes marked with the identification of which lot each stake represents. We require 10’ offsets.”

5) Given National Grid’s latest response, the IDA must now have a surveyor:

- a. Mark the property lines so they can be visible.
- b. Provide 10’ offsets at each survey stake.

6) Ferguson & Foss has proposed to complete this additional survey work at an estimated cost of \$\_\_\_\_\_.

IDA DISCUSSION:

IDA ACTION:

MOTION: To authorize Ferguson & Foss to complete the additional survey work at Tryon being required by National Grid.

MADE BY:

SECONDED:

VOTE:

**B. Johnstown Renewables:**

1. Status Report:

- Johnstown Renewables started site work on July 19, 2016.
- Site work ongoing.

**V. NEW BUSINESS:**

**A. Proposed 2017 IDA Budget:**

	2016 BUDGET	2016 ACTUAL	PROPOSED 2017 BUDGET
<b>REVENUES:</b>			
<b>Operating Revenues</b>			
Charges for services	\$ -	\$ -	
Rental & financing income	\$ -	\$ -	
Other operating revenues	\$ 2,700.00	\$ 468,659.03	\$ 2,700.00
- Administration Fee (CG Roxane)	\$ 400.00	\$ 400.00	\$ 400.00
- Land Lease (Korona)	\$ 1,800.00	\$ -	\$ 1,800.00
- Sublease Fee (Yusen Logistics)	\$ 500.00	\$ 500.00	\$ 500.00
- Kevin Doyle (Hay cutting on south side of CR107 at Tryon)	\$ -	\$ 100.00	\$ -
- License Agreement with ESHS	\$ -	\$ 6,000.00	\$ -
- Reimbursement from Vireo Health (ESHS) for National Grid bills at Tryon	\$ -	\$ 49,044.03	
-Johnstown Renewables lot sale/application fee	\$ -	\$ 112,600.00	\$ -
- Vireo Health (lot sale)		\$ 300,015.00	\$ -
<b>Nonoperating Revenues</b>			
Investment earnings	\$ 250.00	\$ 155.88	\$ 250.00
State/Federal subsidies/grants	\$ -		
Municipal/Public authority subsidies/ grants	\$ 40,000.00	\$ -	\$ 35,000.00
- Fulton County*			
Other nonoperating revenues	\$ 117,866.00	\$ (195,528.96)	\$ 119,005.00
-National Grid reimbursement for Tryon Targeted Industry Analysis	\$ -	\$ 39,707.00	\$ -
-National Grid reimbursement for Regional Business Park Project	\$ -	\$ 49,000.00	\$ -
<b>Total Revenues</b>	<b>\$ 160,816.00</b>	<b>\$ 361,992.95</b>	<b>\$ 156,955.00</b>

<b>EXPENDITURES:</b>			
<b>Operating Expenditures</b>			
Salaries and wages	\$ 23,534.00	\$ 16,509.78	\$ 27,623.00
Other employee benefits	\$ -		\$ -
Professional services contracts	\$ 17,950.00	\$ 23,186.29	\$ 18,000.00
-West & Company	\$ 9,250.00	\$ 8,750.00	\$ 9,250.00
-FCCRG Marketing	\$ -	\$ -	\$ -
-Legal	\$ 8,000.00	\$ -	\$ 8,000.00
-Legal (160 Enterprise Drive)	\$ -	\$ 5,796.24	\$ -
-Legal (regional Business Park Annexation)	\$ -	\$ 1,290.05	\$ -
-Legal (Vireo Health lot sale)	\$ -	\$ 3,500.00	\$ -
-Legal (Johnstown Renewables lot sale)	\$ -	\$ 3,500.00	\$ -
-CFO	\$ 700.00	\$ 350.00	\$ 750.00
Supplies and materials	\$ -	\$ -	\$ -
Tryon Technology Park (See attached)	\$ 114,322.00	\$ 132,030.55	\$ 105,322.00
Regional Business Park	\$ 3,000.00	\$ -	\$ 3,000.00
Johnstown Renewables lot sale (disbursements to City of Johnstown)	\$ -	\$ 99,975.00	\$ -
Other operating expenditures	\$ 2,010.00	\$ 1,584.33	\$ 3,010.00
-Meetings	\$ 700.00	\$ 520.24	\$ 700.00
-NYSEDC Membership	\$ 750.00	\$ -	\$ 750.00
-Town of Johnstown Fire Taxes	\$ 60.00	\$ 64.09	\$ 60.00
-Mileage	\$ 250.00	\$ -	\$ 250.00
-NYSEDC's External Lead Generation Program	\$ -	\$ -	\$ -
-FCCRG Gold Membership	\$ -	\$ 1,000.00	\$ 1,000.00
-Miscellaneous	\$ 250.00	\$ -	\$ 250.00
<b>Nonoperating Expenditures</b>	\$ -	\$ 88,707.00	\$ -
Payment of principal on debt	\$ -	\$ -	\$ -
Interest and other financing charges	\$ -	\$ -	\$ -
Grants and donations	\$ -	\$ -	\$ -
Other nonoperating expenditures	\$ -	\$ -	\$ -
FC Treasurer (National Grid Reimbursement for Tryon Targeted Industry Analysis)	\$ -	\$ 39,707.00	\$ -
FC Treasurer (National Grid Reimbursement for Regional Business Park Project)	\$ -	\$ 49,000.00	\$ -
<b>Total Expenditures</b>	<b>\$ 160,816.00</b>	<b>\$ 361,992.95</b>	<b>\$ 156,955.00</b>

IDA DISCUSSION:

IDA ACTION:

MOTION:

MADE BY:

SECONDED:

VOTE:

**VI. OTHER BUSINESS:**

**A. NYS Police Presentation:**

- Presentation will be made at the October 11<sup>th</sup> Board of Supervisors' meeting at 1:00 p.m.

**B. Vision 2026 Summit:**

- IDA members have been invited to attend the Vision 2026 Summit to be held on:

Tuesday  
October 25, 2016  
1:00 – 5:00 p.m.  
Holiday Inn

**VII. NEXT MEETING:**

Tuesday  
November 8, 2016  
8:00 a.m.

**VIII. CLOSE MEETING:**

MOTION :  
MADE BY :  
SECONDED :  
VOTE :  
TIME :