

MICHAEL P. GALIME, MAYOR
CITY OF UTICA

UTICA INDUSTRIAL DEVELOPMENT AGENCY
1 KENNEDY PLAZA
UTICA, NEW YORK 13502
PHONE: (315) 792-0195
FAX: (315) 797-6607



Agenda

Utica Industrial Development Agency
Regular Meeting – Wednesday, July 9, 2025 @ 8:30am
Utica City Hall, Utica, New York and via WebEx

- I. Call to Order
- II. Approval of Minutes – May 7, 2025
- III. Old Business
 - A. **1400 Broad** – Sales Tax Exemption extension – request to extend
- IV. New Business
 - A. **Mac-Clark Properties** –
 - 1. Consider a resolution relating to the Mana Properties, LLC facility, consenting to the sale of and assignment of existing lease-leaseback documents to Mac-Clark Properties, LLC and authorizing the form and execution of related documents.
 - 2. Consider a SEQR resolution relating to the Mac-Clark Properties, LLC facility.
 - 3. Consider an inducement resolution relating to the Mac-Clark Properties, LLC facility, granting preliminary approval for financial assistance in the form of exemptions from sales tax (valued at \$10,938.00), exemptions from mortgage recording tax (valued at \$9,000.00) and reduction of real property tax for a period of five years (valued at \$12,292.00), which financial assistance is consistent with the Agency's Uniform Tax Exemption Policy, and authorizing the Agency to conduct a public hearing.
 - B. **DePaul – Columbia Sq.** –
 - 1. Consider a SEQR resolution relating to the **DePaul Columbia Square, L.P.** facility.

2. Consider an inducement resolution relating to the **DePaul Columbia Square, L.P.** facility, granting preliminary approval for financial assistance in the form of reduction of real property taxes for approximately 32 years (valued at \$10,143,535), which Financial Assistance is a deviation from the Agency's Uniform Tax Exemption Policy, making certain findings with respect to the facility, and authorizing the Agency to conduct a public hearing.

V. Executive Session (if required)

VI. Adjourn

Members of the public may listen to the meeting by calling

1-408-418-9388, Access code: 2870 752 4962 or joining the meeting at

Meeting link:

<https://cityofutica.webex.com/cityofutica/j.php?MTID=m5951837551cb4d5e01c47031e3162a6f>

Meeting password: 6tkHtd7aKp8

The Minutes of the Agency meeting will be transcribed and posted on the UIDA website.

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May 7, 2025 8:34a.m.
Utica Industrial Development Agency Regular Meeting
City Hall, Utica, NY – WebEx Conference Call/In-Person

Members Present: Vin Gilroy, John Zegarelli, John Buffa, Emmett Martin

Excused:

Also Present: Jack Spaeth (Executive Director)

Others:

1) CALL MEETING TO ORDER: The meeting was called to order by Mr. Gilroy at 8:34a.m. The Finance, Governance and Audit Committees, as they consist of sitting Agency members, meet as a committee of the whole, and in doing such, meet at every meeting.

2) APPROVAL OF MINUTES: A motion was made by Mr. Zegarelli, seconded by Mr. Buffa, to approve the minutes of the February 5, 2025 meeting. All in favor.

3A) NEW BUSINESS – Approval of Committee Actions

Mr. Spaeth indicated that an approval was needed for the actions of the Governance and Audit Committees.

Mr. Martin made a motion, seconded by Mr. Zegarelli to approve the actions of the Governance and Audit Committees. All in favor.

5) EXECUTIVE SESSION: Not entered into

6) ADJOURNMENT: There being no further business brought before the Agency, Mr. Zegarelli made a motion to adjourn, seconded by Mr. Martin and the meeting was adjourned at 8:34am.

The next regular meeting of the Utica Industrial Development Agency is scheduled for Wednesday, June 2, 2025 at 8:30am at City Hall via WebEx and in-person.



1400 BROAD STREET UTICA, NY 13501 P: (315) 735-9261 F: (315) 735-9262

OFFICE@BGMSUPPLY.COM

July 1, 2025

Jack Spaeth, Executive Director
City of Utica IDA
One Kennedy Plaza
Utica, NY 13502

Re: Sales Tax Exemption

Dear Jack,

The sales tax exemption granted by the City of Utica IDA expired on June 30, 2025. In my application, I projected the project would be complete by June 30, 2024; however, you advised UIDA as a matter of policy will extend exemptions for a 6-month timeframe. When we started this project, getting the contractors to complete the work and acquiring the materials has taken longer than expected. At this time, I would like to request an extension of the exemption until December 31, 2025.

To date, we have purchased numerous quantities of racking, a forklift and a scissor lift. We have also put in several walls for utility and maintenance rooms, a counter area, framed old walls, painted the exterior, put in two bathrooms, installed handicap ramps with rails, installed new commercial doors, roofing, signage, etc.

There is more work to be completed and equipment to be purchased. We finally settled on a plan with National Grid on the reworking of the existing power service entrance into the building. This requires an entire new main service to be brought in from the pole. We currently have product on order to perform the interior service entrance work and is expected to be available in 4-6 weeks. Upon arrival, we will finally be able to move forward with this portion of the project.

Due to the uncertainty of the above, we needed to hold off on getting equipment ordered for the A/C portion of the project. Since our last extension we have made some progress on our heating system. We now have material on order to finish up our HVAC system. We expect the material to be in and further work to continue around the first week of August, if not sooner.

The IDA authorized \$72,188.00 in sales tax exemptions for my project. Despite the ever-increasing costs of materials and labor, I am on target to meet the projected Project Costs in my application. To date I have claimed approximately \$31,290.98 in sales tax exemptions. I do not anticipate that we will need any additional sales tax exemptions to complete our project.

Thank You for your continued support. Do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Shepherd", written over a horizontal line.

Mary Shepherd
Managing Member

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