

**Tioga County Industrial Development Agency**  
**August 3, 2016 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

**Minutes**

**1. Call to Order and Introductions**

Chairperson R. Kelsey called the meeting to order at 4:31pm.

**2. Attendance**

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, T. Monell and K. Gillette K. Dougherty, J. Nolis, M. Sauerbrey

a. Absent:

b. Excused: T. Monell

2. Guests:

B. Myers, L. Tinney, C. Haskell

**3. Privilege of the Floor-**

A. None

**4. Approval of Minutes –**

**A. July 13, 2016 Regular Meeting Minutes**

Motion to approve Regular Meeting Minutes (J. Nolis, M. Sauerbrey)

Aye – 6          Abstain – 0

No – 0          Carried

**B. July 13, 2016 Loan Committee Meeting Minutes**

Motion to approve Loan Committee Meeting Minutes (K. Dougherty, M. Sauerbrey)

Aye – 6          Abstain – 0

No – 0          Carried

**5. Motion to affirm email vote for:**

A. Support Letter for CPSI CFA 7/25

Motion to affirm email vote (J. Nolis, K. Gillette)

Aye – 6          Abstain – 0

No – 0          Carried

**6. Financial Report – B. Myers**

A. Reports

1. Balance Sheet – July - August
2. Profit & Loss – July - August
3. Transaction Detail – July – August

Motion to acknowledge financials (K. Dougherty, M. Sauerbrey)

Aye – 6            Abstain – 0

No – 0            Carried

## **7. Project Updates**

### **A. Crown Cork & Seal USA, Inc. – B. Myers/J. Bellis**

#### **1. Update –**

Steel paneling for the project's exterior walls is being added, and brickface is being added to exterior walls. Moving along well. "50 employees hired so far."

–L. Tinney

#### **2. Costs Spreadsheet**

Roughly \$140,000.00 expensed in July \$428,000.00 expected in August

#### **3. Larson Design Group – B. Myers**

a. WWTP Update – B. Myers shared an update from J. Bellis. The concrete pour for the pad was done last week. The tank will be complete by Labor Day. The project is moving along well. The only concern is the main control panel for the system. It currently has a 12 week lead time.

b. Water Update – B. Myers shared an update from J. Bellis. The well pumps have been ordered and a change order is to be expected. The work has been extended to the electrical contractor, Diekow. The reason for the change order is that the well pumps require additional power for the additional pumping capacity. The change order will update the existing electrical system in order to accommodate for the increased power necessary to operate.

### **B. Tioga Downs Racetrack, LLC – B. Myers**

1. Update – Virgil's opened 8/2. Exterior work of gaming facility nearing completion. License has not been issued. It is anticipated for later this year, quarter 4.

### **C. Owego Gardens Project Update - B. Myers**

1. Update – Siding is being installed, interior dry wall and insulation is being installed. Going well.

2. 8/9 - 9am tour of the facility - There will be a tour of the site given.

### **D. FedEx Project – B. Myers**

1. Update – All footings/foundations complete, the majority of the steel for the main building has been erected. Utility work on the site to begin next week.

## **8. PILOT Updates- B. Myers**

A. Village of Owego PILOT Bills – Billed 2016 Village of Owego PILOT payment bills. We received 231 Main's payment and are awaiting Owego Gardens. Once both are in hand Village of Owego will be paid.

**9. New Business – B. Myers**

A. 2016 CFA Submissions – B. Myers shared a list of 2016 CFA project in Tioga County. There were 7 submissions, requesting a total of \$2,035,500.00 in grant dollars for projects totaling \$5,867,985.00.

**10. Old Business – B. Myers**

A. Public Authority Accountability Act

1. Audit Committee Report (R. Kelsey, K. Dougherty, J. Nolis)

a. None

2. Governance Committee Report (R. Kelsey, K. Dougherty, J. Nolis)

a. General Municipal Law – Policy Updates

The Governance Committee met prior to this meeting to discuss new policies that are mandatory for adoption due to a recent change in The General Municipal Law. The committee had a few changes they wished to have made to the proposed policies. J. Meagher will be provided with the suggestions and the policies will be proposed for adoption at the September Regular Monthly Meeting.

3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)

a. Draw Note – Chemung Canal - \$1,000,000.00 @ 5% interest.

Motion to accept draw note offer and execute the offer letter (J. Nolis, K. Gillett)

Aye – 6      Abstain – 0

No – 0      Carried

B. Upstate Shredding Extension Request – Upstate Shredding executed the sub-recipient agreement and ESD incentive proposal for the 2015 awarded CFA dollars totaling \$1,000,000.00 for a “media recycling” plant in Owego. The executed documents were sent to ESD along with the application fee. “They (Upstate Shredding) are requesting a change of address of the project, they wish to use the former 84 Lumber site. Zoning of the site is being researched.” L. Tinney

**11. Reports**

A. Railroads

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

a. Income to Date – B. Myers shared spreadsheet with the Board.

b. NYSEG Easement OASD

E.E. Root has been issued an entry permit to conduct work at the NYSEG gas easement that was granted in February. More easements to come for sewer extensions.

c. NV Whig Street

S. May handled a complaint received by a Village of Newark Valley resident in regards to maintenance of the warning light system on Whig St. It has been addressed and will be taken care of asap.

B. Loan Program – B. Myers

a. Awaiting Suggestions from USDA

b. Owego Pharmacy Loan Paid in Full

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

Motion to move into executive session (J. Nolis, K. Gillette) 5:20pm.

Aye – 6      Abstain – 0

No – 0      Carried

**The Tioga County IDA Board of Directors exited executive session at 5:42pm.**

Motion to have property appraisal for project “1.6” by M. Kane - \$350.00 (M. Sauerbrey, K. Gillette)

Aye – 6      Abstain – 0

No – 0      Carried

Motion to do a full wetland delineation of 8.0 acres of the E-Site, estimated between \$2,000.00 - \$3,000.00 (J. Nolis, K. Gillette)

Aye – 6      Abstain – 0

No – 0      Carried

Motion to adjourn meeting (J. Nolis, M. Sauerbrey) 5:47pm.

Aye – 6      Abstain – 0

No – 0      Carried

**13. Next Meeting – Wednesday, September 7, 2016**

**14. Adjourned**