



Tioga County Industrial Development Agency
February 12, 2018* • 4:30pm•
**Reschedule date due to inclement weather*
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

Minutes

1. Call to Order and Introductions

The meeting was called to order by Vice-Chairperson K. Dougherty at 4:30 p.m.

2. Attendance

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty, T. Monell, K. Gillette (*arrived @ 4:32 p.m.*), J. Ceccherelli, M. Sauerbrey

- a. Absent:
- b. Excused: R. Kelsey

2. Guests:

- a. B. Myers, C. Haskell, J. Meagher, L. Tinney, M. Freeze

3. Privilege of the Floor – None

4. Project Updates – B. Myers

A. Crown Cork & Seal USA, Inc.

- 1. Update:
- 2. ESD – Nichols – The Grant Disbursement Agreement (GDA) was submitted on 2/5/18. Follow-up discussion occurred on 2/9/18 and a few sections of the grant may need changing due to coming in under budget.

B. Tioga Downs Racetrack, LLC Phase 3

- 1. Update – Project is moving forward.

C. Tioga Downs Racetrack, LLC Phase 4

- 1. Update – Opening date is scheduled for 4/1/18.

D. Gateway Project

- 1. Update – The project is progressing with the anticipation of moving the Tioga County Tourism Office into their new office space in May-June timeframe.

E. Project Freehold

- 1. Update – J. Bellis had follow-up discussions with a NYS DEC representative on the infill idea using the creek bed material, however, the representative confirmed this would not qualify as meeting the no-net gain requirement. In order for this site to be filled, the material would need to be sourced from another site within the flood plain. Currently, in the process of identifying other sites.

F. Upstate Shredding

- 1. Update – Site visit/tour of the facility scheduled for 2/16/18.



G. Owego Gardens

- 1. Update
 - a. Belva Lockwood Lane – This project is moving forward.

H. Owego Gardens 2

- 1. Update – A meeting was held in January with Fagan Engineers, Home Leasing, SUEZ Water, and ED&P and project is moving forward with design concept that addresses the concerns of Village of Owego Code Enforcement and Fire Chief. SUEZ Water agreed to extend the willingness to serve letter. Fagan Engineers is supplying SUEZ Water with plans and engineering usage numbers to determine the size and location of the water tank. Discussion ensued regarding in the event the IDA were to be the developer of the water system that Home Leasing could avoid a 40% tax from SUEZ Water. Project cost has yet to be determined since usage numbers are being calculated. A meeting is scheduled on 2/13/18 with A. Driscoll for design work.

5. Old Business – B. Myers

A. Public Authority Accountability Act

- 1. Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)**
 - a. 2017 Audit – This is an ongoing process and test work is being performed.
- 2. Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli)**
 - a. Nothing new to report.
- 3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)**
 - a. Nothing new to report.

B. Housing Study

- 1. Update – Due to last week’s inclement weather, the Stakeholder’s presentation was rescheduled for 3/7/18 at 3:00 p.m. in the Hubbard Auditorium.

C. Strategic Plan – B. Myers met with a few IDA Board members in late January for review/revisions of the Strategic Plan. Final draft sent to the IDA Board last week.

Motion to approve Strategic Plan, as presented (J. Ceccherelli, A. Gowan)

Aye – 6 Abstain – 0
No – 0 Carried



D. ED&P Update – L. Tinney provided the following update:

- **Part-time Economic Development Agricultural Specialist position** – The position is posted with a response deadline date of 2/13/18. To date, three responses have been received. There is possible interest in public/private partnership.
- **Amish Farm Project - Berkshire, NY** – ED&P assisted this project with utilization of \$100,000 of Rural Development Initiative (RDI) funds.
- **Tourism Office** – The LDC Board approved a one-year rental agreement at the new Tourism Office space on Front Street at a monthly rate of \$900.00 with a 2.5% escalator. The developer is aware that without future Legislative support, the Tourism Office will not be able to continue this arrangement.
- **Workforce Development Program** – This is another public/private partnership allowing participants to receive compensation during the course of the 9-10 week training program, as well as guaranteeing the participant a position upon satisfactorily completing the program.
- **NYS Leads** – ED&P recently received two State leads; the first lead is seeking a 12-acre parcel for 300 jobs, and the second is a strong retail lead in the Lounsberry area. ED&P submitted the Lounsberry property for consideration and is currently waiting for a response.
- **ED&P Annual Report** – L. Tinney will distribute electronic copies to all Board members.
- **Lopke** – Board approval is required to move forward with the wetland work (\$1,800), archeological study (\$4,180), survey (\$3,000), as well as the additional survey for the Berry property (\$1,000).

Motion to approve wetland work, archeological study, and survey on the Lopke property, as well as survey for the Berry property at a cost not to exceed \$9,980 and authorize IDA Executive Director to sign all relevant documents. (K. Gillette, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

- E. Monkey Run** – Following the 2011 flood, the IDA agreed to sponsor and maintain the Monkey Run Bridge over the course of 10 years with Tioga County Soil & Water Conservation District at an estimated cost of \$700 per year. Up until 2017, work has not been required and this is the first time the IDA encumbered costs under this agreement. Due to storm erosion of some of the creek rocks, etc., a contractor estimated \$4,500, which W. Walsh confirmed was a fair amount. Based on this agreement and quote received, work was completed and the IDA is obligated to pay contractor quote of \$4,500.

Motion to authorize IDA Executive Director to pay contractor quote of \$4,500 for the maintenance work performed on Monkey Run Bridge. (K. Gillette, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried



6. PILOT Updates –

- A. 2018 Town County and Fire Bills** – B. Myers reported the bills have been sent and currently waiting on a couple of payments.
- B. Library Tax OACSD** – J. Meagher spoke with the school attorney regarding the question of whether the library tax is considered special district or real property tax. Determined this is subject to Education Law and this is real property tax, therefore, library tax should be billed with the PILOT payments.
- C. SUN 8** – B. Myers reported this project has been revised due to the 40% tariff imposed on solar panels, therefore, resulting in changing the benefits needed by Distributed Sun. The company is now requesting mortgage tax abatement and increased sales tax abatement. J. Meagher reported this revision results in starting the process again with a new Cost Benefit Analysis, public hearings, and application. B. Myers revised the Cost Benefit Analysis (CBA) and will present the revision to all involved municipalities. In addition, the IDA will host another public hearing on 2/28/18 at 5:30 p.m. in the Town of Spencer. B. Myers will distribute revised CBA to IDA Board.
- D. Sanmina – Collapse PILOT** – J. Meagher will start the process of collapsing the PILOT after Sanmina terminates all employment based on the company is no longer meeting their employment obligations. Collapsing of the PILOT will put the property back on the tax rolls with the change from Section 8 to Section 1. The IDA Board could entertain a motion to collapse the PILOT at the 4/4/18 IDA Board meeting, as Sanmina anticipates maintaining employment into March.

7. New Business – B. Myers

- A. IDA/EDP/LDC – Joint Marketing Campaign** – B. Myers reported social media awareness has increased with a new interest on FaceBook. TEAM Tioga window clings will be distributed to all loan recipients.
- B. 2018 IEDC Conferences** – B. Myers reported all three classes are within driving distance: Buffalo – 6/21 & 6/22; Toronto – 10/18 & 10/19; and Maryland – 11/8 & 11/9. All three classes will contribute towards certification.
 - 1. **2018 Costs** – B. Myers reported maximum total cost of \$4,500 for all three classes, which includes mileage reimbursement.

Motion to approve IDA Executive Director to attend all three classes at a cost not to exceed \$4,500. (J. Ceccherelli, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried



C. Hess Property – Insurance for Building – B. Myers received a quote of \$3,169/yr. for \$150,000 coverage. IDA Board requested B. Myers contact D. Patterson or P. Wiles for further discussion on this quote. J. Meagher advised the IDA to proceed with the purchase of this insurance.

Motion to authorize IDA Executive Director to purchase fire insurance coverage for the Hess Property at an amount not to exceed current quote of \$3,169.

(A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

D. Reaffirm – Email Vote – Tioga State Bank Subordination Request – 1/25/18

Motion to reaffirm email vote on 1/25/18 for Tioga State Bank Subordination Request (T. Monell, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

M. Freeze exited the meeting at 5:20 p.m.

Approval of Minutes –

- 8. January 3, 2018 Annual Meeting Minutes
- January 3, 2018 Regular Meeting Minutes
- January 24, 2018 Loan Committee Meeting Minutes

Motion to approve January 3, 2018 Annual Meeting minutes, as written

Motion to approve January 3, 2018 Regular Meeting minutes, as corrected

Motion to approve January 24, 2018 Loan Committee Meeting minutes, as written (T. Monell, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

9. **Financial Reports – B. Myers**

- A. Reports
 - 1. Balance Sheet
 - 2. Profit & Loss
 - 3. Transaction Detail

Motion to acknowledge financial statements (A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

10. **Reports**

A. Railroad

1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey)

- a. Income to Date – Income below the 2016 amount, but gradually increasing.
- b. WTC – Pass Through Grant – Processed grant reimbursements #10 and #1.
- c. 2018 Railroad Leases – All January lease invoices were mailed on 2/5/18 with the exception of Enterprise Products (Hartford), as this lease needs to be revised with assistance of J. Meagher.

B. Loan Program

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, D. Barton, S. Thomas)

a. Elston – B. Myers reported this loan closed under budget. The IRP loan is \$71,000 and the Façade Loan is \$9,450.

b. Paint Program – B. Myers reported the Loan Committee reviewed the Paint Program on 1/24/18 and recommended approval of the program through use of Façade Loan Program revolved monies for a total program cost of \$5,000 to be given in paint vouchers to Tioga County businesses for exterior renovations. B. Myers reported only the cost of paint is reimbursable. B. Myers reported Ahwaga Paints has agreed to be a paint sponsor. M. Sauerbrey suggested looking for other sponsors in other areas of the county such as Waverly and Spencer to increase program outreach.

Motion to accept the Loan Committee’s recommendation to approve the Paint Program through use of Façade Loan Program revolved monies for a total program cost not to exceed \$5,000. (J. Ceccherelli, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

11. Executive Session –

Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:42 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (M. Sauerbrey, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

Motion to hire M. Tinney as an IDA Consultant for the balance of 2018 calendar year at a cost not to exceed \$50.00/week for the purpose of maintaining social media and marketing materials with the option for yearly evaluation. (K. Gillette, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

Executive Session adjourned at 5:53 p.m.

12. Next Meeting - March 7, 2018 at 4:30 p.m. – Legislative Conference Room

13. Adjournment – K. Gillette motioned to adjourn the meeting at 5:53 p.m.