

**SENECA COUNTY  
ECONOMIC DEVELOPMENT CORPORATION**

**MEETING MINUTES**

March 16, 2010  
8:00 A.M.  
Heritage Café, Holiday Inn  
Waterloo, New York

**Attendance:**

Members Present: Kenneth Lee Patchen, Jr., Chairman; Thomas Macinski and Thomas Kime

Members Absent: None

Staff Present: Robert Aronson, Executive Director; Patricia Jones, Deputy Director; Monica Novack, Office Manager; Kelly Kline, Receptionist/Office Assistant; Kevin Overton, Harris Beach

Others Attending: Peter Brown, Grant Specialist, Planning and Community Development; Steve Absolom, Seneca Army Depot; and Tom Klotzbach

**Call to Order:**

Vice Chair Thomas Macinski called the meeting to order at 8:01 a.m. A quorum of the Corporation's members were present.

**Approval of Regular Meeting Minutes of October 23, 2009:**

The minutes of the Corporation's regular meeting of October 23, 2009 had been sent to Corporation members prior to the meeting. A motion to approve the minutes was made by Mr. Kime. Seconded by Mr. Macinski. Motion carried.

**Approval of Financial Statements through December 2009:**

The Financial Statements through December 2009 had been forwarded to Corporation members prior to the meeting. Ms. Jones presented the Financial Statements to the Board. After discussion, a motion was made by Mr. Macinski approving the financial statements. Seconded by Mr. Kime. Motion carried.

**Approval of EDC 2010 Budget:**

The EDC Final 2010 budget had been forwarded to Corporation members prior to the meeting. Pat Jones summarized the budget changes. After discussion, a motion was made by Mr. Kime to accept the EDC 2010 Budget. Seconded by Mr. Macinski. Motion carried.

**Resolutions Required for Audit:**

- Approval of EDC Resolution No. 2010-01 / Designating Five Star Bank and Seneca Falls Savings Bank as the institutions to be used for EDC banking purposes during the year 2010. A motion was made by Mr. Kime approving EDC Resolution No. 2010-01. Seconded by Mr. Macinski. Motion carried.

- Approval of EDC Resolution No. 2010-02 / Designation of Persons Authorized to Sign Corporation Checks – authorizing Chairman; Vice-Chairman; Secretary; Treasure; Executive Director; Deputy Director and CFO to sign checks issued by the Seneca County Economic Development Corporation during year 2010. Mr. Kime requested the resolution be amended to indicate that checks over \$5,000 will require two signatures and shall be signed by the Executive Director or Deputy Executive Director and one officer. A motion was made by Mr. Kime approving EDC Resolution No. 2010-02 as amended. Seconded by Mr. Macinski. Motion carried.

- Approval of EDC Resolution No. 2010-03 / Designating Agency Counsel as Harris Beach for 2010. A motion was made by Mr. Macinski approving EDC Resolution No. 2010-03. Seconded by Mr. Kime. Motion carried.

- Approval of EDC Resolution No. 2010-04 / designating the audit firm of Raynond F. Wager, CPA to be utilized as the EDC audit firm for the year 2009. A motion was made by Mr. Macinski approving EDC Resolution No. 2010-04. Seconded by Mr. Kime. Motion carried.

**Annual Financial Disclosure and No Conflict of Interest Forms:**

Mr. Aronson advised the board that PAAA requires the annual completion of the Financial Disclosure Form and Certification of No-Conflict of Interest form. Blank forms had been mailed to the corporation members prior to the meeting to be completed by each appointed member/employee/officer of the Seneca County EDC. Mr. Aronson requested that forms be completed and returned to staff by meetings end.

**Approval to Expend Unassigned Main Street Program Fund:**

Mr. Brown updated the Corporation members on the status of reimbursements to the Main Street program. He advised members that the program permits a maximum reimbursement of \$50,000 for building renovation projects. However, when the grant was originally awarded in 2006, locally the building renovation reimbursement cap was set at \$25,000. This was done in order to encourage more projects. Now, as the program nears completion, there are unassigned grant funds remaining. Four of the competed building renovations were large enough to qualify for the larger reimbursement had we not set the local cap at \$25,000. Of the \$200,000 awarded grant funds, \$194,400 is committed. Mr. Brown then requested to have the cap lifted so that he may distribute the remaining monies among the four remaining larger projects. After discussion, a motion was made by Mr. Patchen to approve the Expending of the Unassigned Main Street Program Funds. Seconded by Mr. Macinski. Motion Carried.

**Approval to Extend Main Street Program until October 31, 2010:**

Mr. Brown informed Corporation Members that the Main Street Program is set to end locally on April 30, 2010. However, two awning projects will not be complete until mid-summer due to delays in the historic reviews in Albany, and the necessary lead time to order awnings. In order to complete these two projects, a final six-month extension would need to be granted bringing the new deadline to October 31, 2010. Mr. Brown then informed the committee that in order for the extension to be approved by the state, it must first be approved by the Seneca County Economic Development Corporation. After discussion, a motion was made by Mr. Macinski to approve the six month extension for the Main Street Program. Seconded by Mr. Kime. Motion carried.

**Approval for EDC to Act as SEQR Lead Agency for Hillside Improvements and Declare Negative Impact:**

Ms. Jones advised Corporation members that the EDC is the pass through grant provider for a Member Item Grant to Hillside Children's Center for facility improvements. As part of the grant process, the EDC is required to comply with the State Environmental Quality Review (SEQR) process. Ms. Jones advised Corporation members that a copy of the filled in Short EAF, Part I, for the project was included in their previously mailed packet. Ms. Jones then reviewed all items in Part II of the EAF. After discussion a motion was made by Mr. Kime to approve the EDC to Act as SEQR Lead Agency for Hillside Improvements and Declare Negative Impact. Seconded by Mr. Macinski. Motion carried.

**Redevelopment Initiative for Depot Conservation:**

Mr. Aronson reported that the Seneca County IDA Board of Directors is recommending that the Seneca County EDC seek a public entity to oversee and maintain a portion of the Former Seneca Army Depot as a conservation area. A Press Release from February 4, 2010 was provided to Committee members. Mr. Aronson explained the concept of making land available to a public entity that could manage a conservation area in perpetuity would balance the interests of all stakeholders in the community. A federal or state governmental agency has the experience, resources and financial wherewithal to not only maintain such an area, but also manage the Depot's wildlife. Mr. Aronson stated that the Army is currently responsible for Depot security, maintaining fences, and managing the wildlife through 2012 or until the site's environmental cleanup is completed, whichever is later, and that no local agency or entity can afford to take over these responsibilities once the Army leaves. After years of working with various and competing groups on short term uses and agendas at the former depot, the IDA is recommending to the EDC an initiative that, if successful, would be mutually beneficial to all parties of interest. Having the conservation area fenced in and controlled by a public entity would free the IDA and the EDC to concentrate on developing the remainder of the property. After discussion a motion was made by Mr. Macinski to approve the Redevelopment Initiative for Depot Conservation. Seconded by Mr. Kime. Motion carried.

**Approval for Renew License Agreements to Utilize Depot Airfield in 2010:**

Ms. Jones advised Corporation members that the following businesses/agencies have utilized the Depot Airfield for their activities for the last several years: SCCA; BMW Club; Local Law Enforcement Agencies; Cornell University; Bosch Security Systems and ITT. They are requesting renewals of their license agreements for 2010. Staff is recommending that the Corporation renew the licenses for 2010 with the daily usage fee remaining at \$175 per day as applicable. Mr. Aronson then went on to state that he is recommending that 2010 be the last year for groups, other than local law enforcement agencies, to use the airfield due to the

Redevelopment Initiative for Depot Conservation. After discussion, a motion was made by Mr. Macinski approving the license agreements for SCCA; BMW Club; Local Law Enforcement Agencies; Cornell University; Bosch Security Systems and ITT/Goulds to use the Depot Airfield in 2010 at a rate of \$175 per day with termination at the end of 2010 except local law enforcement agencies. Seconded by Mr. Kime. Motion carried.

Other Business:

Renewal of License Agreement for Giovanni Jance:

Staff reported to the Board that Mr. Giovanni Jance, the Photographer from California who had a license in 2009 to photograph the white deer, has requested to return to the Depot in the spring to complete his project. Ms. Jones explained that he had hoped to finish last year; however, due to the annual deer hunt and early winter, his trip was postponed. After discussion, a motion was made by Mr. Macinski to allow access to Mr. Jance one last time, contingent upon payment for the IDA designated escort and renewal of the license agreement. Seconded by Mr. Kime. Motion carried.

Consideration of Executive Session:

Chairman Patchen requested a motion to enter into Executive Session for discussion on the proposed acquisition, sale or lease of real property, where publicity could substantially affect the value thereof. A motion was made by Mr. Macinski at 8:52 a.m. to enter into Executive Session. Seconded by Mr. Kime. Motion carried. A motion was made by at Mr. Kime at 9:45 a.m. to come out of Executive Session. Seconded by Mr. Macinski. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mr. Kime and seconded by Mr. Macinski. Motion carried. The meeting adjourned at 9:46 a.m.

Respectfully submitted,

  
Robert F. Aronson  
Executive Director

xc: Shawn Griffin, Harris Beach  
Russell Gaenzle, Harris Beach  
Kevin Overton, Harris Beach  
Roberta Jordans, Harris Beach