



**Tioga County Industrial Development Agency
November 7, 2018. 4:30pm.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Minutes**

DRAFT

	<p>Call to Order and Introductions The meeting was called to order by Chairperson R. Kelsey at 4:31 p.m.</p>
2.	<p>Attendance</p> <p>A. IDA Board Members</p> <p>1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty, K. Gillette, T. Monell, J. Ceccherelli, M. Sauerbrey</p> <p>a. Absent:</p> <p>b. Excused: K. Dougherty</p> <p>2. Guests:</p> <p>a. Z. Baker, C. Haskell, J. Meagher, L. Tinney, T. Spicer, M. Freeze (<i>departed @ 5:33 pm</i>), C. Curtis (<i>arrived @ 5:20 pm</i>)</p>
3.	<p>Privilege of the Floor – None</p>
4.	<p>Project Updates – L. Tinney</p> <p>A. Gateway Project</p> <p>1. Update:</p> <p>a. Tourism Office – Anticipates taking occupancy as of 12/1/18.</p> <p>b. Residential Units – Currently seeking tenants, 2/8 filled. Difficulty due to high rent and low restriction on income.</p> <p>c. Commercial Space – Fully rented. Two businesses (J. Sarrge and Higi Homes) have already taken occupancy and are currently operational. Pilates studio also at this location.</p> <p>B. Owego Gardens 2</p> <p>1. Update:</p> <p>a. Funding - L. Tinney spoke with S. Benson regarding the possibility of requesting DRI funding with the IDA as the applicant.</p> <p>b. Water Tank – L. Tinney reported the water tank would go out to bid in January 2019.</p>



C. Project Steel

1. Update:

a. CCAP Funds – Still waiting for \$300,000 from Senator Akshar.

i. Prevailing Wage – Unsure as to whether prevailing wage is required for water/sewer extension.

b. Water & Sewer Meeting – This has stalled and unsure how to proceed with extension.

c. Incentive Proposal – This has been issued.

d. Land Purchase Contract – J. Meagher reported the contract is completed. The issue with the land survey has been resolved. The IDA Board needs to authorize execution of contract at sale.

Motion to authorize execution of contract at sale (A. Gowan, K. Gillette)

Aye – 6 Abstain – 0

No – 0 Carried

D. Owego Gardens I

1. Kemmerling Meetings - L. Tinney reported there are drainage issues at the site. L. Tinney has been on-site twice; once with Home Leasing and once with K. Kemmerling and engineers.

a. Re-Route Drainage – L. Tinney reported re-routing the drainage helped with the east side of the site, but continues to be an issue for the west side. Water is coming down the hill into ditch and creek.

b. Riprap Creek – Proposed as a possible solution to the drainage issue.

c. Removal of Trees – Proposed as a possible solution to the drainage issue.

d. Reimbursement - \$1,000 – L. Tinney reported K. Kemmerling invested \$1,000 to fix the issue when water came on to his property.

2. Jungle Gym Equipment – This has been removed from the site.

3. Rotted Culvert – L. Tinney reported there is an old steel pipe rotted on the bottom, which is eroding dirt underneath the culvert. L. Tinney reported T. Darpino provided a quote for repair, however, the ditch is located on Home Leasing’s property and not IDA-owned property. IDA is not inclined to partner with Home Leasing on this repair, as the culvert side is not IDA-owned.

5. Old Business – L. Tinney

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. Sexual Harassment Policy – IDA Board reviewed policy.

Motion to approve Sexual Harassment Policy (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

- b. Employee Handbook Revisions – IDA Board reviewed revisions.
**Motion to approve Employee Handbook revisions, as presented
(J. Ceccherelli, M. Sauerbrey)**

Aye – 6 Abstain – 0
No – 0 Carried

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

- a. Signature Cards – L. Tinney inquired as to whether C. Haskell should be added as an authorized signer on the Community Bank accounts. R. Kelsey stated it was not necessary to add C. Haskell to the accounts and we should wait for the new employee to start.

B. Lounsberry Property Purchases -

1. Hess Property – L. Tinney reported the Hess Property went out for bid for purchase/removal and zero bids were received. L. Tinney reached out to G. Swansborough, however, has not received a response.

C. ED&P Update –

1. ED&P Update - L. Tinney provided the following update:

- ✓ Restore NY for the Villages of Owego and Waverly are moving forward.
- ✓ Nobelletti Housing Project - The Village of Owego Board did not approve the re-zoning request from R2 to R3 on Southside Drive, therefore, this housing project is not moving forward.
- ✓ Village of Owego DRI – The Local Planning Committee met on 10/10/18 and the next meeting is scheduled for 11/14/18. The Public Workshop was well attended on 10/24/18 and the open call for projects is underway with 36 potential public/private projects. Moving forward with BJJ Planning. L. Tinney reported T. Saraceno and B. Woodburn are doing a great job. L. Tinney reported the first milestone is a report submission to the State by December 2018.
- ✓ Tioga County Property Development Corporation (Land Bank) was awarded \$500,000.
- ✓ REAP USDA award letter is pending for Phase 2 Housing Study. Currently in the process of developing the RFP.
- ✓ Southern Tier 8 (ST8) Industry Summit is scheduled for 11/28/18.
- ✓ Hotel/Motel Occupancy Tax – The County has received \$153,690 YTD with an additional \$40,700 pending for 3rd Quarter and another \$85,500 projected for 4th Quarter. Anticipated 2018 year-end is \$280,000. For 2019, this amount projected is \$340,000. Increased occupancy tax is primarily being driven by the new Tioga Downs hotel. L. Tinney reported distribution of funds includes the County, Tourism Office, and Finger Lakes Wine Association with the remaining amount used to offset ED&P budget. R. Kelsey requested L. Tinney provide trend history of the County's hotel/motel tax.
- ✓ Sales Tax – L. Tinney reported sales tax in the County has increased by 15% from last year primarily due to gasoline purchases.

- ✓ Workforce Development Pipeline Strategy – L. Tinney reported the RFP for a consultant was issued with one response received. ED&P is interested in a Workforce Development Pipeline Strategy engaging representatives from local employers, employers in surrounding counties, school districts, and economic and workforce development organizations.
- ✓ Free Homes Site Program - L. Tinney reported B. Woodburn prepared the housing document. The concept is to purchase and sub-divide land that is available at no cost to potential homeowners to build single-family homes based on eligibility criteria. This allows for housing starts as well as step-up housing. L. Tinney reported B. Woodburn researched a couple of communities in Kansas regarding program success. L. Tinney proposed the IDA consider look at the top portion of the E-site as a possibility for such program. L. Tinney requested Fagan Engineers provide conceptual drawings of how many parcels/tracks would be feasible in this area. The property is currently zoned agriculture, therefore, would require a re-zoning request with the Town of Owego. L. Tinney inquired as to whether the Board would be interested in learning more about this program with additional information presented next month and the Board expressed interest.

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

- ✓ Two Farm Visits – Twin Brook and Reed Brook Meats
- ✓ Continued social media outreach with three Facebook posts per week advertising for workshops, farmer’s markets, and grant and loan information.
- ✓ Wrote an article in CCE Farm & Garden newsletter on grant and loan opportunities for veterans in agriculture.
- ✓ Met with Amish farmers Rufus Troyer and David Klein regarding opportunities to sell produce wholesale and build a milk processing plant.
- ✓ Met with Mike Poe and Josh Thole regarding California company interested in cloning hemp seeds to supply the NY market.
- ✓ Attended NYS Forestry & Wood Products Summit.
- ✓ Two Tioga County farms likely to receive funding through the NY Grown & Certified Program. Continued outreach to interested farms.
- ✓ Worked with CCE Tioga, CCE Tompkins, Tioga Soil & Water, and Tioga/Chemung NRCS to set up a grant-writing workshop for farmers. Approximately 20 farms attended.
- ✓ Developed a Farmer Resource Directory. This is a comprehensive listing of all known grant and loan programs available to Tioga County farms. Distributed copies at the grant-writing workshop and in the process of developing a plan for distribution to farms and county agencies.

6. PILOT Updates –

A. School PILOT Bills –

1. Tioga Central School District – L. Tinney reported Tioga Central School District notified her that the PILOT payment amount received was incorrect.

- B. Crestwood PILOT (CNYOG) –** L. Tinney reported incorrect amounts have been collected and paid to town and county. L. Tinney reported J. Nolis has been brought in to assist with reviewing the PILOT information and to determine correct payments/reimbursements.

7. New Business –

A. E-Site:

1. “No Hunting” Signs – L. Tinney inquired as to whether the IDA Board was interested in posting the E-site property and the Board was not inclined to do so.

B. Spencer-Tioga Solar -

1. Notice of Acquisition - L. Tinney reported the IDA received notification from SUN 8 LLC that they have sold their interest in Spencer-Tioga Solar, LLC. J. Meagher reported this notification is for informational purposes only, as we are not required to consent to this and there is no effect on the IDA. All obligations remain the same.

8. Approval of Minutes –

A. October 3, 2018 Regular Meeting Minutes -

**Motion to approve October 3, 2018 Regular Meeting minutes, as written
(T. Monell, M. Sauerbrey)**

Aye – 6 Abstain – 0

No – 0 Carried

9. Financial Reports –

A. Reports –

1. Balance Sheet –
2. Profit & Loss – A
3. Transaction Detail –

Motion to acknowledge financial reports, as presented. (M. Sauerbrey, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

10. Reports

A. Railroad

1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey)
 - a. Income to Date – L. Tinney reported the railroad income for the month of August is slightly down. L. Tinney reported a resident in Berkshire called thanking Mr. May for his quick response in replacing a railroad crossing that was an issue.
 - b. First Light Lease Agreement – L. Tinney reported First Light (formerly known as Finger Lakes Technologies) lease agreement is for the overhead wire/fiber.

B. Loan Program

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton)
 - a. The LOOM – L. Tinney reported The LOOM façade loan was satisfied in September. Currently in the process of releasing the collateral.
 - b. At Your Door Mobile Dog Grooming – L. Tinney reported the loan status is current through November and will be satisfied in December 2018. At time of final payment, collateral will be released.
- L. Tinney introduced Christine Curtis and acknowledged she is one of the applicants for the IDA Executive Administrator position.

- 11.** Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:39 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (J. Ceccherelli, K. Gillette)

Aye – 6 Abstain - 0

No – 0 Carried

Executive Session adjourned at 6:15 p.m.

- Motion to offer Executive Administrator position to Christine Curtis at annual salary of \$42,500.**
(K. Gillette, T. Monell)

Aye – 6 Abstain – 0

No – 0 Carried

- Motion to increase LeeAnn Tinney monthly stipend for November and December 2018 to \$2,125**
(A. Gowan, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

- 12. Next Meeting** – December 5, 2018 at 4:30 p.m. in the Legislative Conference Room.

- 13. Adjournment** – Meeting adjourned at 6:15 p.m.