

**A meeting of the Board of Directors of the Cayuga Economic Development Agency Inc., (“CEDA”) was brought to order at the Cayuga County Chamber of Commerce at 2 State Street, Auburn, NY at 8:00 am, Thursday March 28, 2018. The following Board Members were in attendance:**

**Present    Absent/Excused    Proxy Voting**

[ x ]	[ ]	[ ]	<b>Kevin Miles, Chair</b>
[ x ]	[ ]	[ ]	<b>Sue Edinger, Vice-Chair</b>
[ x ]	[ ]	[ ]	<b>Cynthia Aikman, Treasurer</b>
[ x ]	[ ]	[ ]	<b>Kelley Gridley, Secretary</b>
[ x ]	[ ]	[ ]	<b>Ray Lockwood, At Large Executive Committee</b>
[ ]	[x]	[ ]	<b>Jim Dacey</b>
[ x ]	[ ]	[ ]	<b>Jeff Dygert</b>
[ x ]	[ ]	[ ]	<b>Tom Herbert</b>
[ x ]	[ ]	[ ]	<b>Susan Higgins</b>
[ x ]	[ ]	[ ]	<b>Grant Kyle</b>
[ ]	[x]	[ ]	<b>Tom Lewis</b>
[ x ]	[ ]	[ ]	<b>J. Justin Woods</b>
[ x ]	[ ]	[ ]	<b>Tom Minicucci</b>
[ x ]	[ ]	[ ]	<b>Monika Salvage</b>

**Other Attendees:**

- Tracy Verrier and Rhonda Sheffield, CEDA
- Nathan Rutgers, Farm Credit East

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**1. Quorum Call:**

Mr. Miles, Chair, called the meeting to order at 8:04 a.m. noting that there was a quorum present.

**2. Consent Items:**

Mr. Lockwood made a motion to approve the consent agenda items as distributed. Ms. Aikman seconded. All present voted in favor motion carried.

**3. Activites Update:**

Ms. Verrier reported that the IDA had approved the Inns of Aurora Shakelton project for incentives. Ms. Edinger thanked Mr. Lockwood and the CCIDA for all their work in getting this approved. She noted that Ms. Verrier made a helpful presentation about how the incentives work.

Ms. Verrier reported that the Manufacturing Industry Peer Group had met on Monday. MACNY was in attendance and presented about the apprenticeship and P-tech programs currently in place. CEDA will be working on building a manufacturing cohort to establish a local apprenticeship program for Cayuga County. Applicants going in to this program know they have a job at the end with one of the participating manufacturers. Each apprenticeship, regardless of employer, would go into the program making the same amount of money so as to eliminate competition amongst participating employers. The idea was to start with manufacturing companies and to potentially expand from there. Mr. Kyle asked if apprentices were required to stay with an employer for a certain amount of time after completing the program. Mr. Herbert responded that there was not, but that there had not been any issues with retention. He explained how the apprenticeship program he has been working with involves classroom training twice a week and OJT the other 3 days. This is a paid position even during the apprenticeship stage.

Ms. Verrier and Ms. Riester went to Albany the previous day to do a presentation for an agri-business site selector. She felt that it had gone very well and that Ms. Riester was well prepared to answer all questions

because of the prior research and preparation that had been done. They will be sending further information to this business who was looking at property in the Industrial Park.

Ms. Edinger reported that Ms. Verrier had facilitated the most recent Wednesday Morning Roundtable along with a panel of local organizations that had recently received state grant funding. Ms. Edinger felt the presentation was very powerful in that it explained how CEDA had worked with these organizations. She hopes that we can put some of this detailed information to use on the CEDA website.

Ms. Verrier reported that things have been busy, but that staff is a little behind on visitations with the departure of Mr. Sherman. It was also reported that the Intent to Propose Forum regarding the upcoming round the state grant funding would be live streamed on Facebook on April 10<sup>th</sup> at 4pm. Ms. Verrier stated that there are some businesses already looking to apply.

#### **4. Committee Reports:**

Ms. Gridley reported on the meeting of The Long Range Planning committee and that they had spoken of alternate forms of funding, for example sponsorships, etc. There will be another meeting in April.

Ms. Edinger reported on the Marketing Committee's intent to pinpoint the target markets and how to approach them. A significant portion of budget dollars for marketing currently go to advertising in The Citizen. This was questioned as to its benefits since the world is becoming much more digital. The Committee feels that this would be a great place to start by deciding the best options for its marketing dollars. Ms. Higgins noted that they would be reviewing the marketing budget for next year before any contracts are signed.

#### **5. USDA-RD Grant**

Mr. Nathan Rudgers from Farm Credit East explained to the Board that one of the functions of the Farm Credit East is to assist farmers with applying for grants and the writing business plans. He came to the Board today representing Preferred Quality Grain in Cato (Chuck Kyle and Dan Conable are the principals). Preferred Quality Grain is applying for a grant to purchase equipment. The nature of this grant does not allow grant funds to pass directly to the farmer/beneficiary. Mr. Rudgers requested that CEDA apply for and receive the grant money to purchase the equipment and then lease it to Preferred Quality Grain at zero interest for 5 years. CEDA would receive an administrative fee for handling this process. Preferred would like to make their business mobile so as to add the service of cleaning grain for other farmers. Mr. Woods asked "Why CEDA?" to which Mr. Rudgers replied that the County Planning office had told him to go to CEDA. Ms. Verrier stated that the project was not large enough for the IDA, so didn't necessarily make sense to go through CCIDA. Ms. Gridley asked how the money flow would work and Mr. Rudgers stated that the grant funds would come to CEDA; CEDA would purchase the equipment and lease it to Preferred for 5 years. Preferred would make annual payments to CEDA and CEDA would then be able to use this money as it chooses. Ms. Aikman asked who would be responsible for the maintenance of the equipment and Mr. Rudgers stated that Preferred would be responsible for all maintenance and liability. Ms. Verrier stated that she would like to table this conversation until the April meeting so that we might obtain more information on the program and ensure it will work for Preferred under this new structure. Mr. Woods recommended approving the resolution pending executive committee approval so as not to hold up the application process. Mr. Lockwood made a motion to move the resolution forward on Preferred Quality Grain contingent on Executive Committee approval, Mr. Woods seconded. All those present voted in favor; motion carried.

#### **6. New Staff Member – Samantha Fruge**

Ms. Verrier introduced CEDA's new staff member, Samantha Frugé as the new Economic Development Technical Specialist, noting that she had started on March 1<sup>st</sup>. Ms. Verrier explained that when hiring for this position she looked for analytical skill sets as opposed to specific program knowledge. Ms. Edinger asked if the position had changed much since Ms. Verrier had held it and Ms. Verrier stated it had not. Ms. Frugé thanked the Board for the opportunity and spoke of her background. Mr. Lockwood explained that Ms. Frugé had been thrown in to this position at a busy time for the IDAs and after 2 meetings that she is doing extremely well.

**7. Board Updates:**

Mr. Woods wished to inform the Board of 2 items. The first being that the County is exploring working with Abundant Solar to build a 5 megawatt solar array on County House Road that would be able to provide low cost power to businesses and residents in Cayuga County. The second item was that Ms. Salvage would be working as the Executive Assistant in his office on a temporary basis.

Ms. Edinger informed the Board of the water situation in Aurora and that funding had not yet been secured for the upgraded filtration system. She stated that this is a huge threat to the sustainability of Wells College and the Inns of Aurora and that they did not want to have to go into the month of April without having this completed.

Mr. Lockwood gave Ms. Riester a pat on the back for the great job done with her assistance to the Dumond Ag windmill project.

Motion to adjourn at 9 am by Ms. Aikman, seconded by Mr. Kyle. All present voted in favor, motion passed.

**The next CEDA meeting will take place on April 26, 2018 at 8:00 am at 2 State Street.**