

## Tioga County Industrial Development Agency

## February 3, 2021 – 4:30 pm

## Ronald E Dougherty County Office Building

## 56 Main Street, Owego, NY 13827

## ED&P Conference Room, 2nd Floor

## Meeting Minutes via Zoom

1. **Call to Order and Introductions**- Chairwoman J. Ceccherelli called the meeting to order at 4:32 pm.
2. **Attendance**

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, E. Knolles

Absent:

Excused: J. Ward

Guests: C. Curtis, M. Griffiths, J. Meagher, L. Tinney, M. Freeze

1. **Privilege of the Floor:** None
2. **Approval of Minutes**
3. [January 6, 2021 Regular Meeting Minutes](file:///G:\IDA\IDA%20Agendas%20&%20Minutes\2021\February\DRAFT%201-6-2021%20TCIDA%20Regular%20Board%20Meeting%20Minutes.pdf)
4. [January 6, 2021 Annual Meeting Minutes](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\DRAFT%201-6-2021%20TCIDA%20Annual%20Board%20Meeting%20Minutes.pdf)

**Motion to approve January 6, 2021 Regular Meeting Minutes and January 6, 2021 Annual Meeting Minutes via Zoom, as written. (T. Monell, A. Gowan)**

**Aye-6 Abstain-0**

**No-0 Carried**

1. **Financials**
2. [Balance Sheet](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\BALANCE%20SHEET%20JAN%202021.pdf)
3. [Profit & Loss](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\P&L%20JAN%202021.pdf)
4. [Transaction Detail](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\TRANSACTION%20DETAIL%20JAN%202021.pdf)

**Motion to acknowledge financials, as presented. (A. Gowan, E. Knolles)**

**Aye-6 Abstain-0 No-0 Carried**

1. **ED&P Update: L. Tinney**
   * Ms. Tinney reported that the department will be assisting with the annual virtual job fair, which will be held on March 10, 11, and 12
   * Ms. Tinney reported that there is a problem in the town of Nichols with tractor-trailers accessing Crown Cork & Seal and Best Buy. Residents are concerned with these trucks accessing rural roads, especially roads the Amish community uses with their buggies. Ms. Tinney is helping coordinate the effort to remedy the issue with the truck drivers’ GPS that is sending them down these rural roads by contacting Congressman Reed’s office. They are working that to correct the data the GPS uses in order to send them on the correct routes.
   * Ms. Tinney reported the department received a lead from a developer that is looking to develop a warehouse distribution center on 50 A of land. Ms. Tinney gave the developer information about land in Lounsberry, which is approximately 50 A made up of parcels from three different property owners. She noted that the IDA does not own this land.
   * Ms. Tinney also reported that she has been in contact with a manufacturing business that is looking for a vacant existing building. While there are not many available in the county, Ms. Tinney is still exploring options with them.
   * The department continues its efforts with COVID economic recovery. Each committee is currently working on completing their short and long-term strategic goals.
   * There are 18 DRI projects. Ms. Tinney shared a document put together by the department showing the progress of each of the projects.
   * New York Main Street projects in the Village of Owego continue to move forward.
   * Department of Health approval for the water system for Owego Gardens II has been issued.
   * Bid documents for Owego Gardens II have been issued, the deadline is February 19. Ms. Tinney noted that she will be looking to hold a special meeting to make an award for the bid.
   * Midwestern Pet Foods was seeking a PILOT, however, it was expected that it would not be supported by the town of Barton, county or the school district because it was taking taxes off the board. Ms. Tinney suggested that they pursue a sales tax only exemption. Midwestern has since withdrawn their application and will not move forward at this time.
   * Restore NY projects are moving along in both Waverly and Owego, with the one in Waverly nearing completion.
   * The department continues to be in contact with Home Leasing, INHS, and SEPP in terms of potential housing projects in the county.
   * REAP has recently finished revising their bylaws, and are expected to get new representatives on the board.
   * Workforce Development Pipeline-the department is working on securing funding for a Workforce Development Coordinator position that will work with schools and local employers to place students in positions with local businesses.
   * The Talent Supply Table document has been drafted, and will be completed shortly.
   * The annual Agricultural District Inclusions were held in January, there will be a public hearing on February 18.
   * The Ag Value Chain study continues to move forward.
   * There are 10 potential grants, 7 pending grants, 17 active grants, and one completed grant.

1. **Project Updates: L. Tinney & C. Curtis**
2. Owego Gardens II

1. Bid Package – Bids Due 2/19

2. IDA to hold special meeting to approve awardee

3. Gorick Request

* Ms. Curtis noted that Gorick Construction requested to put 18,000 cubic yards of removed dirt from the Owego Gardens II site onto an adjacent IDA-owned property. When Ms. Curtis spoke to Gorick Construction regarding this, she suggested that they remove the line item for this action from the overall bid. Gorick’s bid would be reduced by $2,500 if the IDA agreed to let them put the removed dirt on their property. K. Gillette asked if this would cause any environmental concerns. Ms. Curtis said that Fagan engineers confirmed this would not cause environmental issues. A. Gowan noted that if the dirt were to be put there, it may need to be moved in the future, which would cost money to do so. A. Gowan therefore suggested that Gorick completely remove and take away the dirt from the construction site. The board agreed that the dirt will be removed and not put on adjacent IDA property.

1. CNYOG
   * Ms. Curtis reported that she urged CNYOG to submit the full PILO T application as soon as possible in order to keep the property on Roll Section 8 before the March deadline.

C. Midwestern II PILOT Application Withdrawn

D. [IRP Loan Site Visits – Employee Verification](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\2020%20Site%20Visit%20Employee%20Verification.pdf)

* Ms. Curtis explained that New York State auditors suggested that she create a document comparing promised employees to actual year-end employees for their businesses with IRP Loans. Four businesses had lower actual employees than their promised number; however, Ms. Curtis noted that the COVID-19 pandemic likely affected this.

E. [DRI Report](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\DRI%20Report_2020.pdf)

F. [Social Media RFP](file:///\\tioganet.co.tioga.ny.us\Users\56%20Main%20Users\GriffithsM\Documents\TEAM%20Tioga%20Branding\IDA%20Social%20Media%20RFP.pdf)

* Ms. Curtis noted that Madi Tinney is no longer providing the IDA with social media services. Ms. Curtis worked with A. Hendrickson in ED&P to develop a Social Media RFP and send out to social media professionals. J. Ceccherelli noted that they would wait and see what the cost will be before making any decisions. K. Gillette noted that he sees the importance of having someone monitor the agency’s social media. J. Ceccherelli voiced some concern about how much publicity the IDA gets from the TEAM Tioga social media posts. K. Gillette suggested that the board look at other IDAs social media accounts to compare. J. Meagher noted that Broome IDA has a robust social media presence. L. Tinney noted that the social media posts encompass updates from all TEAM Tioga members, including Economic Development, IDA and Tourism, but more IDA specific posts could be created in the future. Ms. Tinney noted that the position has been vacant since the end of December, and Ms. Curtis added that A. Hendrickson has been temporarily filling in. Ms. Curtis also noted that the RFP listed reaching out to site selecting firms to bring in new business prospects to the county as a part of the job responsibilities.

**VIII. Old Business: C. Curtis**

1. Sayman parcel 118.00-1-21.1 transfer to IDA complete (S/S Carmichael)
   * Ms. Curtis noted that the IDA has taken on this property for the purchase of $1. This property will be beneficial to have access to for future streambed improvement to Monkey Run.

