

**Tioga County Industrial Development Agency
Board of Directors
Minutes
December 3, 2014**

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, E. Woods and K. Gillette
 - a. Absent: None
 - b. Excused: T. Monell, K. Dougherty
 - B. Guests: D. Chase (Delta Engineers), C. Haskell, J. Meagher, K. Millar (Village of Owego Mayor) and R. Fiato
Absent: L. Tinney

3. **Privilege of the Floor** – Mayor Millar inquired about the status of Monkey Run Hydraulic Study and whether or not any of the recommendations have been considered to be completed.

4. **E-Site Development Project Update**
 1. Delta Engineers – David Chase presented the proposal to continue with the site design on the E-Site Property
Motion to approve the design and bidding proposal for the E-Site Property with the deletion of the preliminary drawings for future access road extension (A. Gowan/R. Case)

Aye: 5	Abstained: 0
Nay: 0	Carried
 2. D’Attilio Progress Report
 3. E-Site Development Timeline
 4. Waterline Easement – looking into the owner of property adjacent to E-Site property to start discussion about obtaining an easement
 5. Discussion - \$800,000 STREDC Loan – the board discussed whether or not to proceed with closing on the \$800,000 STREDC Loan. Agency Counsel stated that the legal work is done but the survey work might need to be redone if we proceed with the loan. The board asked Ms. Fiato to work with Ms. Tinney to find out what the Agency’s obligations would be if we were to close on the loan but not draw down on it, are there any time restraints on the loan. The discussion will continue at the next board meeting.

5. **Correspondence**
 1. Village of Newark Valley – Award announcement of NYS DOT Grant for sidewalk repair/replacement on Whig Street

6. **Approval of Minutes (R. Case/A. Gowan with change)**

Aye: 5	Abstained: 0
Nay: 0	Carried

7. Financial Report

A. Reports

1. Balance Sheet
2. Profit & Loss
3. Transaction Detail

Motion to acknowledge the financial statements (R. Case/A. Gowan)

Aye: 5	Abstained: 0
Nay: 0	Carried

8. Request from R. Fiato to attend the NYSEDC annual economic development conference in Albany, NY, January 2015

Motion to approve R. Fiato and one board member to attend the NYSEDC annual conference in January 2015.

Aye: 5	Abstained: 0
Nay: 0	Carried

9. Project Updates

- A. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin, a tour will follow the closing
- B. Lounsberry Sanitary Sewer deed over to the Town of Nichols – Agency Counsel is working on documents

10. Old Business

A. Public Authority Accountability Act

1. Audit Committee Report (A. Gowan, R. Kelsey, K. Dougherty)
 - a. Policy review recommendations
 - i. Audit Committee Charter
 - b. Self-Evaluation
2. Governance Committee Report (R. Kelsey, E. Woods, K. Dougherty)
 - a. Policy review recommendations
 - i. By-Laws
 - ii. Governance Committee Charter
 - iii. Code of Ethics
 - iv. Defense & Indemnification Policy
 - v. Employee Handbook
 - vi. Procurement Policy
 - vii. Property Disposition Policy
 - viii. Whistle Blowers Policy
 - b. Self-Evaluation
 - c. Committee/Officer nominations
3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)
 - a. Policy review recommendations
 - i. Finance Committee Charter
 - ii. Investment Policy
 - iii. Annual Investment Report
 - b. Self-Evaluation

11. PILOT Updates - none

12. Reports

A. Railroads

1. Committee Report (T. Monell, R. Case, D. Daniels, W. Caloroso) – none

B. Loan Program - none

13. Motion to move into Executive Session pursuant to Public Officers Law Section 105

Motion to move into Executive Session at 6:44 p.m. pursuant to Public Officers Law Section 105
(A. Gowan/K. Gillette)

Exit Executive Session at 7:00 p.m. (K. Gillette/E. Woods)

14. Next Meeting – Wednesday, January 7, 2015, Annual & Regular

15. Adjourned - R. Kelsey adjourned the meeting at 7:00 p.m. (K. Gillette/E. Woods)

Attachments:

Village of Newark Valley – NYS DOT Grant Announcement

Registration Form for NYSED Annual Economic Development Conference

November DRAFT Minutes

November Financial Report

OHRV 3rd Quarter Revenue Chart

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 12/3/2014

Time: 6:44 p.m.

On a motion of Board Member Gowan, 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 7:00 p.m.