

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

April 12, 2007

CALL TO ORDER

Chairman Joseph Bernier called the monthly meeting of the COIDA to order at 7:32 AM at the Otsego County Economic Development Office, 242 Main Street, Oneonta, New York. Voting members present included Joseph Bernier, Walter Buist, Richard Hanna, Hugh Henderson, Jeff Lord, Len Marsh, Sharon Oberriter, Greg Relic and Jim Salisbury. Also present were Carolyn Lewis, Al Quick, and Kurt Schulte. Guests present were Ted Lauve of Keystone Associates, and Joe Scott of Hodgson Russ LLP. In attendance representing Bassett Healthcare were Carmen Mazotta of Health Capital Partners, Joe Middleton, Corporate Vice President of Corporate Support Services and Facility Planning, and Fred Bloutz, Administrative Director of Corporate Support Services.

WELCOME

Mr. Bernier welcomed everyone to the meeting and thanked them for their attendance.

SPECIAL PRESENTATIONS

Update from Keystone Associates on Richfield Business Park

Ted Lauve of Keystone Associates spoke to the Board members regarding the status of Richfield Business Park. He noted that after a meeting with Senator Seward, Carolyn Lewis, Phil Perrizio and John Bonafide of SHPO, he anticipates a final sign-off from SHPO with no further studies to be done.

A detailed Project Report was handed out by Mr. Lauve.

- On April 11, 2007 the U.S. Army Corp of Engineers (USACOE) indicated that they will proceed to process the wetland permit application once they receive the “water quality certification” from New York State Department of Environmental Conservation (NYSDEC). Mr. Sanders, NYSDEC Permit Administrator, indicated that he will finalize the New York State Wetland Permit once he receives the revised development plan from Keystone Associates showing the requested improvements to the perimeter snowmobile trail. USACOE indicated that once they receive the “water quality certification” the permit process should take a minimum of 1 ½ months.
- The Town and Village of Richfield Springs have prepared resolutions to support intermunicipal agreements in anticipation of establishing a “permissive service area.” The Village is preparing their Water Supply Application which will address the water extension into the Town. As of April 11, 2007, the Village has not obtained NYS Department of Health approval for their water system extensions into the Town of Richfield. A water district or “permissive service area” will need to be established for the extension of the water service to the Richfield Business Park.
- The Town and Village of Richfield Springs have prepared resolutions to support intermunicipal agreements in anticipation of establishing a sewer service to the Business Park. The wastewater treatment plant will require NYSDEC’s approval prior to accepting additional flows from the Business Park.

Mr. Lauve anticipates that the bid documents for the infrastructure construction can go out in the early fall, we will finalize the drawings over the winter, and construction can start in the spring of 2008.

Mr. Bernier recommended that the Buildings Committee meet with the Town and Village of Richfield to look into the viability of the Richfield project. He noted that the project will potentially cost over \$1.2 million for the 11 developable acres. This is an increase of \$200,000 from the original proposal.

Templeton Foundation Bond Application

Mr. Bernier introduced Mr. Mazotta, Mr. Middleton, and Mr. Bloutz who gave a brief overview of their request for a \$13.5 million IDA Bond issue.

Mr. Middleton explained the details of the four projects involved with the Bond Issue. He stated that the first project consists of the acquisition and renovation of the Greystone Building located on Route 28 in the town of Hartwick. The building is 27,218 sq./ft on 6.9 acres and will be renovated to include outpatient care, support services and a future clinic. The renovation projects at the OSS Outpatient Care & Dialysis Project at One Associate Drive, and the

Oneonta Regional Cancer Center at 7 Associate Drive, consist of space redesign, and ventilation and electrical infrastructure changes to meet new code requirements. The fourth project is renovations and code required fire resistive construction changes at the 125 Main Street, Oneonta existing site.

Mr. Scott outlined the process for the Bond Issue and highlighted timing and various entity responsibilities.

Questions regarding water supply issues and wastewater discharge at the Greystone site were discussed. Bassett is waiting on some guidance from the Department of Health. Further discussion surrounded the need for a SEQR negative declaration before the County Board of Representatives issues their tax-exempt resolution. Mr. Relic and Mr. Henderson will work with Mr. Scott and the County Attorney to make this determination.

The following resolution was offered by Mr. Salisbury, and second by Ms. Oberriter, to wit: RESOLUTION DIRECTING THE ADMINISTRATIVE DIRECTOR OF COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY TO HOLD A PUBLIC HEARING IN CONNECTION WITH A PROPOSED BOND ISSUE TO BE UNDERTAKEN FOR THE BENEFIT OF TEMPLETON FOUNDATION, NY, INC. Resolution carried by roll call vote 8 yes, 0 no, 0 absent, 1 abstention (Mr. Marsh).

Ms. Lewis stated that the public hearing has been scheduled for Thursday, May 17th at 9:00 AM in the City Common Council Chambers.

At the next COIDA Meeting (May 3), a preliminary SEQR and preliminary inducement resolution will be cote on.

It is anticipated, that all other requirements will be met in a timely manner. The tax-exempt status resolution will be brought forth to the County Board on June 6 and the COIDA final inducement will be voted on June 7th.

APPROVAL OF MINUTES

Mr. Bernier motioned to approve the March 1, 2007 minutes with no changes; Mr. Salisbury second; motion carried by unanimous vote (9 yes, 0 no, 0 absent).

TREASURER'S REPORT

Mr. Lord presented the Treasurer's Report for February and stated that the only substantial activity was a \$17,600 payment to Lutz Feed for their land acquisition. He also noted that a short-term line of credit was secured from Wilber Bank for short-term expenses. He stated that the balance from the short-term loan should be paid in full when the next CD matures in April.

Len Marsh expressed concern over a \$27,000 discrepancy in Net Income from the March financial statement. He wondered if this was a left over entry from 2006. Ms. Lewis stated that she would check with the accountant to find out where this discrepancy came from.

Mr. Bernier motioned to approve the Treasurer's Report, Mr. Marsh second (but reiterated the need to identify the accounting discrepancy); motion carried by roll call vote (9 yes, 0 no 0 absent)

BILLS TO BE PAID

Mr. Lord reviewed the March bills to be paid.

Mr. Salisbury motioned to approve the March 2007 bills; Ms. Oberriter second; motion carried by roll call vote (9 yes, 0 no 0 absent).

CHAIRMAN'S REPORT

- ***PAAA Policy and COIDA By-Law Review from Hodgson Russ***

Joe Scott from Hodgson Russ presented working papers regarding the PAAA Policy and COIDA By-Law revisions. He presented nine policies that are required to comply with the current legislation of the PAAA. Mr. Scott detailed four of the policies to the Board. He explained the Real Property Acquisition Policy (Policy 5), the Real Property Disposition Policy (Policy 6), the Procurement Policy (Policy 7), and the Investment Policy (Policy 8) are the policies that demand the greatest attention.

A key issue brought forth during the Land Acquisition discussion was the need to get an appraisal before any land is purchased.

Much discussion ensued regarding the Land Disposition Policy and the feasibility of adopting a blanket approval resolution to streamline the sale of IDA property. Since the turn around time for approval from Albany is 90 days, it is believed that having a blanket approval in place will expedite the time needed to sell a piece of property.

Further discussion centered on procedural issues as they relate to the Procurement Policy. Documentation was the key theme of the discussion. Ms. Oberriter suggested the possibility of developing an internal checklist to ensure conformity during any procurement project.

The Board agreed to further review the PAAA Policies presented by Mr. Scott, and make recommendations to Ms. Lewis for the next meeting.

Independence Tool Loan Request

Mr. Bernier informed the board that a company has submitted a loan request to the COIDA in the amount of \$56,000. The total amount of their projected need for machinery and equipment is \$140,000. The company is in a growth phase as they have secured a contract with Andela Tool to provide off-site manufacturing. Loan request was referred to Project Committee for further review.

ADMINISTRATIVE DIRECTOR'S REPORT

Annual Audit

Ms. Lewis distributed the Annual Audit prepared by Gruver & Scott. She noted that a copy of the audit has been sent to New York State. Mr. Marsh stated that he would like to see the audit reconciled with the financial statements.

Civic Facility Revenue Bond

Mr. Bernier informed the Board that the State's Civic Facility Revenue Bond Act was set to terminate. He expressed to the Board the importance of this legislation to Otsego County. Mr. Bernier made a motion that the COIDA send a letter to the appropriate government officials and previous entities receiving Civic Facility Revenue Bond issues requesting support for the COIDA's ability to do Civic Facility Revenue Bonding.

The following resolution was offered by Mr. Bernier; second by Mr. Relic to wit: RESOLUTION DIRECTING THE ADMINISTRATIVE DIRECTOR OF COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY TO SEND A LETTER TO RELEVANT GOVERNMENT OFFICIALS AND PREVIOUS ENTITIES RECEIVING CIVIC FACILITY REVENUE BOND ISSUES REQUESTING LEGISLATION AUTHORIZING THE CONTINUANCE OF THE CIVIC FACILITY BOND ACT.

Motion carried by roll call vote (9 yes, 0 no, 0 absent).

OLD BUSINESS

Mr. Bernier requested a meeting be scheduled with officials of the Town and Village of Richfield Springs regarding future steps for Richfield Business Park; including the investigation of additional funding sources.

NEW BUSINESS

There is no new business at this time

FUTURE MEETING

The next meeting of the COIDA will be May 3, 2007 at 7:30 AM at 242 Main Street, Oneonta.