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Tioga County Industrial Development Agency
July 12, 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 Chairperson R. Kelsey at 4:30 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: K. Dougherty

2. Guests:

- a. B. Myers, L. Tinney, C. Davis, M. Freeze

3. Privilege of the Floor:

C. Davis – Town of Richford Supervisor, Walking Path

Town of Richford Supervisor, Charles Davis, presented the concept of a walking path. Mr. Davis reported this would involve an easement with the TCIDA. The IDA was in favor of a resolution contingent on Steve May's final approval and insurance. TCIDA will have to lease to the Town of Richford.

Motion to approve the resolution for the Town of Richford walking path contingent upon Steve May's final approval and lease with the Town of Richford. (M. Sauerbrey, J. Ceccherelli)

Aye – 6 Abstain – 0
No – 0 Carried

4. Correspondence – The IDA acknowledge receipt of the following correspondence:

- A. Card and Pictures from NV Historical Society
B. OHRY Financial Audit

5. Project Updates

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

- 1. Update** – The final invoices were received on 7/5/17. B. Myers reported Project Manager O. Sanders has left and new Project Manager S. Mora is in charge of grant. The project will be presented for approval in August – September timeframe. B. Myers reported the draft Grant Disbursement Agreement (GDA) is forthcoming and repayment is expected 5-6 months following execution of GDA and all materials are provided for the audit. B. Myers reported materials are ready once project is approved.

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

1. Update – B. Myers reported the work is being completed. Both buildings are weather tight.

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

1. Update –

a. Update – B. Myers reported work has begun in prepping site for clubhouse. A temporary clubhouse is on-site for the interim.

D. Gateway Project – B. Myers

1. Update – B. Myers reported the Community Preservation Corporation (CPC) approved the permanent loan and the commitment letter has been issued.

B. Myers reported going to Housing Trust Fund for \$1.6 million dollars from Small Project Affordable Rental Construction (SPARC) Program. B. Myers reported he hopes to close the PILOT with financing in August.

E. Project Freehold

1. Update – B. Myers reported the project is moving forward and the first “demo” home was constructed over the July 4th weekend. B. Myers reported this demo home was constructed outside of Tioga County. L. Tinney reported the village has been alerted of this progress.

F. Upstate Shredding

1. Update – B. Myers reported construction has not yet begun. B. Myers reported the owner assumed this was a tax abatement project, however, owner has since been informed this is not a tax abatement project. Budget needs to be re-worked and construction will begin once new budget is finalized.

G. Owego Gardens

1. Update – B. Myers reported the PILOT schedule has been updated. B. Myers reported the Village of Owego received a grant to assist with the Equivalent Dwelling Unit (EDU) rate, however, grant terms were unclear as to whether the amount is \$425,000 per year or for the course of the 3-year grant.

H. Distributed Sun –

1. Update – B. Myers reported there has been a change in NYSEG tariff and the Public Service Commission (PSC) needs to adopt the tariff. This project is on hold until the tariff is finalized. B. Myers reported groundbreaking is anticipated for August – September 2017 timeframe or at the latest by Spring 2018.

6. Old Business – B. Myers

A. Public Authority Accountability Act

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

a. Nothing new to report.

2. **Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli) –**
 - a. **Procurement Policy Update** - B. Myers reported J. Meagher reviewed and approved the updated Procurement Policy. B. Myers reported he will send out to the Board for adoption at the August 2, 2017 meeting.
3. **Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)**
 - a. **2018-2022 Operating Budget – August/September** - B. Myers reported the budget process will begin shortly.

B. Housing Study

1. **Update** – L. Tinney provided information from Three Rivers Development Foundation; the same firm doing Broome’s Student Housing Study. L. Tinney reported their costs are substantially less than others we have been quoted. B. Myers will set up a meeting with Susan Payne from Three Rivers Development Foundation, Ralph Kelsey, LeeAnn Tinney, and Maureen Abbot from Tioga Opportunities, Inc. t to discuss Tioga County’s needs.

