

**Tioga County Industrial Development Agency**

**56 Main Street**

**Owego, NY 13827**

**Wednesday, February 4, 2015, 5:30 p.m.**

**Minutes**

**1. Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:30 p.m.

**2. Attendance**

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, R. Case, K. Dougherty E. Woods and K. Gillette

a. Absent:

b. Excused: T. Monell

B. Guests: L. Tinney, J. Meagher, D. Barton, A. Rendo (Morning Times) and R. Fiato

Absent: C. Haskell

**3. Privilege of the Floor – None**

**Motion to move into Executive Session pursuant to Public Officers Law Section 105**

Motion to move into Executive Session at 5:32 p.m. pursuant to Public Officers Law Section 105 (R. Case/E. Woods)

Exit Executive Session at 5:52 p.m. (R. Case/K. Dougherty)

**4. Correspondence - Haskell Thank You Note**

**5. Approval of Minutes, Annual and Regular (A. Gowan/K. Dougherty)**

Aye: 6

Abstained: 0

Nay: 0

Carried

**6. Financial Report**

A. Reports

1. Balance Sheet

2. Profit & Loss

3. Transaction Detail

Motion to acknowledge the financial statements (K. Dougherty/A. Gowan)

Aye: 6

Abstained: 0

Nay: 0

Carried

**7. E-Site Development Project Update**

1. Update – Progress of Delta Engineers’ Design & Bidding Project

a. Request from Delta to increase the water line survey & easement mapping amount to \$13,325 to include the additional services of preparing the subdivision map, legal description, setting of the property monuments and boundary survey work at the E-Site property.

Motion to increase the survey & easement mapping amount to \$13,325 to include the additional services(K. Gillette/K. Dougherty)

Aye: 6

Abstained: 0

Nay: 0

Carried

2. Estimates from engineering firms to apply for CFA funding for water system on the Agency's behalf – received one estimate to prepare the application for CFA funding on the agency's behalf; waiting on another estimate to be submitted in the near future.
3. Waterline Easement – have been in contact with a representative of Fine Line Homes in Harrisburg, PA; need to provide them with a brief summary and map of necessary work on their property to make a decision about granting the waterline easement.
4. Update – United Water Meeting (L. Tinney) – Ms. Tinney had a meeting with the local representative from United Water to discuss their willingness to assist in the cost to implement the water system at the E-Site. The conversation is ongoing.
5. Discussion - \$800,000 STREDC Loan
6. Request from S. May to purchase 44 acres of IDA owned land located on Strong Road – the board discussed Mr. May's request to purchase 44 acres of IDA owned land located on Strong Road for \$1,800 - \$2,000 per acre. After discussing the matter, the consensus of the board is the amount would need to be more than what is currently being offered.

## 8. Project Updates

- A. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin
- B. Lounsberry Sanitary Sewer Extension – IDA legal counsel prepared the assignment and has sent it over to the Town of Nichols attorney for review
- C. Tioga Downs – PILOT Planning Meeting scheduled for 2/5/2015

## 9. Old Business

- A. Public Authority Accountability Act
  1. Audit Committee Report (A. Gowan, R. Kelsey, E. Woods)
    - a. Piaker & Lyons – audit field work completed; working on financial statement
    - b. Discussion - whether or not to increase the allowance for doubtful loans; Ms. Fiato consulted with Jan Nolis regarding this matter and recommended that it isn't necessary to increase the allowance for doubtful loans, the board concurred with Ms. Nolis. Ms. Fiato will notify Piaker & Lyons of the board's decision.
    - c. March - Meeting with Piaker & Lyons to review the audit financial statement
  2. Sent out Annual Employee Report to IDA Projects – Received completed forms from: Best Buy, CNYOG, Hadco/Sanmina, Hampton Inn, Rynone, 231 Main Street
  3. Governance Committee Report (R. Kelsey, E. Woods, K. Dougherty)
    - a. 2014 Accomplishment Report  
Motion to approve the 2014 Accomplishment Report (A. Gowan/R. Case)
 

Aye: 6	Abstained: 0
Nay: 0	Carried
    - b. Updates from EDC Annual Meeting
    - c. Board Meetings: Best Practices Guide for Public Authorities – distributed the ABO report, "Board Meetings: Best Practices Guide for Public Authorities" to all board members
  4. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)
    - a. 2014 Investment Report  
Motion to approve the 2014 Investment Report (A. Gowan/E. Woods)
 

Aye: 6	Abstained: 0
Nay: 0	Carried

## 10. PILOT Updates

- A. Sent out all Town, County and Fire PILOT bills; received PILOT Payments from: CNYOG, Rynone, Best Buy, Sanmina (Lockheed and 231 Main – N/A)
- B. Received Lockheed Martin PILOT Fee (1/14/2015)

11. A. Railroads
  1. Committee Report (T. Monell, W. Caloroso, R. Case, K. Gillette)
  2. OHRY – major commodities & number of carloads for 2014
  3. Send out all Rail Line Lease Invoices
- B. Loan Program – USDA File Review outcome
- C. Loan Program – Loan payoffs: Harris Diner (1/8/2015); Tazco Foods (1/27/2015); Commercial Façade Loan Program – disbursed funds to: Bit of Luck LLC, \$20,000 (1/12/2015)

**12. Motion to move into Executive Session pursuant to Public Officers Law Section 105**

Motion to move into Executive Session at 6:45 p.m. pursuant to Public Officers Law Section 105 (K. Dougherty/R. Case)

Exit Executive Session at 7:10 p.m. (E. Woods/K. Gillette)

**13. Next Meeting – Wednesday, March 4, 2015**

**14. Adjourned** - R. Kelsey adjourned the meeting at 7:11 p.m. (K. Gillette/E. Woods)

**Attachments:**

Haskell Thank You Note

January DRAFT Annual & Regular Minutes

January Financial Report

Delta Engineers Request

EDC Annual Meeting Handouts

ABO Report - Board Meetings: Best Practices Guide for Public Authorities

**EXECUTIVE SESSION MEETING MINUTES**  
**Tioga County Industrial Development Agency**

Date: 2/4/2015

Time: 6:45 p.m.

On a motion of Board Member Dougherty, seconded by Board Member Case, the Board of Directors went into Executive Session to discuss:

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 7:10 p.m.