



tel: 607 687 8259

fax: 607 223 7125

info@developtioga.com

**Tioga County Industrial Development Agency  
January 4, 2017 • Immediately Following Annual Meeting •  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827**

**Minutes**

**1. Call to Order and Introductions**

The meeting was called to order by Chairperson R. Kelsey at 4:45 p.m.

**2. Attendance**

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, T. Monell, K. Gillette, K. Dougherty, M. Sauerbrey
  - a. Absent:
  - b. Excused:
2. Guests:
  - a. B. Myers, L. Tinney, Z. Baker, B. Holden, M. Freeze

**3. Privilege of the Floor-**

A. None

**4. Project Updates**

A. Crown Cork & Seal USA, Inc. – B. Myers

1. Update
  - a. B. Myers reported production will begin on January 20<sup>th</sup>. Crown will continue to prep the facility as production starts. L. Tinney noted that an open house will likely be scheduled for February or March.
2. Costs Spreadsheet
  - a. B. Myers reported that so far the Crown project is under budget. Diekow Electric is done working, and have used their entire budget.
3. Larson Design Group – B. Myers
  - a. WWTP Update – B. Myers reported that the WWTP is coordinating with the town and Crown on start up.
  - b. Water Update – B. Myers reported that the NYS DOH approved the design engineer report.

B. Tioga Downs Racetrack, LLC Phase 2 & 3 – B. Myers

1. Update
  - a. B. Myers reported that the hotel expansion is underway and walls are being constructed.

C. Tioga Downs Racetrack, LLC Phase IV

1. Update

- a. B. Myers reported that the old golf course is still standing, and Tioga Downs is holding off until the spring to demolish and rebuild the facility.
  - D. Owego Gardens Project Update - B. Myers
    - 1. Update
      - a. B. Myers reported that the project is completed. L. Tinney noted that some tenants now have permission to move in.
  - E. FedEx Project – B. Myers
    - 1. Update
      - a. B. Myers reported that the project is nearing completion and should be turned over to FedEx on 1/17. They are currently working out telecommunication issues with AT&T and Verizon.
    - 2. Resolution – B. Myers
      - a. **Motion authorizing the Chairman, on behalf of the Agency, to enter into an IDA consent and estoppel agreement with Nichols Cross Dock, LLC allowing Nichols Cross Dock, LLC to transfer its interests in the lease/leaseback transaction, and all closing documents thereof, to Norman Cross-Nichols-LLC (T. Monell, K. Dougherty)**
        - Aye – 6      Abstain - 0**
        - No – 0      Carried**
  - F. Gateway Project
    - 1. Update
      - a. B. Myers reported that we are awaiting grant awards. B. Woodburn identified the Small Project Affordable Rental Construction Program (SPARC) grant that is worth up to \$200,000 per unit. The application is due January 6<sup>th</sup>.

5. **Old Business** – B. Myers

- A. Public Authority Accountability Act
  - 1. Audit Committee Report (R. Kelsey, K. Dougherty)
    - a. Piaker & Lyons – working on 2016 audit
  - 2. Governance Committee Report (R. Kelsey, K. Dougherty, A. Gowan)
    - a. None
  - 3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)
    - a. Investment Report 2016 – B. Myers distributed the report to members.
- B. Tioga Commons Study –
  - 1. Received Final Version
    - a. B. Myers noted that the study was paid in full by ED & P.
- C. E-Site Wetland Delineation –
  - 1. Update
    - a. B. Myers reported that we are waiting for USACE to schedule site visit. Was hoping to schedule visit during the week before Christmas, but couldn't due to scheduling issues.
- D. United Water/Suez
  - 1. Update
    - a. B. Myers reported that David Chase at Clark Patterson Lee and ED&P are working on a proposal for Suez to outline future water usage and predict future water demand.
- E. Farview Farms
  - 1. Update

- a. B. Myers reported that Farview opened on January 2<sup>nd</sup>. B. Myers alerted M. Ball of CCE that Farview was opening. K. Dougherty noted that 800 hogs should be there by January 20<sup>th</sup>, and the farm has the capacity to house about 2500 hogs.
- F. Archeo Study
  - 1. Update
    - a. B. Myers reported that the IDA needs a Phase 1B for the Village E-Site. The cost is \$13,500 and ED&P has committed \$8,500.
    - c. **Motion to authorize up to \$5,000 toward the Phase 1B study for the Village E-Site. (A. Gowan, M. Sauerbrey)**
      - Aye – 6      Abstain - 0**
      - No - 0      Carried**
- G. Intern
  - 1. Update
    - a. B. Myers reported that Z. Baker is doing a great job. He has been a large help with tasks both large and small. He has been instrumental with year-end prep and annual/regular meeting prep.
- 6. **PILOT Updates – B. Myers**
  - A. Lockheed Martin
    - 1. B. Myers reported that J. Meagher is preparing documents to terminate the Bill of Sale For the “sales tax abatement only” project.
  - B. PILOT Bills 2017
    - 1. B. Myers reported that the IDA has received county and town bills and has been preparing PILOT invoices. Employee surveys will be mailed as well.
- 7. **Approval of Minutes –**
  - A. [December 7, 2016 Regular Meeting Minutes](#)
    - 1. **Motion to approve the Regular Board Meeting minutes (A. Gowan, T. Monell)**
      - Aye – 6      Abstain – 0**
      - No – 0      Carried**
  - B. [December 7, 2016 Loan Committee Meeting Minutes](#)
    - 1. **Motion to approve the Loan Committee minutes (A. Gowan, K. Gillette)**
      - Aye – 5      Abstain – 1 (R. Kelsey)**
      - No – 0      Carried**
- 8. **Financial Report – B. Myers**
  - A. Reports
    - 1. [Balance Sheet](#)
    - 2. [Profit & Loss](#)
    - 3. [Transaction Detail](#)
      - a. **Motion to acknowledge financial statements (K. Dougherty, K. Gillette)**
        - Aye – 6      Abstain – 0**
        - No – 0      Carried**
- 9. **New Business – B. Myers**
  - A. EDC: Albany Conference - \$200, 1/18/17

1. B. Myers suggested that any interested board members also attend the conference.
2. **Motion to authorize IDA Executive Administrator, B. Myers, to attend EDC Conference On January 18<sup>th</sup>, 2017 in Albany, NY at a cost of \$200 (A. Gowan, K. Dougherty)**  
**Aye – 6      Abstain - 0**  
**No – 0      Carried**

B. Grant Application – Raymond Hadley

1. L. Tinney reported that Raymond Hadley applied for \$250,000 in funding.

C. GVCC

1. B. Myers suggested that joining the Greater Valley Chamber of Commerce would allow for increased exposure. Joining requires a \$75 fee.
2. **Motion to pay \$75 to join the Greater Valley Chamber of Commerce (K. Gillette, M. Sauerbrey)**  
**Aye – 6      Abstain – 0**  
**No – 0      Carried**

**10. Reports**

A. Railroads

1. Committee Report (T. Monell, K. Gillette)
  - a. Income to Date – B. Myers reported that monthly railroad income for October is lower than 2015, but still more than last year overall.

B. Loan Program – B. Myers

1. Granite Works Received Executed Commitment Letter
  - a. B. Myers reported that he is working with Granite Works to get close to closing and plans to reach out soon.
2. Tioga Gardens Awaiting Executed Commitment Letter
  - a. B. Myers reported that he reached out on January 3<sup>rd</sup>, but has not heard back yet.
3. R & C Auto
  - a. B. Myers reported that he plans on checking the building status and is hoping to close this month.

**11. Motion to move into Executive Session at 5:35 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (K. Gillette, A. Gowan)**

**Aye – 6      Abstain – 0**  
**No – 0      Carried**

Executive Session Adjourned at 5:57 p.m.

**12. Next Meeting – February 1, 2017**

**13. Adjournment**

**A. Motion to adjourn the meeting at 6:00 p.m. (M. Sauerbrey, A. Gowan)**

**Aye – 6      Abstain – 0**  
**No – 0      Carried**