



Tioga County Industrial Development Agency
April 5, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

I. Call to Order and Introductions: Ms. Ceccherelli called the meeting to order at 4:30 pm.

II. Attendance

IDA Board Members
Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, T. Monell, J. Ward, M. Townsend
Absent: E. Knolles
Excused:
Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney

III. Privilege of the Floor: None

IV. Approval of Minutes

A. March 1, 2023 Regular Meeting Minutes
Motion to approve March 1, 2023 Regular Meeting Minutes, as written. (T. Monell, J. Ward)

Aye – 6 Abstain – 0
No – 0 Carried

V. Financials

- A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable

Motion to acknowledge financials, as presented. (J. Ward, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

VI. ED&P Update: L. Tinney

A. Report

Ms. Tinney reported on the following items:

- The Department of State has started putting together the local planning committee for the Village of Waverly New York Forward grant. L. Tinney and A. Aronstam, Village of Waverly Mayor, have been named the chairs of the committee.
A developer is looking at the possibility of constructing working family housing in the Village of Waverly. They are looking to apply for funding in the fall, and will also potentially apply for a PILOT.
The broadband project in the Town of Nichols continues to move forward. The project is expected to be completed at the end of May.



- The Land Bank has applied for Phase II funding through New York State. They have also been working on their audit. They are also continuing discussions about a possible development on Temple Street and Liberty Street.
- The workforce development coordinator continues to work on school to work in manufacturing, the Talent Supply Table, exploring the possibility of BOCES satellite campus in Tioga County, and coordinating school and business tours.
- Planning is working on the county strategic plan, and the hazard mitigation plan. This past month, there were three 239 reviews, all from the Town of Owego.
- Sustainability is working on installing EV charging stations in the county parking lot in the Village of Owego through NYPA. They are also working on e-waste events with the municipalities.
- Tenants are moving into the town houses at Owego Gardens II.
- L. Tinney conducted three presentations over the last month including one at Waverly High School, one with Lieutenant Governor Delgado, and one with Senator Schumer.

**VII. Project Updates: L. Tinney & C. Curtis**

A. Owego Gardens II

B. Employment Reports

1. PILOT Agreements: Ms. Curtis presented the board with a spreadsheet showing employment numbers for each company that has a PILOT. The numbers reflect how many full-time employees each company had before their PILOT agreement and their current employment numbers. Some companies are currently short of their originally expected employment numbers.
2. IRP/RBEG Loans: Ms. Curtis presented the board with a spreadsheet with employment numbers for each company that has an IRP/RBEG loan. All companies are meeting their employment numbers.

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

A. Contract Renewal – BiziLife Social Media Services

1. Apr 2023 – Mar 2024 Proposed Contract
2. <https://www.canva.com/design/DAFe5rcOxPQ/JCJpWUrVlupKM54QQVPggg/view>

Ms. Curtis told the board that the current contract with BiziLife for social media services is about to expire. BiziLife requested renewing the contract with a 2% cost increase, bringing the total to \$545.70 per month. Ms. Curtis also shared the social media reports that BiziLife prepares each month. The board agreed to continue using BiziLife for their social media services.

**Motion to approve the renewal of the contract between the IDA and BiziLife at a price of \$545.70 per month. (M. Sauerbrey, K. Gillette).**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

- B. Financial Disclosure Form & 2023 Annual Policy Review Attestation: Ms. Curtis reminded the board members that they need to submit their financial disclosure form & 2023 annual policy review attestation and return it to the Law office.
- C. Harford Mills – No Trespassing signs: A resident in Harford Mills contacted Ms. Curtis requesting to put No Trespassing signs on the railroad property, as he has the right of way to hunt on the property adjacent to the railroad. After board discussion, the board decided not to



allow the resident to place the signs on the railroad property. Ms. Curtis will contact the resident and let him know of the decision.

- D. Blodgett Road: The creek near Blodgett Road where the IDA owns land is eroding and encroaching on a NYSEG pole on the property. Tioga County Soil & Water offered to apply for a WQIP Grant in Summer 2023 for funding to remediate the erosion. Soil & Water estimated that to do the necessary work, it would cost the IDA a minimum of \$77,400 for the 25% match requirement. After board discussion, the board decided to go forward with the application, and decide from there if they wish to further pursue the work to fix the erosion.

