

# Binghamton Urban Renewal Agency

4<sup>th</sup> floor City Hall, 38 Hawley Street, Binghamton, New York 13902-7244  
607 - 772-7161

## MINUTES

### **Annual & Regular Quarterly Meeting**

**July 22, 2015**

2:00 PM, Mayor's Conference Room

Attending: R. David, G. Holmes, K. Frank, C. Shager

Staff: Robert Murphy, J. Boyd, J. Kraham

President Richard David called the meeting to order at 2:06 PM.

President David called for approval of the Minutes from the January 13, 2015 Regular Meeting. C. Shager motioned, K. Frank seconded and the Minutes were approved (4-0-0)

**Old Business: None**

**New Business:**

#### **Presentation of 2014 Audit:**

C. Shager said that the information had been given to the City's outside audit firm, Ciaschi, Dietershagen, Little, Mickelson & Company, LLP. C. Shager said that when he started going through the audit he became aware there was an invoice paid to the Mets in March/April for their 2014 service of \$11,613. This was before the Mets organization sought payment for a number of additional things. A BURA meeting was not held and this was not formally acted on by the Board. The auditors have counseled that this amount of money should be put into the audit which will result in a loss for 2015; instead of a profit of \$4,000, the organization will show a loss of about \$7,000, but this will be made up in the 2015 year because the City is obligated to transfer \$50,000 to BURA for the Mets. C. Shager handed out revised pages to the audit reflecting this change; he said once the Board approves the audit, the auditors will issue a revised audit reflecting the correction and the changes can be posted to the PARIS system. C. Shager said the annual audit would cost \$2,000 per year for the next three years. R. Murphy asked for a motion to approve the audit. C. Shager noted under the section titled Factors Bearing on the Agency's Future, the request of the Mets organization to extend the lease with the City for another 25 years. R. Murphy acknowledged the Mets request and said the agency had demurred on it; the current agreement does not expire until 2017. R. Murphy asked and C. Shager said there were no negative findings in the audit. R. Murphy asked for a motion; K. Frank motioned, C. Shager seconded and the minutes were approved unanimously (4-0-0).

#### **ABO/Public Authorities Accountability:**

R. Murphy discussed the Public Authority Accountability Annual Review and Reporting Requirements. He reviewed the BURA Mission and Performance Measures stated to the ABO in the Board packet. He discussed the Annual Conflict of Interest and Disclosure Statement and the Annual Confidential Evaluation of Board Performance and requested that the members complete the required forms and return them to the Economic Development Office in the next few days.

### **HarvestFest:**

R. Murphy said the Binghamton Mets Agreement item had already been discussed (above) and moved to the request of Town Square Media for "Cider Night" (HarvestFest) on September 19<sup>th</sup> from 1:00 – 7:00 PM. R. Murphy said Town Square Media was selling tickets \$10 in advance from the event, \$15 at the door. He said he did not think the City should be taking responsibility for the event unless it was going to receive a portion of the gate. He said he expected there would be a craft beer-type crowd. R. Holmes asked if BURA could seek additional fees for using BURA property. R. Murphy said he would like to get the activity established before the City sought annual fees (beyond the application fees) for the use of the property; first year free, next year maybe charge to defray municipal costs. The Board raised the following questions and requested that the organizers respond concerning:

- An event permit from the NY State Liquor Authority
- The insurance certificate which named the City as an additional insured provided General Liability coverage but excluded alcohol. Proof of liquor liability insurance was requested.
- A layout of the venue was requested. Was the event being held in cooperation with the Binghamton Mets?
- With an event of this scale being staged on public property, off-duty police should be engaged. The Board asked if the applicant had contacted the police department.
- Broome County requires that any event hosting over 500 people must have an ambulance or defibrillator available. Details about safety arrangements were requested.
- What provision will be made for garbage/clean-up?

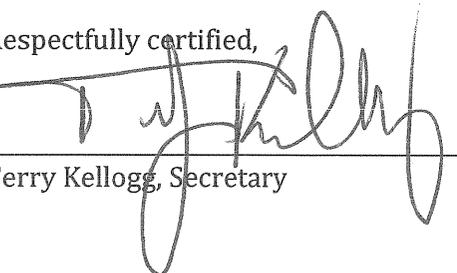
The Economic Development Office will follow-up with the applicant to assure compliance.

### **Resolution Supporting Application for Funding Under CFA for 7 Hawley Street:**

R. David said BURA had received (today) a concept proposal from Newman Development for the redevelopment of the 7 Hawley Street site. The RFP deadline had been extended to accommodate another party but the Newman proposal was the only one received. R. David said going forward he expected they would bring the developer in for Q&A as part of due diligence. Meanwhile, in light of the pending July 31<sup>st</sup> deadline for State grant funding under the CFA, he requested a resolution from BURA authorizing the application for State monies to assist with development at this location; he said this did not obligate BURA to any particular party or project or the sale or lease of the property. R. David motioned, K. Frank seconded and the motion was approved unanimously (4-0-0). Speaking further, R. David said the project was a scaled-down version of the Collier Street Commons project; the most important aspect from a BURA standpoint was that it would include additional parking for the downtown. No project dollar amount was specified in the proposal.

There being no further business to come before the board, K. Frank motioned for adjournment, R. David seconded and the meeting adjourned at 2:28 PM.

Respectfully certified,



Terry Kellogg, Secretary