



INDUSTRIAL DEVELOPMENT AGENCY

Meeting Minutes
Monday, March 28, 2022 Meeting
 Zoom Meeting

Members Present	Members Excused
Mike Davis, Chairman	
Lewis Zulick, Treasurer (via Zoom)	
Don Culeton (via Zoom)	
Andy Molodetz	Guests Present
Supervisor Dan Marshall (via Zoom)	Don Payne, Country Max
Deb Brown (via Zoom)	Brad Payne, Country Max
Kelly Mittiga, Vice-Chair (via Zoom)	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
Staff Present	
Suzanne Vary, Interim Executive Director	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	Ed Russell, Underberg & Kessler
Brigitte Larson, Staff	Barry Carrigan, Nixon Peabody (via Zoom)
Bob Mincer, Staff	Mike Manikowski

CALL TO ORDER: Chair Mike Davis called the meeting to order at 5:01 p.m. A quorum was present.

NEW BUSINESS:

Country Max:

Suzanne Vary introduced Don Payne, owner of Country Max, based in Farmington. The Company would like to build a new facility, also in Farmington, at the intersection of Collett Road and Hook Road.

Don Payne began by sharing the company background with the Board. Don explained that Farmington Agway opened in 1984 as a franchise store. The store offered customers equine and livestock feeds, pet food, and lawn and garden products. In the next several years, Don decided to take the Farmington location independent, open additional stores and officially began doing business as Country Max Stores. Currently there are 18 locations across New York State, three of which have opened in the last five years.

The current Country Max on Route 96 acts as the single distribution center for all stores. It also is the fulfillment center for web-based sales and houses all corporate offices for support services.

This includes Human Resources, IT, purchasing, marketing and operations. Don stated that the building has reached its maximum capacity for employees and warehouse space. There has been massive growth on the web fulfillment side leading to the need of additional employees, trucks and warehouse space. The project cost is estimated at \$7.4 million.

Andy Molodetz made a motion to authorize a public hearing. Deb Brown seconded the motion. Unanimously approved. Motion carried.

Don Payne and Brad Payne exited the meeting at 5:14 p.m.

ADMINISTRATION:

February 14, 2022 Minutes:

Mike Davis presented the February 14, 2022 Meeting Minutes for approval.

Lew Zulick made a motion to approve the February 14, 2022 minutes as presented. Supervisor Dan Marshall seconded the motion. Motion unanimously carried.

Invoices for payment:

Michael Wojcik presented for approval, airport invoices for payment totaling \$63,432.36; Agency invoices totaling \$70,063.59 and total invoices in the amount of \$133,495.95. Bob Mincer clarified the airport related invoices.

Supervisor Dan Marshall made a motion to approve the above referenced invoices for payment. Andy Molodetz seconded the motion. Unanimously approved. Motion carried

Annual Report:

Suzanne Vary and Mike Manikowski presented the 2021 Annual Report to the Board. The report was completed by Dixon-Schwabl. The Annual Report highlighted that Ontario County was one of only two New York counties to gain more residents than what they lost between 2010 and 2020. It was also noted that Ontario County is ranked #3 in economic diversity among NYS counties and #16 in the US. The scorecard included in the Annual Report showcased how busy 2021 was, resulting in 976 FTEs created. It was discussed that the report is available digitally online on the County website.

Andy Molodetz made a motion to approve submittal of the 2021 Annual Report. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

Annual Board Survey:

Suzanne Vary thanked the Board for their participation and presented the survey results.

12/31/21 Audited Financial Statements/PARIS Report:

John Rynkeiwicz presented the Executive Summary and balance sheet for the Agency and Airport along with the above referenced reports to the Board. John stated there were no material weaknesses.

Accountant's Management Letter/Letter of Communication:

John Rynkeiwicz spoke about the Management Letter, noting that the lawn care contract for the airport expired during 2020. John also informed the Board that new lease standards will be required.

Andy Molodetz made a motion to block and approve the Audited Financial Statements and PARIS Report, as well as the Accountant's Management Letter and Letter of Communication. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

Annual Procurement Report:

Michael presented the Annual Procurement Report stating that it is the report for vendor payments over \$5,000. Michael stated there were ten for 2021.

Management's Internal Control Assessment Report:

Michael presented the Internal Control Assessment Report. This report has been conducted by Michael and Suzanne Vary this year.

IDA Mission Statement and Measurement Report:

Michael presented the IDA Mission Statement and Measurement Report for the Board, noting that this is the same for the LDC.

Real Property Report:

Michael presented the Real Property Report and stated that the IDA does currently own 3 properties. One is a vacant lot in Geneva and the other two are the airport.

Michael clarified that all reports will be available on the website.

Supervisor Dan Marshall made a motion to block and approve the Procurement Report, Management's Internal Control Assessment Report, Mission Statement and Measurement Report, and the Real Property Report. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Questions on Reports (Airport Update and Financials):

Mike Davis presented the Airport Update report. There were no questions on the report, however; Bob presented Task Order #3 for Board approval. Task Order #3 authorizes McFarland Johnson to begin the preliminary engineering work on the sanitary sewer extension. The Task Order was reviewed and recommended by the Airport Committee this afternoon. *Supervisor Dan Marshall made a motion to approve Task Order #3. Andy Molodetz seconded the motion. Unanimously approved. Motion carried.*

Update on Economic Developer search:

Mike Davis explained that he is no longer on the Committee due to a conflict of interest, but also reported that three people have been selected to come in for second interviews. Supervisor Dan Marshall also shared that the interviews will take place within the next two weeks.

Update on Open Meetings Law:

Suzanne Vary informed the Board that meetings will revert back to in person when the Executive Order expires on April 15th. Should there be any changes or updates the Board will be notified.

ADJOURNMENT:

Andy Molodetz made a motion to adjourn the IDA meeting at 5:44 p.m. Kelly Mittiga seconded the motion. Motion unanimously approved.

Respectfully submitted,

Brigitte Larson