



COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY

**AGENDA – COMIDA MEETING – March 21, 2017
EBENEZER WATTS BUILDING – 12:00 NOON**

1. Call meeting to order
2. Pledge of Allegiance
3. Approval of Minutes – Meeting of **February 21, 2017** (p. 1)
4. Verified Exemptions (Local Labor Requirement Waivers): None to Report
5. Monitoring Reports (Local Labor Requirement Compliance): 2016 Annual & Feb. 2017 (p. 4)
6. Executive Director Adair - Applications for Assistance

Applicant: (p. 10)

**Charlotte Square Homes LLC
180 Clinton Square
Rochester, NY 14604**

(\$3,576,985 – JobsPlus Property Tax Abatement)

Charlotte Square Homes LLC (a subsidiary of Home Leasing LLC), a developer and manager of residential communities, intends to develop, market and construct 10 – 2 story townhomes for sale on an approximately $\frac{3}{4}$ acre parcel at the southeast corner of Pitkin and Charlotte Streets in the Center City District of the City of Rochester. This \$3.6 Million project is Phase II of the development, which emanated from a City of Rochester RFP for development of the Charlotte Street block. This project is being supported by the City through their Core Housing Owner Incentive Exemption (CHOICE) Program. Phase I included construction of 72 rental apartment units and 14 townhomes. The completed project will result in a range of consumer options for downtown living. Home Leasing's management division will manage the properties. The applicant is seeking a standard property tax exemption for the project, as well as sales tax exemptions on eligible purchases. The Benefit/Incentive ratio is 3.1:1.

Applicant: (p. 37)

**Erie Station 250, LLC
75 Thruway Park Drive
Henrietta, NY 14586**

(\$1,914,124 – JobsPlus Property Tax Abatement)

Tenant:

**eHealth Technologies
250 Thruway Park Drive
Henrietta, NY 14586**

(\$310,000 - Sales Tax Exemption)

Erie Station 250 LLC (ES250), a Henrietta-based development company, is proposing to build an 11,292 square feet addition onto their existing facility in the Town of Henrietta to accommodate their tenant, eHealth Technologies (eHealth). eHealth, founded in Rochester in 2006, continues to experience growth as they established themselves as a leader in retrieving and delivering clinically relevant, organized out-of-network patient records, and sharing medical images for immediate access across the patient care community. As a result of their success, eHealth requires additional space for their increased employment. The project is projected to create 84 new FTEs over the next three years. The applicant is seeking sales and mortgage tax exemptions, and property tax exemptions on the increased assessment resulting from their \$1.9 Million investment. eHealth will invest \$310,000, and is seeking approval of sales tax exemptions on furniture, fixtures & equipment. The Benefit/Incentive ratio is 21.6:1.

Applicant: (p. 57)

**Capricorn Ventures LLC
115 Fedex Way
Rochester, NY 14624**

(405,680 – JobsPlus Property Tax Abatement)

Tenant:

**Rochester Arc & Flame Center LLC
125 Fedex Way
Rochester, NY 14624**

(99,500 – Sales Tax Exemption)

Capricorn Ventures is proposing to construct a building addition and equip the space for its tenant, Rochester Arc & Flame Center, LLC (Arc & Flame). Arc & Flame is a welding-related training business founded in 2011 with the assistance of COMIDA, who provided incentives to construct a new building and purchase required equipment. The business has complied with all of COMIDA requirements since opening, and has grown substantially thereby resulting in the need for more space and equipment to accommodate current and future student needs. Arc & Flame provides an essential service to the community by partnering with MCC and RIT to train welders to fill vacant positions in the business community. These partnerships have resulted in more than 300 graduates being placed in the local workforce. Capricorn Ventures is proposing a \$405,680 building expansion at its current location in the City of Rochester, while Arc & Flame (the tenant) is proposing to invest another \$99,500 in materials, labor, equipment, furniture and fixtures. This \$505,360 project will create 2 new jobs. The applicant is seeking approval of property tax abatement, as well as Mortgage and Sales Tax Exemptions. Arc & Flame, the tenant, is seeking a sales tax exemption. The Benefit/Incentive ratio is 13.6:1.

