



**Tioga County Industrial Development Agency**  
**September 5, 2018. 4:30pm.**  
**Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**  
**Minutes**

<b>1.</b>	<p><b>Call to Order and Introductions</b>          The meeting was called to order by Chairperson R. Kelsey at 4:33 p.m.</p>
<b>2.</b>	<p><b>Attendance</b></p> <p>A. IDA Board Members</p> <p>1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty (<i>arrived @ 4:36 p.m.</i>), T. Monell, K. Gillette, J. Ceccherelli, M. Sauerbrey</p> <p>a. Absent: None</p> <p>b. Excused: None</p> <p>2. Guests:</p> <p>a. B. Myers, C. Haskell, J. Meagher, L. Tinney, Z. Baker, M. Freeze, K. Millar</p>
<b>3.</b>	<p><b>Privilege of the Floor – None</b></p>
<b>4.</b>	<p><b>Project Updates – B. Myers</b></p> <p>A. Gateway Project</p> <p>1. Update: Earlier today, IDA Board members toured the Gateway Building to see progress to date.</p> <p><b>B. Owego Gardens 2</b></p> <p>1. Update: B. Myers reported the sub-division public hearing is scheduled for 9/25/18 and the area variance and special use permit public hearing is scheduled for 9/26/18. B. Myers reported the company anticipates submitting a HFA grant application by end of year.</p> <p><b>C. Spencer-Tioga Solar, LLC</b></p> <p>1. Update – B. Myers reported the project is moving forward. B. Myers met with Town of Spencer Supervisor Thayer to discuss the project and PILOT.</p>



**D. Project Steel**

1. Update – B. Myers introduced the project by presenting the CBA. B. Myers reported a conference call with NYSEG is scheduled on 9/6/18. B. Myers reported the PSC would be kept apprised. B. Myers reported the project application has been accepted and information has been sent for resolution. Public Hearing is scheduled for 9/27/18 at 5:30 p.m. in the Hubbard Auditorium. B. Myers reported a water/sewer meeting with County Department of Public Works Commissioner Hammond is scheduled on 9/7/18. B. Myers reported the well head permit is scheduled to be discussed at the Town of Owego meeting this evening.

**Motion to accept the PILOT application and schedule the Public Hearing for 9/27/18 at 5:30 p.m. in the Hubbard Auditorium. (A. Gowan, M. Sauerbrey)**

**Aye – 7     Abstain – 0**  
**No – 0     Carried**

**5. Old Business – B. Myers**

**A. Public Authority Accountability Act**

**1. Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)**

a. Nothing new to report.

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

a. Agency Fee – The Governance Committee is recommending a 1% total project cost agency fee change. Based on this change, the IDA Policy Manual will be updated.

**Motion to accept the Governance Committee’s recommendation for a 1% total project cost agency fee change.**

**(J. Ceccherelli, A. Gowan )**

**Aye – 7     Abstain – 0**  
**No – 0     Carried**

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

a. 2019 Budget – B. Myers presented the 2019 budget.

**Motion to accept the Finance Committee’s recommendation for approval of the 2019 budget.**

**(M. Sauerbrey, T. Monell)**

**Aye – 7     Abstain – 0**  
**No – 0     Carried**

**B. Lounsberry Property Purchases -**

1. JAME Enterprises – B. Myers reported property closing occurred last month.
2. Hess Property – B. Myers reported the RFP is prepared and anticipates posting it on the County’s website this week.

### C. ED&P Update –

1. DRI Video – The video submitted as part of the Village of Owego DRI application was presented to the IDA Board.
2. ED&P Update – L. Tinney provided the following update:
  - ✓ REAP – Awarded two (2) USDA grants: \$51,500 to take the housing study to the next level and \$96,040 for the Lovelass/Pellicano Brewery equipment purchase.
  - ✓ Restore NY – Awaiting SHPO approval on the Awad/Beer Belly’s building in the Village of Owego and Twigg building in the Village of Waverly.
  - ✓ Workforce Development – Six (6) participants graduated from the Accelerated Apprenticeship Program. Hoping to offer this program again in the near future. Reaching out to the local school districts to discuss how to prepare students for the workplace with the goal of achieving a joint effort with all the school districts.
  - ✓ Noblietti/Cerretani Property – Property owners are seeking a zoning change from the Village of Owego Planning Board from R2 to R3 on their 19-acre parcel for the purpose of a future housing project. Public Hearing is schedule for 10/1/18. NYS Homes and Community Renewal (HCR) and IDA assistance may be required for pursuit of the 40-unit low- to-moderate income housing units. L. Tinney anticipates a PILOT application in the near future. As of now, there is no developer involvement.
  - ✓ Team Tioga continues to attend municipal meetings and attendance is well received.
  - ✓ Attended Senator Akshar’s MWBE forum, along with Kate Whittemore and Bruce Nelson, to express concerns and request changes to the program to accommodate community availability in regards to the current MWBE requirements.
  - ✓ Village of Owego Downtown Revitalization Initiative (DRI) award announced by Governor Cuomo on 8/23/18. This has resulted in a significant amount of media coverage. Progress updates will be posted on Team Tioga’s FaceBook page. The next step is the establishment of a local planning committee with Village of Owego Mayor Baratta and ED&P Director Tinney as co-chairs, as well as community members. The State appointed team will be here on 9/7/18 to start the process.
  - ✓ Attended Regional Economic Development Council (REDC) Executive Committee for purpose of CFA scoring. Full Board approval expected on 9/6/18 with award announcements to follow in December 2018.
  - ✓ Received zero State leads for August 2018.
  - ✓ Assisted with solar project in the Town of Tioga. No IDA involvement at this time.
  - ✓ Tioga County Property Development Corporation (Land Bank) submitted their first funding application for \$900,000 for purpose of demolition, rehabilitation, and new construction. Award announcements anticipated in October 2018.
  - ✓ Attended municipal planning meetings in the Villages of Waverly, Owego, and Nichols.
  - ✓ 239 Planning reviews for Owego Gardens 2 and Applied Technology in the Village of Owego. Special meeting conducted to vote on site plan review for Owego Gardens 2, as the first meeting lacked a quorum. Planning Board issued a recommendation in favor of the request.

3. Ag Update – Z. Baker provided the following update:

- ✓ Conducted four (4) farm visits.
- ✓ Continued social media outreach via Team Tioga’s Facebook page.
- ✓ Article written for CCE newsletter.
- ✓ Conducted an interview with the Tioga County Courier.
- ✓ Met with Small Business Assistance (SBA) representative to discuss funding sources.
- ✓ Attended Senator Schumer’s 2018 Hemp Farming Act presentation regarding industrial hemp.
- ✓ Process of developing a farm business directory.
- ✓ Met with farming businesses.

**6. PILOT Updates –**

1. Village PILOT Bills – B. Myers reported the Village PILOT bills have been mailed.
2. School PILOT Bills – Will be mailed shortly.

**7. New Business –**

**A. Email Vote Affirmations:**

1. Reaffirm email vote for \$300,000 water and sewer grant -

**Motion to reaffirm the email vote to authorize \$300,000 water and sewer CAP grant.**

**(M. Sauerbrey, T. Monell )**

**Aye – 7          Abstain – 0**

**No – 0          Carried**

3. Reaffirm easement vote for Plexicomm

**Motion to reaffirm the email vote to authorize an easement for Plexicomm.**

**(T. Monell, J. Ceccherelli )**

**Aye – 7          Abstain – 0**

**No – 0          Carried**

**B. Newark Valley Depot Request –** B. Myers reported he received a written request from the Newark Valley Depot for a one-time IDA purchase for fire extinguishers to replace outdated ones for a cost not to exceed \$200.00, as well as the on-going annual payment not to exceed \$106.00 for fire extinguisher inspections. The IDA Board was in favor of the one-time fire extinguisher purchase, however, not for the on-going annual inspection cost.

**Motion to approve the Newark Valley Depot’s request for a one-time purchase of fire extinguishers not to exceed \$200.00.**

**(T. Monell, J. Ceccherelli )**

**Aye – 7          Abstain – 0**

**No – 0          Carried**

**8. Approval of Minutes –**

- A. August 1 2018 Regular Meeting Minutes
- B. August 1, 2018 Loan Committee Meeting Minutes

**Motion to approve the August 1, 2018 Regular Meeting and Loan Committee Meeting minutes, as written. (K. Gillette, T. Monell)**

**Aye – 7          Abstain – 0**

**No – 0          Carried**

## 9. Financial Reports – B. Myers

### A. Reports –

1. Balance Sheet – B. Myers noted the balance sheet reflects the Lopke/Jame Enterprises closing and the account transfer from the ICS to General Fund.
2. Profit & Loss –
4. Transaction Detail –

**Motion to acknowledge financial reports, as presented. (A. Gowan, T. Monell)**

**Aye – 7     Abstain –  
No – 0     Carried**

## 10. Reports

### A. Railroad

1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey)
  - a. Income to Date – B. Myers reported payments received through June 2018. Income is up from June 2017 to June 2018.

### B. Loan Program

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton)
  - a. The LOOM – B. Myers reported the HVAC project is near completion and waiting on final invoice and cleared check.
  - b. McKee – Loan Committee met to review this application. The Loan Committee denied the application due to collateral reasons.
  - c. Wake Up Waffles – Loan application for equipment purchase submitted today. B. Myers will review application and present to the Loan Committee in October.
  - d. EMVC – Expansion project is underway.

**11. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:35 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (K. Gillette, T. Monell)**

**Aye – 7     Abstain  
No – 0     Carried**

Executive Session adjourned at 6:25 p.m.

- **Motion to authorize contract with Fagan Engineers not to exceed \$180,000 and authorize the Executive Director or IDA Officer to execute all pertinent documents. (T. Monell, K. Dougherty)**

**Aye – 7     Abstain  
No – 0     Carried**
- **Motion to authorize appraisal on Minoia property not to exceed \$200.00 and authorize the Executive Director or IDA Officer to execute all pertinent documents. (M. Sauerbrey, K. Gillette)**

**Aye – 7     Abstain  
No – 0     Carried**
- **Motion to accept Governance Committee recommendation to increase annual stipend for L. Tinney to \$25,500 effective January 1, 2019 and subject to annual review. (A. Gowan, T. Monell)**

**Aye – 7     Abstain  
No – 0     Carried**

**12. Next Meeting – October 3, 2018 at 4:30 p.m. in the Legislative Conference Room.**

**13. Adjournment – T. Monell motioned to adjourn the meeting at 6:32 p.m.**