

**Tioga County Industrial Development Agency**  
**May 1, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

## Regular Meeting Minutes

- I. **Call to Order and Introductions** – Chairman R. Kelsey called the meeting to order at 4:32 p.m.
- II. **Attendance**  
IDA Board Members:  
A. Roll Call: R. Kelsey, A. Gowan, J. Ceccherelli, M. Sauerbrey, T. Monell (*arrived @ 4:37 p.m.*)  
B. Absent:  
C. Excused: K. Gillette  
Guests: C. Curtis, L. Tinney, J. Meagher, M. Freeze (*departed @ 5:00 p.m.*),  
C. Haskell (*arrived @ 5:00 p.m.*)
- III. **Privilege of the Floor** – None
- IV. **Approval of Minutes**  
A. April 3, 2019 Regular Meeting Minutes  
**Motion to approve April 3, 2019 regular meeting minutes, as written.**  
**(M. Sauerbrey, A. Gowan)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 4</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |
- V. **Financials** – C. Curtis reported the 2018 depreciation schedule is now entered in QuickBooks. Chair Kelsey and A. Gowan asked C. Curtis to address Bonadio & Co., LLP regarding same, as the auditors did not list this as a misstatement.
- A. Balance Sheet  
B. Profit & Loss  
C. Transaction Detail; Cash Accounts Only  
**Motion to acknowledge financials, as presented. (A. Gowan, M. Sauerbrey)**
- |                |                    |
|----------------|--------------------|
| <b>Aye – 5</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |

**VI. New Business: C. Curtis**

- A. NYS Legislation: Live Stream Meetings – Chair Kelsey reported TCIDA meetings have always been an open forum, but people rarely attend and self-interest groups will not attend the meeting but will ridicule. Chair Kelsey further stated Board members are serving appointed positions as volunteers without compensation and this Legislation will make it harder to obtain volunteers. Chair Kelsey proposed sending a letter of opposition to State and Federal representations and M. Sauerbrey concurred.
- B. K. Dougherty Resignation – Chair Kelsey reported K. Dougherty submitted his letter of resignation effective immediately, but may potentially continue to serve on the TCIDA Loan Committee. The TCIDA Board expressed sincere gratitude for K. Dougherty’s contributions over the years.
1. Solicitation for New Members – Chair Kelsey invited the Board to forward suggestions for new board members to C. Curtis. M. Sauerbrey suggested a forward thinking business-minded individual to represent Spencer, Waverly, Richford, Berkshire, or Newark Valley.

**VII. Old Business: C. Curtis**

- A. Public Authority Accountability Act (PAAA)
1. Audit Committee Report: R. Kelsey, A. Gowan, K. Dougherty
    - a. 2018 Year-End Audit: C. Curtis shared the TCIDA Management Response Letter submitted to Bonadio & Co., LLP.
    - b. NYS Comptroller Audit – C. Curtis reported the audit is in progress and seems to be going well. C. Curtis informed the Board that each member should have received a conflict of interest form to complete and submit to the NYS Comptroller. Chair Kelsey reported an auditor acknowledged C. Curtis has been very helpful and L. Tinney has been very knowledgeable.
- B. ED&P Update: L. Tinney provided the following update to the IDA Board:
- ✓ Housing/Community Development Strategic Plan will be shared on May 8, 2019.
  - ✓ Workforce Development Pipeline Study is near completion.
  - ✓ Employment of a Community Development Specialist is moving forward.
  - ✓ TEAM Tioga is proactively developing plans for DRI projects in anticipation of DRI award.
  - ✓ CFA season opened May 1, 2019 and TEAM Tioga is seeking to assist projects with CFA applications.
  - ✓ T. Saraceno is officially working part-time as Land Bank Director.
  - ✓ B. Woodburn is officially Deputy Director of ED&P.

**VIII. PILOT Updates: C. Curtis:**

- A. Best Buy Sales Tax Exemption – The issuance of sales tax exemption to Best Buy is in progress by IDA Attorney Meagher.

B. Project Steel

1. Utility Cost Estimate –

**Motion to move discussion to Executive Session for financial related matters  
(A. Gowan, R. Kelsey)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

**IX. Reports: C. Curtis**

A. Railroad Committee Report: T. Monell, K. Gillette, M. Sauerbrey

- a. Income to Date – C. Curtis reported income to date is down from this time last year.
- b. Lease Request: Priscilla Carlson – The IDA Board reviewed the request and IDA Attorney Meagher will draft a letter of response to Ms. Carlson for distribution by C. Curtis.

**X. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:09 p.m. to discuss financial matters and IDA properties. (M. Sauerbrey, J. Ceccherelli)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

Executive Session adjourned at 5:50 p.m.

**Motion to approve lease agreement with Engelbert Farms Organic, LLC for use of a 9.644-acre parcel located on Stanton Hill Road, Town of Nichols, for a period of one year at the lease amount of \$50.00 per acre for an annual sum of \$450.00.**

**(T. Monell, M. Sauerbrey)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

**Motion to authorize resolution for sale of 10.59 acres on the IDA-owned E-site property to Home Leasing for \$10,400 subject to minor changes by IDA counsel.**

**(A. Gowan, J. Ceccherelli)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

**Motion to grant permission of the dedication and re-naming of the Newark Valley Depot in memory of Ray Shaver, Newark Valley Historical Society member, who was instrumental in the Depot restoration. (R. Kelsey, M. Sauerbrey)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

**XI. Other –**

- **Housing Study Presentation:** Chair Kelsey reported he is unable to attend the housing strategic plan presentation on May 8, 2019 at 4:30 p.m. at the Tioga Downs County Club and stated he would appreciate having IDA representation at this meeting if a board member was available.

**XII. Next Meeting** – Wednesday, June 5, 2019, at 4:30 p.m. in the Legislative Conference Room.

**XIII. Adjournment** –T. Monell motioned to adjourn the meeting at 5:57 p.m.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant