



**Tioga County Industrial Development Agency
 December 5, 2018. 4:30pm.
 Ronald E. Dougherty County Office Building
 56 Main Street, Owego, NY 13827
 Minutes**

	<p>Call to Order and Introductions The meeting was called to order by Chairperson R. Kelsey at 4:31 p.m.</p>
2.	<p>Attendance</p> <p>A. IDA Board Members</p> <p>1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty, K. Gillette, J. Ceccherelli, M. Sauerbrey</p> <p>a. Absent:</p> <p>b. Excused: T. Monell</p> <p>2. Guests:</p> <p>a. C. Curtis, C. Haskell, J. Meagher, L. Tinney, M. Freeze (<i>departed @ 5:55 pm</i>),</p>
3.	<p>Privilege of the Floor – None</p>
4.	<p>Project Updates – L. Tinney</p> <p>A. Owego Gardens 1</p> <p>1. Update:</p> <p>a. Reimbursement - \$1,000 to Mr. Kemmerling – L. Tinney reported the swale at Owego Gardens II caused excess creek water resulting in creek bed erosion, which caused flooding in Mr. Kemmerling’s backyard and driveway. Mr. Kemmerling is seeking reimbursement for said repairs.</p> <p>Motion to approve IDA reimbursement to Mr. Kemmerling for repair receipts up to \$1,000. (J. Ceccherelli, M. Sauerbrey)</p> <p>Aye – 6 Abstain – 0 No – 0 Carried</p> <p>B. Owego Gardens 2</p> <p>1. Update:</p> <p>a. Funds/Sources/Land Sale/DRI -</p> <p>b. DRI application \$338,250 split cost - L. Tinney requested permission to pursue DRI application for E-site water tank.</p> <p>Motion to authorize ED&P to pursue DRI application for E-site water tank. (M. Sauerbrey, J. Ceccherelli)</p> <p>Aye – 6 Abstain – 0 No – 0 Carried</p>



C. Project Steel

1. Update:

a. CCAP Funds –

i. Prevailing Wage – J. Meagher reported prevailing wage is not applicable, as the project does not provide an improvement benefit to the public.

b. Water & Sewer Extension – L. Tinney reported the Town of Owego met and a public hearing is scheduled later this month to extend the water/sewer district.

i. Village Water Outside User Agreement – L. Tinney reported the outside user agreement is continuing to move forward.

ii. Railroad Coordination – Project Steel project manager and Steve May are working together.

c. Land Purchase Status – L. Tinney reported the Town of Owego has a signed purchase contract. J. Meagher reported he anticipates a pro forma title policy with V&S by the end of this week. V&S contracted with Williams & Edsall for a property survey at their cost.

d. V&S NYSEG 38 Manufacturing Project – L. Tinney reported NYSEG has determined there is an adequate supply of gas and electric. Paperwork is underway.

e. Realtor Commission; IDA pays 50% - L. Tinney reported the realtor is aware of the \$36,000 fee, which the IDA agreed to pay \$18,000.

D. Workforce Development Study

1. Phase I: L. Tinney reported the cost for Phase I is \$17,275, however, the consultant has indicated for an additional \$5,000 they would be able to do face-to-face interviews with employers, school districts, etc. L. Tinney reported she is able to secure \$2,500 through the ED&P budget, therefore, requested IDA Board consideration for the remaining \$2,500. L. Tinney reported the total objective is to identify our pipeline and needs in order to provide a road map to our local high schools for future planning to provide students with the skills necessary to enter directly into the workplace and connect with local employers.

Motion to approve IDA contribution for an additional \$2,500 for the added benefit of the consultants conducting face-to-face interviews with local employers and school districts. (A. Gowan, K. Gillette)

Aye – 6 Abstain – 0

No – 0 Carried

2. Phase II: L. Tinney reported Phase II would commence next year with implementation and plan development at an estimated cost of \$30,000 - \$40,000. L. Tinney reported she would be approaching the IDA Board in 2019 for contribution consideration.

5. Old Business – L. Tinney

A. Public Authority Accountability Act

1. Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)

a. Nothing new to report.

2. Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli)

a. Jan Nolis PILOT Review & Additional Fee - Based on the need for PILOT reviews in question, L. Tinney reported Jan Nolis' services were requested for review and revisions. L. Tinney presented the invoice to the IDA Board primarily to bring awareness, as this is significantly higher than normal invoices.

Motion to authorize payment for J. Nolis invoice in the amount of \$1,075 (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)

a. Signature Cards – C. Curtis reported she obtained new paperwork from Tioga State Bank and is waiting to receive paperwork from Community Bank regarding addition and removal of authorize signatories. C. Curtis will proceed with removal of C. Haskell and addition of herself as an authorized signer on the Tioga State Bank IDA accounts. Tioga State Bank authorized signers will be A. Gowan, M. Sauerbrey, K. Dougherty, and C. Curtis. Once paperwork is received, C. Curtis will proceed with adding herself as an authorized signer on the Community Bank IDA accounts. Community Bank authorized signers will be A. Gowan, R. Kelsey, K. Dougherty, and C. Curtis.

Motion to authorize resolution appointing Christine Curtis as an authorized signer on the IDA Tioga State Bank accounts and removing C. Haskell (J. Ceccherelli, K. Gillette)

Aye – 5 Abstain – 1 – R. Kelsey
No – 0 Carried

Motion to authorize resolution appointing Christine Curtis as an authorized signer on the IDA Community Bank accounts upon receipt and completion of the necessary paperwork. (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

B. ED&P Update:

1. Ag Update – No update this month. L. Tinney reported Z. Baker is currently assisting with the DRI.

2. Housing Study – L. Tinney reported consultant, Susan Payne, is assisting with Phase II of the Housing Study that was funded through REAP/USDA funds. L. Tinney reported REAP is the contract holder. Project completion anticipated by July 2019 due to terms of USDA funding. L. Tinney reported community members would serve on the task force. L. Tinney reported no changes occurred to Phase I, however, the DRI projects would be taken into consideration for Phase II.

6. PILOT Updates –

A. School PILOT Bills –

1. Tioga Central School District – L. Tinney reported the Tioga Central School District contacted her regarding the payment received, as this was considerably more than expected. L. Tinney reported this is one of the PILOTs reviewed by J. Nolis. The discrepancy was found in the anticipated assessment vs. the actual assessment.

2. Assessment - Denise Spaulding – L. Tinney reported she and C. Curtis will schedule a meeting with Assessor Denise Spaulding to determine how she arrived at the \$24 million Tioga Downs hotel assessment when the expected amount was \$16 million. L. Tinney reported until that meeting occurs she is unable to provide the IDA Board with a reason for the usage of the increased assessed number, as this was not on the CBA or 412a form.

B. Crestwood PILOT (CNYOG) – L. Tinney reported the following incorrect amounts collected and paid to the Town and County. L. Tinney reported this was one of the PILOTs reviewed by J. Nolis with the determination that a refund and additional payments were required.

1. Incorrect amounts collected and paid to Town and County
 - a. County - \$1,148.33
 - b. Town - \$533.01
 - c. Crestwood - \$28,432.13

The IDA Board was made aware of all PILOT discrepancies as noted and all issues have been resolved.

2. OACSD Request for PILOT Review – L. Tinney reported the Owego-Apalachin School District’s request for a PILOT review is related to the Crestwood PILOT. L. Tinney reported Crestwood has two PILOTs and the first one is due to expire in 2019. The school district is seeking a review of the PILOT with possible consideration for an extension. L. Tinney will schedule a meeting with the town, county, school, and Crestwood to discuss possible options.

7. New Business –

A. Sales Tax up 15.8% over 1 Year – L. Tinney reported county-wide sales tax is up 15.8% from this time last year and is largely due to gasoline purchases.

B. Occupancy Tax Collection – C. Curtis prepared a graph identifying the occupancy tax collected through 3rd quarter 2018.

C. E-Site wetland delineation – L. Tinney reported B. Woodburn is in the process of working on a possible single-family housing opportunity on the Town of Owego side of the E-site. In anticipation of this possibility, L. Tinney inquired as to whether the IDA had any interest in contracting at this time for a wetland delineation. L. Tinney reported a more in-depth plan would be presented to the IDA Board in January 2019 regarding this housing opportunity. IDA Board expressed the need for further information and suggested waiting on the wetland delineation at this time.

D. Social Media – L. Tinney reported M. Tinney has been providing social media services through Facebook and Instagram posts on a monthly basis. Based on the data supplied, the number of social media followers has increased from 385-710. L. Tinney inquired as to whether the IDA is interested in continuing the contract in 2019. L. Tinney reported the use of social media creates general public awareness as well as garnering project and departmental/agency support. L. Tinney presented the 2019 proposal of eight versus 12 posts per month and the costs associated with such.

Motion to approve 2019 contract with Madison Tinney for social media services of eight posts per month with monthly engagement and review for a total of \$300.00 per month.

(R. Kelsey, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

8. Approval of Minutes –

A. November 7, 2018 Regular Meeting Minutes -

Motion to approve November 7, 2018 Regular Meeting minutes, as written

(J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

9. Financial Reports –

A. Reports –

1. Balance Sheet –
2. Profit & Loss –
3. Transaction Detail –

Motion to acknowledge financial reports, as presented. (A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

10. Reports

A. Railroad

1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey)
 - a. Income to Date – Data unavailable at time of meeting.
 - b. First Light Lease Agreement – L. Tinney reported this is the overhead wire agreement signed by the IDA. Currently, waiting for fully executed copy.

B. Loan Program

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton)
 - a. Loan Status – L. Tinney reported all loans are current.

11. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:50 p.m. to discuss financial matters, individual personnel matters, and IDA properties. (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain - 0

No – 0 Carried

Executive Session adjourned at 6:23 p.m.

Motion to authorize \$500.00 compensation each to Z. Baker and C. Haskell for their additional work. (A. Gowan, R. Kelsey)

Aye – 6 Abstain – 0

No – 0 Carried

Motion to authorize payment to B. Myers for four unused vacation days.

(J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

12. Next Meeting – January 2, 2019 - Annual Meeting at 4:00 p.m. with regular meeting to follow at 4:30 p.m. in the Legislative Conference Room.

13. Adjournment – Meeting adjourned at 6:25 p.m.