

ECONOMIC DEVELOPMENT & PLANNING

INDUSTRIAL DEVELOPMENT AGENCY

LOCAL DEVELOPMENT CORPORATION

# Tioga County Industrial Development Agency September 4, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building 56 Main Street, Owego, NY 13827

# **Regular Meeting Minutes**

l. Call to Order and Introductions – Chairman R. Kelsey called the meeting to order at 4:32 p.m.

#### II. **Attendance**

**IDA Board Members:** 

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

T. Monell

B. Absent: None

C. Excused: None

D. Guests: C. Curtis, L. Tinney, J. Meagher, M. Freeze, C. Haskell (arrived @ 5:00 p.m.)

#### III. **Privilege of the Floor** – None

C. Curtis introduced Megan Griffiths to the TCIDA Board. M. Griffiths recently joined TEAM Tioga as the Agriculture Development Specialist with the Economic Development & Planning Department.

### IV. **Approval of Minutes**

A. August 7, 2019 Regular Meeting Minutes Motion to approve August 7, 2019 regular meeting minutes, as written. (M. Sauerbrey, J. Ceccherelli)

> Abstain – 0 Aye - 7 No - 0Carried

#### ٧. Financials -

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail; Cash Accounts Only

Motion to acknowledge financials, as presented. (A. Gowan, T. Monell)

Aye - 7Abstain - 0 Carried No - 0

VI. **ED&P Update: L. Tinney** 

- A. DRI Projects L. Tinney reported the Downtown Revitalization Initiative (DRI) approved nine "Key Façade Revitalization" projects and eight "Support Business Development" projects that will be administered by TCIDA. There will be one contract between Homes and Community Renewal (HCR) and TCIDA and TCIDA will contract independently with each project. HCR anticipates issuing grant agreements within the next 60 days. HCR will issue reimbursement upon invoice with payment processing anticipated to be 2-4 weeks. HCR is confirming a 5% administrative fee will be allowed to be collected by TCIDA (Key Façade Revitalization = \$22,655.75 and Support Business Development = \$60,666.20). L. Tinney will draft agreements to share with J. Meagher and the committee the TCIDA Board deems appropriate for review.
- B. Housing Study L. Tinney will report on this topic at the 10/2/19 board meeting.
- C. Workforce Pipeline Study L. Tinney will report on this topic at the 10/2/19 board meeting.

# VII. Project Updates: C. Curtis

A. V&S -

- 1. Capital Assistance C. Curtis reported TCIDA is waiting for official award from Empire State Development (ESD), as there has been no official notification regarding the \$300,000 financial assistance.
- 2. Bid Opening 9/3/19 C. Curtis reported the lowest bidder for the water & sewer extension was Procon. There were three bids submitted. TCIDA Board requested C. Curtis obtain written notification from J. Gensel, Fagan Engineers, regarding deadline for how long the bid is good.

### B. Owego Gardens II -

- 1. Purchase & Sale Agreement C. Curtis reported the purchase & sale agreement has been executed.
- 2. DRI Owego Gardens II Water Tower C. Curtis reported the DRI did not fund the Owego Gardens II water tower. L. Tinney informed TCIDA Board the bids requested for this project would be valid for nine months, as per bid specifications.

Motion to approve IDA funding for a portion of the Owego Gardens II water tower, as it was not one of the DRI chosen projects (K. Gillette, J. Ceccherelli)

Aye – 7 Abstain – 0
No – 0 Carried

### VIII. New Business: C. Curtis

A. Lease Payment Report – C. Curtis presented the railroad lease utility easements report. In an effort to streamline an annual January billing cycle for all leases, C. Curtis prorated the bills in April 2019, as they were initially billed annually by month of origin. To date, C. Curtis reported all payments totaling \$11,307, with the exception of Time Warner/Charter Communications for \$233.37, have been received. In comparison, C. Curtis reported last year's total was \$12,098.08. For 2020, C. Curtis anticipates the total amount to be approximately \$12,525 due to a 2% escalation.

ACTION: C. Curtis will present the Lease Payment Report to the IDA Board on an annual basis every March.

- B. Livestreaming of IDA Meetings C. Curtis reported Governor Cuomo signed the Bill on 8/27/19 requiring all NYS IDA's to livestream IDA meetings effective 1/1/20. Suggestion made to move the meetings to the Hubbard Auditorium.
  - ACTION: C. Curtis will provide IT associated costs and livestreaming procedure to the IDA Board at the October meeting. C. Haskell will schedule Hubbard Auditorium and advise C. Curtis of any meeting date conflicts.
- C. Workers Comp Insurance C. Curtis reported this topic was not an agenda item; however, reported she was contacted by Don Patterson, TCIDA insurance representative, regarding a cost savings of \$233.00 if TCIDA were to consider changing carriers from Am Trust to Utica National. C. Curtis reported the premium is due 9/8/19. Motion to authorize Worker's Comp Insurance carrier change from Am Trust to Utica National for a cost savings of \$233.00 effective with 9/8/19 premium due date. (J. Ceccherelli, E. Knolles)

Aye – 7 Abstain – 0
No - 0 Carried

### Old Business: C. Curtis

D. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: R. Kelsey, A. Gowan, E. Knolles
  - a. NYS Comptroller Audit C. Curtis reported audit is still ongoing, however, no further documentation has been requested. C. Curtis reported issuance of final report anticipated within the next 1-3 months.
  - b. Tioga Downs Letter of Intent to Recapture C. Curtis reported Tioga Downs was given 20-day notice to review. C. Curtis reported Phases 2 & 3 were under the allowable amount by \$46,000, however, Phase 4 was over the allowable amount by \$117,000 due to change orders related to improved design. Tioga Downs sent the TCIDA Board a letter requesting consideration of raising the exemption amount to cover all Phase 4 related expenses.
    J. Meagher reported no hearing is required and there is nothing prohibiting TCIDA from honoring the request and changing the exemption amount.
    Motion to authorize increase of the sales and compensating use tax exemption for Tioga Downs Phase 4 by \$117,000 due to unforeseen project related expenses. (K. Gillette, T. Monell)

Aye - 7 Abstain - 0
No - 0 Carried

- 2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey
  - a. Sexual Harassment Prevention Training M. Sauerbrey reported the video training and attestation is accessible via the County's website www.tiogacountyny.com under the County Attorney's page. The attestation requires employee ID number and Department; therefore, Board members can choose any number for the employee ID and use ED&P as the Department. Training must be completed by 10/9/19.

ACTION: C. Curtis will send detailed instructions to TCIDA Board members with instructions on accessing and completing the required training.

- b. Public Authorities Board Member Training C. Curtis reported E. Knolles completed the webinar training on 8/21/19.
- 3. Finance Committee: R. Kelsey, A. Gowan, and K. Gillette
  - a. Review of 2020 PARIS Budget C. Curtis reported the Finance Committee met just prior to this meeting to review the 2020 PARIS Budget. C. Curtis reported the Committee discussed changes, which would be made for timely submission by end of October.
  - b. Budget Review C. Curtis reported the TCIDA budget would be reviewed at the 10/2/19 IDA Board meeting.
- 4. Loan Committee: (S. Thomas, R. Kelsey, A. Gowan, D. Barton, K. Dougherty)
  R. Kelsey reported the Loan Committee met just prior to this meeting to review the following two potential loans:
  - a. Patrick Elston Loan request of \$40,000 for building and business acquisition, as well as building improvements. The Loan Committee approved this \$40,000 loan request with no contingencies noted.
  - b. Manuel's Pallets & Crates The Loan Committee was unable to grant loan request of \$17,000 at this time.

Motion to accept the Finance Committee's recommendation for approval of Patrick Elston's loan request of \$40,000 with no contingencies. (M. Sauerbrey, E. Knolles)

Aye – 7 Abstain – 0 No - 0 Carried

## IX. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update

- 1. Best Buy Sales Tax Agreement C. Curtis reported the sales tax agreement was issued for the full amount, as presented to the public and in the cost benefit analysis.
- X. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:25 p.m. to discuss financial and personnel matters. (J. Ceccherelli, E. Knolles)

Aye – 7 Abstain – 0
No – 0 Carried

Executive Session adjourned at 5:35 p.m.

Motion to authorize salary increase of \$2,500 (6%) for C. Curtis effective 1/1/20.

Motion to authorize continuance of L. Tinney's consultant contract with the TCIDA for 2020 at the same 2019 rate of \$2,125 per month effective 1/1/20.

- XI. Next Meeting: Wednesday, October 2, 2019 at 4:30 p.m. Legislative Conference Room.
- **XII.** Adjournment Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Cathy Haskell

**IDA Executive Assistant**