**IX . Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
2. 2020 YE Audit in progress
   * Ms. Curtis noted that the audit report could be addressed to the full board, or just to the audit committee. The board preferred that the report just be presented to the audit committee.
3. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles

a. No report

3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward

a. No report

4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton,

J. Ward, E. Knolles

a. Loan Committee meeting 2/5; full board email vote to be obtained

* Ms. Curtis noted that they are reviewing a loan application, she will pass their recommendation on to the full board and conduct a vote via email.

b. COVID-19 Account/County HUD funds – annual bank interest returned to TC Treasurer for deposit to US Treasury

c. IDA inquiry to HUD – The COVID-19 loan accrued interest. C. Curtis reached out to HUD to determine whether or not these funds should remain with the county for future disbursements, or if they would also like this to be returned in some fashion.

d. HUD loans/interest rate determination

* L. Tinney and C. Curtis have talked with the loan committee about predetermining interest rates and terms on loans. C. Curtis asked the board whether or not they prefer to predetermine loan interest rates and terms, or if they prefer to determine them on a loan by loan basis. L. Tinney noted that without predetermined loan rates and terms, it makes it hard for her to market the loans to businesses that are interested in the loan. E. Knolles agreed with Ms. Tinney’s suggestion. A. Gowan suggested that C. Curtis bring it before the loan committee.

5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. No report

1. [RJ Corman Request; Updated Consent & Estoppel](file:///\\tioganet.co.tioga.ny.us\Group\IDA\IDA%20Agendas%20&%20Minutes\2021\January\RJCorman%20Request.pdf); Update in Progress

* Ms. Curtis noted that J. Meagher has sent the updated language to RJ Corman, and is awaiting their response before moving forward.
* J. Ceccherelli asked C. Curtis about the pole that is leaning over the railroad discussed in last month’s meeting. Ms. Curtis said that she has yet to receive bids, but will look for an email vote from the board upon receipt of those bids.

**X. PILOT Updates: C. Curtis**

1. Sales Tax Exemptions Update: C. Curtis
2. Best Buy – $648,226.98/ Authorized $1,028,429; Project Complete

B. 2021 Town & County and Lump Sum PILOT Invoices Distributed

**XI. Grant Updates: C. Curtis**

A. Ag Value Chain

B. Broadband Study

C. Town of Richford - CBDG CFA Application – Engineering Plan & Design only

* Ms. Curtis noted that this grant will help the IDA have a more competitive FEMA application in the future.

1. Town of Richford is applicant; TCIDA would be recipient

2. Total project cost - $63,500; $50,000 Max grant award

3. RJ Corman commitment to fund $13,500

4. IDA Participation Letter; no match required

**Motion to approve the IDA as the sub recipient and grant administrator of the Town of Richford CDBG CFA grant. (A. Gowan, E. Knolles)**

**Aye-6 Abstain-0**

**No-0 Carried**

D. Monkey Run FEMA Application – Pending

E. ESD – Owego Utilities Capital Project – V&S water/sewer extension

1. Reimbursement request submitted 11-4-2020; reimbursement forthcoming

* Before moving into executive session, A. Gowan asked L. Tinney about the fee schedule from Suez for the Owego Garden II project. L. Tinney reported that Fagan engineers had already included inspection of the work in their quote. L. Tinney spoke with J. Genzel from Fagan Engineers and asked for the fee for the inspection be removed from the quote so that the IDA did not have to pay twice for the inspection. Jamie is in agreement and will remove the inspection fee from the quote. The IDA’s commitment to Fagan is now reduced by approximately $150,000. J. Genzel also advised L. Tinney that the fee for the inspection will be less than the approximately $300,000 amount originally proposed by Suez. L. Tinney advised that the fee for inspection will be charged by the hour. PSC advised L. Tinney that the inspection had to be done by whomever Suez contracted with to do the inspection.

**XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:07 pm to discuss financial matters, property acquisition, and personal matters (T. Monell, M. Sauerbrey).**

Motion to adjourn Executive Session at 5:09 pm (E. Knolles, T. Monell)

**XIII. Next Meeting:** Wednesday March 3, 2020

**XV. Adjournment-**Mr. Gowan motioned to adjourn the meeting at 5:12 pm.