

**Tioga County Industrial Development Agency
Board of Directors
Minutes
August 6, 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
 - a. Present: R. Kelsey , A. Gowan, T. Monell , D. Daniels , W. Woods, K. Dougherty and R. Case
 - b. Absent: none
 - c. Excused:
 - B. Guests: R. D’Attilio, J. Bellis, E. Woods, K. Millar, C. Haskell, L. Tinney, J. Meagher and R. Fiato

3. **Privilege of the Floor** - Chair Kelsey noted that Mr. Daniels has submitted his resignation because he is relocating for his job. Chair Kelsey thanked Mr. Daniels for serving on the board and the entire board wishes him well on his new venture. Mr. Daniels thanked the board for being selected to serve on the board and appreciated the opportunity to participate on a board that truly makes a difference.

4. **Update - Richard D’Attilio** – Mr. D’Attilio gave an update of his most recent interaction with the parties involved in the E-Site Development Project. He is most active with Home Leasing and Edgemere. Edgemere is in the process of applying through CDBG DR funding as well as a federal source of tax exempt bonds. He most recently had conversation with Stephanie Benson and John Oster from Edgemere. Ms. Benson was under the impression that the implementation of the infrastructure was much further along than it is. Ms. Benson and Mr. D’Attilio talked about a PILOT and the need for the PILOT to coincide with their tax exempt bonds. He noted that Delta really needs to move along to get infrastructure cost established and is hoping that the board will approve Delta’s Concept Design Proposal to prepare a budgetary construction cost estimate for this project. Edgemere is looking to start construction in April 2015, so time is of the essence. Mr. D’Attilio had conversation with Nelson Leenhouts at Home Leasing to inquiry about whether or not Home Leasing would help develop the road. Mr. Leenhouts stated that there may be a way they could assist with building the road but it would depend on his funding sources. The proposed Home Leasing project is a real opportunity, and Mr. Leenhouts has accelerated his plan and wants to build 15 single family homes on the site as well. Mr. Leenhouts will be sending out request for qualifications to local engineering firms. Mr. D’Attilio referred Mr. Leenhouts to Delta Engineers since the IDA is currently working with them. Delta Engineers is in the process of developing a proposal for their consideration. Home Leasing and Edgemere are very enthusiastic about this project; re-enforcing of the IDA’s commitment needs to be done by action and keeping the development of the site moving. Mr. D’Attilio met with David Chase to discuss the concept design proposal that

has been submitted for your review and approval at this meeting. The sooner we know what the costs are going to be, the better we can determine the funding sources. Mr. D’Attilio suggested that it would be helpful if the IDA didn’t have to use the land proceeds to payback STREDC but instead use them to help with the infrastructure cost. Mr. D’Attilio had a teleconference with David Chase, Ruth Fiato and Paula McEvoy to discuss the opportunity to individually meter the water lines to capture the rebate per meter. The rebate with help pay for the installation of the water line. Mr. D’Attilio also asked United Water about assisting in the cost of the water tank; Ms. McEvoy said she would approach corporate about this matter. Mr. D’Attilio sent an email to SDP to find out if they are still interested in pursuing a greenhouse project in Owego; Mr. Roy Alston from SDP responded to the email and stated that SDP is still comfortable with exploring the development of a greenhouse project in Owego. Continued dialog with all parties will take place to move the project forward.

1. Delta Engineers – authorize concept detailed design phase proposal
Motion to approve Delta Engineers proposal contingent on Ken DelBianco reviewing it in the amount of \$7270 (D. Daniels/R. Case)

Aye: 7	Abstained: 0
Nay: 0	Carried

5. Lonsberry South Sanitary Sewer Project – Jason Bellis, Larson Design Group

1. Bid Opening 7/15/2014
2. Bid Results
3. Recommendation – called reference and got good feedback from engineers ;
4. Approval to recommended a contractor

Motion to approve the construction oversight services of the project by Larson Design Group in the amount of \$27,000; Approve Chicago Construction as the contractor to install the sanitary sewer extension (K. Dougherty/W. Woods, D. Daniels abstained)

Aye: 6	Abstained: 1
Nay: 0	Carried

6. Approval of Minutes (A. Gowan/K. Dougherty)

Aye: 7	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 (T. Monell/ R. Case)

Aye: 7	Abstained: 0
Nay: 0	Carried

8. Update - New Logo & Tagline

9. Update - County Website – Request for the IDA to contribute to the implementation of a new website – Was approached by Doug Camin, IT Director to see if the IDA would contribute to updating the county wide website. The IDA website is shared with Economic Development & Planning and is a vital tool since the IDA needs to post required documentation under the rules

of the Authority Budget Office. Other departments are contributed to the cause.
Motion to contribute funds not to exceed \$2000 for the implementation of a new county wide website (A. Gowan/T. Monell)

Aye: 7
Nay: 0

Abstained: 0
Carried

10. Update – Meeting with Roger Katchuk

1. Request to list IDA properties – Advise Mr. Katchuk, the IDA is not interested in listing IDA owned properties
2. Inquiry about price per acre for Strong Road Property; advise Mr. Katchuk to make an offer, it will be presented to the board

11. Authority Budget Office – Annual Report on Public Authorities in NYS

Review of some observations & conclusions of the new annual report published by the ABO

12. Project Updates

A. E-Site Development Project Update

1. E-Site Timeline update
2. Eddy Village Green site visit – Cohoes, NY on August 26, 2014
3. Home Leasing, LLC site visit - The Gardens at Gananda, Macedon, NY 14502
4. E-Site Brush hogging estimates – Rick Stefano (\$3,400); Jim Gresham (\$3,400)

Motion to approve Jim Gresham to complete the brush hogging at the E-Site in the amount of \$3,400 (R. Case/K. Dougherty)

Aye: 5
Nay: 2

Abstained: 0
Carried

- B. Lockheed Martin Closing Date – Per counsel, closing should occur prior to the end of the month

13. Old Business

A. Public Authority Accountability Act

1. Audit Committee Report (R. Kelsey, A. Gowan, K. Dougherty) - none
2. Governance Committee Report (R. Kelsey, W. Woods, D. Daniels)
 - a. Board Seat(s) Discussion – Update from 7/28/2014 meeting – two candidate names have been brought forward; meetings are scheduled to meet the candidates on August 13th and August 15th; recommendations will be presented at next Tioga County Economic Development & Planning committee and then approval to the full legislature
3. Finance Committee Report (R. Kelsey, A. Gowan, W. Woods) - none

14. PILOT Updates

- A. Send out 2015 Town & County PILOT Projections for IDA Projects

15. Reports

A. Railroads

1. Committee Report (T. Monell, R. Case, D. Daniels, W. Caloroso)

B. Loan Program

1. Double Aught Lumber – HUD loan will be closing soon
2. Arkay Property Management LLC – façade loan closed loan 7/30/2014

3. Update - Bit of Luck, LLC – update on façade loan application
4. Update TCIDA – USDA Loan Program Payoff Schedule
5. Update on ERP Flood Relief Loans

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

Motion to move into Executive Session at 6:50 p.m. pursuant to Public Officers Law Section 105 (T. Monell/A. Gowan)

Exit Executive Session at 6:55 p.m. (K. Dougherty/T. Monell)

17. Next Meeting – Wednesday, September 3, 2014

18. Adjourned – R. Kelsey adjourned the meeting at 7:00p.m. (W. Woods/A. Gowan)

Attachments:

D'Attilio Progress Report
Larson Design Bid results & recommendation
July DRAFT Minutes
July Financial Reports
Excerpt of ABO Annual Report
Delta Engineers Proposal
E-Site Development Timeline
TCIDA-USDA Loan Program Payoff Schedule

EXECUTIVE SESSION MEETING AGENDA
Tioga County Industrial Development Agency

Date: 8/6/2014

Time 6:50 p.m.

1. Late Notices

A. Palmer House	(13)
Past Due Amount including late charges	\$ 14,234.06
Regular Payment	\$ 1,060.66
Unpaid Principal Balance	\$ 79,539.02
Date last payment received	10/8/2013

2. Past Due %

January	30%	(209,818/708,135)
February	30%	(209,618/691,317)
March	31%	(209,418/686,348)
April	31%	(209,218/677,644)
May	31%	(209,018/664,031)
June	24%	(140,991/590,873)
July	24%	(140,590/577,633)

3. Middendorf Litigation

4. Adjourned