



Tioga County Industrial Development Agency
November 1, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

I. Call to Order and Introductions: Ms. Ceccherelli called the meeting to order at 4:30 pm.

II. Attendance

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, E. Knolles, M. Townsend

Excused: J. Ward, T. Monell

Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney, R. Pedro, B. Woodburn, D. Castellucci

III. Privilege of the Floor

Rick Pedro, Town of Owego Assessor – Solar Discussion: Mr. Pedro provided information to the board regarding the status of solar PILOTS. He discussed the calculation that New York State uses for solar properties, which decreases the value of the assessment each year. Based on this calculation, there will come a time during the PILOT that the amount collected from the PILOT payments will be greater than what the tax payment would be based on the tax rate on of the assessed value, which is not permissible. He noted that this problem can be remediated by collecting a portion of the payment in the form of administration fees, which has been done in other towns. He also discussed the issue of payment going up for property that used to be assessed using the agricultural assessment. Once a property has been taken out of agricultural production, they can no longer receive the agricultural assessment, including if it is used for solar. Discussion ensued regarding sending a letter to property owners in the agricultural district to alert them of this stipulation.

Brittany Woodburn, ED&P Deputy Director – DRI Project Updates: Ms. Woodburn updated the board on the DRI projects that fall under the TCIDA multi-site program being administered by ED&P. The 15 projects are at various stages of construction, with four being completed, and another three in the final stages. Ms. Woodburn reported that the contract with NYS HCR for the project will expire at the end of December, at which point Ms. Woodburn will request a contract extension until June 30, 2024. She also noted that efforts are being made to reach the 30% MWBE participation goal for these projects.

IV. Approval of Minutes

A. October 4, 2023 Regular Meeting Minutes

B. October 23, 2023 Loan Committee Minutes

Motion to approve October 4, 2023 Regular Meeting Minutes and October 23, 2023 Loan Committee Minutes, as written. (M. Sauerbrey, M. Townsend)

Aye – 5

Abstain – 0

No – 0

Carried



**V. Financials**

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail
- D. Accounts Receivable

**Motion to table acknowledgement of financials to allow for board to review. (M. Sauerbrey, K. Gillette)**

|                |                    |
|----------------|--------------------|
| <b>Aye – 5</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |

**VI. ED&P Update:** L. Tinney Report – NY Southern Tier Presentation: Ms. Tinney presented the board with information regarding the Southern Tier’s Clean Energy and Clean Technology Strategy. The Southern Tier region has been designated as a regional technology hub by the federal government, led by research in the battery industry at Binghamton University. Steuben County and Broome County initiated an RFP to develop a strategy for how to best position the Southern Tier for public and private investment to take advantage of this regional technology hub designation. A proposal was received for \$200,000. Stueben and Broome Counties have already committed to providing a portion of the cost needed to fund the study, with participation from other counties expected. Ms. Tinney requested that the IDA board contribute \$25,000 towards the study. After board discussion, it was decided that the proposal will be sent around to all board members to review and then a determination will be made if they wish to contribute \$25,000. This determination will be made by email vote.

**VII. New Business: C. Curtis**

A. Business Council Quarterly Newsletter – Ad selection: Ms. Curtis was approached by the NYS Business Council Quarterly Newsletter about placing an ad in their upcoming November/December publication and January/February publication. The cost for a quarter page ad in both the November/December and January/February publications is \$2000. Ms. Curtis suggested the ad could be used to market IDA owned sites, or any other item the board wished to advertise. The board agreed to pay the \$2000 to run an ad in the publications.

**Motion to approve purchasing quarter page advertisements in the Business Council Quarterly Newsletter November/December and January/February publications for \$2000. (M. Sauerbrey, M. Townsend)**

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|----------------|--------------------|
| <b>Aye – 5</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |

B. Deluge Media Social Media Content Proposal  
Proposed Cost Share  
MOU

Ms. Curtis provided the board with information regarding a proposal from Deluge Media to provide photos and videos to be used for TEAM Tioga’s social media content. The proposal includes providing photos and videos for Sustainability, Economic Development, Planning, the Land Bank, and the IDA for one month in 2023 and 10 months in 2024. Ms. Curtis requested that the IDA pay upfront for all parties, which totals \$17,145, and receive reimbursement from Sustainability, Economic Development, Planning, and the Property Development Corporation for their respective portions. After reimbursement, the cost to



the IDA would be \$2,968.18. A memorandum of understating was presented outlining the payment terms and conditions. The board agreed to pay the upfront cost of \$17,145 and receive reimbursement payments from each party.

**Motion to authorize spending \$17,145 for the upfront cost of social media content from Deluge Media, and to authorize signing Memorandum of Understanding between Tioga County Sustainability, Economic Development, Planning and Property Development Corporation, which states that each agency will reimburse the IDA their respective portion of the total cost. (K. Gillette, M. Sauerbrey)**

Aye – 5                      Abstain – 0  
No – 0                        Carried

**VIII. Committee Reports: C. Curtis**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
    - a. No report
  - 2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
    - a. No report
  - 3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
    - a. PARIS Budget Submitted
    - b. CD – penalty and interest rate comparison in progress
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles
    - a. C. Curtis Loan Analysis Training: Ms. Curtis reported that she will be taking loan analysis training classes through the Risk Management Association. She will be taking two courses, one which costs \$349, and one which costs \$225.
      - 1. Self-Directed Courses | Risk Management Association | RMA (rmahq.org)
      - 2. Façade Loan Fund – STREDC determination in progress: Ms. Curtis reported that she spoke with G. Miner of STREDC regarding opening the façade loan program up to small business loans since the current small business loan fund is dwindling. A determination from STREDC will be forthcoming.
  - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
    - a. Jim Conway & C. Curtis – meetings October 17 & 18 – report: Ms. Curtis toured three RJ Corman sites, including a site visit at their Owego Location with a transload company who had interest in the site.
    - b. Corporate Drive repairs completed

**IX. PILOT Updates: C. Curtis**

- A. PILOT Disbursements in Progress
- B. Sales Tax Exemptions Update:
  - 1. Best Bev LLC - \$1,642,065.88/Authorized \$1,619,751.00
    - a. Letter of Request: Best Bev LLC provided a letter explaining their overages and sales tax exemption, and requested a new sales tax exemption of \$2,242,065.88, based on \$28,025,823.48 in expenditures.
    - b. Resolution



**Motion to authorize an increase in sales tax exemption for Best Bev, LLC to \$2,242,065.88. (E. Knolles, M. Sauerbrey)**

**Aye – 5**                      **Abstain – 0**  
**No – 0**                        **Carried**

- 2. RB Robinson - \$36,231.89/Authorized \$55,990.00 – Project Complete
- 3. 231 Main LLC – \$320.85/ Authorized \$34,320
- 4. SEASON II LLC - \$4,289.94/ Authorized \$17,942
- 5. Arteast Café LLC - \$0/ Authorized \$24,000
- 6. Navo Properties LLC - \$0/ Authorized \$1,128

**X. Project Updates: C. Curtis**

A. Owego Gardens II

- 1. Robinson completed outstanding items, waiting for Veolia to okay the final punch list items.
- 2. Original budget vs. projected final expenses: Ms. Curtis will email the board a spreadsheet of the original budget and the projected final expenses for the project.

**XI. Grant Updates: C. Curtis**

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

- 1. Approved; Contract Executed; Study in Progress by Larson Design Group, expected completion by year end.

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings – Approved

- 1. Larson Design Group will not take on study; Original proposal dated 7/2022 \$52,100; ARC: \$26,050 TCIDA: \$26,050  
Hunt \$75,000 (If Geotech & bid documents included \$115,000)  
Delta \$98,000  
Fagan \$80,000

Larson Design Group originally intended to complete this study, however they have recently indicated that they will no longer be able to do so. Ms. Curtis shared the other price quotes obtained from the other engineering firms to complete the study. A subcommittee of E. Knolles, J. Ward, and C. Curtis will review all proposals and make a recommendation to the full board of whom to choose to complete the study.

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

- 1. Approved; Contract Executed; Study in Progress by Larson Design Group, expected completion by year end.

D. ESD Water Tank – ESD AB017

- 1. Reimbursement (\$350,000) received 10-30-23

E. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23, still awaiting determination from USDA.

F. Blodgett Road – Application submitted by SWCD

**XII. Motion to move into Executive Session at 5:50 pm pursuant to Public Officers Law Section**



**105 to discuss financial matters. (M. Sauerbrey, M. Townsend)**

**Motion to adjourn Executive Session at 6:09 pm.**

**Motion to authorize J. Meagher to commence proceedings in Village of Owego Court to remove squatters on IDA owned property. (K. Gillette, M. Townsend)**

|                |                    |
|----------------|--------------------|
| <b>Aye – 5</b> | <b>Abstain – 0</b> |
| <b>No – 0</b>  | <b>Carried</b>     |

**XIII. Next Meeting: Wednesday December 6, 2023**

**XIV. Adjournment: Mr. Gillette motioned to adjourn the meeting at 6:09 pm.**