

Tioga County Industrial Development Agency

56 Main Street

Owego, NY 13827

Wednesday, September 2, 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, R. Case, A. Gowan, T. Monell, J. Nolis, K. Dougherty and K. Gillette

- a. Absent:

- b. Excused:

- B. Guests: L. Tinney, J. Meagher. C. Haskell, D. Chase (Delta) K. Millar (Village of Owego Mayor), R. Fiato

3. **Privilege of the Floor - None**

A Start Up NY Program Fact Sheet was handed out to the Board. The benefits of the program were discussed as it relates to income tax, corporate tax and transfer tax. Agency Counsel noted that new businesses must qualify under the Start Up NY Program guidelines to receive any benefits.

4. **Approval of Minutes: August 5th Board and Audit Committee Meetings; August 19th Public Hearing and Special Meeting (A. Gowan/R. Case)**

Aye: 7

Abstained: 0

Nay: 0

Carried

5. **Financial Report**

- A. **Reports**

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

Motion to acknowledge the financial statements (A. Gowan/T. Monell)

Aye: 7

Abstained: 0

Nay: 0

Carried

6. **Project Updates**

- A. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin

1. Lockheed Martin – Denmark MH-60R Aircraft Delivery Ceremony, October 22, 2015

- B. WTC Update – on behalf of WTC, Erdman Anthony has submitted a grant application to NYS DOT for Phase 2 funding at 685 Broad Street Extension, Waverly, NY to expand track capacity, improve site lighting and security for a total project cost of \$328,000. Mr. Dennis Elias from Erdman Anthony will keep Ms. Fiato updated on the award of the grant.

WTC and NYS DOT are continuing to talk with Norfolk Southern about servicing the WTC site located on William Donnelly Parkway. The parties are discussing the need to install signals at the crossing. Dialog between the three parties will continue until the situation is resolved. Ms. Fiato will update the Board as needed.

- C. Sign at the Corporate Park – Ms. Fiato has called three sign companies to get quotes to repair

and/or replace the sign at the Corporate Park; she is waiting for the quotes to come in. Prior to the Board meeting, Ms. Tinney received an email from Mr. Steven Donnelly at Upstate Shredding requesting permission for Upstate Shredding to install their own sign at the entrance of the Corporate Park. After a brief discussion, the Board recommended that Ms. Tinney work with Mr. Donnelly to come up with a plan to upgrade the sign together.

- D. Regional Council Priority Projects - Ms. Tinney updated the board on what projects from Tioga County through the CFA process made the priority project list. Three Tioga County Projects made the Priority Project List: Upstate Shredding, CPSI and the Waverly Waste Water Treatment Plant. Winners will be announced in late fall.

7. E-Site Development Project Update

- 1. Update - Progress of Delta Engineers' Design Project – Mr. David Chase presented the 100% drawings for the E-Site Infrastructure Improvement plans. Mr. Chase plans on submitting the stamped plans to DOT and United Water in the near future. Mr. Chase advised the Board that there will be a filing fee when submitting the plans to DOT of either \$500 or \$900. Mr. Chase noted that a health department report and engineering water plan will need to be provided to United Water as well. Mr. Chase also presented the Owego Gardens site 100% review drawings; Home Leasing is currently reviewing the plans prior to Delta finalizing and stamping them.
 - a. Affirm additional survey work in the amount of \$3,595 (T. Monell/K. Dougherty)
Aye: 7
Nay: 0
Abstained: 0
Carried
 - b. E-Site Design Project Income & Expense Spreadsheet – was provided to the Board.
- 2. Waterline Easement Update – Delta Engineers has provided Agency Counsel with the information to proceed with the waterline easement. Agency Counsel will begin working on the paperwork.
- 3. Update - Owego Gardens Financing Approval Date – Ms. Tinney advised the Board that Owego Gardens should be getting all of their financing approved in the near future.
- 4. Owego Gardens - Local Approvals Timeline – was provided to the Board.
- 5. Discussion - \$800,000 STREDC Loan – ED&P is gathering the paperwork to transfer the funds from the E-Site to another site. Ms. Tinney spoke with Ms. Diane Lantz from STREDC, to let the IDA know that a decision needs to be made on the \$800,000 STREDC loan.

Old Business

- A. Public Authority Accountability Act
 - 1. Audit Committee Report (R. Kelsey, K. Dougherty and J. Nolis)
 - a. Recommendation of Accounting Services for 2015 – The Audit Committee recommended to the full Board to continue using Piaker & Lyons to prepare the year-end audit for years 2015-2018. (J. Nolis/K. Dougherty)
Aye: 7
Nay: 0
Abstained: 0
Carried
 - 2. Governance Committee Report (R. Kelsey, K. Dougherty and J. Nolis) – The ABO is recommending all IDAs to prepare a Conflict of Interest Policy. Ms. Fiato will draft a policy and submit it to the Governance Committee for their review.
 - 3. Finance Committee Report (R. Kelsey, A. Gowan, and K. Gillette) – The Finance Committee recommended Ms. Fiato to renew two CDs for 12 months at .45% with Chemung Canal.

PILOT Updates

- A. Begin sending out the Town & County PILOT Projections for 2016 to IDA Projects
- B. Begin sending out the 2015/2016 School PILOT Bills

Ms. Fiato will send out the 2016 Town and County PILOT Projections as well as the 2015-2016 School PILOT bills for all IDA Projects.

Reports

A. Railroads

1. Committee Report (T. Monell, W. Caloroso, R. Case and K. Gillette)
 - a. Haefele TV Inc. – Overhead Wire Agreement - Ms. Fiato sent all correspondence to Agency Counsel to begin a discussion with Haefele to get an Overhead Wire Agreement in place.
 - b. 2nd Quarter OHRY Freight Revenue Report – was provided to the Board

B. Loan Program – Agency Counsel closed the Charles Cornell IDA and VEDA loans in the amount of \$14,250 each on August 28, 2015.

1. Discussion – Resolution to have the Executive Administrator sign closing documents for loans in the amount of \$20,000 or less; loans over \$20,000, the Chairperson will sign the closing documents. (J. Nolis/T. Monell)

Aye: 7 Abstained: 0

Nay: 0 Carried

2. Loan Brochure Printing Quotes – Ms. Fiato is in the process of getting three quotes to print the updated loan brochures. The quotes will be presented at the October Board meeting.
3. New Marketing Materials – ED&P and the IDA are looking into updating their booth displays for business shows/events along with ordering promotional pieces to give away at the business shows. Ms. Nolis recommended looking at getting a price quote for phone wallets. Ms. Fiato will get a quote for phone wallets and report back to the Board. After a brief discussion, the Board approved a budget of \$400 to be spent on promotional items. (T. Monell/J. Nolis)

Aye: 7 Abstained: 0

Nay: 0 Carried

4. Loan Funds Availability Report – Ms. Fiato advised the Board there is \$575,220 of funds available to loan out

C. **Training Update** – Leadership & Management for Women Seminar 8/31/2015 **Upcoming training:** Dealing with the Conflict in the Workplace (9/14/2015); Handling Inappropriate, Hot Button, and Controversial Conversations (9/17/2015); Communicating Through E-Mail Webinar (9/18/2015)

D. **Training Opportunity** – Ms. Fiato presented the Board with an opportunity to sign up through National Seminars for a year’s worth of unlimited seminars and webinars in the amount of \$299. The Board approved the request (J. Nolis/T. Monell)

Aye: 7 Abstained: 0

Nay: 0 Carried

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

Motion to move into Executive Session at 6:35 p.m. pursuant to Public Officers Law Section 105 (K. Gillette/T. Monell)

Exit Executive Session at 7:15 p.m. (T. Monell/R. Case)

Affirm to have any Officer sign a Non-Disclosure Agreement (R. Case/T. Monell)

Aye: 7 Abstained: 0

Nay: 0 Carried

Affirm to have any Officer sign a Developer Commission Request at 6%, not to exceed \$60,000 (K. Dougherty/T. Monell)

Aye: 7 Abstained: 0

Nay: 0 Carried

Affirm to pay Hartgen Archeological Associates to complete the Phase 1B Archeological Study and submit to SHPO in the amount of \$15,850 (A. Gowan/R. Case)

Aye: 7

Abstained: 0

Nay: 0

Carried

Next Meeting – Wednesday, October 7, 2015

Adjourned - R. Kelsey adjourned the meeting at 7:30 p.m. (A. Gowan/R. Case)

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 9/2/2015

Time: 6:45 p.m.

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

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 7:15 p.m.