

**Tioga County Industrial Development Agency  
Board of Directors  
July 17, 2013**

**I. Call to Order and Introductions-** the meeting was called to order by the Chair, A. Gowan at 5: 30 p.m.

**II. Attendance**

A. IDA Board Members:

1. Roll Call

a. Present: A. Gowan, W. Woods, D. Daniels, M. Sauerbrey, T. Monell and R. Kelsey

b. Absent: K. Dougherty

c. Excused:

2. Guests: C. Haskell, J. Meagher, R. Fiato, E. Jardine, D. Catlin, K. Millar, and L. Tinney

**III. Privilege of the Floor-** none

**IV. New Business**

A. 434 Corridor Development- Elaine Jardine, Director of Planning, gave overview of existing infrastructure on 434 and possible extension opportunities

B. Leadership Tioga- Fiato

Motion to approve participation and payment of tuition for R. Fiato to attend Leadership Tioga starting in September (D. Daniels, R. Kelsey)

Aye- 6      Abstain- 0  
Nay- 0      Carried

**V. Correspondence**

A. Doug Barton thank you- acknowledged

**VI. Approval of Minutes** (T. Monell, M. Sauerbrey)

Aye- 6      Abstain- 0  
Nay- 0      Carried

**VII. Financial Report**

A. Reports

1. Balance Sheet

2. Profit & Loss

3. Transactions

Motion to acknowledge financial statements (B. Woods, T. Monell)

Aye- 6      Abstain- 0  
Nay- 0      Carried

**VIII. Project Updates**

A. TCIDA Emergency Watershed Protection Project (Monkey Run)

1. Hydraulic Study

- a. Contract is signed- consultant work is commencing
      - b. Kick-off meeting scheduled for 7/25
    - 2. NRCS project completion- after July 15<sup>th</sup>
    - 3. Kelsey- photos
  - B. E=mt<sup>3</sup>
    - 1. CFA application
      - a. site design funding request
        - i. Proposed project overview- L. Tinney gave project overview
        - ii. Public/Private partnership
        - iii. Request for Proposal (attached)
        - iv. Application deadline- supporting resolution
- Motion to authorize completion and submission of the CFA Application with 10% match and send out the Request for Proposal (R. Kelsey, M. Sauerbrey)
- 2. Shovel Ready Funding Opportunity (STREDC)
  - 3. Mow site and 2 house properties
    - a. Stefano, 10/11/11, \$3,000- quote requested
- C. Army Reserve Project- Delta record drawings received, project complete

**IX. Old Business**

- A. Public Authority Accountability Act
  - 1. Audit Committee report (A. Gowan, R. Kelsey, K. Dougherty)
    - a. Nolis quarterly review completed
  - 2. Governance Committee report (A. Gowan, W. Woods, D. Daniels)
    - a. Tinney hourly rate

Motion to authorize hourly rate of \$30.00 for LeeAnn Tinney for the IDA work she has done so far and the work she will complete for the remainder of the month. (T. Monell, D. Daniels)

- 3. Finance Committee report (A. Gowan, W. Woods, D. Barton)- none

**X. Executive Session**

Motion to move into Executive Session at 6:25 p.m. pursuant to Public Officers Law section 105 (T. Monell, D. Daniels)

Motion to adjourn Executive Session at 6:39 p.m. (T. Monell, D. Daniels)

Exit Executive Session at 6:39 p.m.

Motion to affirm phone poll for hire of Ruth Fiato to the Executive Administrator position according to the terms as noted in the offer letter (attached) (M. Sauerbrey, T. Monell)

Aye-	6	Abstain- 0
Nay-	0	Carried

**XI. Reports**

- A. Railroad
  - 1. Railroad Committee report (T. Monell, M. Sauerbrey, D. Daniels, W. Caloroso)
  - 2. Frontier – no longer pursuing lease payment
- B. Loan Program

1. Teaoga Development Façade Improvement loan request

Motion to approve the Teaoga Development Façade Improvement loan request as recommended by the Loan Committee with the following terms/conditions: (R. Kelsey, M. Sauerbrey)

Aye- 6 Abstain- 0  
Nay- 0 Carried

- \$9,918.00 loan at 0% fixed interest for five (5) years (\$165.30/month)
  - Deb Twigg and Susan Fogel shall provide their unconditional personal guarantees.
  - Loan funds will be used to reimburse for 50% of cost for exterior renovations of 358 Broad Street
  - Keyperson Life Insurance on Deb Twigg and Susan Fogel, at least in the amount of the outstanding debt and assigned to the Tioga County Industrial Development Agency shall be provided. A provision can be made for the insurance to decline as the loan is repaid, retaining an insured amount on the policy equal to the amount of the declining loan balance.
  - Collateral includes 2nd security interest on the real property located at 358 Broad Street, Waverly, NY
  - Proof of financing by First Citizens Community Bank on the subject property in the amount of \$41,696.10 to date. Balance of loan to be used to complete 100% of planned exterior renovations, to be reimbursed 50%.
  - All applicable local, state and federal requirements to apply.
2. Layman Enterprises loan paid in full – IRP 3 (\$30,749)
3. Façade Improvement Loan Program
- a. Threshold for collateral- mortgage vs. guarantee

**XII. Next Meeting-** Wednesday August 7<sup>th</sup> at 5:30 p.m.

**XIV. Adjourned-** A. Gowan adjourned the meeting at 6:50 p.m. (D. Daniels, T. Monell)

Attachments:

June DRAFT minutes  
June Financial Statements  
Huntington Creek photos

**EXECUTIVE SESSION MEETING MINUTES**  
**Industrial Development Agency**

7/17/13

Time: 6:25 p.m.

On motion of Board Member T. Monell seconded by Board Member D. Daniels the Board of Directors went into Executive Session to discuss:

1. financial matters of a particular person(s)
2. matters relating to the employment of a particular person

No action taken.

Motion to exit Executive Session at 6:39 p.m.