

**SENECA COUNTY  
ECONOMIC DEVELOPMENT CORPORATION**

**MEETING MINUTES**

August 19, 2011  
12:00 P.M.  
Heroes Conference Room  
Seneca County Office Bldg.  
Waterloo, New York

**Attendance:**

Members Present: Thomas Macinski, Chair; Thomas Kime, David Kaiser, C. Mitchel Rowe and Kenneth Reimer

Members Absent: None

Staff Present: Robert Aronson, Executive Director; Patricia Jones, Deputy Director; Kelly Kline, Executive Assistant; Bruce Johnson, CFO and Bill Yale, Sampson Veterans Cemetery Director

Others Attending: Steven Absolom, US Army Commanders Representative  
Robert Hayssen, Supervisor, Town of Varick, and David Shaw, Finger Lakes Times

**Call to Order:**

Chairman Macinski called the meeting to order at 12:02 P.M. A quorum of the Corporation's Members were present.

**Approval of EDC Minutes / Meeting of June 30, 2011:**

The minutes of the Agency's meeting of June 30, 2011 had been sent to Corporation Members prior to the meeting. A motion was made by Mr. Kime to approve the March June 30, 2011 minutes. Seconded by Mr. Kaiser. Motion carried.

**Approval of June 2011 Financial Statements:**

The June 2011 Financial Statements had been mailed to Corporation members prior to the meeting. Mr. Johnson presented the June 2011 Financial Statements to Corporation members. After discussion, a motion was made by Mr. Kime to approve the June 2011 Financial Statements. Seconded by Mr. Kaiser. Motion carried.

### **Appointments to EDC Board:**

Mr. Macinski welcomed Mr. Kenneth Reimer and Mr. C. Mitchel Rowe to the EDC Board. Both members were appointed by the IDA Board on August 4, 2011. Mr. Aronson advised Mr. Rowe that PAAA training is required by ABO to newly appointed Board Members within a year of their appointment date. At the moment, all training sessions are full. Staff will keep Mr. Rowe updated when new sessions become available. Mr. Reimer has already completed PAAA training.

### **Cemetery Update:**

Mr. Yale gave Board Members an update on the Cemetery. He has established a central location for information about the cemetery for funeral homes, veterans' groups and families and he has implemented a central document and written correspondence protocol that meets cemetery guidelines. He receives approximately a dozen exchanges a week from people seeking information about burials. Once burials begin, he predicts there will be two (2) a week. To date, there are 53 veterans' families who want a family member buried at Sampson, three (3) full caskets and 50 cremated remains. Cemetery supplies have been ordered and a computer vendor for the cemetery data base has been established. Mr. Yale has been temporarily working out of the IDA offices and would eventually need use of an adequate office space out at the cemetery, especially for completing final paperwork with the families on the day of the burials. The Guard Shack could provide a temporary office space but would require additional funds for materials and labor to complete the interior and install electric. After discussion, a motion was made by Mr. Kaiser approving the expenditure of up to \$2,000 for the completion of the Guard House. Seconded by Mr. Kime. Motion carried.

Mr. Rowe, who has been overseeing construction, stated that work is still in progress and a punch-list with items to still be completed has been established. He is meeting with contractors this week to go over the list and is anticipating that the work will be done soon. Another contractor who is working on the exterior of the old firehouse and the addition of the new bathrooms is behind schedule but will be advised to get going. The anticipated end date for all construction will be around October 31, 2011.

### **Approval for Gravesite Related Maintenance:**

Mr. Yale advised board members that he has talked to numerous potential contractors for services relating to the handling of gravesite grounds work. One company, Cook's Monuments, have offered a widespread list of services at a reasonable cost, \$300 for gravesite excavation for cremation burial, and up to \$1,100 for a full casket. Cook's Monuments also offer lawn mowing and snowplowing. Mr. Yale has spoken with various funeral homes and cemeteries, all who highly recommend Cook's Monuments. After discussion, a motion was made by Mr. Kaiser approving Cook's Monuments to handle various gravesite related maintenance, with the exception of lawn maintenance and snowplowing, giving Mr. Yale the discretion to hire Cook's on an "as need basis" for those items. Seconded by Mr. Kime. Motion carried.

### **Approval of License Agreements for Messrs.' Morrin, Covert and Reinshagen:**

Ms. Jones advised the Corporation that the EDC has license agreements with Messrs.' Morrin, Reinshagen and Covert for property around the Depot Airfield. All three

agreements are set to expire. The renewals are for one year at a yearly fee of \$300. This arrangement has been on-going for the past six years and has been very beneficial in keeping the Airfield secure. After discussion, a motion was made by Mr. Kaiser to approve renewal of Airfield Property Licenses for Morrin, Reinshagen and Covert, at the rate of \$300 per year. Seconded by Mr. Rowe. Motion carried.

**Use of Depot Airfield Runway:**

Due to the upcoming repairs on the Airfield runway, which are estimated to cost approximately \$97,000 and are being funded by a grant, EDC members must decide whether or not it is practical to allow outside entities continued use of the runway. Various car clubs and others lease the runway at a nominal fee and, in doing so, cause damage to the runway's expansion joints. In order to keep the runway maintained after the repairs are made, staff has reached out to the various users to see if they could contribute to a yearly maintenance fund. Some have provided a little more money, but nowhere near the amount needed to maintain the runway in the long run. Staff advised board members that there are more events to take place this year, but they are before the repairs are to be made in October. After discussion, a motion was made by Mr. Kime discontinuing use of the Airfield by all agencies and organizations after 2011. Seconded by Mr. Reimer. Motion carried. The Board will reconsider this motion if funding for repairs can be obtained from the various entities.

**Discussion of the IDA/EDC Relationship:**

Mr. Aronson advised Board Members that because of the contract the EDC now has to manage the cemetery and to help guide the financial transactions within the EDC it is imperative that the relationship between the IDA / EDC be formalized and that responsibilities be defined in terms of staff and finances. After discussion, board members directed staff to work with legal counsel to formalize and prepare an operating draft agreement between the IDA and EDC.

**Other Business:**

None

**Executive Session:**

Chairman Macinski requested a motion to enter into Executive Session for the discussion of the employment 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. A motion was made by Mr. Kaiser at 1:07 p.m. to enter into Executive Session. Seconded by Mr. Reimer. Motion carried. A motion was made by Mr. Kaiser at 2:05 p.m. to come out of Executive Session. Seconded by Mr. Kime. Motion carried.

**Approval for Development Related Services for Sampson Veterans Memorial Cemetery:**

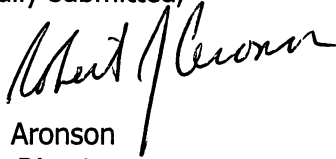
A proposal has been presented by Dixon Schwabl in regards to a fundraising campaign for the Sampson Veterans Memorial Cemetery. A feasibility study would be done by a sub-contractor to determine a level of interest in the project. Mr. Kime made a motion

accepting the proposal from Dixon Schwabl and to move forward with the feasibility study. Seconded by Mr. Kaiser. Motion carried.

**Adjournment:**

A motion to adjourn the meeting was made by Mr. Kime and seconded by Mr. Kaiser. Motion carried. The meeting adjourned at 2:10 P.M.

Respectfully submitted,



Robert J. Aronson  
Executive Director

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