

**Tioga County Industrial Development Agency**  
**June 5, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

## Regular Meeting Minutes

- I. **Call to Order and Introductions** – Chairman R. Kelsey called the meeting to order at 4:31 p.m.
- II. **Attendance**  
IDA Board Members:  
A. Roll Call: R. Kelsey, A. Gowan, J. Ceccherelli, K. Gillette, T. Monell (*arrived @ 4:39 p.m.*)  
B. Absent:  
C. Excused: M. Sauerbrey  
Guests: C. Curtis, L. Tinney, J. Meagher, M. Freeze (*departed @ 5:25 p.m.*),  
C. Haskell (*arrived @ 5:00 p.m.*)
- III. **Privilege of the Floor** – None
- IV. **Approval of Minutes**  
A. May 1, 2019 Regular Meeting Minutes  
**Motion to approve May 1, 2019 regular meeting minutes, as written.**  
**(J. Ceccherelli, A. Gowan)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 4</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |
- V. **Financials** –  
A. Balance Sheet  
B. Profit & Loss  
C. Transaction Detail; Cash Accounts Only  
**Motion to acknowledge financials, as presented. (J. Ceccherelli, A. Gowan,)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 5</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |
- VI. **New Business: C. Curtis**  
A. NYS Senate Investigations and Government Operations Committee Information and Document Request - C. Curtis reported the information requested has already been reported to PARIS and should be readily available. L. Tinney stated other Southern Tier County IDA's also received the information request including Chemung, Steuben, Chenango, and Delaware. K. Gillette raised the question of why the NYS Senate

Investigations and Government Operation Committee with not gather the information directly from PARIS. J. Ceccherelli requested C. Curtis inform the full Board if any issues arise while completing the request.

- B. Sexual Harassment Prevention Training – The IDA Board agreed all TCIDA Board members and employees should have sexual harassment prevention training. If anyone has already obtained a training certificate for the year 2019, additional training will not be required. L. Tinney and C. Curtis will investigate training options.
- C. Resolution Recognizing Kevin Dougherty – Recognition resolution presented to the IDA Board recognizing Kevin Dougherty’s 9 years of service on the Tioga County IDA Board.  
**Motion to approve recognition resolution for Kevin Dougherty’s 9 years of dedicated service to the Tioga County IDA. (T. Monell, J. Ceccherelli).**

**Aye – 5            Abstain – 0**  
**No - 0            Carried**

- D. Name Vice-Chair – J. Ceccherelli reported Kevin Dougherty’s resignation left a vacancy in the position of Vice-Chairman. Board nominated Kevin Gillette to fill this position.  
**Motion to approve Kevin Gillette to fill the vacant Vice-Chairman position on the Tioga County IDA effective 6/5/19. (R. Kelsey, J. Ceccherelli).**

**Aye – 5            Abstain – 0**  
**No - 0            Carried**

- E. IDA Board Member; Considering Candidates – The Governance Committee conducted interviews of two qualified candidates to fill the one board member vacancy. The Governance Committee recommended E. Knolles be invited to serve on the Tioga County IDA Board. The IDA Board agreed to move forward the recommendation to the Tioga County Legislature.
- F. Water Issues on Southside Drive – C. Curtis prepared a summary of information related to the water issues on Southside Drive noting the Owego Gardens construction did not cause the water issues. The water issues resulted from record high rainfall over the last year resulting in soil saturation, as well as the natural pre-existing spring uphill on land that is not associated with Tioga County IDA.
- G. Z. Baker Resignation; Agriculture Development Specialist – L. Tinney reported Zack Baker submitted his resignation effective 6/14/19 as the ED&P Agriculture Development Specialist to pursue his Master’s Degree.
- H. Easement Request – C. Curtis reported Loadstar Energy, LLC is requesting a 20-25 year easement on the property located off Berry Road in the Town of Nichols. C. Curtis reported this is a preliminary request from the company to determine if the Tioga County IDA would be open and agreeable to such a request.
1. Proposed Location – C. Curtis provided a map identifying the proposed location off Berry Road, Town of Nichols.
  2. Overhead Pole Example – C. Curtis provided a photo from the company as an example of an overhead pole and solar panels in relation to how this would look on the proposed location.

The IDA Board requested additional information prior to making a determination on Loadstar Energy, LLC request.

**ACTION: C. Curtis will contact Loadstar Energy, LLC to obtain additional information and inquire about solar and wetland location.**

**VII. Old Business: C. Curtis**

**A. Public Authority Accountability Act (PAAA)**

**1. Audit Committee Report: R. Kelsey, A. Gowan**

- a. Bonadio & Co., LLP Response to Depreciation Schedule Omission – C. Curtis reported she requested feedback from Bonadio & Co., LLP on the depreciation schedule omission on the recent audit and received the response that they were aware the amount was recorded on the schedule and that it would be entered into QuickBooks, therefore, was comfortable with proceeding as such.
- b. Audit RFP – C. Curtis prepared and distributed a draft RFP for IDA Board consideration. The IDA Board did not express any issues with the draft document and suggested submission of this RFP to Bonadio & Co., LLP, Insero & Co., EFPR Group, and Piaker & Lyons. C. Curtis reported EFPR Group, located in Rochester, NY, is currently the firm conducting the Tioga County LDC audits.
- c. NYS Comptroller Audit – C. Curtis reported the NYS Comptroller audit is still in progress and seems to be going well. The auditors anticipate a minimum of another 2-3 weeks on-site; however, noting this timeframe does not guarantee completion.

**B. 96 Smith Creek Road Demolition Update –** C. Curtis reported NYSEG disconnected the utilities on Monday, June 3<sup>rd</sup>. Upstate Machinery has removed the garage. Upstate Machinery anticipated the demolition of the house to begin on Wednesday, June 5<sup>th</sup>, with an anticipated 30-day completion.

**C. SUNY Broome QuickBooks Continuing Education Course –** C. Curtis reported she and C. Haskell completed the 12-hour QuickBooks continuing education course last month.

**D. V&S New York Galvanizing, LLC Capital Assistance Application –** C. Curtis reported V&S received the Capital Assistance Application for the project's \$300,000 water and sewer extension. As previously noted, C. Curtis reported the Division of Budget approved this funding via letter to the Tioga County ED&P to assist with offsetting these project costs and this is the formal application process. L. Tinney reported V&S broke ground and construction is underway.

**VIII. ED&P Update – L. Tinney reported the following:**

- ✓ Southern Tier 4<sup>th</sup> Wave Coalition – This coalition consists of the region's eight counties and is in the process of preparing a proposal for a specific technology in this region.
- ✓ STEAM 21 Steering Committee – As a member of the steering committee, L. Tinney reported this effort is moving forward and the O-A Central School District recently held a press conference.

- ✓ Met with MWBE Executive Director, as a result of the letter sent to the Governor, regarding DRI related projects.
  - ✓ Conducted business visits with Raymond Hadley and Ensco.
  - ✓ Consolidated Funding Application (CFA) process is officially open. Assisting the Village of Owego with a fire/police station application and Applied Technology Manufacturing Corporation.
  - ✓ Preparing a NYMS Grant Application for the Village of Owego.
  - ✓ Preparing Opportunity Zone Application for Tioga Downs.
  - ✓ Preparing a Rural Economic Development Grant Application for REAP, LDC.
  - ✓ Preparing a Code Enforcement Feasibility Grant Application.
  - ✓ Assisting O–A Central School District with Workforce Development Application.
  - ✓ Assisting Village of Owego with a Tioga Downs Foundation Application.
  - ✓ Preparing a marketing grant application for the Candor Farmers Market.
  - ✓ Ag Development Specialist, Zack Baker, resigned effective 6/14/19.
  - ✓ Hired Community Development Specialist, Abbey Hendrickson, effective 6/24/19.
  - ✓ Working on a regional approach for childcare issues in rural communities.
  - ✓ Completion of Workforce Development Pipeline Strategy Study Phase I.
  - ✓ Organizing DRI projects in anticipation of July/August announcement.
  - ✓ Phase II Housing Study is underway.
  - ✓ Restore NY Owego and Waverly is underway.
  - ✓ Land Bank pre-demolition meeting held with three projects in the Village of Owego slated for demolition on 6/17/19 and six projects in the Village of Waverly slated for demolition on 6/27/19 with a 30-day anticipated completion for all sites. Bid awarded to Upstate Machinery.
  - ✓ Land Bank Board Vacancies – Currently, there are two board vacancies.
  - ✓ Attended Broome County IDA Annual Breakfast Meeting – L. Tinney reported this was a well-attended event by businesses and elected officials. L. Tinney suggested Tioga County IDA consider doing a similar type of event to inform the community of the IDA’s mission and projects. The IDA Board was agreeable for L. Tinney to draft a plan for further discussion.
- ACTION: L. Tinney will draft a plan for an annual meeting of businesses and elected officials for Tioga County IDA Board consideration.**

**IX. PILOT Updates: C. Curtis:**

A. Sanmina –

1. Corrected PILOT Disbursed – C. Curtis reported the corrected 2017 & 2018 PILOTs for \$886.93 is completed.
2. PILOT Closed – C. Curtis reported the PILOT closed and notification received from Tioga County Real Property that the parcels are back on the tax rolls.

**X. Other:**

1. Letter Regarding Live Stream Meeting Legislation – A. Gowan inquired about the status of the letter from the IDA Board regarding recently passed legislation for live streaming IDA meetings, posting on website, and maintaining video library

for five years effective January 1, 2020.

**ACTION: L. Tinney will prepare a letter for IDA Board review/approval by the July meeting.**

- XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:26 p.m. to discuss financial and individual personnel matters. (J. Ceccherelli, T. Monell)

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

T. Monell motioned to adjourn Executive Session adjourned at 5:35 p.m.

**Motion to recommend resolution to the Tioga County Legislature appointing Eric Knolles to fill the IDA Board vacancy effective June 12, 2019 due to Kevin Dougherty's resignation.**

- XII. **Next Meeting** – Wednesday, July 3, 2019, at 4:30 p.m. in the Legislative Conference Room.

- XIII. **Adjournment** –T. Monell motioned to adjourn the meeting at 5:37 p.m.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant