



**Tioga County Industrial Development Agency**  
**June 6, 2018 • 4:30pm •**  
**Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

**Minutes**

<b>1.</b>	<b>Call to Order and Introductions</b> The meeting was called to order by Chairperson R. Kelsey at 4:30 p.m.
<b>2.</b>	<b>Attendance</b>
	A. IDA Board Members
	1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty, T. Monell, K. Gillette, J. Ceccherelli, M. Sauerbrey
	a. Absent:
	b. Excused: J. Ceccherelli
	2. Guests:
	a. B. Myers, C. Haskell, J. Meagher, L. Tinney, M. Freeze
<b>3.</b>	<b>Privilege of the Floor – None</b>
<b>4.</b>	<b>Project Updates – B. Myers</b>
	<b>A. Crown Cork &amp; Seal USA, Inc.</b>
	1. Update:
	2. ESD – Nichols: B. Myers reported he contacted ESD and their auditing department following last month’s meeting due to a few outstanding items requiring additional information. B. Myers reported this information was not brought to light in previous correspondence. B. Myers contacted J. Bellis to confirm engineering reports requested by ESD were the same, as they were formatted differently. Upon review, ESD approved the grant and issued payment of \$1.69 million dollars on 5/25/18.
	<b>B. Tioga Downs Racetrack, LLC Phase 4</b>
	1. Update – B. Myers reported the grand opening and ribbon cutting for the golf course was held in conjunction with the Tioga County Chamber’s annual golf tournament on 5/18/18. On behalf of the IDA, B. Myers attended.
	<b>C. Gateway Project</b>
	1. Update – B. Myers reported Historic Owego Marketplace (HOM) does not want to pay for public restrooms, however, ED&P is working through a possible solution.
	2. MWBE – B. Myers reported if a local company obtains their WBE certification they should not have an issue with ESD, however, there is still a possible issue with HCR. B. Myers reported he is working on securing other entities to make a best effort regarding HCR’s requirement.



	<p><b>K. Dougherty arrived at 4:35 p.m.</b></p> <p><b>D. Project Freehold</b></p> <ol style="list-style-type: none"> <li>1. Update – B. Myers reported NYSEG is not interested in using this site for fill. B. Myers reported Village of Owego Public Works Superintendent Soules is working on identifying a new site. B. Myers reported he re-sent J. Soules the original sites identified as possibilities. At this time, the project lies with the Village of Owego for action.</li> </ol>
	<p><b>E. Upstate Shredding</b></p> <ol style="list-style-type: none"> <li>1. Update – B. Myers reported last week he met with J. Roman, ESD, to discuss the project. In preparation of Upstate Shredding’s appeal to ESD, B. Myers reported Delta, ESD, and Upstate Shredding have been working together to determine job counts in earlier years to justify the \$30,000 grant reduction. B. Myers reported J. Roman is reviewing payroll reports and will provide a decision to Delta soon. Once the job numbers are settled, the grant amount will be established and the GDA will be issued. Upon issuance, ESD will begin the auditing process of Upstate Shredding’s checks, invoices, and work accomplished.</li> </ol>
	<p><b>F. Owego Gardens 1</b></p> <ol style="list-style-type: none"> <li>1. Belva Lockwood Lane – B. Myers reported the deed is recorded and the road officially belongs to the Village of Owego.</li> </ol>
	<p><b>G. Owego Gardens 2</b></p> <ol style="list-style-type: none"> <li>1. Update – B. Myers reported Jamie Gensel discovered there was an issue with the original site plan in that the property to the west of the E-site is not owned by the IDA, but was included in the site plans of the full E-site parcel. J. Gensel suggested deleting the loop roads on the town homes in order to remain within the parcel limits. B. Myers reported the Owego Fire Chief expressed concerns early on that loop roads would be the best way to ensure tanker access. B. Myers reported he organized a conference call with Fagan Engineers, Village of Owego Mayor and Fire Chief, and Edgemere/Home Leasing. B. Myers reported the Village of Owego Mayor and Fire Chief accepted the no-loop road plan. In light of some concerns addressed by Home Leasing, B. Myers and County Planning Director Jardine are in the process of moving a few items around on the site plan.</li> </ol>
	<p><b>H. Spencer-Tioga Solar, LLC –</b></p> <ol style="list-style-type: none"> <li>1. Update – B. Myers reported construction is tentatively slated to begin within in the next three weeks.</li> </ol>
<p>5.</p>	<p><b>Old Business – B. Myers</b></p>
<p><b>A. Public Authority Accountability Act</b></p>	
	<ol style="list-style-type: none"> <li>1. <b>Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)</b> <ol style="list-style-type: none"> <li>a. Meeting with CPA – B. Myers met with J. Nolis to review 1<sup>st</sup> Quarter financials. B. Myers reported financials are in order and all adjusted journal entries suggested by Piaker &amp; Lyons have been recorded.</li> </ol> </li> </ol>



- 2. **Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli)**
  - a. Semi-Annual Progress Review
  - b. ABO Website – B. Myers reported he received notification from the ABO regarding a few items on the website are not as easily accessible as they would like since some of the documents are attachments to annual meeting notices, etc. B. Myers reported work is in progress to resolve this issue and a response will be sent to the ABO by next week.

- 3. **Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette) –**
  - a. 6/6/18 Meeting Recap - B. Myers reported the Finance Committee met just prior to this meeting to discuss ICS rates. B. Myers reported Chemung Canal has the best rate.  
**Motion to approve IDA Executive Director to proceed with the ICS Program at Chemung Canal Bank (M. Sauerbrey, A. Gowan)**  
**Aye – 5      Abstain – 1 (R. Kelsey)**  
**No – 0      Carried**

- 4. **Hire of Ag Development Specialist – B. Myers**
  - a. Start Date – B. Myers reported Mr. Baker will start on 6/11/18 and will report to the IDA at the monthly board meetings.
  - b. MOU between County and IDA – A MOU between the County and IDA will be drafted identifying IDA’s financial contribution towards the ED&P Ag Development Specialist position for 2018 and 2019.

**B. Lounsberry Property Purchases -**

- 1. Jame Enterprises – B. Myers reported the IDA received a no-impact letter from SHPO, therefore, able to proceed with a closing.
- 2. Town of Nichols – B. Myers reported the IDA closed on the 10-acre Town of Nichols parcel for \$230,744. B. Myers reported a property lease was supplied to Engelbert’s Farm LLC for use of this property.



<p>6.</p>	<p><b>PILOT Updates – B. Myers</b></p> <p>1. Village of Nichols – Tioga Downs Phase IV – B. Myers reported the Village of Nichols used the previous year’s assessment and at that time the PILOT was not in place or off the tax rolls. B. Myers reported the bill for \$1,074 was sent to Tioga Downs for payment.</p>
<p>7.</p>	<p><b>New Business –</b></p> <p><b>A. E-Site Master Plan Update</b> – Upon further review, B. Myers reported the updated Master Plan will have no impact on environmental concerns. Resolution adopting a Negative Declaration SEQR for the E-site Master Plan is required. <b>Motion to adopt Negative Declaration SEQR for the E-site Master Plan (A. Gowan, T. Monell)</b> <b>Aye – 5      Abstain – 0</b> <b>No – 0      Carried</b></p> <p><b>B. Village of Owego DRI Application</b> – L. Tinney reported ED&amp;P, with the assistant of B. Myers, submitted a Downtown Revitalization Initiative (DRI) application for the Village of Owego. Scoring is scheduled to occur on 6/18/18 with presentations to follow on 6/21/18 for the three applications selected. Due to the short timeframe, L. Tinney reported Team Tioga has already started the presentation process in anticipation of being one of the three selected. L. Tinney reported six communities have submitted applications.</p> <p><b>C. NYSERDA Call – Solar Projects</b> – B. Myers reported he and County Planning Director Jardine participated in a call with NYSERDA regarding solar projects. B. Myers reported valuing solar rays has been an issue for local assessors, as well as PILOT calculator and pro forma financial statements, therefore, NYSERDA has developed guidance to assist in this area.</p>



8.	<p><b>Executive Session –</b> <b>Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:05 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, IDA properties, and lease assignment.</b> <b>(K. Gillette, M. Sauerbrey)</b> Aye – 6      Abstain – 0 No – 0      Carried</p> <p>Executive Session adjourned at 6:28 p.m.</p> <p><b>Motion to authorize purchase of 2-acre parcel in the Town of Owego with contingencies noted &amp; authorize the Executive Director or IDA Officer to execute any and all documents pertaining to this. (T. Monell, K. Gillette)</b> Aye – 6      Abstain – 0 No – 0      Carried</p> <p><b>Motion to authorize transfer of property to Tioga County with railroad right-of-way &amp; authorize the Executive Director or IDA Officer to execute any and all documents pertaining to this (T. Monell, K. Gillette)</b> Aye – 6      Abstain – 0 No – 0      Carried</p> <p><b>Motion to authorize purchase of 36-acre parcel located from the Town of Owego &amp; authorize the Executive Director or IDA Officer to execute any and all documents pertaining to this (T. Monell, K. Gillette)</b></p>
9.	<p>Aye – 6      Abstain – 0 No – 0      Carried</p> <p><b>Approval of Minutes –</b></p> <p><b>A. May 2, 2018 Regular Meeting Minutes</b> <b>Motion to approve the May 2, 2018 Regular Meeting minutes, as written.</b> <b>(M. Sauerbrey, T. Monell)</b> Aye – 6      Abstain – 0 No – 0      Carried</p> <p><b>B. May 2, 2018 Finance Committee Meeting Minutes</b> <b>Motion to approve the May 2, 2018 Finance Committee Meeting minutes, as written.</b> <b>(M. Sauerbrey, T. Monell)</b> Aye – 6      Abstain – 0 No – 0      Carried</p>



<p><b>10.</b></p>	<p><b>Financial Reports -</b> A. Reports – B. Myers reported Bit O’ Luck paid off their façade loan in full. 1. Balance Sheet 2. Profit &amp; Loss 3. Transaction Detail <b>Motion to acknowledge financial reports, as presented. (A. Gowan, T. Monell)</b> <b>Aye – 6      Abstain –</b> <b>No – 0      Carried</b></p>
<p><b>11.</b></p>	<p><b>Reports</b> A. Railroad 1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey) a. Income to Date – B. Myers reported revenue is slightly down in March 2018, however, overall income is still above from this time last year. B. Loan Program 1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, D. Barton, S. Thomas) a. Paint Program – B. Myers reported two applications have been approved and three are currently pending under review. b. LINC Report – B. Myers reported the LINC report is done and submitted. c. Façade Program - Owen – B. Myers reported the Owen Façade Loan is anticipated to close by month-end. C. Miscellaneous – L. Tinney reported on the following: → Accelerated Apprenticeship Program – B. Woodburn is the program coordinator for this paid program. Currently, participation includes five employers and two school districts; Owego-Apalachin and Waverly Central. → REAP Application for Housing Study – Application recently denied and ED&amp;P is currently working on an appeal. → Southern Tier Dark Fiber – Extension to Berkshire, NY was recently denied. → Team Tioga Municipal Participation – Attending all municipal meetings until the end of the year. To date, staff has attended 18 meetings.</p>
<p><b>12.</b></p>	<p><b>Next Meeting – July 11, 2018*</b> at 4:30 p.m. – Legislative Conference Room <b>*Meeting date changed due to July 4<sup>th</sup> holiday</b></p>
<p><b>13.</b></p>	<p><b>Adjournment</b> – M. Sauerbrey motioned to adjourn the meeting at 6:35 p.m.</p>