



Tioga County Industrial Development Agency
March 1, 2017
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 Vice-Chairperson K. Dougherty at 4:33 p.m.

2. Attendance

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, T. Monell, K. Gillette, K. Dougherty, M. Sauerbrey, J. Ceccherelli
 - a. Absent:
 - b. Excused: R. Kelsey
2. Guests:
 - a. B. Myers, L. Tinney, C. Haskell, J. Bellis, J. Meagher, M. Freeze, E. Hartman, T. Spicer

3. Privilege of the Floor- None

T. Monell arrived at 4:34 p.m.

4. Project Updates

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

1. **Update** - B. Myers reported Crown Cork & Seal has 101 hourly and 19 salaried employees currently on the payroll with the expectation to hire an additional 50 employees by 9/1/17. B. Myers reported the first can production shipment went out on 2/3/17. B. Myers reported Line 2 is fully operational and commissioning for Line 1 to start 3/6/17. B. Myers reported all customer audits have been successfully completed and approval has been granted to start qualification runs.
2. **Costs Spreadsheet** – B. Myers reported \$23,000 has been expended in February 2017. It is anticipated that we will be done paying by April/May and at that time B. Myers will start the reimbursement process with Empire State Development.
3. **Larson Design Group – J. Bellis**
 - a. **WWTP Update** – J. Bellis reported the facility has seen up to 60,000 gallons per day. The Town of Nichols toured the Crown Cork & Seal facility to see the WWTP pre-treatment. J. Bellis reported the process to haul waste away that does not meet permit standards is underway. J. Bellis reported Crown Cork & Seal is not fully operational yet, as that would entail production of 9 million cans per day and they are currently producing 1 million cans per day.
 - b. **Water Update** – J. Bellis reported the Town of Nichols understands there is a valve issue. J. Bellis is currently working on a pricing proposal for the Town of Nichols. L. Tinney reported she is currently working with the State & Crown Cork & Seal for a ribbon cutting in May 2017.

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

1. **Update** - B. Myers reported construction of the hotel's 4th story has begun. B. Myers reported the Town of Nichols ZBA approved the sign area variance at their meeting on 2/28/17.

C. Tioga Downs Racetrack, LLC Phase IV – B. Myers

1. **Update** - B. Myers reported we will be closing on the PILOT soon. Documentation has been provided to Attorney Jim Franz of Hinman, Howard, and Kattell.

D. Owego Gardens Project Update - B. Myers

1. **Update** -

a. **NYS DOT Permit** – B. Myers reported he has been in contact with NYS DOT engineer, Rick Sperski, who recommended the IDA proceed with an unsigned Adopt-A-Highway agreement. B. Myers reported he also spoke to Jon Van Vleet, Adopt-A-Highway Coordinator for Tioga Region 9, and is waiting for instruction on how to start this process.

F. FedEx Project – B. Myers

1. **Update** – B. Myers reported the utility work was completed on 2/24/17. B. Myers reported the official move into the building is scheduled for 3/10/17 and with the anticipation of being operational by 3/13/17. B. Myers reported they are interested in conducting a ribbon cutting. B. Myers reported once a tour date has been established he will distribute the information to the Board.

F. Gateway Project

1. **Update** - B. Myers reported we received the Restore NY Grant in the amount of \$500,000. In addition to this grant, B. Myers reported we received a verbal approval for the SPARC Grant and we are awaiting final commitment and award. B. Myers reported the SPARC Grant will fill the gap from \$1.19 million to \$1.49 million. B. Myers reported the Finance Committee for SPARC needs to approve the budget to identify the grant amount. B. Myers reported this will need to be done by September 2017.

6. Old Business – B. Myers

A. Public Authority Accountability Act

1. **Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)**

a. **Piaker & Lyons 2016 audit** – B. Myers reported the Audit Committee met just prior to this meeting to review the 2016 audit. B. Myers reported Jan Nolis is good with the audit and will provide the Management's Discussion and Analysis (MD&A) to him on 3/2/17.

**Motion to approve the 2016 audit as prepared by Piaker & Lyons.
(M. Sauerbrey, J. Ceccherelli)**

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

2. **Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli)**

Nothing new to report.