Applicant: (p. 72)

**TDG Corp. d/b/a Sirness Vending Services
3595 Buffalo Road
Gates, NY 14624**

(\$110,985 – EquiPlus Sales Tax Exemption Only)

TDG Corp. d/b/a Sirness Vending Services (Sirness) is a vending and micro-market food service operation located in Gates, NY. Sirness Vending has been supplying and stocking vending machines in the Rochester area since 1977. Sirness, who is one of Western New York's largest and most experienced locally owned office coffee and vending services companies, services more than 500 firms in Western, NY. Modern technology allows them to be notified when products are depleted or obsolete, so they can provide just-in-time service to their customers. As a result, the company is in the process of converting its fleet of trucks over to smaller, more efficient vehicles. Initially, Sirness will be purchasing two (2) Dodge Promaster 3500 vans, and plan to eventually replace their entire fleet. The \$110,985 project will create at least 2 FTEs, and will allow the business to continue to expand and become more efficient. Sirness is seeking a Sales Tax Exemption. The Benefit/Incentive ratio is 16:1.

7. Executive Director Adair – Project Modifications (None to Report)
8. Executive Director Adair – Audit, Finance, and Governance Actions (Being Provided as Handouts)

-Annual Report/Mission Statement and Performance Measures

-Officer Nominations

Ann Burr – Chairman
Jay Popli – Vice Chairman
Peter Buckley – Treasurer
Mary Worboys-Turner– Secretary

Re-Adopt Audit Committee Charter

Reappoint Audit Committee & Chair

Ann Burr – Chair
Peter Buckley
Gary Collins
Mary Worboys-Turner
Anthony Meleo

Re-Adopt Finance Committee Charter
Reappoint Finance Committee & Chair
Peter Buckley – Chair
Ann Burr – Vice Chair
Jay Popli
Mary Worboys-Turner
Anthony Meleo

Re-Adopt Governance Committee Charter
Reappoint Governance Committee & Chair
Jay Popli – Chair
Gary Collins
Anthony Meleo
Mary Worboys-Turner

Re-Adopt PILOT Compliance Review Policy
Reappoint PILOT Review Committee & Chair
Ann Burr – Chair
Peter Buckley
Gary Collins
Jay Popli

9. Audit Review – Randy Shepard, Bonadio Group
10. Audit Committee Report – Ann Burr
11. Finance Committee Report – Peter Buckley
12. Governance Committee Report – Jay Popli

Governance Committee Meeting of March 8, 2017
Board Evaluation Summary
Approve/Re-adopt Bylaws & Policies

1. Mission Statement and Performance Measures
2. Bylaws
3. Code of Ethics

Ethics Officer – Mary Worboys-Turner

4. Compensation, Reimbursement and Attendance Policy
5. Defense and Indemnification Policy
6. Policy for Tracking Inventory and Disposal of Assets
Contracting Officer – Jeffrey Adair
7. Extension of Credit
8. Internal Controls and Financial Accountability
Internal Control Officer – Ann Burr
9. Investment and Deposit Policy
10. Purchasing Policy
11. Travel Policy
12. Whistleblower Policy
13. Public Comment Period Rules of Procedure
14. Freedom of Information Policy
15. Uniform Tax Exemption Policy
16. Record Retention Policy
17. Duties & Responsibilities Policy
18. Transparency & Accountability Policy

13. Chair Burr – Discussion Items
14. Public Comments
15. Adjourn Meeting

The next scheduled meeting of the Agency (the COMIDA Annual Meeting) will be held on **Tuesday, April 18, 2017, 12:00 noon**, at the **Brighton Town Hall, 2300 Elmwood Avenue, Rochester, New York 14618**