

**Tioga County Industrial Development Agency**  
**January 2, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

## Regular Meeting Minutes

- I. **Call to Order and Introductions** – Chairperson R. Kelsey called the meeting to order at 4:31 p.m.
- II. **Attendance**  
A. IDA Board Members: A. Gowan, R. Kelsey, K. Dougherty, M. Sauerbrey, J. Ceccherelli, K. Gillette, T. Monell (*arrived @ 4:33 p.m.*)  
B. Absent: None  
C. Guests: C. Curtis, L. Tinney, J. Meagher, Z. Baker, M. Freeze, C. Haskell (*arrived @ 5:00 p.m.*)
- III. **Privilege of the Floor** - None
- IV. **Approval of Minutes**  
A. December 5, 2018 Regular Meeting Minutes  
**Motion to approve December 5, 2018 regular meeting minutes, as written.**  
**(J. Ceccherelli, A. Gowan)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 7</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |
- V. **Financials**  
A. Balance Sheet  
B. Profit & Loss  
C. Transaction Detail; Cash Accounts Only  
**Motion to acknowledge financials, as presented. (J. Ceccherelli, A. Gowan)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 7</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |
- VI. **Project Updates: L. Tinney**  
A. Owego Gardens I –  
1. Kemmerling Reimbursement – Reimbursement check for \$1,000 sent to Mr. Kemmerling.  
2. Status of Home Leasing Swale – Swale has been filled.  
3. Soil & Water Review – Tioga County Soil & Water will view creek bed and advise the IDA this month.

- B. Project Steel –
  - 1. Update –
    - a. Land Purchase Status (J. Meagher) – Currently in progress.
    - b. Status of Upstate Shredding Equipment – Currently in progress.
- C. Workforce Development Study –
  - 1. Phase I: ED&P to fund full amount.
- D. Upstate Shredding Grant Disbursement Agreement Part I and II – J. Meagher advised the Board to allow any member to sign the Grant Disbursement Agreements.

**VII. New Business: L. Tinney**

- A. Social Media Contract Signature –  
**Motion to approve the updated social media contract requiring prior approval for any work outside of social media management. (T. Monell, J. Ceccherelli)**
- B. L. Tinney Contract Signature –  
**Motion to approve L. Tinney’s contract, as presented (M. Sauerbrey, K. Gillette)**
- C. Hess Property: 96 Smith Creek Road – Remove Building Insurance (Fire & Theft)
  - 1. Board Affirmation Requested
  - 2. Re-Bid for Demolition
    - a. Notice – L. Tinney and C. Curtis will work with J. Meagher on the notice revision.
    - b. RFP  
**Motion to affirm removal of building insurance (fire & theft) for Hess Property located at 96 Smith Creek Road. (R. Kelsey, J. Ceccherelli)**
- D. IDA Monthly Meeting Invitations – C. Curtis will email meeting invitations to all IDA Board members. M. Sauerbrey suggested sending these invitations electronically for the remainder of the year, so everyone is aware of upcoming dates.

**VIII. Old Business: L. Tinney**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: R. Kelsey, A. Gowan, K. Dougherty
    - a. Audit Recommendation
      - i. The Bonadio Group proposal – The Audit Committee met prior to this meeting to discuss the proposal from the Bonadio Group. This firm indicated they would be able to complete the 2018 audit in order to meet the IDA’s 3/31/19 PARIS report deadline. This firm proposed a fee of \$14,500 whereas the IDA is currently paying \$9,500. R. Kelsey will inquire about possible price negotiation. The Audit Committee is recommending Board consideration for a resolution up to \$14,500 in order to complete the 2018 audit with the understanding to proceed with a RFP from three CPA firms for future years 2019 – 2021. K. Dougherty suggested another potential firm and will inquire about their availability. C. Curtis will follow-up with an email or phone poll to the Board following K. Dougherty’s inquiry.  
**Motion to approve a resolution up to \$14,500 to complete the 2018 audit and then proceed with a RFP process from three CPA**

**firms for future years 2019 – 2021. (A. Gowan, K. Gillette)**

**Aye – 7**

**Abstain – 0**

**No – 0**

**Carried**

2. Governance Committee Report: R. Kelsey, K. Dougherty, J. Ceccherelli
  - a. ABO Board Member Training – R. Kelsey and C. Curtis are registered. C. Curtis will follow-up with ABO to inquire as to how often Board members are required to take this training or if it is a one-time training.
3. Finance Committee Report: R. Kelsey, K. Gillette, A. Gowan
  - a. Signature Cards – C. Curtis reported the following update:
    - i. Tioga State Bank – completed.
    - ii. Chemung Canal Trust Company – paperwork is ready for signatures.
    - iii. Community Bank – paperwork not yet obtained. C. Curtis will pursue this month.

**B. ED&P Update –**

**1. ED&P Update – L. Tinney:**

- a. Workforce Development – moving forward with the study with B. Woodburn as project lead.
- b. Housing Study Phase 2 – This is funded through the REAP grant. In the process of establishing a workgroup that will consist of representatives from Tioga Opportunities, Inc., IDA, Tioga County, and Villages of Newark Valley, Waverly, and Owego. L. Tinney proposed C. Curtis as the IDA representative.
- c. Village of Owego DRI – Local Planning Committee is meeting again on 1/9/19 followed by a public workshop on 1/16/19. An open call for projects produced 60 responses from public and private entities. Recommendation to the State is due by March 2019.
- d. Tourism Strategic Plan – This plan is completed and L. Tinney will distribute to all IDA Board members.
- e. CFA – The Southern Tier region did not fare well and was not noted as a top performer. However, there were six projects submitted and five funded. The NYS Main Street North Avenue project for \$500,000 was denied. L. Tinney anticipates the next round of CFA projects will be significant.

**2. Ag Update – Z. Baker:**

- a. Power Point Presentation on Gross Domestic Product (GDP) noting Tioga County led the State with a significant growth rate.
- b. Slaughterhouse Mini Feasibility Study – In the process of preparing a feasibility study within a 60-mile radius of Tioga County. This will include a survey to determine capacity for Tioga County producers. Z. Baker reported it is hard to know their existence, as there is no email contact information, website, or social media presence. Once this information is known, Z. Baker will disseminate the information

to the Tioga County farmers to provide additional processing options. Z. Baker reported this study is driven by increased interest, however, limited capacity available. L. Tinney reported the need or perceived need for additional slaughterhouses in Tioga County is identified in the Tioga County Ag & Farmland Protection Plan.

**IX. PILOT Updates: C. Curtis/L. Tinney –**

**A. School PILOT Updates**

1. Tioga Central School

2. Assessment: Denise Spaulding – Meeting was scheduled with L. Tinney, C. Curtis, and D. Spaulding, however, D. Spaulding was unable to attend. L. Tinney reported the purpose of the meeting is to gain an understanding as to why the assessment for Tioga Downs is \$10 million dollars higher than the expected \$16 million. L. Tinney and C. Curtis will attempt to reschedule another meeting with D. Spaulding.

**B. Crestwood PILOT (CNYOG)**

1. OASCD Request for PILOT Review – L. Tinney reported OACSD is requesting a meeting with Crestwood to discuss the soon-to-expire PILOT, however, is still waiting on a response. J. Meagher reported he is involved for the purpose of aligning the appropriate parties. Suggestion was made to draft a letter, however, J. Meagher reported part of aligning the appropriate parties is determining who should receive such a letter. At this time, the IDA has not received an application, therefore, the Board did not believe they have any involvement at this time. L. Tinney reported she will continue to pursue and assist as ED&P and not IDA. J. Meagher reported he would like to educate all parties on the process and make the necessary connections.

**C. Sanmina PILOT Collapse: Release Parcel ID: 129.07-1-9 – J. Meagher reported he is in the process of taking the necessary steps to collapse this PILOT and has the documents prepared, however, has not received a response from their attorney.**

**D. Town & County Tax Bills – C. Curtis reported she will be sending out the tax bills in the coming week.**

**X. Reports –**

**A. Railroad**

1. Committee Report: T. Monell, K. Gillette, M. Sauerbrey

- a. Income to Date – C. Curtis reported the railroad income is more this year than last year for the period through October 2018.

**B. Loan Program**

1. Committee Report: R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton

- a. Loan Status – all loans are current through December 2018.

**XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:54 p.m. to discuss financial matters, individual personnel matters, and IDA properties. (K. Gillette, T. Monell)**

**Aye – 7**  
**No – 0**

**Abstain – 0**  
**Carried**

Executive Session adjourned at 6:04 p.m.

- XII. **Next Meeting** – Wednesday, February 6, 2019, at 4:30 p.m. in the Legislative Conference Room.
- XIII. **Adjournment** – K. Dougherty motioned to adjourn the meeting at 6:04 p.m.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant