



Cortland County

Industrial Development Agency

Minutes of the Meeting of the Members of the Cortland County Industrial Development Agency

November 12th, 2024 – Noon

40-42 Main Street, Suite A, 2nd Floor Cortland New York, 13405

Roll Call – Chairman McMahon called the meeting to order at 12:41 PM

Mike McMahon	Chairman	Present
Stephen Compagni	Vice Chairman	Present
Deborah Hayden	Treasurer	Present
Clint Brooks	Secretary	Present
Johanna Ames	Member	Absent
Dr. Kathleen Burke	Member	Absent
Donald Richards	Member	Absent
Brendan O'Bryan	Executive Director	Present
<u>Andrea Skeels</u>	Director of Finance and Special Projects	Present
Marie Weiss	Carpenters Local 277	Remote
John Sidd	Agency Counsel	Present
Steve Terwilliger	AK Community/Kajen LLC	Present
Scott Hourigan	Intern – Binghamton University	Present
James Bonner	New York, Susquehanna and Western Railway Corporation (NYS&W)	Present
Melanie Boyer	NYS&W	Present



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Approval of Minutes - September 9th, 2024 – Chairman McMahon made a motion to accept the minutes as presented, Ms. Hayden seconded the motion; all in favor, none opposed.

New Business

Chairman McMahon presented a motion to approve the new slate of signatories for all CCDC Accounts. These changes include; adding Andrea Skeels (Director of Finance and Special Projects), removing Chairman McMahon, and continuing with Members Ms. Hayden, Mr. Brooks and Executive Director Brendan O'Bryan. Mr. Compagni moved the motion with Mr. Brooks second; all voting in favor, none opposed.

Discussion: Current lease agreement between the IDA and NYS&W was discussed. This lease was a one-year agreement that is set to expire at the end of 2024. Payments to all the municipalities was discussed, and how the payments are agreed upon. NYS&W is purposing to the IDA another one-year extension of the lease, in order to negotiate a longer term extension. A motion was made by Mr. Compagni to extend the current terms of the lease agreement between NYS&W and The IDA for a period of 12 months, in order to negotiate a longer term extension, seconded by Mr. Brooks; all voting in favor, none opposed.

Reviewed and discussed a request for a time extension from AK Communities/Kajen LLC project to use their full sales tax exemption and to lease up the created housing units until March 31, 2025. Mr. Terwilliger provided a brief project update, and justification for the delay in finishing the project. Motion to extend the sales tax exemption and the leasing requirements until March 31, 2025 was made by Chairman McMahon, seconded by Mr. Compagni, all voting in favor, none opposed.

Monthly Reports

- 1.) Finance Report – Ms. Skeels reviewed the monthly financial statements.
- 2.) Director's Report – Reviewed agency activities since the last meeting (attached document)

Adjourn – The meeting was adjourned at 1:18 PM.

Director's Report – November 2024

- NY Forward
 - All presentations were given last Friday
 - Marathon – Sponsored by the BDC, did well and was well received
 - Announcements will be made later this year/early next year
- EPA Brownfield Grant
 - Working with C&S on a second grant application
 - Received feedback from EPA
 - Will apply later this month and should get a response ~April
 - Use funding for environmental assessments, site reuse plans
- Elevate Cortland – Cortland County Strategic Plan
 - Process is starting to come close to a conclusion
 - Plan is open to public comment
- Micron Community Investment Fund
 - Countywide group is meeting to discuss applying for funds
 - Have met a few times, have some preliminary thoughts/ideas
- Housing Study Update – Intern
 - Partnership with County Planning department
 - Scott Hourigan
- Potential Projects
 - Waiting for a few projects to submit
 - Should have a few on the horizon