

A regular meeting of the Broome County Industrial Development Agency (the "Agency") was convened in public session via a telephone conference held on Wednesday, May 20, 2020, at 12:00 o'clock p.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT:	John M. Bernardo	Chairman
	Wayne L. Howard	Vice Chairman
	Richard A. Bucci	Secretary
	John J. Stevens	Treasurer
	Daniel E. Crocker	Member
	James R. Peduto	Member
	Cheryl I. Sacco	Member
	Brian Rose	Member
	Joseph Mirabito	Member

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Stacey M. Duncan	Executive Director
Joseph B. Meagher, Esq.	Agency Counsel

The following resolution was offered by Mr. Bucci and seconded by Mr. Mirabito, to wit:

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR, ON BEHALF OF THE AGENCY, TO ENTER INTO AN AGREEMENT WITH ELAN PLANNING, LANDSCAPE ARCHITECTURE AND ENGINEERING, D.P.C. TO INITIATE A SITE INVENTORY EVALUATION AND PRIORITIZATION PROCESS IN ORDER TO PREPARE A MASTER LIST OF GREENFIELD, VACANT LOTS AND POTENTIAL BUILDINGS AS CANDIDATES FOR REDEVELOPMENT PURSUANT TO THE SCOPE OF SERVICES DATED MAY 18, 2020 AND ATTACHED HERETO AS EXHIBIT 'A'.

This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

John M. Bernardo	voting	Aye
Wayne L. Howard	voting	Aye
Richard A. Bucci	voting	Aye
John J. Stevens	voting	Aye
Daniel E. Crocker	voting	Aye
James R. Peduto	voting	Abstained
Cheryl I. Sacco	voting	Aye
Brian Rose	voting	Aye
Joseph Mirabito	voting	Aye

The foregoing Resolution was thereon declared duly adopted.

STATE OF NEW YORK:

: ss.:

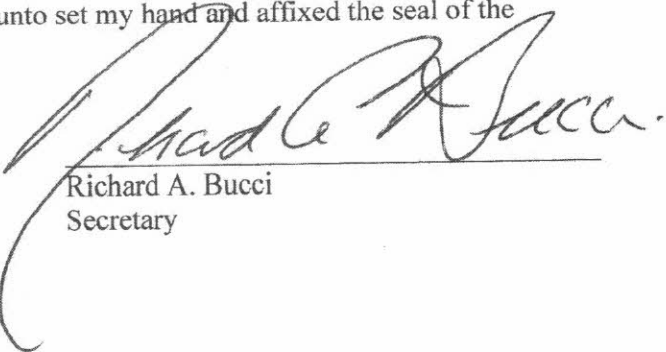
COUNTY OF BROOME:

I, the undersigned Secretary of the Broome County Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on May 20, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution set forth therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting, (B) said meeting was in all respects duly held, (C) pursuant to Executive Order No. 202.1 dated March 7, 2020 regarding the suspension of Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was held remotely by telephone conference call and that the general public had the ability to listen to the proceeding, that such meeting has been transcribed and is available upon request, and that due notice of the date and telephone conference call-in instructions were duly provided to the public in accordance with Executive Order No. 202.1 and such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 20th day of May, 2020.

  
Richard A. Bucci  
Secretary

(SEAL)

EXHIBIT "A"

(SEE ATTACHED SCOPE OF SERVICES DATED MAY 18, 2020)

## **THE AGENCY – BROOME COUNTY IDA/LDC**

### **Site Inventory Evaluation & Prioritization Initiative**

#### **Scope of Services**

**May 18, 2020**

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#### **PHASE I:**

- I. To initiate the Site Inventory Evaluation & Prioritization process, a beginning Master List of greenfield, vacant lots and potential buildings candidates for redevelopment will be developed. This will be done in partnership with The Agency staff. The Tier I evaluation process will get this list to a manageable number, followed by a Tier II evaluation conducted with much more detail. The scoring system utilized will prioritize both the Master List and the Final List.

##### **ACTION ITEMS:**

- Develop Countywide Master List of Sites/Buildings for Evaluation
  - Mix of several site categories
    - Greenfield/50 acres and greater
    - Urban Vacant Lots/Three Cities Locations
    - Urban Buildings/Three Cities Locations
  - Initial Master List Opportunities to be identified
    - 50 Greenfield
    - 25 Urban Lots
    - 25 Buildings

- II. Once the Master List of Sites/Buildings is completed, there will be two stages of evaluation. Tier I is more general and is intended to narrow the list to stronger development and redevelopment opportunities. Then Tier II evaluation gets into much more detail with a point system that will prioritize the stronger sites.

##### **ACTION ITEMS:**

- Develop Evaluation Based Comprehensive Scoring System & Criteria
  - Incorporate multiple development factors
  - Include locally/regionally identified priorities
  - Utilized to Scale List Focused on Most Viable Opportunities
  - Two Tiers of Evaluation with point based system
    - I. Simplistic to Narrow Master List (In Phase I)
    - II. Detailed for Ranking of Final List (In Phase II)

- III. Upon completion of Tier I evaluation, a final list of the stronger remaining sites and buildings will be produced. Working with The Agency staff, this final list will be reviewed and signed off on. With a finalized list, a budget will be developed for Tier II evaluation of selected sites that will be evaluated in detail resulting in Site Spec Sheets as part Phase II.

**ACTION ITEMS:**

- Finalize Cost Structure for Tier II Evaluation Process & data required for Spec Sheet Development
  - Based on Mix of Site Types and Complexity
  - Greenfield
  - Urban Re-Development Buildings
  - Urban Developable Vacant parcels
  - Mix and Details of the Final List Determines Phase II Cost

- IV. Once the final list is in place, the demand for engineering and architectural related supportive services will be defined. This is the last cost element directly connected to the specific sites that will define the budget for Phase II evaluation costs. This is when a final budget can be finalized and be part of the Phase II proposal.

**ACTION ITEMS:**

- Confirm Project Team, scope and pricing
  - Planning, Research, GIS Mapping & Data Collection
  - Economic Developer/Graphic Designer
  - Engineering Firm
  - Architectural Firm

- V. A final report will be produced that addresses the process, evaluation criteria, Tier I evaluation results and the scope of work for Phase II including Tier II evaluation data and overall cost.

**ACTION ITEMS:**

- Deliver Final Report
  - Project Results Outline
  - Tier I & Tier II Evaluation Criteria
  - Master List of Sites with Tier I evaluation completed
  - Tier I Evaluation Sheets and Summary
  - Define Phase II Next Steps/Summary of Final Site List
  - Phase II Budget and Project Completion Delivery Timeframe

**INITIATIVE PHASE II:**

- Conduct Tier II Detailed Evaluation of Final Site List
- Incorporate EPA Grant Funding
- Coordinate Team to Develop Spec Sheet Site Specific Criteria and Facts
- Develop and Deliver Prioritized Final Site List
- Develop Spec Sheet Design/Content for Final Site List
- Deliver Completed Spec Sheets for Defined Sites

## Project Budget

### The Agency Site Inventory Evaluation & Prioritization Initiative

Task	Team Member	LCN		AM		CK2		Total by Hours	Total by Task	
	Hourly Rate	\$165		\$195		\$95				
Task 1	Coutywide Master List (Sites and Buildings)		40	\$6,600	40	\$7,800	40	\$3,800	120	\$18,200
Task 2	Scoring System (Develop and Apply)		40	\$6,600	40	\$7,800	6	\$570	86	\$14,970
Task 3	Finalize Phase II Cost Structure		12	\$1,980	12	\$2,340	0	\$0	24	\$4,320
Task 4	Confirm Project Team, Scope and Pricing		6	\$990	6	\$1,170	0	\$0	12	\$2,160
Task 5	Summary Report		24	\$3,960	24	\$4,680	16	\$1,520	64	\$10,160
	Total		122	\$20,130	122	\$23,790	62	\$5,890	306	\$49,810

LCN: Lisa Nagle, AICP, RLA

AM: Alexander 'Sandy' Mathes, Jr.

CK2: Chris Kimmerly

## Project Schedule

### The Agency/Broome County Site Inventory, Evaluaton & Prioritization Initiative

Task	Title	Month				
		1	2	3	4	5
1	Coutywide Master List (Sites and Buildings)	★				
2	Scoring System			★	★	
3	Finalize Phase II Cost Structure					
4	Confirm Project Team					
5	Summary Report					★



Proposed Advisory Committee Meeting