

Tioga County Industrial Development Agency
September 4, 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** – Chairman R. Kelsey called the meeting to order at 4:32 p.m.

II. **Attendance**

IDA Board Members:

A. Roll Call: R. Kelsey, A. Gowan, J. Ceccherelli, K. Gillette, M. Sauerbrey, E. Knolles, T. Monell

B. Absent: None

C. Excused: None

D. Guests: C. Curtis, L. Tinney, J. Meagher, M. Freeze, C. Haskell (*arrived @ 5:00 p.m.*)

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

C. Curtis introduced Megan Griffiths to the TCIDA Board. M. Griffiths recently joined TEAM Tioga as the Agriculture Development Specialist with the Economic Development & Planning Department.

IV. **Approval of Minutes**

A. August 7, 2019 Regular Meeting Minutes

Motion to approve August 7, 2019 regular meeting minutes, as written.

(M. Sauerbrey, J. Ceccherelli)

Aye – 7

No – 0

Abstain – 0

Carried

V. **Financials** –

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail; Cash Accounts Only

Motion to acknowledge financials, as presented. (A. Gowan, T. Monell)

Aye – 7

No – 0

Abstain – 0

Carried

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

B. Livestreaming of IDA Meetings – C. Curtis reported Governor Cuomo signed the Bill on 8/27/19 requiring all NYS IDA’s to livestream IDA meetings effective 1/1/20. Suggestion made to move the meetings to the Hubbard Auditorium.

ACTION: C. Curtis will provide IT associated costs and livestreaming procedure to the IDA Board at the October meeting. C. Haskell will schedule Hubbard Auditorium and advise C. Curtis of any meeting date conflicts.

C. Workers Comp Insurance – C. Curtis reported this topic was not an agenda item; however, reported she was contacted by Don Patterson, TCIDA insurance representative, regarding a cost savings of \$233.00 if TCIDA were to consider changing carriers from Am Trust to Utica National. C. Curtis reported the premium is due 9/8/19.

Motion to authorize Worker’s Comp Insurance carrier change from Am Trust to Utica National for a cost savings of \$233.00 effective with 9/8/19 premium due date.

(J. Ceccherelli, E. Knolles)

Aye – 7

Abstain – 0

No - 0

Carried

Old Business: C. Curtis

D. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: R. Kelsey, A. Gowan, E. Knolles

a. NYS Comptroller Audit – C. Curtis reported audit is still ongoing, however, no further documentation has been requested. C. Curtis reported issuance of final report anticipated within the next 1-3 months.

b. Tioga Downs Letter of Intent to Recapture – C. Curtis reported Tioga Downs was given 20-day notice to review. C. Curtis reported Phases 2 & 3 were under the allowable amount by \$46,000, however, Phase 4 was over the allowable amount by \$117,000 due to change orders related to improved design. Tioga Downs sent the TCIDA Board a letter requesting consideration of raising the exemption amount to cover all Phase 4 related expenses.

J. Meagher reported no hearing is required and there is nothing prohibiting TCIDA from honoring the request and changing the exemption amount.

Motion to authorize increase of the sales and compensating use tax exemption for Tioga Downs Phase 4 by \$117,000 due to unforeseen project related expenses. (K. Gillette, T. Monell)

Aye – 7

Abstain – 0

No - 0

Carried

2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey

a. Sexual Harassment Prevention Training – M. Sauerbrey reported the video training and attestation is accessible via the County’s website – www.tiogacountyny.com under the County Attorney’s page. The attestation requires employee ID number and Department; therefore, Board members can choose any number for the employee ID and use ED&P as the Department. Training must be completed by 10/9/19.

ACTION: C. Curtis will send detailed instructions to TCIDA Board members with instructions on accessing and completing the required training.

- b. Public Authorities Board Member Training – C. Curtis reported E. Knolles completed the webinar training on 8/21/19.
- 3. Finance Committee: R. Kelsey, A. Gowan, and K. Gillette
 - a. Review of 2020 PARIS Budget – C. Curtis reported the Finance Committee met just prior to this meeting to review the 2020 PARIS Budget. C. Curtis reported the Committee discussed changes, which would be made for timely submission by end of October.
 - b. Budget Review – C. Curtis reported the TCIDA budget would be reviewed at the 10/2/19 IDA Board meeting.
- 4. Loan Committee: (S. Thomas, R. Kelsey, A. Gowan, D. Barton, K. Dougherty)
 - R. Kelsey reported the Loan Committee met just prior to this meeting to review the following two potential loans:
 - a. Patrick Elston – Loan request of \$40,000 for building and business acquisition, as well as building improvements. The Loan Committee approved this \$40,000 loan request with no contingencies noted.
 - b. Manuel’s Pallets & Crates – The Loan Committee was unable to grant loan request of \$17,000 at this time.

Motion to accept the Finance Committee’s recommendation for approval of Patrick Elston’s loan request of \$40,000 with no contingencies. (M. Sauerbrey, E. Knolles)

Aye – 7	Abstain – 0
No – 0	Carried

IX. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update

- 1. Best Buy Sales Tax Agreement – C. Curtis reported the sales tax agreement was issued for the full amount, as presented to the public and in the cost benefit analysis.

X. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:25 p.m. to discuss financial and personnel matters. (J. Ceccherelli, E. Knolles)

Aye – 7	Abstain – 0
No – 0	Carried

Executive Session adjourned at 5:35 p.m.

Motion to authorize salary increase of \$2,500 (6%) for C. Curtis effective 1/1/20.

Motion to authorize continuance of L. Tinney’s consultant contract with the TCIDA for 2020 at the same 2019 rate of \$2,125 per month effective 1/1/20.

XI. Next Meeting: Wednesday, October 2, 2019 at 4:30 p.m. Legislative Conference Room.

XII. Adjournment – Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant