

CITY OF AMSTERDAM INDUSTRIAL DEVELOPMENT AGENCY

MEETING MINUTES

August 18, 2016

PRESENT: Mr. Gallup, Mr. Baia, Mr. McKenney, Mr. LaCoppola, Mr. Rossi, Mr. McCabe, Executive Director Zakrevsky, Attorney Schwartz, Administrative Assistant Sandra Yutes, Donna Phelps

Excused absence: Mr. Emanuele

This meeting of the City of Amsterdam Industrial Development Agency was held on August 18, 2016. This meeting was held in Room 205 at City Hall, 61 Church St., Amsterdam, New York 12010.

Chairman **Baia** called the regular meeting to order at 6:00 p.m.

Public Comment: Michael Sampone, an associate real estate broker representing Cushman & Wakefield and the Pyramid Brokerage Company spoke to the Board regarding the properties AIDA owns. He stated the Pyramid Brokerage Company is the largest real estate company in New York State and has access to thousands of commercial properties. They are involved in sales, leasing, retail and industrial properties. He explained how his company can help AIDA market their properties and he is to provide a copy of the company's contract to AIDA. He then answered any questions the Board might have.

A motion to approve the Regular Meeting Minutes of July 21, 2016 was made by **Mr. Rossi**. This motion was seconded by **Mr. LaCoppola**. Roll call was taken resulting in all "ayes" thereby unanimously passing the motion.

Resolution 2016 –21 To allow the payment of the August bills and invoices was sponsored by **Mr. Rossi**. The resolution was seconded by **Mr. McKenney**. Roll call was taken resulting in all "ayes" thereby unanimously passing **Resolution 2016 –21**

Treasurers Report:

The treasurer's report was given by **Mr. Rossi**. He stated cash is up and AIDA is going in the right direction. **Mr. LaCoppola** made a motion to accept the Treasurers Report And it was seconded by **Mr. McKenney**. Roll call was taken resulting in all "ayes" thereby unanimously passing the motion

Chairman's Report:

Mr. Baia and Mr. McKenney met with Attorney's Hodges & Russ in Albany for the closing of the 10 Market Street project. The project is going well and may possibly be completed in December. Inquires were made regarding the availability of Grant money.

A meeting was held with Mr. Baia, Mr. Rose and Director Zakrevsky to promote the Wrestling Hall of Fame building.

Chairman Baia thanked the Board for all their hard work and said AIDA has had a good year.

Attorneys Report:

Attorney Schwartz stated he met with the Chairman of the Board of the Schenectady Business District. They discussed steps Schenectady has taken to promote and bring up it's City. They discussed different avenues to promote their respected cities. He stated Schenectady has a 7 Step Program they use and will meet with him next week to discuss the 7 steps.

Directors Report Mr. Zakrevsky:

Meetings:

-AIDA's Meetings from July 21, 2016 thru August 18, 2016 were listed and discussed.

Correspondence Received:

-Received Grand Award letter from the NYS Office of Homes and Community Renewal for Memory Lane Day Care Center.

Financial Updates:

-We received the final \$60,000 from the 10 Market St. bond closing. With that payment, the combined unrestricted funds at the IDA's disposal has reached \$400,000. This is approximately \$80,000 higher than six years ago. Our restricted cash is around \$21,000 or about \$100,000 less than six years ago due to renegotiated rental agreements and the addition of 44-46 East Main Street

Beckmann's Converting:

-Final voucher needs to be submitted once City's federal funds are unfrozen.

44-46 East Main Street:

-The NYS DOS will not approve contract extension.

AGT Technologies:

-Survey work is complete.

-A grant application was submitted to allow for new electrical service upgrades.

-Research was prepared on behalf of AGT for the possibility of installing new diesel generators to supply power to their operations.

Memory Lane Daycare Facility:

- NYS Office of Homes and Community Renewal has approved equipment grant.
- To discuss procedures there was a conference call between our office, the Mayor, the County and NYS Offices of Homes and Community Renewal.
- All documents have been completed for new grant (i.e. contracts signed, authorized signature forms, bank depository, State pre-approval of site, business commitment, environmental review).

Giant Solutions:

- Nothing new.

Wrestling Hall of Fame Buildings:

- Draft RFP completed.
- Intent letter sent to NYS ESD for RESTORE NY grant application.
- A meeting was held with the Mayor and the County regarding City requirements associated with the grant application.
- A draft request for proposals has been prepared to allow the eventual sale/lease of the wrestling hall of fame building

10 Market Street, LLC:

- Closing for a \$12 million Tax Exempt Bond issue has been completed as well as a PILOT agreement.
- The owners of 10 Market Street wish us to purchase a grant application on their behalf for additional working capital and equipment.
- Our attorney is expecting to receive our \$60,000 fee by wire transfer.

Audit:

- Audit is still continuing

Consolidated Funding Applications:

-An application for \$500,000 for NYS ESD Capital Grant funding was completed and sent in for upgrading the electric service into the IDA Industrial Park

TES Corporation:

-A revised business plan was prepared and reviewed by this office for the TES Corporation to relocate its laundry service in the City of Amsterdam. Staff met with the owners and suggested several funding options starting with the County Loan Fund.

-The County approved a \$100,000 loan to the TES Corporation during August

Mohasco Site:

-A proposal was received from Crawford & Associates Engineers to do an annual site inspection of the protective cover layer at the site which must be certified each year to the NYS DEC.

Potential City Owned Property Transfer:

-The Board asked that we examine a certain property the City owns on Edson Street to see if we wish to have it transferred to us. We have received a proposal from Crawford & Associates Engineering to do a Phase II Environmental (actual testing) for the property.

Hand Giene Corp:

-A conference call was held between staff and the owners and accountants for the Hand Giene Corporation regarding the possible financing and moving of the manufacturing operations to the City of Amsterdam.

Restore NY:

-An intent notification was signed by the Mayor and sent to ESD indicating the City was going to apply for RESTORE NY Grant funds for the 4th Round. One of the projects being considered is the rehabilitation and selling of the former Wrestling Hall of Fame buildings in downtown Amsterdam.

-Staff met with one of ESD's staff working on the RESTORE NY program. She indicated she remembers the intent letter on the project and gave some indication on what criteria the State would be looking at.

-A meeting is being held between the Mayor, our office, and the County to discuss who would be applying and criteria that the City and County want to see in the application.

Intern:

-Ms. Sweet has drafted a request proposal for the sale/lease of the former Wrestling Hall of Fame Buildings.

-She prepared documents for signatures for Small Cities grant for Memory Lane Day Care.

-Her time as a student intern has expired and Board member Emanuele has requested a resolution be prepared authorizing her hire through the end of the year at between 15-20 hours per week at \$12 per hour.

Committee Reports:

Mr. Gallup suggested having the cleaning service every other month and possibly use only if an apartment is vacated due to the cost per hour. He suggested hiring Mr. Lapi (whose fee is much lower) to clean as a need basis and have the present cleaner as a retainer.

There have been issues with the garbage removal and the dumpster with the tenants at 44-46 East Main Street. A proposal was made to hire Waste management to provide a dumpster at a cost of \$50 per month.

Wireless intercom systems and hard wire systems were discussed for 44-46 East Main St. Mr. Lapi and Lou's Electric were consulted. Mr. Lapi gave a rough estimate of \$150 and Lou's Electric to provide a estimate.

A motion to enter into **Executive Session** to discuss personnel and properties was made by **Mr. Gallup** and seconded by **Mr. Rossi**. Roll call was taken resulting in all "ayes" thereby unanimously passing the motion. Executive Session was entered at 6:57 pm.

A motion to exit **Executive Session** was made by **Mr. Rossi** and seconded by **Mr. McKenney**. Roll call was taken resulting in all "ayes" thereby unanimously passing the motion. Executive Session was exited at 8:02 pm.

Under Unfinished Business:

None-

New Business:

-Resolution 2016 –22 authorizing the hiring of an Economic Development Assistant at the rate of \$12.00 per hour up to 20 hours per week through the end of calendar year 2016. This resolution was sponsored by **Mr. McKenney** and seconded by **Mr. Baia**. Roll call was taken resulting in all "ayes" thereby unanimously passing **Resolution 2016 -22**

-Resolution 2016 –23 In the absence of City Engineers declining to do an inspection service, a proposal to hire **Crawford & Associates Engineering PC** for Site Inspection Services with an inspection/assessment fee estimated at \$1,500.00 was sponsored by **Mr. Rossi** and seconded by **Mr. LaCoppola**. Roll call was taken resulting in all “ayes” thereby unanimously passing **Resolution 2016-23**

-Resolution 2016-24 a proposal to hire **Delaware Engineering, DPC** for a Limited Phase 2 Environmental Site Assessment at 51-53 Edson Street with a cost estimate of \$6,575.00 was sponsored by **Mr. Rossi** and seconded by **Mr. McKenney**. Roll call was taken resulting in all “Ayes” thereby unanimously passing **Resolution 2016-24**

There being no further business to discuss, a motion to adjourn was made by **Mr. LaCoppola** and seconded by **Mr. Rossi**. Roll call was taken resulting in all “ayes” thereby unanimously passing the motion. The meeting was adjourned at 8:14 pm p.m.

Secretary