

Tioga County Industrial Development Agency

56 Main Street

Owego, NY 13827

Wednesday, January 7, 2015, 5:30 p.m.

Minutes

1. **Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:30 p.m.
2. **Attendance**
 - A. IDA Board Members
 1. Roll Call: R. Kelsey, A. Gowan, R. Case, T. Monell, K. Dougherty and K. Gillette
 - a. Absent:
 - b. Excused: E. Woods
 - B. Guests: L. Tinney, J. Meagher, A. Rendo (Morning Times), M. Jarchow (TWC News) and R. Fiato
Absent: C. Haskell
3. **Privilege of the Floor – None**
4. **Correspondence**

Haig McNamee FOIL Request

 1. Request – Current schedules of PILOT payments effective with the IDA
 2. Acknowledgement
 3. Approval
5. **Approval of Minutes (A. Gowan/T. Monell)**

Aye: 5	Abstained: 0
Nay: 0	Carried
6. **Financial Report**
 - A. Reports
 1. Balance Sheet
 2. Profit & Loss
 3. Transaction Detail

Motion to acknowledge the financial statements (A. Gowan/K. Dougherty)

Aye: 5	Abstained: 0
Nay: 0	Carried
7. **New IDA Logo (joint collaboration with ED&P) – request to pay for the printing of envelopes, note cards & business cards**

Motion to pay the invoice for printing of envelopes, note cards & business cards with the new logo; bill ED&P back for their portion of the bill (A. Gowan/K. Dougherty)
8. **Gather estimates to revise the loan marketing materials**

R. Case entered the room at 6:08 p.m.

9. E-Site Development Project Update

1. Update – Progress of Delta Engineers’ Design & Bidding Project – Update from D. Chase, Delta is in the process of receiving estimates for the survey to extend the water line, storm water management and infiltration testing. The contractors submitting these estimates are either MWBE or WBE businesses. Delta has started the road design work.
2. Apply for Consolidated Funding Application (CFA) funding to pay for the water system; contract w/ firm to submit application – Ms. Tinney discussed the need to look for other funding sources to pay for the development of the E-Site and to solve the overall water issue for that site. Ms. Tinney and Ms. Fiato made a recommendation that the Agency look into contracting with an engineering firm to submit a CFA application on the Agency’s behalf. The Board requested that they review proposals from engineering firms on what the cost would be to provide this type of service. Ms. Tinney will gather some proposals and present them at the next board meeting.
3. E-Site Development Timeline
4. Waterline Easement – Ms. Tinney & Ms. Fiato have placed a telephone call into the owner of the property to discuss the need to obtain a waterline easement; waiting for a call back.
5. Discussion - \$800,000 STREDC Loan – At this time STREDC isn’t in a hurry to close the loan; will continue the discussion on whether to move forward with the loan as well as continue to search for other funding sources for the development of the E-Site.

10. Project Updates

- A. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin
- B. Lounsberry Sanitary Sewer Extension – convey extension to the Town of Nichols – Agency counsel is putting together the appropriate documents to convey the extension
- A. Tioga Downs – Sales Tax Exemption Letter – Request to extend the sales tax exemption letter until January 8, 2016

Motion to extend the Tioga Downs sales tax exemption letter until January 8, 2016 (A. Gowan/K. Dougherty)

Aye: 6
Nay: 0

Abstained: 0
Carried

11. Old Business

- A. Public Authority Accountability Act
 1. Audit Committee Report (A. Gowan, R. Kelsey, E. Woods) – Piaker & Lyons to start field work for 2014 audit, January 26th – January 30th
 2. Sent out Annual Employee Report to IDA Projects (1/6/2015)
 3. Governance Committee Report (R. Kelsey, E. Woods, K. Dougherty) – none to report
 4. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette) – none to report

12. PILOT Updates

- A. Sent out all Town, County and Fire PILOT bills to: Best Buy, CNYOG, Hampton Inn, Lockheed Martin and Rynone; waiting for the updated Consumer Price Index to calculate Sanmina’s PILOT bill
- B. Received Payments from Best Buy (12/23/2014); CNYOG (12/30/2014)
- C. Sent out OHRY Fire Tax Bills

- 13. Motion to move into Executive Session pursuant to Public Officers Law Section 105**
Motion to move into Executive Session at 6:28 p.m. pursuant to Public Officers Law Section 105
(K. Dougherty/K. Gillette)
Exit Executive Session at 6:47p.m. (T. Monell/K. Gillette)

Resolution authorizing the Agency Counsel, Chairman and Executive Administrator to negotiate the disposition of furniture collateral at the Palmer House in Waverly, NY (T. Monell/A. Gowan)

Aye: 6

Abstained: 0

Nay: 0

Carried

- 14. Next Meeting – Wednesday, February 4, 2015**

- 15. Adjourned** - R. Kelsey adjourned the meeting at 6:50 p.m. (T. Monell/A. Gowan)

Attachments:

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FOIL Request – Mr. Haig McNamee

December DRAFT Minutes

December Financial Report

E-Site Development Timeline

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 1/7/2015

Time: 6:28 p.m.

On a motion of Board Member Monell, seconded by Board Member Gillette, the Board of Directors went into Executive Session to discuss:

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 6:47 p.m.