



Tioga County Industrial Development Agency
October 3, 2018. 4:30pm.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Minutes

	<p>Call to Order and Introductions The meeting was called to order by Chairperson R. Kelsey at 4:30 p.m.</p>
2.	<p>Attendance</p> <p>A. IDA Board Members</p> <p>1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty (<i>arrived @ 5:10 pm.</i>), K. Gillette, T. Monell (<i>arrived @ 5:24 pm.</i>), J. Ceccherelli, M. Sauerbrey</p> <p>a. Absent: K. Gillette</p> <p>b. Excused: None</p> <p>2. Guests:</p> <p>a. B. Myers, C. Haskell, J. Meagher, L. Tinney, Z. Baker, T. Spicer, M. Freeze (<i>departed @ 5:07 pm</i>)</p>
3.	<p>Privilege of the Floor – None</p>
4.	<p>Project Updates – B. Myers</p> <p>A. Gateway Project</p> <p>1. Update: B. Myers reported this project is moving forward with anticipated completion in November or December.</p> <p>B. Owego Gardens 2</p> <p>1. Update: B. Myers reported the project is moving forward with special use permit, area variance, site plan review and subdivision passed. B. Myers reported a meeting is scheduled for tomorrow to discuss the water issues. Home Leasing will review project budget. B. Myers reported the water system is slated to go out to bid in December 2018. Fagan Engineers is working with the Village of Owego on the system.</p> <p>C. Spencer-Tioga Solar, LLC</p> <p>1. Update – B. Myers reported the project is moving forward.</p>



D. Project Steel

1. Update –
 - a. Water/Sewer - B. Myers reported the wellhead protection permit is done. Larson to provide final report. B. Myers reported the town and village are working through outside user agreement for the sewer system.
 - b. NYSEG – B Myers reported the answer regarding electricity is forthcoming.
 - c. Meeting with Company – B. Myers reported a meeting was held with the company to review preliminary site plan and meet construction managers. Site plan review will be submitted on 10/5/18.
 - d. Public Hearing Recap – B. Myers will attend the Owego-Apalachin School board meeting on 10/4/18 to provide a presentation.
 - e. Approve/Deny Application – J. Meagher will substantiate contract with their lawyers. Resolution is prepared and ready to move forward with board approval.

Motion to approve application and resolution for Project Steel (J. Ceccherelli, A. Gowan)

Aye – 4 Abstain – 0
No – 0 Carried

5. 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. 2019 ABO PARIS Budget Report – B. Myers reported this report is completed.

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

- a. Nothing new to report.

B. Lounsberry Property Purchases -

1. Hess Property – B. Myers reported a request for bid was published as a legal notice in the newspaper, as well as on the County website. B. Myers reported no responses or inquiries were received.

C. ED&P Update –

1. ED&P Update - L. Tinney provided the following update:

- ✓ Main Street – Ms. Saraceno and Ms. Woodburn are moving this project forward.
- ✓ Workforce Development Grant – Ms. Woodburn is working on this with outreach to employers inquiring as to what they need. Also, connecting schools with the employers to prepare students for work.
- ✓ Two Plus Four (Noblietti property) – Re-zoning of parcel to R3 has been tabled. Meeting with the Village of Owego trustees to encourage the vote.
- ✓ Owego Gardens 2 – Permitting is in progress.
- ✓ Applied Technologies – Permitting is completed.
- ✓ Town of Tioga Solar (Route 96 project) – Project is moving forward.
- ✓ Village of Owego DRI – Two community input meetings held. Local committee has been established with the initial meeting scheduled for 10/10/18.
- ✓ IEDC Classes – Ms. Woodburn started taking these classes.
- ✓ State Leads – There were no State leads this month.
- ✓ REAP USDA Award Letter – Working on RFP.
- ✓ Tourism Office/Gateway Building – Tourism anticipates moving into their new office on 12/1/18.

2. Ag Update – Z. Baker provided the following update:

- ✓ Attended STREDC regular monthly meeting
- ✓ Attended slow moving vehicle traffic training
- ✓ Met with Ron Dougherty to obtain a historical perspective on the County's agriculture.
- ✓ Met with local farmer Marv Moyer to discuss his Farm to Market plan
- ✓ Attended Future of Food conference in Syracuse, NY
- ✓ Attended weekly ARC GIS training
- ✓ Working with CCE & Tompkins County to bring a grant writing training for farmers to Tioga County
- ✓ Developing a farmer resource directory
- ✓ Met with two potential IDA loan prospects. One is for a goat dairy processing plant and the nature of business for the second loan has not been disclosed.

6. PILOT Updates –

1. School PILOT Bills – B. Myers reported school PILOT bills sent and payments are incoming.

7. New Business –

A. Email Vote Affirmations:

- 1. Reaffirm email vote for Loan Committee Collateral Assignment for The LOOM –** B. Myers reported this was for a collateral change where the IDA is now in 3rd position. The Loan Committee was in favor of the change. The loan was for an updated HVAC unit at the facility.

Motion to reaffirm the email vote for The LOOM’s change in collateral assignment

(A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

- B. Easement Request for First Light –** B. Myers reported First Light (previously known as Finger Lakes Technologies) is requesting an over the tracks easement near Turner’s Bridge. The railroad has reviewed the lease and expressed no issue. B. Myers reported this is an annual lease of \$200.00. B. Myers will send the easement to J. Meagher for review.

Motion to authorize easement request for First Light, subject to IDA Counsel review and approval.

(M. Sauerbrey, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

- C. Newark Valley Variance Request –** B. Myers reported he received a notification from the Ward’s regarding their intention to build a new house near IDA-owned property. This location is approximately 125 feet from the IDA-owned railroad tracks. B. Myers reported Newark Valley is requesting the Ward’s send notification to all surrounding property owners. B. Myers reported S. May has no issue with the Ward’s plan to build at this location.

Motion to acknowledge Newark Valley variance request for the Ward’s with no issues expressed.

(J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

8. Approval of Minutes –

- A. September 4, 2018 Governance Committee Minutes
- B. September 4, 2018 Loan Committee Meeting Minutes
- C. September 4, 2018 Finance Committee Meeting Minutes
- D. September 5, 2018 Regular Meeting Minutes
- E. September 27, 2018 Public Hearing Minutes

Motion to approve the above-referenced committee, regular meeting, and public hearing minutes, as written (M. Sauerbrey, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

9. Financial Reports – B. Myers

A. Reports – A. Gowan recommended the Finance Committee review the financial reports minimally on a quarterly basis. B. Myers reported Jan Nolis conducts quarterly reviews. Suggestion made to conduct quarterly Finance Committee meetings following Ms. Nolis' reviews.

1. Balance Sheet –

2. Profit & Loss – A. Gowan requested further explanation on the following items: membership dues (\$750), IRA company match of \$1,786.43, and the added interest expense of \$11,944. B. Myers will research and contact Ms. Nolis for additional details.

3. Transaction Detail – B. Myers reported this report reflects the PILOT payments, closing costs for The LOOM, and payment to Fagan Engineers for E-site water work.

4. Quarterly Report -

Motion to acknowledge financial reports, as presented. (K. Dougherty, M. Sauerbrey)

Aye – 6 Abstain –

No – 0 Carried

10. Reports

A. Railroad

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

a. Income to Date – B. Myers reported the income in July from 2017 to 2018 has decreased approximately \$700.00.

B. Loan Program

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

a. The LOOM – B. Myers reported loan closing held on The LOOM.

b. Wake Up Waffles – B. Myers reported the company is changing their product line, therefore, referred them to the Small Business Development Center (SBDC) to review/update their business plan. Loan tabled at this time due to change in numbers.

c. EMVC – B. Myers reported this project is currently underway.

- d. USDA Annual Audit – B. Myers reported USDA staff were on-site 9/28/18 to conduct the annual audit. All loans are in good standing and no issues were expressed. B. Myers reported USDA has again changed their discrimination statement, therefore, going forward the new statement will need to be incorporated on all loan correspondence. B. Myers reported USDA was excited to see the increase in loans and RBEG funds committed.
- e. USDA Annual Loan Visits – B. Myers reported all but two loan recipients scheduled for site visits next week.

11. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:20 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain

No – 0 Carried

Executive Session adjourned at 6:20 p.m.

12. Next Meeting – November 7, 2018 at 4:30 p.m. in the Legislative Conference Room.

13. Adjournment – Meeting adjourned at 6:20 p.m.