

## Tioga County Industrial Development Agency

November 6, 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 4:30 p.m.
  
- II. **Attendance**  
IDA Board Members:
  - a. Roll Call: R. Kelsey, M. Sauerbrey, E. Knolles, T. Monell (*arrived @ 4:33 p.m.*), J. Ceccherelli, K. Gillette
  - b. Absent: None
  - c. Excused: A. Gowan
  - d. Guests: C. Curtis, L. Tinney, C. Haskell, M. Freeze, M. Griffiths (*departed @ 4:37 p.m.*)
  
- III. **Privilege of the Floor – Megan Griffiths, ED&P Agricultural Development Specialist**  
C. Curtis introduced Megan Griffiths, ED&P Agricultural Development Specialist. Ms. Griffiths provided an update of what she has been working on since her hire approximately two months ago. Ms. Griffiths reported she has been researching a central marketplace or grocery store venue for Tioga County farmers to market their agricultural goods. Ms. Griffiths reported one of the issues is foot traffic and that Owego already has a farmer’s market established, however, discussed the potential for possibly improving and enhancing upon what is currently here. As an alternative solution, Ms. Griffiths reported she is researching a food hub that would serve as a “middle man” for marketing goods. Ms. Griffiths reported there was a food hub in Syracuse, NY that recently closed and noted there is a higher price associated with buying from a food hub.  
  
E. Knolles inquired about the size of farms Ms. Griffiths is working with. Ms. Griffiths reported she is working with everyone as a whole. Ms. Griffiths reported she recently visited the Amish farms who currently market their goods via roadside stands and selling to local grocery stores.  
  
E. Knolles inquired as to whether there are any Tioga County farmers shipping goods to larger retailers. Seasonally, R. Kelsey reported there are few but the challenge is consistent supply.

**IV. Approval of Minutes**

a. October 2, 2019 Regular Meeting Minutes

**Motion to approve October 2, 2019 Regular Board meeting minutes, as written.  
(M. Sauerbrey, T. Monell)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

**V. Financials – C. Curtis reported she reviewed the financials with A. Gowan.**

a. Balance Sheet – C. Curtis reported A. Gowan inquired about the IRP loan of -\$14.16 reflected on the balance sheet, as this was for a loan that was paid in full in January 2019. C. Curtis will work with J. Nolis to correct prior to the annual audit.

b. Profit & Loss

c. Transaction Detail; Cash Accounts Only

**Motion to acknowledge financials, as presented. (M. Sauerbrey, J. Ceccherelli)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

**VI. ED&P Update: L. Tinney**

- Southern Tier Fourth Wave – L. Tinney reported the group is re-visiting the battery technology project and separating the R&D component from the creation and expansion of business component. L. Tinney reported the 11/13/19 event will be cancelled and rescheduled for a later date.
- Southern Tier 8 Energy Summit – L. Tinney reported this was a well-attended event.
- Phase II Workforce Development Pipeline Strategy Study – L. Tinney reported ED&P was leading this study, however, in an effort to avoid duplication by the work already being done in the Owego-Apalachin and Waverly Central School Districts, the schools will be taking the lead on this study. The initial scope of the study will be re-done.
- Speaking Engagements – L. Tinney reported she has been busy with several speaking engagements such as the Chamber of Commerce Economic Forum event, WATS/WAVR radio talk show discussing workforce development and Owego Rotary Club discussing the DRI.
- Land Bank – L. Tinney reported the vacant lots have been posted and advertised for sale and two properties slated for possible rehabilitation.
- Community Development – L. Tinney reported Community Development Specialist Abbey Hendrickson has been working on the Waverly Glen Park. These efforts are through the Village of Waverly grant awarded for \$495,000. L. Tinney further reported Ms. Hendrickson has been successful in the development of a Foundation Coalition website and universal application process where one application is submitted and used for all foundations.
- Grants - L. Tinney reported ED&P is currently assisting and/or administering twelve (12) grants through the Village of Waverly, Town of Richford, Town of Berkshire, Village of Owego, REAP, and the DRI.
- Planning – L. Tinney reported County Planning Director E. Jardine has been working with the Village of Spencer on land use.