**Motion to approve Soil & Water submitting the WQIP Grant for the remediation of the erosion along the creek near Blodgett Road. (K. Gillette, T. Monell)**

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

- E. Lounsberry Barns: Ms. Curtis had the board revisit the topic of the barns on the IDA property in Lousberry. Ms. Tinney had reached out to someone about possibly removing the barns from the property, however they were ultimately not interested. Ms. Curtis reminded the board that she did receive estimates for asbestos abatement for the barns, however, the price to do the abatement was more than originally anticipated. She also reminded the board that the ARC planning grant that is currently underway is for the property where these barns are located. A decision on what to do with the barns may be made clearer based on the findings of the study. Ms. Curtis will send out the cost of the asbestos abatement to the board.

- F. Lease request – Newark Valley - 73 Whig St. – Tax Map ID# 64.11-1-12.1
  - 1. Map: Ms. Curtis was contacted by an electric company whose client is looking to construct a campground at the property of 73 Whig Street in Newark Valley. The campground location would be located between the IDA owned railroad tracks and the creek on the back of the property. The electric company would need to run wire underneath the railroad tracks to bring electricity to the location. Discussion ensued about an annual lease that the property owner would have to pay the IDA. J. Meagher advised Ms. Curtis to tell the property owner that they are open to the possibility of an annual lease and allowing them to run electricity underneath the railroad tracks.

**IX. Committee Reports: C. Curtis**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
    - a. 2022 YE Audit – Financial Report

**Motion to accept the 2022 YE audit report. (K. Gillette, J. Ward)**

**Aye – 6                      Abstain – 0**  
**No – 0                        Carried**
  - 2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
    - a. C. Curtis – REDEC Board of Directors: Ms. Curtis was invited to be on the REDEC Board of Directors and attended the first monthly meeting.
      - 1. REDEC Brochure
      - 2. REDEC Board of Directors Listing
  - 3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
    - a. No report
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles
    - a. No report



5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. Review in progress; meeting with RJ Corman to be scheduled.

Ms. Curtis noted that she spoke with a representative from Weitsman’s who reported that Norfolk Southern decreased their switch points to only three days per week. Weitsman’s has not stopped using the railroad, however the availability for them to use it has decreased. Ms. Curtis shared a chart that showed the decrease in revenues overtime from the railroad. Discussion about the liability insurance that the IDA carries for the railroad ensued. Mr. Monell questioned whether the liability insurance was necessary. Mr. Gillette is going to reach out to an insurance representative to find out more information. Ms. Curtis reported that she and Ms. Tinney wanted to get the board’s thought on revising the RJ Corman operating agreement so that they would pay a certain amount per year on their lease regardless of their revenue. The current lease is good through 2036.

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

- 1. Owego Gardens II – Home Leasing - \$192,816.17/Authorized \$524,194
- 2. RB Robinson - \$36,231.89/Authorized \$55,990
- 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80

B. Best Buy: Ms. Curtis reported that Best Buy agreed to a two-year agreement to extend their PILOT, with 20% of the assessed value moving to that taxable roll section annually.

**Motion to approve the resolution extending the Best Buy PILOT for two years, with 20% of the assessed value moving to the taxable roll section annually. (T. Monell, J. Ward)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

C. PILOT Payment Summary 2022: Ms. Curtis shared a spreadsheet with the board showing the current exemptions for all PILOT companies. Discussion ensued on how to best handle future expiring PILOTs. Ms. Curtis and Ms. Tinney will work on a plan on how to best move forward and present it to the board.

XI. Grant Updates: C. Curtis

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567  
Planning Grant – Richford Railroad

1. Approved; Contract Executed

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings

1. Grant approved – Contract forthcoming

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

1. Approved; Contract Executed

D. ESD Water Tank – ESD AB017

1. Reimbursement process in progress



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**XII. Motion to move into Executive Session at 5:35 pm pursuant to Public Officers Law Section 105 to discuss financial matters. (K. Gillette, T. Monell)**

**Motion to adjourn Executive Session at 5:37 pm. (T. Monell)**

**XIII. Next Meeting: Wednesday May 3, 2023**

**XIV. Adjournment: Ms. Sauerbrey motioned to adjourn the meeting at 5:37 pm.**