

Onondaga County Industrial Development Agency  
Regular Meeting Minutes  
October 13, 2020

A regular meeting of the Onondaga County Industrial Development Agency was held on Tuesday, October 13, 2020 via Zoom Teleconference.

Patrick Hogan called the meeting to order at 8:10 am with the following:

**PRESENT VIA TELECONFERENCE:**

Patrick Hogan  
Janice Herzog  
Steve Morgan  
Sue Stanczyk  
Kevin Ryan  
Victor Ianno  
Fanny Villarreal

**ALSO PRESENT:**

Robert Petrovich, Executive Director  
Nancy Lowery, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Carolyn Evans-Dean, Office of Economic Development  
Amanda Mirabito, Barclay Damon Law Firm  
Bradlee Farrin, Milton CAT  
Tony Mancuso

(Patrick Hogan shared information as to how the meeting will be conducted in light of COVID-19 at the start of the Finance Committee Meeting.)

APPROVAL OF REGULAR MEETING MINUTES–SEPTEMBER 15, 2020 and SEPTEMBER 22, 2020

Upon a motion by Janice Herzog, seconded by Victor Ianno, the OCIDA Board approved the regular meeting minutes of September 15, 2020 and September 22, 2020. Motion was carried.

TREASURER’S REPORT

Nate Stevens gave a brief review of the Treasurer’s Report for the month of September 2020.

Upon a motion by Victor Ianno, seconded by Janice Herzog, the OCIDA Board approved the Treasurer’s Report for the month of September 2020. Motion was carried.

## PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills Schedule #448.

Upon a motion by Victor Ianno, seconded by Janice Herzog, the OCIDA Board approved the Payment of Bills Schedule #448 for \$206,895.17 and PILOT payments to Village of East Syracuse for \$22,290.45, Baldwinsville Central School District for \$1,529,954.00, East Syracuse Minoa Central School District for \$220,075.98, Syracuse Central School District for \$15,358.48, City of Syracuse for \$8,604.73 and Onondaga County for \$10,813.25. Motion was carried.

## CONFLICT OF INTEREST DISCLOSURE

The Conflict of Interest was emailed to Board Members present to sign off.

## ADOPT 2021 BUDGET

Nate Stevens stated this is the budget that was just reviewed at the Finance Committee meeting.

Upon a motion by Janice Herzog, seconded by Victor Ianno, the OCIDA Board approved a resolution adopting the 2021 Budget. Motion was carried.

## EMPIRE POLYMER HOLDINGS LLC & EMPIRE POLYMER SOLUTIONS, LLC: SECOND MEETING.

Amanda Mirabito stated the Board approved the financial assistance for Empire Polymer Solutions at the July meeting. She stated after the company went through the entire approval process they determined they were going to own the project in the name of a different entity. She stated so out of an abundance of caution we went back and did the approval process again. She stated they came to the September meeting, the Board authorized a public hearing, staff held the public hearing and they are now back here for reaffirmation of a Type II SEQR determination and to reapprove the benefits that were initially approved back in July.

Nancy Lowery stated there was one comment at the Public Hearing from County Legislator Ken Bush who was in full support of the project.

Robert Petrovich stated the real estate transaction has closed, the Company now owns the property and is looking forward to getting started with the project.

Upon a motion by Kevin Ryan, seconded by Victor Ianno the OCIDA Board approved a resolution reaffirming the Board's prior SEQRA determination and authorizing the financial assistance the Agency will provide. Motion was carried.

MILTON REAL PROPERTIES OF MASSACHUSETTS, LLC & SOUTHWORTH-MILTON, INC. (DBA MILTON CAT): SECOND MEETING

Bradley Farrin stated they received site plan approval from the Town of Cicero. He stated they plan to move part of their operation on Ainsley Drive in Syracuse to a new constructed state of the art Caterpillar facility on Eastman Road. He stated this approval process is one of the remaining items they need to continue on with the purchase of the property and hopefully continue on with the design and construction of the new facility.

Nancy Lowery stated there were no comments at the public hearing.

Amanda Mirabito stated it was determined this project is an unlisted action and no significant adverse effect.

Upon a motion by Susan Stanczyk, seconded by Victor Ianno, the OCIDA Board approved a resolution authorizing the adoption of the SEQR determination as an unlisted action for the Milton Real Properties of Massachusetts, LLC & Southworth-Milton, Inc. (DBA Milton CAT) project. Motion was carried.