- Town of Richford Water Issues – L. Tinney reported ED&P connected with Public Health to discuss the water issues in the Town of Richford. Based on this cooperative effort, baseline water testing is being done with the possibility of seeking a grant source for resolution.
- V&S – L. Tinney reported groundbreaking was held on 11/5/19 and was well attended. L. Tinney acknowledged IDA Board members R. Kelsey, A. Gowan, and M. Sauerbrey were in attendance. Ms. Tinney reported V&S will soon start the labor hiring process and anticipates 35-50 jobs to start. R. Kelsey reported L. Tinney received good recognition from Senator Akshar on this project.

**VII. Project Updates: C. Curtis**

- a. V&S – C. Curtis reported construction in progress. C. Curtis reported Procon is on-site for the water & sewer extension with completion expected in the next couple of weeks. L. Tinney submitted the MWBE waiver request, which is pending a response. C. Curtis reported the capital assistance of \$300,000 is expected to be used in its entirety to include engineering costs.
- b. DRI – C. Curtis reported attorney Joe Meagher has reviewed and approved the Homes and Community Renewal (HCR) Agreement for M. Sauerbrey's signature this week. C. Curtis reported she, along with B. Woodburn and L. Tinney obtained the supporting documents. In regards to the MBE/WBE, C. Curtis reported the MBE is 20% and the WBE is 10%. C. Curtis reported L. Tinney requested, at minimum, a revision to switch the two percentages. This is currently under review. L. Tinney reported the initial answer received from HCR was these are set amounts per County, however, the Department of State's response was different. L. Tinney is providing HCR with the Department of State's information and waiting for a response.
- c. Owego Gardens II – L. Tinney reported Home Leasing made an application with Homes and Community Renewal for HFA funding, however, the earliest date for approval is September 2020, therefore, posing a timing challenge for road and tank construction. L. Tinney reported she is requesting HCR provide a level of confidence by March 2020 regarding fall approval in order to proceed with road construction (7-8 weeks) and tank construction (6 months) in time for Home Leasing to close in October 2020 and then start construction the following month. L. Tinney reported we can still go forward with the bid process in the interim. L. Tinney reported a side agreement with Home Leasing and the IDA for reimbursement of upfront funds of \$620,000 from the IDA would need to occur.

**VIII. New Business: C. Curtis**

- a. Railroad Culvert – Railroad Ave., Richford, NY – C. Curtis reported a letter of intent has been submitted with a 25% grant match from the IDA for the FY 2019 HMA Grant. C. Curtis reported OHRY and the Town of Richford Supervisor are in favor of pursuing this grant and offered machinery and labor for in-kind contributions. C. Curtis reported M. Jura, Tioga County Soil & Water, and S. May, OHRY, are seeking additional funding

sources, therefore, possibly no IDA funding involved. C. Curtis reported potential loss of revenue to OHRY during the August 2018 flash flood event was \$36,238 thus resulting in an IDA loss of \$1,008.12 based on 5% trackage rights.

C. Curtis reported during flash flood events the railroad bridge and approximately 6—8 homes are affected, as well as producing sediment on the railroad tracks.

C. Curtis reported the application is due by 12/4/19 and requested IDA approval to proceed with the application process.

**Motion to support an IDA application for FY 2019 HMA Grant (K. Gillette, E. Knolles).**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

b. Railroad Culvert – Harford, NY – C. Curtis reported she received information from a homeowner in Harford, NY regarding flooding of a railroad culvert causing furnace damage in his residence and seeking repair at IDA expense. C. Curtis reported J. Meagher reviewed and determined the IDA is not liable for the damages, therefore, will not be compensating the homeowner. C. Curtis reported J. Meagher will send the homeowner a letter noting the IDA is not liable for damages and/or compensation. L. Tinney reported Tioga County Soil & Water is working with Tompkins Soil & Water regarding possible removal of the railroad culvert. L. Tinney reported S. May, OHRY, approved this approach.

c. Solar Map – C. Curtis displayed a map of all existing solar farms in Tioga County. C. Curtis reported she worked with M. Griffiths and E. Jardine to gather information for creation of the map. K. Gillette inquired about percentage of electric use and number of homes impacted.

**ACTION: L. Tinney will gather additional information including percentage of electric use and number of homes impacted.**

## **IX. Old Business: C. Curtis**

### **A. Public Authority Accountability Act (PAAA)**

#### **1. Audit Committee Report: R. Kelsey, A. Gowan, E. Knolles**

a. NYS Comptroller – Second Exit Interview – C. Curtis reported once the NYS Comptroller’s Office issues their final report a second exit interview will be scheduled with R. Kelsey and herself.

#### **2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey**

a. Policy Review – C. Curtis reported all policies are under review for the annual meeting.

b. Recommend Board Member – C. Curtis reported interviews were conducted and the Governance Committee is recommending Jonathan Ward to fill the board member seat that will be vacated by R. Kelsey at the end of the year. R. Kelsey reported he submitted his letter of resignation effective 12/31/19 noting tonight is his last meeting. C. Curtis read the resignation letter to the Board. L. Tinney reviewed the process of filling this upcoming IDA Board vacancy noting the IDA makes the recommendation to the Legislature who appoints via resolution at the

December 10, 2019 Legislature meeting. The appointment will be effective 1/1/2020.

**Motion to accept the Governance Committee’s recommendation to fill the upcoming vacancy of R. Kelsey with Jonathan Ward effective 1/1/2020. (E. Knolles, J. Ceccherelli).**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

**ACTION: L. Tinney will prepare a resolution and obtain the candidate’s resume for Legislature consideration at the December 10, 2019 Legislature meeting.**

M. Sauerbrey recommended in 2020 an IDA history of board members, projects, relationship with Tioga County Legislature, etc. be presented at an IDA meeting for the newer board members.

**ACTION: M. Sauerbrey and L. Tinney will work on an IDA presentation for an upcoming meeting in 2020.**

3. Finance Committee: R. Kelsey, A. Gowan, and K. Gillette
  - a. Policy Review is in progress.
4. Loan Committee: (S. Thomas, R. Kelsey, A. Gowan, D. Barton, K. Dougherty)
  - a. Bill’s Carpet Cleaning – loan paid in full.

**X. PILOT Updates: C. Curtis**

- A. Sales Tax Exemptions Update: C. Curtis
  1. V&S Sales Tax Exemption Report – C. Curtis reported V&S submits monthly reports and, to date, \$330,166.26 sales tax exemption has been claimed out of the allowable \$671,200.
- B. School PILOTs - C. Curtis reported all PILOT payments have been received and disbursement will occur this month.
- C. CNYOG/Stagecoach PILOT Extension – C. Curtis reported resolutions have been adopted and received from Tioga County Legislature, Town of Owego, and Owego-Apalachin School District granting a PILOT extension to March 2020. C. Curtis reported J. Meagher advised the IDA grant their PILOT extension to September 2020.

**Motion to adopt a resolution granting a PILOT extension to CNYOG/Stagecoach to September 2020. (E. Knolles, K. Gillette)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

**XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:23 p.m.to discuss financial matters. (T. Monell, J. Ceccherelli)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

Executive Session adjourned at 5:25 p.m.

XII. Next Meeting: Wednesday, December 4, 2019 at 4:30 p.m. Legislative Conference Room. R. Kelsey noted he will not be in attendance.

XIII. Adjournment – Meeting adjourned at 5:28 p.m.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant