



Tioga County Industrial Development Agency
November 3, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Hubbard Auditorium, 1st Floor
Regular Board Meeting Minutes via Zoom

I. Call to Order and Introductions – Ms. Ceccherelli called the meeting to order at 4:34 pm.

II. Attendance

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, J. Ward, E. Knolles, A. Gowan

Excused: T. Monell

Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney

III. Privilege of the Floor: None

IV. Approval of Minutes

A. October 6, 2021 Regular Meeting Minutes

Motion to approve October 6, 2021 Regular Board Meeting Minutes, as written. (M. Sauerbrey, J. Ward).

Aye-6 Abstain-0
No-0 Carried

V. Financials

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail

D. Accounts Receivable

Ms. Curtis noted that she revised the Profit and Loss statement and the Accounts Receivable statement to separate the Suez refund from the ESD grant, both of which are related to the water tank project at Owego Gardens II.

Motion to acknowledge financials, as presented. (J. Ward, K. Gillette)

Aye-6 Abstain-0
No-0 Carried

VI. ED&P Update: L. Tinney

A. Top Ten

Ms. Tinney shared with the board a document put together by the department that shows the top ten largest employers in the county, as well as the ten largest taxpayers in the county according to the 2021 tax assessment roll.

B. Office relocation

Ms. Tinney reported that the Economic Development & Planning Office, upon legislative approval, will be moving from their current offices to the space formerly occupied by Cornell Cooperative Extension in the County Office Building. C. Curtis would also be moving her office into this space.



C. Workforce Coordinator

Ms. Tinney reported that a resolution has been submitted to the county legislature to make the Education Workforce Coordinator a full-time county position. The Economic Development & Planning committee has recommended it go forward, and it will go to the Personnel committee November 4. Ms. Tinney will also make a presentation to the legislature regarding the position. Making this a county position will allow the position to offer benefits.

Ms. Tinney also included an update on the Spec Lounsberry Industrial Space. The developer is still waiting on quotes for the project to finalize their proposal. Quotes are expected to be in and presented to the board at the December board meeting.

VII. Project Updates: L. Tinney & C. Curtis

A. Owego Gardens II

1. Updated Project Cost Spreadsheet

Ms. Curtis noted that the latest spreadsheet reflects the latest disbursement to Statewide Aquastore.

Ms. Curtis also shared current pictures of the progress at the Owego Gardens II site. Ms. Curtis reported that there will be a meeting on Friday to ensure that the IDA soil coverage is done correctly.

Owego Gardens II is working with NYSEG and the new developer agreement with Suez is still being worked on.

B. SunEast Valley Solar

Ms. Curtis shared with the board a memo that was shared with the Town of Owego, Tioga County and the Owego Apalachin School District that outlines the PILOT options for the SunEast Valley Solar project. Ms. Curtis reported that the town will be negotiating the decommissioning bond for the project. Ms. Tinney noted that she will be looking to get input from the town, county and school on how they would like to see the PILOT payment structured, and how the payments should be disbursed. Mr. Meagher noted that it is required to disburse the payments based on the tax ratios, unless agreed otherwise by the three entities. The board discussed how the payments should be structured, whether it be based on megawatts of the project, or a ratio of the assessed value. Ms. Tinney noted that she will come back to the board with input from the town, county and school for the board to consider. Ms. Tinney also noted that ED&P is working on putting together an RFP to determine best practices for renewable energy PILOTs around the region. It is the hope that this document will help to standardize renewable energy project PILOTs for the IDA, towns, county and schools. Ms. Tinney will also gather data on the power that the current solar projects around the county are producing and share with the board.

C. Lounsberry Power Study

Ms. Curtis noted that Ms. Tinney met with Crown Cork & Seal and Larson Design Group to go over power issues in the Lounsberry area. There was discussion to see if a solution can be facilitated for the power infrastructure issues in the area. This work is still in progress, with no final report yet.

VIII. New Business: C. Curtis

A. TEAM Tioga Breakfast



Ms. Curtis reported that ED&P is planning another TEAM Tioga breakfast for the end of January 2022. Ms. Tinney will be reaching out to sponsors, but is requesting a \$5,000 contribution from the IDA to cover any costs not covered by the sponsorship contributions. The IDA agreed to contribute this same amount for the event two years ago; however, it ended up not being needed.

Motion to commit to contribute \$5,000 toward the TEAM Tioga breakfast event. (J. Ceccherelli, E. Knolles)

Aye-6 **Abstain-0**
No-0 **Carried**

B. Administration Fees

Ms. Curtis noted that she recently assisted Tioga Downs with a refinance. J. Meagher advised that going forward, the IDA should implement a policy stating that when they assist PILOT companies with a refinance or sale, the company would be charged a \$1,500 administration fee. J. Meagher will come up with the language and add it to the policy.

Motion to create a resolution to authorize charging an administrative fee of \$1,500 in the event that the agency is required to assist and participate in a refinance or an assumption of transfer of a project. (A. Gowan, E. Knolles)

Aye-6 **Abstain-0**
No-0 **Carried**

IX. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. No report
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. No report
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. Industrial Park Account closed
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. No report

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

1. Owego Gardens II – Home Leasing - \$44,832.46/Authorized \$524,194
2. RB Robinson - \$16,929.00/Authorized \$55,990
3. Statewide Aquastore Inc. - \$6,799.04/Authorized \$17,856.40

B. PILOT payments disbursed

XI. Grant Updates: C. Curtis

- A. Monkey Run FEMA Application – Project Complete & Final Reports Submitted
- B. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567



Planning Grant – Richford Railroad

1. Application due November 10

Ms. Curtis noted that this application was submitted today.

XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:06 pm to discuss financial matters, property acquisitions, and personal matters. (K. Gillette, J. Ward)

Motion to adjourn Executive Session at 5:24 pm.

XIII. Next Meeting: Wednesday December 1, 2021

XIV. Adjournment – Mr. Ward motioned to adjourn the meeting at 5:24 pm.