

**Tioga County Industrial Development Agency**  
**April 1, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

**Regular Meeting Minutes via Zoom Phone**  
**Conference**

I. **Call to Order and Introductions** – Chairwoman J. Ceccherelli called the meeting to order at 4:35 p.m.

II. **Attendance** –

IDA Board Members:

A. Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, T. Monell, J. Ward, E. Knolles

B. Absent: A. Gowan

C. Excused: None

D. Guests: C. Curtis, L. Tinney, J. Meagher C. Haskell, M. Freeze

III. **Privilege of the Floor** – None

IV. **Approval of Minutes**

A. March 4, 2020 Regular Board Meeting Minutes

**Motion to approve March 4, 2020 Regular Board meeting minutes, as written.**

**(T. Monell, E. Knolles)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

B. March 25, 2020 Special Board Meeting Minutes (Zoom phone conference) -

**Motion to approve March 25, 2020 Special Board meeting minutes via Zoom phone conference, as written. (T. Monell, E. Knolles)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

V. **Financials** – The following financial reports were reviewed.

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail

**Motion to acknowledge financials, as presented. (M. Sauerbrey, E. Knolles)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

C. Curtis requested authorization of a temporary transfer of the Spencer-Tioga Solar funds of \$89,600 to the Owego Garden PILOT no-interest bearing account until October 2020 when funds would be disbursed. J. Ceccherelli authorized the temporary transfer of the Spencer-Tioga Solar funds into the Owego Gardens PILOT account, as requested.

**VI. ED&P Update: L. Tinney**

**A. COVID-19 Related Activities:**

1. Created comprehensive database for over 730 businesses.
2. Created and launched baseline survey request to 603 businesses.
3. Compiling data on 119 completed surveys returned to date.
4. Worked with IDA on loan payment deferrals for existing IDA loan recipients.
5. Working to establish a COVID-19 Emergency Relief Fund for small businesses.
6. Working with ITCS to create a COVID-19 web landing page specific to business assistance.
7. Working with Foundation Coalition to establish unified approach for not-for-profit assistance.
8. Gathering lender information on offered relief programs.
9. Worked with IDA to issue \$10,000 loan to Waterman’s Distillery for the production of hand sanitizer.

**B. Other Activities:**

1. Submitted three USDA grant requests on behalf of the IDA for \$385,342:
  - a. Ag Value Chain Study - \$69,945
  - b. Broadband Study - \$65,397
  - c. NY Main Street - \$250,000
2. Census 2020 Outreach is ongoing. To date, Tioga County has a 39.8% self-response rate, which is the fourth highest in the State.
3. Land Bank is working toward closing on the sale of six properties.
4. Continuing to work with the DRI project owners to gather required information.
5. One 239 Review in the Town of Nichols for zoning change request, which the Planning Board recommended approval.
6. Continuing to work on the Southern Tier Network Broadband Study.

L. Tinney reported removal of trees on Soil & Water property was allowed for the water and sewer extension at the V&S site. Initially, L. Tinney hoped the expense of purchasing and re-planting the trees would fall under the \$300,000 grant, however, grant funds were exceeded. L. Tinney made calls to V&S to request consideration of re-planting the trees, but received no response. L. Tinney reported she obtained a materials estimate, but not a labor estimate. L. Tinney requested IDA Board consideration to approve a not to exceed amount of \$4,000 to cover the materials and labor costs of re-planting the trees using funds in the Industrial Park account that currently has a balance of \$11,995.37.

**Motion to authorize a cost not to exceed \$4,000 for the materials and labor of re-planting the trees that were disrupted on Soil & Water’s property during the water and sewer extension project at the V&S site.**

**(K. Gillette, E. Knolles)**

**Aye – 6                      Abstain – 0**  
**No – 0                        Carried**

**VII. Project Updates: C. Curtis**

- A. Owego Gardens II – C. Curtis reported final documentation was submitted to SUEZ Water and bid documents are in progress. This type of construction is deemed essential.
- B. Agriculture Value Chain Study – C. Curtis requested IDA Board authorization on a revised

resolution, as the initial amount approved of \$26,000 was not comprehensive enough. C. Curtis requested a revised resolution for \$69,945.

**Motion to authorize a revised resolution for the Tioga County IDA to act as the grant applicant and administrator for the USDA Rural Business Development Grant (RBDG) for the Ag Value Chain Study for \$69,945 with no local match requirement. (M. Sauerbrey, T. Monell)**

Aye – 6                      Abstain – 0  
No – 0                        Carried

**VIII. New Business: C. Curtis**

A. Northern Tioga Chamber Request – C. Curtis reported she received a request from the Northern Tioga Chamber of Commerce to conduct their annual duck race on the railroad tracks. C. Curtis spoke to Tom Clark and Steve May and there were no issues expressed. J. Meagher reported he revised the resolution to state approval would be contingent upon OHRY approval.

**Motion to authorize the use of the railroad tracks as specified by the Northern Tioga Chamber of Commerce, upon consent of the OHRY, for their Summerfest Duck Race with all liability insurance coverage to be provided by the Chamber of Commerce. (K. Gillette, T. Monell)**

Aye – 6                      Abstain – 0  
No – 0                        Carried

B. RBEG Equipment Loan Program – C. Curtis reported this program is temporarily on hold, however, noted that when the timing is more appropriate the IDA would like to proceed with this loan program.

C. Waverly Trade Center Grant Disbursement – C. Curtis reported the pass through funds occurred last month. There is a remaining \$450.00 to be requested in Phase I disbursement.

D. ABO PARIS Report – C. Curtis reported submission of the PARIS Report to the Authorities Budget Office (ABO) completed on 3/31/2020.

E. ABO Revising IDA Guidelines for Allowance of COVID-19 Granting/Lending – C. Curtis reported this is for informational purposes, as she is still waiting to receive the revised guidelines.

**IX. Old Business: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward

a. Nothing to report.

2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles

a. Nothing to report.

3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette

a. Nothing to report.

4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli

a. TCIDA Loan Suspension for Tier 1 – C. Curtis reported a loan modification agreement has been implemented.

b. TCIDA Loan Outreach for Tier 2 – C. Curtis reported a letter of outreach has been sent regarding IDA loan assistance or relief due to COVID-19. To date, one business has requested and received a three-month loan suspension.

c. Waterman Distillery Loan – C. Curtis reported an IDA loan was granted for \$10,000 at 0% interest with a six-month deferment for first payment (October 2020).

d. County COVID-19 Emergency Relief Loan Program – C. Curtis reported the IDA and ED&P worked on a Scope of Work using HUD revolved funds of \$475,000, contingent upon HUD's approval. The loans would be unsecured up to \$25,000 with a six-month

deferment for first payment. C. Curtis reported the IDA Loan Committee would review the loan application with recommendation to the ED&P Legislative Committee for final approval. C. Curtis reported the IDA would administer the loan program on behalf of Tioga County.

**Motion to authorize the IDA to act as the administrator on behalf of Tioga County for the COVID-19 Emergency Relief Loan Program, contingent upon HUD approval for use of the funds. (M. Sauerbrey, J. Ward).**

**Aye – 6**                      **Abstain – 0**  
**No – 0**                        **Carried**

L. Tinney reported, in the event HUD denies the request for use of the funds in this manner, she is hopeful to proceed with exploring other possibilities to bring this program forward. L. Tinney reported the ABO would need to grant the IDA authority to grant loan funds. L. Tinney asked the Board to consider the possibility of using either the ICS, IRP, or RBEG funds to bring this program to fruition to assist Tioga County's small businesses affected by the COVID-19 outbreak.

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1. V&S New York Galvanizing – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$621,890.71 of their allowable \$771,000 sales tax exemption.
2. 2. Best Buy – C. Curtis reported Best Buy is submitting monthly sales tax reports and, to date, the company has used \$24,694.48 of their allowable \$1,028,429.

XI. Executive Session – An Executive Session was not conducted.

XII. Adjournment – K. Gillette motioned to adjourn the meeting at 5:00 p.m.

XIII. Next Meeting: Wednesday, May 6, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant