

Tioga County Industrial Development Agency
June 3, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

Regular Meeting Minutes via Zoom Phone
Conference

- I. **Call to Order and Introductions** – Chairwoman J. Ceccherelli called the meeting to order at 4:30 p.m.
- II. **Attendance** –
IDA Board Members:
A. Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, M. Sauerbrey T. Monell, J. Ward, E. Knolles
B. Absent: None
C. Excused: None
D. Guests: C. Curtis, L. Tinney, C. Haskell, M. Freeze, D. Griffin
- III. **Privilege of the Floor** – None
M. Sauerbrey departed the meeting at 4:32 p.m.
- IV. **Approval of Minutes**
A. May 6, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve May 6, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (A. Gowan, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried

B. May 22, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve May 22, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (A. Gowan, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried
- V. **Financials** – C. Curtis reported she reviewed the financials with A. Gowan and no issues or concerns were noted.
A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
Motion to acknowledge financials, as presented. (A. Gowan, K. Gillette)

Aye – 6	Abstain – 0
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M. Sauerbrey returned to the meeting at 4:35 p.m.

VI. ED&P Update: L. Tinney

1. ***Southern Tier Network Broadband Study*** – moving forward.
2. ***Economic Development Organization Meetings*** – continuing to meet bi-weekly to share information and brainstorm ideas for a unified approach to the phased-in business re-openings.
3. ***Tioga County Economic Recovery Advisory Council*** – sub-committees are formed identifying different sectors around the County to determine need and develop a plan for moving forward.
4. ***Workforce Pipeline Strategy*** – moving forward and final plan has been submitted.
5. ***Various Presentations*** – L. Tinney conducted several presentations in the last couple of weeks as follows:
 - ***MWBE Virtual Expo***
 - ***Zoom Presentations*** – Conducted two Zoom presentations with eligible businesses in relation to Phase 1 re-opening on May 22nd and Phase 2 re-opening on May 29th, which were well attended. As we move closer to the tentative target date for Phase 3 re-opening, another presentation will be scheduled.
6. ***2020 Census*** – Outreach continues.
7. ***DRI – Village of Owego*** – Project continues to move forward, however, noted there is no indication at this time whether funding will be available.
8. ***Land Bank*** – Six properties recently sold with several other properties in the closing process. Recently awarded another disbursement of \$560,000 and TCPDC Board of Directors is currently developing a project/funding plan.
9. ***Community Development Update***: Foundation Coalition Emergency Fund was established through various donations. Anticipates this will continue for the next two weeks.
10. ***Ag Development Update***: Currently, there are two 8-Year Ag District Reviews underway; one for the Owego/Nichols District, which is just starting the analysis phase and the other for the Spencer/Candor/Barton/Tioga District that is still open.
11. ***Grant Update***: ED&P is involved with a total of 42 grants:
 - ***7 potential grant opportunities***
 - ***13 pending grant applications***
 - ***16 active grants***
 - ***6 completed grants***

VII. Project Updates: C. Curtis

- A. ***Owego Gardens II*** – C. Curtis reported the Department of Health is reviewing plans from Suez Water and Fagan Engineers and anticipates approval soon. Once approval is granted, Fagan Engineers will prepare bid package.

VIII. New Business: C. Curtis

- A. ***V&S New York Galvanizing Sign*** – C. Curtis received a quote for \$200 and proceeded with the ordering of the sign for installation on Corporate Drive. The IDA is purchasing the sign through

the IDA Industrial Park account.

IX. Old Business: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report.
 - 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Nothing to report.
 - 3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. Nothing to report.
 - 4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. County COVID-19 Emergency Relief Loan Program –
 - 1. TDS Construction – C. Curtis reported \$10,000 loan was approved and closed on 5/29/20.

X. PILOT Update: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
 - 1. V&S New York Galvanizing – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$636,096.86 of their allowable \$771,000 sales tax exemption.
 - 2. Best Buy – C. Curtis reported Best Buy is submitting monthly sales tax reports and, to date, the company has used \$535,006.42 of their allowable \$1,028,429.

XI. Executive Session: An Executive Session was not conducted.

XII. Adjournment: T. Monell motioned to adjourn the meeting at 4:40 p.m.

XIII. Next Meeting: Wednesday, July 1, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant