

**Tioga County Industrial Development Agency  
Board of Directors Minutes  
November 6, 2013**

- I. Call to Order and Introductions** – the meeting was called to order by the Chair, A. Gowan at 5:30 p.m.
- II. Attendance**
- A. IDA Board Members
    - 1. Roll Call
      - a. Present: A. Gowan, M. Sauerbrey, R. Kelsey, D. Deans , W. Woods and K. Dougherty
      - b. Absent:
      - c. Excused: T. Monell
    - B. Guests: C. Haskell, L. Tinney, J. Meagher, and R. Fiato
- III. Privilege of the Floor - none**
- IV. Approval of Minutes** (M. Sauerbrey, W. Woods)
- |        |              |
|--------|--------------|
| Aye: 6 | Abstained: 0 |
| Nay: 0 | Carried      |
- V. Financial Report**
- A. Reports
    - 1. Balance Sheet
    - 2. Profit & Loss
    - 3. Transaction Detail
- Motion to acknowledge financial statements (W. Woods, M. Sauerbrey)
- |        |              |
|--------|--------------|
| Aye: 6 | Abstained: 0 |
| Nay: 0 | Carried      |
- VI. TCIDA/Waverly Trade Center DOT Rail Spur Project Update**
- R. Fiato updated the board on the October 22<sup>nd</sup> meeting with DOT reps., Norfolk Southern rep., the Barbers from Waverly Trade Center, L. Tinney and D. Elias from Erdman Anthony regarding the Waverly Trade Center DOT Rail Spur project. The Barbers needs to finalize their plans; Dennis Elias of Erdman Anthony will be completing the SEQR for the board to review and approve at the next board meeting. R. Fiato will schedule a meeting with the Barbers, D. Elias and L. Tinney to discuss how funds will flow for project as well as putting maintenance agreement into place once the project is complete.
- VII. TCIDA Insurance Policies – review with Don Patterson, The Partners**
- R. Fiato discussed with the board about the opportunity to go under the County’s insurance policy for general liability and directors’ and officers’ insurance coverage under the NY Municipal Insurance Reciprocal (NYMIR). The board asked that R. Fiato get additional information from Don Patterson at The Partners.

**VIII. NYSEG Easement – Town of Nichols, Tax Map # 149.00-1-46 NYSEG - Hunts Creek Road Easement**

Motion to sign the NYSEG Easement to move an electric line and install a new pole on Hunts Creek Road (K. Dougherty, R. Kelsey)

Aye: 6 Abstained: 0  
Nay: 0 Carried

**IX. Discussion – R. Fiato Use of Vacation Pay**

Motion to allow R. Fiato to use 20 hours of vacation time from 2014 to cover a vacation that is being taken in December 2013 (M. Sauerbrey, R. Kelsey)

Aye: 6 Abstained: 0  
Nay: 0 Carried

**X. IDA/ED&P Website, Logo and Tagline Update**

Motion to authorize the TCIDA to contribute \$400 to assist in the development and production of a new logo and tagline to be used by the TCIDA and Tioga County Economic Development & Planning Department. M. Sauerbrey, L. Tinney and R. Fiato will work together to develop a new logo and tagline (K. Dougherty, W. Woods)

Aye: 6 Abstained: 0  
Nay: 0 Carried

The board has also asked that R. Fiato look into getting information on the cost to develop a new website. Currently, the administration section of the IDA/ED & P website is down and cannot post anything to the website; with this function not working, there is a concern about being out of compliance with the ABO, the IDA/ED & P is looking into the matter to resolve the issue.

**XII. Project Updates**

**A. E Site**

1. Delta Engineers - Looking for a resolution to be awarded the site development project design contract contingent on receiving the CFA grant approval

Motion to award the site development project design contract to Delta Engineers contingent on receiving the CFA grant approval (R. Kelsey, M. Sauerbrey)

Aye: 6 Abstained: 0  
Nay: 0 Carried

2. E Site – Residential Development Vision
3. E Site – Shovel Ready Funding, STREDC Collateral Requirements
4. Social Media Opportunities
5. Update of Sign at the E Site

**B. Monkey Run – IDA/Water & Soil Construction Project**

1. Update on progress of the stream bank reconstruction project – NRCS is almost completed with the reconstruction project; Wendy Walsh from Tioga County Soil & Water is overseeing project and will advise when project is completed.
2. Hydraulic Study – Woidt Engineering has completed their study; on October 25<sup>th</sup>, participating parties – Owego Apalachin School District, Village of Owego, OHRY, Tioga County Soil & Water and IDA met with Woidt Engineering at the Monkey Run Creek to review certain alternatives in the study. A meeting will need to be scheduled with participating parties to discuss next steps.



3. "At Your Door" Mobile Dog Grooming Loan Program Application  
Motion to approve the "At Your Door" Mobile Dog Grooming Loan request as recommended by the Loan Committee with the following terms/conditions: (M. Sauerbrey, D. Daniels) K. Dougherty abstained

Aye: 5  
Nay: 0

Abstained: 1  
Carried

- Maximum of \$12,500 at 5.0% fixed for five (5) years (\$235.89/month)
- Loan funds to be used for equipment, inventory and working capital
- Proof of purchase of trailer
- Proof of satisfactory completion of dog grooming school
- Collateral to include lien on mobile grooming trailer and first security interest all property of the debtor including accounts receivable, inventory, furniture, fixtures and equipment now owned or hereafter acquired and all sales contracts leases, accounts receivable and any other agreements relating to the premises.
- Loan contingent on obtaining third party financing in the amount of \$12,500
- Evidence of proper property/casualty insurance
- Personal guarantees of Randy and Michelle Keene
- Key person life insurance on Randy and Michelle Keene
- All applicable local, state and federal requirements to apply

4. The Palmer House

Motion to have Agency's counsel proceed with the foreclosure process of the property located at 106 Hillcrest Drive, Sayre, PA as recommended by the Loan Committee (R. Kelsey, W. Woods)

Aye: 6  
Nay: 0

Abstained: 0  
Carried

5. USDA field visits completed 10/7, 10/8, 10/11, 10/17, 10/18 and 10/21 – R. Fiato completed the required field visits with all loan borrowers.

**XVII. Next Meeting – Monday, December 2nd at 5:30 p.m.**

**XVIII. Adjourned**

Attachments:

October DRAFT Minutes  
October Financial Statements  
2013 3<sup>rd</sup> Quarter Operating Income vs. Expenses Statement  
NYSEG - Hunts Creek Road Easement  
10-28-2013\_WTC Proposal for Final Design Agreement  
FINAL HH Monkey Run  
Loan Site Visit Forms  
Lounsberry South Map  
Lease Agreement - K Engelbert

**EXECUTIVE SESSION MEETING MINUTES**  
**Tioga County Industrial Development Agency**

Date: 11/6/2013

Time: 7:00 p.m.

On a motion of Board Member Woods, seconded by Board Member Kelsey, 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.