



CITY OF UTICA

Utica Industrial Development Agency
1 Kennedy Plaza, Utica, New York 13502
(315)792-0195 fax: (315)797-6607

ROBERT M. PALMIERI
MAYOR

VINCENT GILROY, JR
CHAIRMAN

JACK N. SPAETH
EXECUTIVE DIRECTOR

May 4, 2022 9:00a.m.
Utica Industrial Development Agency Regular Meeting
Utica City Hall, Utica, NY – WebEx Conference Call/In-Person

Members Present: Vin Gilroy, Mark Curley, John Zegarelli, Emmett Martin

Excused: John Buffa

Also Present: Jack Spaeth (Executive Director), Linda Romano and Laura Ruberto (BSK – Agency Counsel) via WebEx

Others:

1) CALL MEETING TO ORDER: The meeting was called to order by Mr. Gilroy at 9:08a.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. The next meeting of the Finance Committee will be in September.

2) APPROVAL OF MINUTES: A motion was made by Mr. Martin, seconded by Mr. Curley, to approve the minutes of the March 23, 2022 meeting. All in favor.

3A) OLD BUSINESS – Review and Adoption of Policies

Mr. Spaeth stated that he and Ms. Ruberto have been reviewing the documents and policies necessary to address the deficiencies noted by the Authorities Budget Office on the UIDA website. Missing policies were: Conflict of Interest and Property Acquisition Policies as well as revising the Procurement Policy to note Mr. Gilroy as the Procurement Officer. Board members also reviewed their job descriptions as they will need to be posted on the site. Company applications as well as all resolutions adopted will likewise need to be posted.

With some discussion, Mr. Zegarelli made a motion, seconded by Mr. Martin to adopt the Conflict of Interest Policy, Property Acquisition Policy, correcting the Procurement Policy to include the Procurement Officer and Recapture Policy. All in favor.

3B) OLD BUSINESS – Johnson Park Green Living, LLC

Mr. Spaeth stated that the next step moving the project forward would be the adoption of the final resolution.

After little discussion, Mr. Curley made a motion, seconded by Mr. Zegarelli to adopt a final authorizing resolution relating to the Johnson Park Green Living, LLC Facility, approving financial assistance in the form of a PILOT Agreement for 30 years, which financial assistance is a deviation from the Agency's Uniform Tax Exemption Policy, and authorizing the form and execution of related documents, all in the Agency's customary form subject to counsel review. All in favor.

3C) OLD BUSINESS – Sturges Manufacturing Co., Inc.

Mr. Spaeth stated that the next step moving the project forward would be the adoption of the final resolution. Mr. Spaeth further noted that the Administrative Fee for this project as with most manufacturing projects will be \$1,000.00.

After little discussion, Mr. Martin made a motion, seconded by Mr. Zegarelli to adopt a final authorizing resolution relating to the Sturges Manufacturing Co., Inc. Facility, approving financial assistance in the form of exemptions from sales tax, which financial assistance is consistent with the Agency's Uniform Tax Exemption Policy, and authorizing the form and execution of related documents, all in the Agency's customary form subject to counsel review. All in favor.

3D) NEW BUSINESS – 311 Main Street Holdings, LLC

Mr. Spaeth noted that a SEQR Resolution needs to be adopted for this project.

After no discussion, Mr. Zegarelli made a motion, seconded by Mr. Curley to adopt a SEQR resolution relating to 311 Main Street Holdings, LLC Facility. All in favor.

4A) NEW BUSINESS – Job Monitoring

Mr. Spaeth, having previously provided Agency members with a Job Monitoring spreadsheet and company's correspondence reviewed the businesses that were less than 85% of their job creation goals. After some discussion, Agency members requested that a letter be sent to each company that fell short of their 85% goal along with a Job Monitoring Form to be reviewed quarterly to better understand their deficiencies. Counsel will prepare a letter for Mr. Spaeth to send out. Of the deficient companies, most fell into the following categories as noted in the Recapture Policy: Industry Trends, National Disaster and Loss of Supplier or Customer.

After some discussion, Mr. Martin made a motion, seconded by Mr. Curley to accept the reasons provide by the companies with the provision that the letter from Counsel and the Job Monitoring Form are completed by the company on a quarterly basis. All in Favor.

5) EXECUTIVE SESSION: not entered into

6) ADJOURNMENT: There being no further business brought before the Agency, Mr. Martin made a motion to adjourn, seconded by Mr. Zegarelli and the meeting was adjourned at 9:35am.

The next regular meeting of the Utica Industrial Development Agency is scheduled for Wednesday, June 1, 2022 at 9:00am at Utica City Hall via WebEx and in-person.