Upon a motion by Susan Stanczyk, seconded by Victor Ianno, the OCIDA Board approved a resolution authorizing the financial assistance the Agency will provide including exemptions from certain sales and use taxes for the Milton Real Properties of Massachusetts, LLC & Southworth-Milton, Inc. (DBA Milton CAT) project. Motion was carried.

### A REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES.

Robert Petrovich stated as we do every 3 years we send an RFP out to local law firms that are interested in providing the IDA with legal services as part of its function and scope as an IDA. He stated there is a slate of firms the Agency can use in a primary capacity and also in a conflict capacity. He stated the RFP has been reviewed by staff and consistent with what was done in the past.

Victor Ianno asked if the firms we ask for RFP's have to be grounded in municipal work. Robert Petrovich stated municipal law is an important component in being selected and awarded a contract as well as IDA experience.

Patrick Hogan asked when the proposals are received will they be sent to the Board. Robert Petrovich stated staff will review the proposals, provide an analysis and recommendation to the Board. He stated the Board will then take action.

Upon a motion by Victor Ianno, seconded by Janice Herzog, the OCIDA Board approved a resolution authorizing the issuance of an RFP for legal services. Motion was carried.

### A REQUEST FOR PROPOSAL (RFP) FOR AUDIT SERVICES.

Robert Petrovich stated similar to the approach for legal services, we are at the same juncture where we are looking to put out an RFP for solicitation for accounting firms to provide us with audit services related to the requirements of the appropriate applicable laws and regulations for the IDA Board. He stated staff will send out a Request for Proposal to various local firms who have experience and expertise in this area. He stated those proposals will be received, staff will review and evaluate those proposals and be prepared to make a recommendation to the Board. He stated the plan is to have both legal services and audit services recommendations in front of the Board at the December meeting and adoption in January 2021.

Upon a motion by Victor Ianno, seconded by Susan Stanczyk, the OCIDA Board approved a resolution authorizing the issuance of an RFP for audit services. Motion was carried.

## OCIDA COVID-19 SMALL BUSINESS GRANT

Robert Petrovich stated almost \$36,000 has been sent out in grant checks based on the Board's review and approval of 11 applicants for COVID relief related to the purchase of PPE (Personal Protective Equipment). He stated Carolyn Evans-Dean is going to present a 2<sup>nd</sup> round of applicants this morning for consideration by the Board. He stated we are at a point to move forward on the 2<sup>nd</sup> round.

Carolyn Evans-Dean stated we have a 2<sup>nd</sup> round of COVID-19 relief grants and today's total is \$89,599.19. She stated all the businesses qualify as small businesses with fewer than 15 employees and a slate of those businesses were provided to the Board prior to the meeting. She stated if any of the Board members have any sort of a conflict of interest with any of the businesses listed on the sheet please be sure to make that known. She stated we have taken in just shy of 80 applications. She stated we are really pleased with the number of businesses the Board has been able to help so far and continuing to process those applications.

Susan Stanczyk asked how much money is left after these 2 rounds. Robert Petrovich stated up to \$500,000 was allocated for this program. Carolyn Evans-Dean stated at this point the Board has awarded just shy of \$45,000 prior to today's meeting.

Patrick Hogan stated he wanted to compliment the Board, the County Executive's Office, partners in State government and staff here. He stated this is a perfect program and helps out a lot of folks and that is what government is all about.

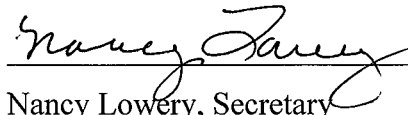
Upon a motion by Victor Ianno, seconded by Janice Herzog, the OCIDA Board approved a resolution authorizing grants to qualified applicants pursuant to the Covid-19 Grant Legislation for authorized use up to the amount of \$10,000. Motion was carried.

## EXECUTIVE SESSION

Upon a motion by Janice Herzog, seconded by Victor Ianno, the OCIDA Board went into Executive Session to discuss potential litigation at 8:29 am. Motion was carried.

Upon a motion by Susan Stanczyk, seconded by Janice Herzog, the OCIDA Board adjourned Executive Session at 8:54 am. Motion was carried.

Upon a motion by Janice Herzog, seconded by Susan Stanczyk, the OCIDA Board adjourned the meeting at 8:54 am. Motion was carried.

  
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Nancy Lowery, Secretary