



## INDUSTRIAL DEVELOPMENT AGENCY

### Meeting Minutes Monday, May 23, 2022 Meeting Zoom Meeting

Members Present	Members Excused
Mike Davis, Chairman	Andy Molodetz
Lewis Zulick, Treasurer	
Don Culeton	
Supervisor Dan Marshall (via Zoom)	
Kelly Mittiga, Vice-Chair (via Zoom)	Guests Present
Deb Brown (via Zoom)	Ryan Davis, New OED Executive Director
	Dennis Christiano, Airport Committee Member
Staff Present	
Suzanne Vary, Interim Executive Director	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	Ed Russell, Underberg & Kessler
Brigitte Larson, Staff	Barry Carrigan, Nixon Peabody
Bob Mincer, Staff	Mike Manikowski

**CALL TO ORDER:** Chair Mike Davis called the meeting to order at 5:07 p.m. A quorum was present.

**NEW BUSINESS:**

**Public Hearing for Hybrid Meetings:**

Suzanne Vary read the Public Hearing Notice and opened the floor for comments.

There were no comments.

The Public Hearing for Hybrid Meetings was closed at 5:11 p.m.

Deb Brown entered the meeting at 5:12 p.m.

**ADMINISTRATION:**

**Update on Economic Developer search:**

Mike Davis introduced the newly appointed Ontario County Economic Developer, Ryan Davis. Introductions were made by all Board Members and Staff.

Ryan will act as the Executive Director for the OCIDA board.

**Sulphur Creek Solar – Local Labor Waiver:**

Suzanne Vary explained that the office had received a recommendation from Lowke Brill to grant a waiver for local labor. The reason for this waiver request is due to the fact that local labor would void Sulphur Creek Solar's warranty on certain solar panels from TerraSmart. *Lew Zulick made a motion to approve the Local Labor Waiver for Sulphur Creek Solar. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.*

**April 25, 2022 Minutes:**

Mike Davis presented the April 25, 2022 Meeting Minutes for approval. *Supervisor Dan Marshall made a motion to approve the April 25, 2022 minutes as presented. Lew Zulick seconded the motion. Motion unanimously carried.*

**Invoices for payment:**

Michael Wojcik presented for approval, airport invoices for payment totaling \$25,290.81; Agency invoices totaling \$23,076.83 and total invoices in the amount of \$48,367.64. Bob Mincer clarified the airport related invoices. *Don Culeton made a motion to approve the above referenced invoices for payment. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried*

**Hybrid Meetings:**

The Public Hearing was held with no comments. Suzanne Vary presented a resolution to approve and adopt guidelines for hybrid meetings. This will begin after June 8<sup>th</sup> and be effective through 2024, unless new guidelines come from the State. *Don Culeton made a motion to approve and adopt the Hybrid Meetings guidelines. Lew Zulick seconded the motion. Unanimously approved. Motion carried.*

**Job Status Report:**

Michael Wojcik and Jessica Kazmark presented the Job Report. Michael summarized the report and pointed out which companies have not met their projected job figures. It was noted that COVID has affected many of the businesses and that all explanations were reasonable. *Lew Zulick made a motion to accept and approve the Job Report as presented and also take no action on any projects. Don Culeton seconded the motion. Unanimously approved. Motion carried.*

**Generator Task Order #4:**

Bob Mincer presented Task Order #4 from McFarland Johnson. The purpose of this Task Order is to provide administration services and construction observation for the acquisition of the emergency generator project. The total amount of this task order is \$42,248. *Lew Zulick made a motion to accept the grant and approve Task Order #4. Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.*

**Safety Forum:**

Bob Mincer would like to hold a safety forum type event for hangar tenants, students and the general public. The event would take place in June or July this year, showcasing safety protocol

and concerns. The Airport Committee recommends that the IDA sponsor this event and provide refreshments and food, not to exceed \$500.

*Don Culeton made a motion to approve sponsoring the safety event, not to exceed \$500.*

*Supervisor Dan Marshall seconded the motion. Unanimously approved. Motion carried.*

**Questions on Reports (Airport Update, Cash Update and Financials):**

Mike Davis presented the Airport Update report. There were no questions on the report.

Michael Wojcik presented the Cash Update and Financials to the Board. There were no questions.

*Kelly Mittiga made a motion to accept and approve the above mentioned reports as presented.*

*Lew Zulick seconded the motion. Unanimously approved. Motion carried.*

**Consultant Contract:**

With Ryan Davis as the new Economic Developer, Mike Manikowski will stay on as a consultant to assist him in his role. Mike's original contract was approved for six months with monthly renewals, not to extend beyond the end of the year.

*Lew Zulick made a motion to authorize and approve the monthly renewal of Mike Manikowski's Consultant Contract. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.*

**Executive Session:**

*Don Culeton made a motion at 5:44 p.m. to enter Executive Session to discuss the purchase of land. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.*

*At 5:56 p.m., Lew Zulick made a motion to exit Executive Session. Don Culeton seconded the motion. Unanimously approved. Motion carried.*

*Don Culeton made a motion to authorize counsel to begin the process of possible building acquisition. Kelly Mittiga seconded the motion. Unanimously approved. Motion carried.*

**ADJOURNMENT:**

*Kelly Mittiga made a motion to adjourn the IDA meeting at 5:57 p.m. Lew Zulick seconded the motion. Motion unanimously approved.*

Respectfully submitted,

*Brigitte Larson*