



**DRAFT**

**Tioga County Industrial Development Agency  
July 7, 2021 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
ED&P Conference Room, 2<sup>nd</sup> Floor  
Agenda**

I. **Call to Order and Introductions**-Ms. Ceccherelli called the meeting to order at 4:30 pm.

II. **Attendance**

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, T. Monell, M. Sauerbrey, J. Ward, E. Knolles (attended via Zoom)

Absent: A. Gowan

Excused:

Guests: C. Curtis, M. Griffiths, J. Meagher, L. Tinney

III. **Privilege of the Floor:** None

IV. **Approval of Minutes**

A. [July 2, 2021 Regular Meeting Minutes](#)

**Motion to approve June 2, 2021 Regular Board Meeting Minutes via Zoom, as written. (T. Monell, K. Gillette)**

**Aye-5                      Abstain-0  
No-0                        Carried**

V. **Financials**

A. [Balance Sheet](#)

B. [Profit & Loss](#)

C. [Transaction Detail](#)

**Motion to acknowledge financials, as presented (M. Sauerbrey, J. Ward)**

**Aye-5                      Abstain-0  
No-0                        Carried**

VI. **ED&P Update: L. Tinney**

A. [Conceptual Design](#)

- Ms. Tinney reported on ED&P’s current activities:
  - i. Tioga County Economic Recovery Council wrapped up and a summary document of the group’s efforts was produced.
  - ii. The department is still working to connect businesses to COVID relief programs.
  - iii. Teresa Saraceno is stepping down as Land Bank Director; Brittany Woodburn will be assuming the Land Bank Director duties.
  - iv. Ms. Tinney along with E. Jardine and R. Kelsey were able to visit an Ithaca Neighborhood Housing apartment complex in Watkins Glen.
  - v. The SEPP housing project in the Village of Waverly is moving along.



- vi. The department has received numerous applications for the Education Workforce Coordinator position.
- vii. The Agricultural Value Chain Study has been completed.
- viii. There are currently 13 potential grants, 23 grants that the department is assisting with, 21 active grants, and one that has been completed.
- Ms. Tinney also presented a conceptual design for the industrial space on the IDA owned site in Lounsberry. The design shows six, 12,000 square foot buildings on the site. Ms. Tinney is waiting on an approximate cost to construct the buildings and extend utilities to the site.

**VII. Project Updates: L. Tinney & C. Curtis**

**A. Owego Gardens II**

**1. Updated Project Cost Spreadsheet-Ms. Curtis reported that there are no updates to the Project Cost Spreadsheet.**

- Ms. Tinney gave an update on the Owego Gardens II activity:
  - Both culverts are complete, the tank access road grading is complete, the tank site prep work has begun, the tank and roof are on order, and the water main coming up the hill is complete.
  - Ms. Tinney alerted the board that there have been complications with the townhouse loop road. The original plans called for an eight-inch pipe line to be put in place for the townhouse loop. However, due to trying to limit costs, a six-inch pipe line was purchased. Suez recently explained that they only accept eight-inch lines. Ultimately, Suez has decided that they will allow the six-inch line.
  - Home Leasing also noted a problem with compaction of the lines. Home Leasing required native materials to be pulled out and bring in better materials to help with the compaction rate. Ms. Tinney anticipates there being a change order because this issue was not stated in the original spec and not what Robinson had bid. This will require taking up the pipe that has been put in place and excavating the native materials. Ms. Tinney will find out what materials with which the pipe is being compacted.
  - Ms. Tinney noted that there might be a potential revision to the developer agreement between the IDA and Suez. Currently the IDA is paying inspection fees through Suez. Because parts of the project were left out of the original scope of work, which include the SCADA work, purchase of a generator and miscellaneous electrical work. Ms. Tinney is working through who will work on these items, what the cost of these remaining items are, and how it will be paid for. Instead of the IDA putting out another RFP for these items, an easier way is to modify the developer agreement to incorporate these items. Once it is decided who will do the work and what the costs are, Ms. Tinney will bring it back to the board for their approval.

**B. Education Workforce Coordinator**

1. Agreement-there is an agreement in place with the Hooker foundation to fund the position.
2. ARC pre-application accepted; full application in progress
3. Steering Committee established
4. Job posted
  - a. resumes received-Ms. Curtis noted many resumes for the position have been received.



**VIII. New Business: C. Curtis**

A. PILOT Application – Ithaca Neighborhood Housing Services, Inc.; Temple and Liberty, LLC (to be formed)

1. Resolution

**Motion to approve the resolution allowing the Tioga County IDA to enter into a PILOT agreement with Ithaca Neighborhood Housing Services; Temple and Liberty, LLC (to be formed). (M. Sauerbrey, K. Gillette)**

**Aye-5                      Abstain-0**  
**No-0                      Carried**

B. PILOT Application - West Bay Star LLC

1. Cost Benefit Analysis-Ms. Curtis briefly reviewed the cost benefit analysis for this project, which will build a medical facility in a currently vacant property on Taylor Road in the Town of Owego. The project will create 12.5 jobs. The project is a 20 year PILOT request. The project area is out of the floodplain.

2. [Inducement Resolution](#)

3. Public Hearing

**Motion to approve the inducement resolution, acknowledge the PILOT application, and set the public hearing for July 28, 2021 at 5 pm. (M. Sauerbrey, K. Gillette)**

**Aye-5                      Abstain-0**  
**No-0                      Carried**

C. PILOT Application - SUNEAST VALLEY SOLAR LLC

1. Cost Benefit Analysis-Ms. Curtis briefly reviewed the cost benefit analysis for this project, which intends to bring a 20 megawatt solar field to 2593 Montrose Turnpike in the Town of Owego, covering approximately 168 acres and create one job.

2. [Inducement Resolution](#)

3. Public Hearing

**Motion made by T. Monell, motion withdrawn by T. Monell; therefore, no motion to approve the inducement resolution, acknowledge the PILOT application, and set the public hearing was made.**

**IX. Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward  
a. No report

2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles  
a. No report

3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward  
a. No report

4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles  
a. No report

5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell



a. No report

**X. PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update:

1. Owego Gardens II - \$15,335.26/Authorized \$524,194

**XI. Grant Updates: C. Curtis**

A. Ag Value Chain-M. Griffiths gave the board a summary of the Agricultural Value Chain project.

1. Final Report

B. Monkey Run FEMA Application – Approved – Total Project Cost \$28,316.26; Awarded Federal Share \$21,237.20; TCIDA Match \$7,079.06

1. Obtaining bids-Ms. Curtis reported that she expecting to receive three bids for this project soon.

2. Federal share received

C. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

1. Application in progress

D. ESD AA616 Tioga County IDA - Weitsman Shredding

1. Final pass-thru disbursement completed - \$232,500

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

With no matters to discuss, the board did not move into Executive Session.

**XIII. Next Meeting: Wednesday August 4, 2021**

**XIV. Adjournment-Ms. Sauerbrey motioned to adjourn the meeting at 5:15 pm.**