



**DRAFT BOARD MEETING MINUTES
December 17, 2019**

Time & Place: 12:00 p.m., Watts Conference Center, 47 South Fitzhugh Street, Rochester, NY 14614

Board Present: A. Burr, L. Bolzner, J. Lusk, T. Milne, J. Popli

Board Absent: A. Meleo

Also Present: J. Adair (Executive Director), R. Baranello, Esq., K. Loewke, B. Lafountain, M. Ballatori

Chair Burr called the meeting to order at 12:00 p.m. and the board recited the Pledge of Allegiance.

On motion by J. Popli, second by L. Bolzner, all aye, the minutes of the November 19, 2019 meeting were approved.

K. Loewke presented the local labor report for November 2019.

B. Lafountain presented the most recent local labor verified exemption report.

No members of the public spoke before the board although one person had signed up to speak.

J. Adair presented the financial report for November 2019.

J. Adair presented the following projects for consideration:

Ramar Steel Sales Inc.

Ramar Steel Sales, Inc., founded in 1970, is a family-owned, third generation business that specializes in structural steel fabrication. In 2013, the company acquired a stair and railing business to complement its existing steel business, now known as Ramar Stair & Railing, LLC. Ramar Steel Sales, Inc. proposes to purchase a new CNC thermal cutting system to improve capabilities of preparing steel plates that attach to structural steel beams. Ramar Stair & Railing, LLC proposes to purchase a new CNC tube processing center to increase railing production capacity. The \$1.1 million project will impact 55 FTEs and is projected to create 3 new FTEs over the next three years. The applicants are seeking approval of sales tax exemptions only on purchases of equipment, furniture and fixtures. The Benefit/Incentive ratio is 11:1.

The applicant was represented by Tony Randall, Principal Owner and CEO, and Bill Raetz, CFO. The applicant confirmed awareness of the local labor policy and that exemptions are to be requested 45 days in advance.

The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE TAKING OFFICIAL ACTION TO (i) APPOINT RAMAR STEEL SALES, INC. OR A RELATED ENTITY FORMED OR TO BE FORMED (COLLECTIVELY, "RAMAR STEEL") AND RAMAR STAIR & RAILING, LLC OR A RELATED ENTITY FORMED OR TO BE FORMED (COLLECTIVELY, "RAMAR STAIR") AS ITS AGENTS TO UNDERTAKE CERTAIN PROJECTS; (ii) PROVIDE FINANCIAL ASSISTANCE TO RAMAR STEEL AND RAMAR STAIR IN THE FORM OF SALES AND USE TAX EXEMPTIONS FOR PURCHASES AND RENTALS RELATED TO THE PROJECT; (iii) AUTHORIZE THE EXECUTION AND DELIVERY OF PROJECT AGREEMENTS AND RELATED DOCUMENTS; AND (iv) MAKE A DETERMINATION WITH RESPECT TO THE PROJECT PURSUANT TO SEQRA.

On motion by L. Bolzner to approve the resolution, second by J. Popli, a roll call vote resulted as follows and the motion carried:

L. Bolzner	Yea	A. Meleo	Absent
A. Burr	Yea	T. Milne	Yea
J. Lusk	Yea	J. Popli	Yea

NAS Holdings, LLC

NAS Holdings, LLC, a real estate holding company, is proposing the purchase and renovation of a 25,760 square foot commercial building in the Town of Gates for Northern Air Systems, Inc. (NAS), a related entity. Founded in 1998, NAS is a provider of specialized cooling systems worldwide. The company provides industrial units for extreme weather conditions. Markets include mobile specialty vehicles, mobile television broadcast, military and homeland security, oil & gas, hazardous locations and aviation. NAS currently has two facilities in Monroe County and one in Baton Rouge, Louisiana. The company is expanding and introducing new product requiring additional space. The company considered Texas and Louisiana for this expansion before deciding on adding a third location in Monroe County. In addition to the purchase of the new building, NAS projects investments of at least \$1 million of production machinery and equipment. The applicant is seeking approval of mortgage recording tax and the tenant is seeking approval of sales tax exemptions. The Benefit/Incentive ratio is 1233:1.

The applicant was represented by Will Rausch, VP of Operations. The applicant confirmed awareness of the local labor policy and that exemptions are to be requested 45 days in advance.

The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (i) TAKING OFFICIAL ACTION APPOINTING NAS HOLDINGS, LLC OR A RELATED ENTITY FORMED OR TO BE FORMED (COLLECTIVELY, THE "COMPANY") AND THE TENANT AS AGENTS OF THE AGENCY FOR THE PURPOSE OF ACQUIRING, RENOVATING, EQUIPPING, REPAIRING AND MAINTAINING THE FACILITY; (ii) MAKING A DETERMINATION WITH RESPECT TO THE PROJECT PURSUANT TO SEQRA; (iii) SUBJECT TO THE AWARD OF INCENTIVES FROM THE STATE OF NEW YORK, AUTHORIZING FINANCIAL ASSISTANCE TO THE COMPANY IN THE FORM OF A MORTGAGE RECORDING TAX EXEMPTION RELATING TO THE FINANCING FOR THE PROJECT; (iv) SUBJECT TO THE AWARD OF INCENTIVES FROM THE STATE OF NEW YORK, AUTHORIZING FINANCIAL ASSISTANCE TO THE TENANT IN THE FORM OF A SALES AND USE TAX EXEMPTION FOR PURCHASES AND RENTALS RELATED TO THE ACQUISITION, RENOVATION AND EQUIPPING OF THE PROJECT; AND (v) AUTHORIZING THE NEGOTIATION, EXECUTION AND DELIVERY OF A PROJECT AGREEMENT, LEASE AGREEMENT, LEASEBACK AGREEMENT AND RELATED DOCUMENTS WITH RESPECT TO THE PROJECT.

On motion by T. Milne to approve the resolution, second by J. Popli, a roll call vote resulted as follows and the motion carried:

L. Bolzner	Yea	A. Meleo	Absent
A. Burr	Yea	T. Milne	Yea
J. Lusk	Abstain	J. Popli	Yea

Workplace Interiors LLC

Workplace Interiors, LLC (WI) is a commercial distributor of office furniture and related services for business, healthcare facilities, educational institutions and government. WI has outgrown their current 5,000 square foot office in Fairport and 6,000 square foot offsite warehouse in East Rochester. The company proposes to expand and consolidate their office and warehouse in the City of Rochester. The proposed project includes renovation and equipping of a 30,000 square foot facility at Carlson Park that has been vacant for approximately ten years. The project property consists of 12,000 square feet for offices and 18,000 for warehousing. WI will increase efficiency due to onsite warehousing and being centrally located for their customers. The \$1 million project will impact 17 FTEs and is projected to create 2 new FTEs over the next three years. The applicant is seeking approval of sales tax exemptions on construction materials, furniture, fixtures and equipment. The Benefit/ Incentive ratio is 84:1.

The applicant was represented by David Sweeney, Member and Owner. The applicant confirmed awareness of the local labor policy and that exemptions are to be requested 45 days in advance.

The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (THE "AGENCY") AUTHORIZING (i) ADDITIONAL FINANCIAL ASSISTANCE TO ELOGIC GROUP LLC (THE "COMPANY") IN AMOUNTS EXCEEDING THE AMOUNTS APPROVED BY THE AGENCY IN ITS RESOLUTION ADOPTED ON AUGUST 21, 2018 AND (ii) AUTHORIZING THE EXTENSION OF THE SALES TAX EXEMPTION BENEFIT GRANTED THE COMPANY THROUGH JUNE 30, 2020.

On motion by J. Lusk to approve the resolution, second by T. Milne, a roll call vote resulted as follows and the motion carried:

L. Bolzner	Yea	A. Meleo	Absent
A. Burr	Yea	T. Milne	Yea
J. Lusk	Yea	J. Popli	Yea

65 Elmgrove Park, LLC

65 Elmgrove Park, LLC, a real estate holding company, is proposing the purchase and renovation of a 20,900 square foot commercial building in the Town of Gates for ComTec Solutions, LLC (ComTec), a related entity. ComTec, founded in 1995, is an information technology company that specializes in the implementation of Enterprise Resource Planning (ERP) systems for manufacturers, IT managed services and cloud hosting and backup. ComTec is experiencing growth and has outgrown their current facility. The proposed project property will allow ComTec to expand within the Town of Gates. The \$800,000 project will impact 33 FTEs and is projected to create 19 new FTEs over the next three years. The applicant and tenant are seeking approval of sales tax exemptions only. The Benefit/Incentive ratio is 167:1.

The applicant was represented by Robert Moyer, President and Owner. The applicant confirmed awareness of the local labor policy and that exemptions are to be requested 45 days in advance.

The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE TAKING OFFICIAL ACTION TO (i) APPOINT 65 ELMGROVE PARK, LLC OR A RELATED ENTITY FORMED OR TO BE FORMED (COLLECTIVELY, THE "COMPANY") AND THE TENANT AS ITS AGENTS TO UNDERTAKE A CERTAIN PROJECT; (ii) PROVIDE FINANCIAL ASSISTANCE TO THE COMPANY IN THE FORM OF A SALES AND USE TAX EXEMPTION FOR PURCHASES AND RENTALS RELATED TO THE RENOVATION AND EQUIPPING OF THE PROJECT; AND (iii) AUTHORIZE THE EXECUTION AND DELIVERY OF A PROJECT AGREEMENT AND RELATED DOCUMENTS; AND (iv) MAKE A DETERMINATION WITH RESPECT TO THE PROJECT PURSUANT TO SEQRA.

On motion by L. Bolzner to approve the resolution, second by J. Popli, a roll call vote resulted as follows and the motion carried:

L. Bolzner	Yea	A. Meleo	Absent
A. Burr	Yea	T. Milne	Yea
J. Lusk	Yea	J. Popli	Yea

J. Adair presented the following project modifications for consideration:

Buckingham Properties LLC – 81 Lake Avenue, LLC – Extension

Buckingham Properties is renovating the Evelyn Brandon Health Center in the City of Rochester. The project was originally approved in September 2018. Buckingham Properties is requesting an extension on the sales tax exemption through December 31, 2020 as the project is still under construction. The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (THE "AGENCY") AUTHORIZING THE EXTENSION OF THE SALES TAX EXEMPTION BENEFIT GRANTED TO BUCKINGHAM PROPERTIES LLC (THE "COMPANY") THROUGH DECEMBER 31, 2020.

On motion by J. Popli to approve the resolution, second by L. Bolzner, all aye, the motion carried.

One Alexander Street LLC – Extension

One Alexander Street is constructing a mixed-use facility in the City of Rochester at Alex Park, the site of the former Genesee Hospital. The project, originally approved in June 2018 is the new corporate headquarters for Mindex Technologies, Inc. The remaining square footage consists of residential units with 20% of the units set aside for affordable housing. One Alexander Street LLC is requesting an extension on the sales tax exemption through December 31, 2020 as the project is still under construction. The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (THE "AGENCY") AUTHORIZING THE EXTENSION OF THE SALES TAX EXEMPTION BENEFIT GRANTED TO ONE ALEXANDER STREET LLC (THE "COMPANY") THROUGH DECEMBER 31, 2020.

On motion by J. Lusk to approve the resolution, second by T. Milne, all aye, the motion carried.

Butler Till Media Services, Inc. – Increase

Butler/Till Media Services Inc. is a full-service media planning and buying agency. B/T relocated to Eagles Landing Business Park in the Town of Henrietta in 2010 and occupies over 22,000 square feet. Due to continued growth in the company, B/T is expanding an additional 7,000 square feet. The applicant is requesting an increase in project costs of \$130,319 and the associated Sales Tax Exemption due to additional equipment needed to support the expansion. The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (THE "AGENCY") AUTHORIZING ADDITIONAL FINANCIAL ASSISTANCE TO BUTLER/TILL MEDIA SERVICES, INC. (THE "COMPANY") IN AMOUNTS EXCEEDING THE AMOUNTS APPROVED BY THE AGENCY IN ITS RESOLUTION ADOPTED ON JANUARY 15, 2019.

On motion by J. Popli to approve the resolution, second by L. Bolzner, all aye with one abstention by J. Lusk, the motion carried.

eLogic Group LLC – Increase and Extension

eLogic Group LLC is a technology company that provides specific digital solutions for manufacturers in various industries. eLogic applications integrate all aspects of a client's business. The company's headquarters have relocated to the Riverwood Tech Campus. This request is for an increase in the Sales Tax Exemption of \$15,600 due to a reallocation of non-taxable items from the original application. There is no increase to the total project cost. The applicant is also requesting an extension of the Sales Tax Exemption to June 30, 2020. The board considered the following resolution: RESOLUTION OF THE COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY D/B/A IMAGINE MONROE (THE "AGENCY") AUTHORIZING (i) ADDITIONAL FINANCIAL ASSISTANCE TO ELOGIC GROUP LLC (THE "COMPANY") IN AMOUNTS EXCEEDING THE AMOUNTS APPROVED BY THE AGENCY IN ITS RESOLUTION ADOPTED ON AUGUST 21, 2018 AND (ii) AUTHORIZING THE EXTENSION OF THE SALES TAX EXEMPTION BENEFIT GRANTED THE COMPANY THROUGH JUNE 30, 2020.

On motion by T. Milne to approve the resolution, second by J. Lusk, all aye, the motion carried.

A update was given by M. Ballatori on the Imaginemonroe.org website analytics.

J. Adair provided a PILOT Compliance Review update noting there are over 400 projects that need to be monitored. The Committee will also look at projects that have exceeded job creation requirements.

The board considered renewal of the following Imagine Monroe annual contracts: Loewke Brill for local labor monitoring, GRE for professional services, The Bonadio Group for verified exemptions, Ingenuity Partners for TEN Program, and The Bonadio Group for financial services. On motion by T. Milne, second by J. Popli, all aye, the motion carried to renew the 5 contracts.

On motion by J. Popli, second by L. Bolzner, all aye, an internship position was approved for 10 – 15 hours per week at \$12.00/hour through June 30, 2020.

Chair Burr thanked the board and staff for their efforts this past year. Executive Director Adair thanked Chair Burr for her leadership.

There being no further business and on motion by J. Popli, second by L. Bolzner, all aye, the regular meeting of the Board of Directors of Imagine Monroe was adjourned.

Lisa Bolzner, Secretary