C. E-Site

1. **Update** –
 - a. **Wetland Delineation Update** – B. Myers reported maps have been updated. B. Myers reported the letter of intent to serve from Suez is vague.

D. Lounsberry 1.2A – 540 Stanton Hill Road, Nichols, NY

1. Update -

- a. **Demolition Bids** – B. Myers reported the Request for Proposal (RFP) was sent to LCP Group, Gorick Construction, and All Around Excavating. B. Myers reported this demolition project includes asbestos abatement and is a prevailing wage project. B. Myers reported LCP Group was the lowest bidder at \$14,600 plus \$800 - \$1,000 for air monitoring. B. Myers reported Gorick Construction bid was \$18,400 and All Around Excavating was unable to provide a bid. B. Myers recommended pursuing the lowest bidder; LCP Group. B. Myers reported LCP Group estimates a total of four days for project completion.

Motion to accept LCP Group bid of \$14,600 plus an additional \$800 - \$1,000 for air monitoring for the demolition and asbestos abatement of 540 Stanton Hill Road, Nichols, NY. (M. Sauerbrey, A. Gowan)

Aye – 6	Abstain – 0
No – 0	Carried

E. Lounsberry 19.8 Acres – Town of Nichols, NY

1. Update -

- a. **Purchase Contract** – B. Myers reported the purchase contract, which includes a \$20,000 deposit, has been drafted and approved by J. Meagher.

Motion to approve the purchase contract with a \$20,000 deposit for the Lounsberry 19.8 acres located in the Town of Nichols, NY (A. Gowan, M. Sauerbrey)

Aye – 6	Abstain – 0
No – 0	Carried

b. Due-Diligence

- i. **Wetland Survey – Tioga County Soil and Water** – B. Myers received a quote in the amount of \$5,800 was received from Tioga County Soil & Water to do the wetland survey.

Motion to accept the quote from Tioga County Soil & Water not to exceed \$800.00 to do the wetland survey on the Lounsberry 19.8 acres located in the Town of Nichols.

(A. Gowan, J. Ceccherelli)

Aye – 6	Abstain – 0
No – 0	Carried

- ii. **Access Bridge** – B. Myers reported he is working with J. Bellis and Tioga County Commissioner of Public Works, Gary Hammond, to determine what is involved. B. Myers reported J. Bellis is of the opinion that using a bridge on the premise will require a joint application and endangered species permit with NYS DEC and USACE.
 - iii. **Archeological Study** – B. Myers reported that he will seek quotes for an archeological study of the property.
 - F. **Davis/Bodle Hill Property** – B. Myers reported this property is not zoned properly and the permitting process for zoning change is extensive. IDA Board is in agreement to not pursue this property at this time.
 - G. **Public Work Enforcement Fund** –
 - 1. **Update** – J. Meagher confirmed Broome County is working on a plan for a Public Work Enforcement Fund. B. Myers will contact S. Dunkin to get their approach on this issue.
 - H. **NYS DOT Eminent Domain – Harford** – B. Myers reported he met with the DOT appraiser on 6/26/17 and anticipates an offer by September 2017. B. Myers reported Steve May has removed the tracks.

PILOT Updates – B. Myers

- A. **New Reports for Taxing Authorities**
 - 1. **“Tax Abatement Disclosure – GASB Statement No. 77** – B. Myers reported this is a new request for tax authorities, as they are now required by law to get written statements from IDA’s showing any abatements that happened in their jurisdiction. B. Myers reported Town of Owego and Tioga Central School District are done and will compile information for all other authorities by August.

New Business – B. Myers

- A. **TCIDA Strategic Plan** – B. Myers reported the TCIDA Strategic Plan is in its preliminary stages. B. Myers will be requesting opinions from Board members, L. Tinney, and staff on how the IDA can be as effective as possible.
- B. **Town of Richford Walking Path** – B. Myers reported OHRY has expressed no issue with this request. Distance from rail has been requested and Town of Richford Supervisor, Charles Davis, is working on measurements.
- C. **Support Letters** –
 - 1. **Reaffirm Town of Owego Sewer Renovations**
Motion to reaffirm Town of Owego sewer renovations (A. Gowan, M. Sauerbrey)
Aye – 6 Abstain – 0
No – 0 Carried
 - 2. **Minka CFA** – B. Myers reported the CFA is for equipment and machinery.
 - 3. **Midwestern Pet Foods CFA** – B. Myers reported the CFA is for renovations and equipment. Working on final grant.
 - 4. **Raymond Hadley CFA** – B. Myers reported the CFA is for renovations and equipment.
Motion to approve the CFA support letters for Minka, Midwestern Pet Foods, and Raymond Hadley. (A. Gowan, K. Gillette)
Aye – 6 Abstain – 0
No – 0 Carried

- D. **NY Grown and Certified CFA** - B. Myers reported this request is for a joint application with Delaware County for the purpose of marketing ag products. B. Myers is scheduling a call with Delaware County, Tioga County CCE, and ED&P for further discussion. IDA Board is in favor of this joint application. It was suggested that Margaret Ball, CCE, do the administrative work on behalf of the IDA.

Motion to approve a joint application with Delaware County for the NY Grown and Certified CFA. (T. Monell, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

9. **Approval of Minutes –**

A. **June 7, 2017 Regular Meeting Minutes**

Motion to approve the June 7, 2017 Regular Board Meeting minutes

(T. Monell, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

B. **June 7, 2017 Governance Committee Meeting Minutes**

Motion to approve the June 7, 2017 Governance Committee Meeting minutes

(T. Monell, A. Gowan)

Aye – 6 Abstain – 0
No – 0 Carried

C. **June 7, 2017 Loan Committee Meeting Minutes**

Motion to approve the June 7, 2017 Loan Committee Meeting minutes

(T. Monell, J. Ceccherelli)

Aye – 6 Abstain – 0
No – 0 Carried

10. **Financial Reports –** B. Myers presented the financial reports.

A. **Reports**

1. **Balance Sheet** – B. Myers reported this report reflects the Nichols WWTP final adjustment entry of \$2.89M.
2. **Profit & Loss** – B. Myers reported this report reflects the PILOT program fees.
3. **Transaction Detail** – B. Myers reported this report reflects the Raymond Hadley loan payoff.
4. **Semi-Annual Operating Revenue & Expense** – B. Myers reported this report reflects the net increase of \$10,000 over the last year.

Motion to acknowledge financial statements (A. Gowan, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

11. **Reports**

A. **Railroads – B. Myers**

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

- a. **Income to Date** – B. Myers reported the income to date is \$3,841 over last year.

B. Loan Program – B. Myers

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, D. Barton, S. Thomas) –

a. **Loan Fund Availability Report** – B. Myers reported the IDA has granted \$308,500 in loans over the last 9 months with \$123,500 in the last 3 months. B. Myers reported the IDA currently has \$345,000 available to lend.

b. **Loan Updates** –

- i. Elston – Financing with Citizens & Northern has closed and the project is underway.
- ii. Stiletto's – Work at Garfield St. is almost complete. Anticipate move-in next week.
- iv. Parkview – Windows, brickwork, and lighting installed. Ordering signage.

12. Executive Session –

Motion to move into Executive Session at 5:45 p.m. pursuant to Public Officers Law Section 105 to discuss financial, property acquisitions, and individual personnel matters. (J. Ceccherelli, T. Monell)

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

Motion to exit Executive Session at 6:15 p.m. (J. Ceccherelli, A. Gowan)

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

Motion to hire Riley Curry as a summer intern for the months of July and August 2017 for a salary not to exceed \$3,000. (J. Ceccherelli, M. Sauerbrey)

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

Motion to approve job descriptions for the Executive Director and Administrative Assistant. (K. Gillette, A. Gowan)

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

13. Next Meeting – Wednesday, August 2, 2017

14. Adjournment –

Motion to adjourn at 6:15 p.m. (K. Gillette, R. Kelsey)

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