3. **Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)**

Nothing new to report.

B. E-Site Phase IB Archeological Study – B. Myers reported the Phase IB Archeological Study for the E-Site is done with no significant findings. This document has been submitted to SHPO for their approval. L. Tinney reported the E-site Master Plan Update should be available by the end of next week.

7. **PILOT Updates – B. Myers**

A. 2017 Town, County, and Recycle PILOT Payments – B. Myers reported all payments have been distributed.

B. Employee Surveys – B. Myers reported we are continuing to receive the employee surveys and should have all of them by next week.

C. PARIS Report – B. Myers reported now that the audit is completed and approved, he will start the PARIS Report next week.

8. **Approval of Minutes –**

A. January 25, 2017 Regular Meeting Minutes

Motion to approve the January 25, 2017 Regular Board Meeting minutes

(J. Ceccherelli, K. Gillette)

Aye – 6 Abstain – 0

No – 0 Carried

B. January 25, 2017 Loan Committee Meeting Minutes

Motion to approve the January 25, 2017 Loan Committee Meeting minutes

(J. Ceccherelli, K. Gillette)

Aye – 6 Abstain - 0

No – 0 Carried

9. **Financial Reports –**

B. Myers reported the Transaction Detail report reflects money in and out for the PILOT payments.

A. Reports

1. Balance Sheet
2. Profit & Loss
3. Transaction Detail

Motion to acknowledge financial statements (K. Dougherty, T. Monell)

Aye – 6 Abstain – 0

No – 0 Carried

10. **New Business – B. Myers**

A. IEDC: Phoenix Conference Report –

B. Myers reported this was a very good conference with a lot of good material presented.

B. Myers reported he is currently utilizing skills taught at the conference for a current loan he is underwriting.

B. IDA Magazine Article –

B. Myers reported the IDA was approached last month by Brad Walters, a member of the Chautauqua County IDA Board, and asked if Tioga County IDA would be interested in submitting an information for the annual “Building the Southern Tier” article. The article would address recent projects, as well as our mission, goals, and how we work with ED&P to make projects a reality. B. Myers reported there is no fee associated with this article.

C. Lounsberry 1.2A Demolition -

B. Myers reported, to date, he has received one quote for asbestos study and demolition and anticipates receiving two additional quotes soon.

11. Reports

A. Railroads – B. Myers

1. Committee Report (T. Monell, K. Gillette)

- a. **Income to Date** – B. Myers reported the railroad income for 2016 is \$22,500 more than 2015.
- b. **OHRV Railroad Grant** – B. Myers reported we received the NYS DOT Grant for the railroad improvements. The total project cost is \$1.05 million dollars and the grant is \$740,000 with the balance of \$316,000 provided by Steve May. The Board acknowledged Steve May's efforts with this grant, which will add value to the railroad.

B. Loan Program – B. Myers

- a. **USDA Site Visit 3/9/17** – B. Myers reported he is preparing for the upcoming USDA annual visit scheduled for 3/9/17.
- b. **LINC Report** – B. Myers reported he will start this report once all the March loans have been paid.
- c. **IRP Loan Program Performance Update** – B. Myers reviewed the loan performance document noting the loan status over the last six months as of 2/27/17. The IDA has three loans awaiting closing, one loan that has been accepted and two loans that are in the processing phase. The total amount lent is \$228,500 with 8 jobs created for a total private investment in Tioga County of \$852,250. J. Meagher reported the R&C Auto loan paperwork is done and a ribbon cutting is scheduled for 3/3/17 and the paperwork is all set and ready for the Tioga Gardens closing.

12. Executive Session –

**Motion to move into Executive Session at 5:03 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters and property acquisitions.
(K. Dougherty, T. Monell)**

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

M. Sauerbrey departed at 5:47 p.m.

Motion to exit Executive Session at 5:54 p.m. (T. Monell, K. Gillette)

**Aye – 5 Abstain – 0
No – 0 Carried**

13. Next Meeting – Wednesday, April 5, 2017

14. Adjournment –

Motion to adjourn at 5:55 p.m. (T. Monell, J. Ceccherelli)

**Aye – 5 Abstain – 0
No – 0 Carried**