

Tioga County Industrial Development Agency

56 Main Street

Owego, NY 13827

Wednesday, March 4, 2015, 5:30 p.m.

Minutes

1. **Call to Order and Introductions** – the meeting was called to order by the Vice-Chair, K. Dougherty at 5:30 p.m.
2. **Attendance**
 - A. IDA Board Members
 1. Roll Call: K. Dougherty, A. Gowan, R. Case and K. Gillette
 - a. Absent:
 - b. Excused: R. Kelsey, E. Woods and T. Monell
 - B. Guests: L. Tinney, J. Meagher and R. Fiato
Absent: C. Haskell
3. **Privilege of the Floor - none**
4. **Correspondence – Resignation from Esther Woods** – Ms. Fiato received Ms. Woods' resignation from the board on February 27, 2015 effective immediately.
The board had a discussion regarding a replacement for Ms. Woods; Ms. Tinney will reach out to the potential candidate to find out their interest level
5. **Approval of Minutes, Annual and Regular (A. Gowan/R. Case)**

Aye: 4	Abstained: 0
Nay: 0	Carried
6. **Financial Report**
 - A. Reports
 1. Balance Sheet
 2. Profit & Loss
 3. Transaction DetailMotion to acknowledge the financial statements (R. Case/A. Gowan)

Aye: 4	Abstained: 0
Nay: 0	Carried
7. Re-occurring expense – advertise for the Owego Kiwanis Radio Day Ad on April 11th in the amount of \$100
Motion to affirm the re-occurring expense (A. Gowan/R. Case)

Aye: 4	Abstained: 0
Nay: 0	Carried
8. Request to approve the expenditure of \$900 to revamp the loan brochure by Variety Studios
Motion to approve the expenditure of \$900 to revamp the loan brochure by Variety Studios (A. Gowan/K. Gillette)

Aye: 4	Abstained: 0
Nay: 0	Carried

9. Request to approve the expenditure of \$1800 (split with ED&P) to redesign and print the two pocket folder by Variety Studios
Agenda item is tabled until additional estimates are received

10. Confirm the email poll requesting to have the Tioga County Legislature submit a Resolution and Letter Opposing Part W of the Governor's Proposed 2015 Budget
Motion to confirm the email poll (per email poll, all board member were in favor of the request)(A. Gowan/R. Case)

Aye: 4
Nay: 0
Abstained: 0
Carried

1. Request from NYS Economic Development Council for an additional due assessment to allow NYSEDC to retain a lobbying firm to support their efforts on behalf of IDAs throughout the legislative session to oppose Part W of the Governor's Proposed 2015 Budget
Motion to pay NYS Economic Development Council for the additional due assessment of \$500 (R. Case/K. Gillette)

Aye: 4
Nay: 0
Abstained: 0
Carried

2. Prepare and send letters from each Board Members to Senator Libous & Assemblyman Friend opposing Part W of the 2015 Budget – each member signed the letters and will be mailed out the following day

11. E-Site Development Project Update

1. Update – Ms. Tinney, Mr. DelBianco, TC Public Works Commission and Ms. Fiato met with David Chase from Delta Engineering on February 26th to review the 30% completion submission drawings for the proposed development of the E-Site. There were no major changes noted. Atlantic Testing Laboratories has completed their field work with the exception of the infiltration testing; soils are in the lab being tested on, no results at this time. Shumaker Consulting Engineering & Surveying has been contracted to complete the topographic & boundary survey, subdivision mapping and water line easement mapping and description work; at this time there is nothing to report on. Delta Engineering will continue to keep the project moving along.
2. Estimates from engineering firms to apply for CFA funding for water system on the Agency's behalf –the Agency has received two estimates to complete this task. The Agency will determine whether or not they need to proceed with this once the CFA funding process is open to apply to.
3. Waterline Easement – Ms. Fiato has spoken to Mr. Kerschner at Fine Line Homes in Harrisburg, PA and they have granted the Agency to have Shumaker Consulting Engineering & Surveying enter their property to complete their field and survey work as well as work with the Agency to complete the for the easement for the water line extension. Mr. Kerschner did inquire about whether or not the Agency would consider connecting the two parcels with a roadway to be used as a secondary access road to either site. After discussing the matter, the board felt that at this time a roadway to connect the two parcels wasn't necessary. Ms. Fiato will advise Mr. Kerschner of the board's decision on that matter.
4. Development Comparison - E-Site vs. 434 Site – At a previous meeting the board requested a development comparison between the E-Site and the 434 Site. Ms. Tinney presented the information to the board and noted that the cost is still more to develop the 434 site vs. the E-Site.
5. Discussion - \$800,000 STREDC Loan – nothing to discuss at this time

12. Project Updates

- A. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin; documents are with outside counsel for review
- B. Lounsberry Sanitary Sewer Extension – prepared description and sent to Town of Nichols attorney for review
- C. Tioga Downs PILOT Closing
 - 1. Confirm email poll to accept Tioga Down’s request to spread the Agency Fee over a five year period (A. Gowan/K. Gillette)
Motion to confirm email poll to approve Tioga Down’s request to spread the Agency Fee over a five year period (per email poll, all board member were in favor of the request)

Aye: 4	Abstained: 0
Nay: 0	Carried
 - 2. Tioga Down PILOT Closing – Took place on 2/26/2015; all documents were signed & filed with clerk’s office

13. Old Business

- A. Public Authority Accountability Act
 - 1. Audit Committee Report (A. Gowan, R. Kelsey, K. Dougherty)
 - a. Recommendation from the Audit Committee to accept the 2014 audited financial statement
Motion to accept the 2014 audited financial statement as presented (R. Case/K. Gillette)

Aye: 4	Abstained: 0
Nay: 0	Carried
 - 2. Governance Committee Report (R. Kelsey, E. Woods, K. Dougherty)
 - a. Results from the Board Member Evaluation – Ms. Fiato provided the Governance Committee as well as the full board with the results from the board evaluation; the results were submitted to the ABO on 2/25/2015
 - 3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette) – nothing to report
 - 4. Authority Budget Office Report
 - a. Procurement Report – completed and ready to submitted to the ABO
 - b. Investment Report – completed and ready to submitted to the ABO

14. PILOT Updates

A. 2014 Employee Survey Summary

Best Buy	2013 - 221	2014 - 205	-16
Hampton Inn	2013 - 11	2014 - 13	+2
Sanmina	2013 - 451	2014 - 401	-50
Rynone	2013 - 46	2014 - 41	-5
*231 Main Street	2013 - 0	2014 - 1	1
CNYOG	2013 - 28	2014 - 28	No change
Lockheed	2013 – 2116	2014 – waiting for #s	

***1099 workers**

- B. PILOT Payment made to Tioga County (\$52,037.53), Tioga County Recycle (\$1,735. 56) and Town of Owego (\$388,815.82), Town of Barton (\$1,381.18)
- C. Received \$6,961.29 of the \$10,472.55 due for the railroad leases

15. Report

- A. Railroads
 - 1. Committee Report (T. Monell, W. Caloroso, R. Case, K. Gillette)
 - a. Update from Railroad Committee Meeting on 2/23/2015
 - b. 4th Quarter OHRY Freight Revenue Report
- B. Loan Program – Response to USDA Compliance Review Letter for RBEG; USDA Servicing Visit Letter
- C. Loan Program – Loan payoffs: John’s Fine Foods (2/12/2015); Pumpelly House (2/25/2015); Riverow Bookshop (3/2/2015); Hometown Auto (3/3/2015)
- D. Loan Program – 2/12/2015 mailed out 123 loan program brochures to Tioga County small businesses

16. Motion to move into Executive Session pursuant to Public Officers Law Section 105

Motion to move into Executive Session at 6:42 p.m. pursuant to Public Officers Law Section 105 (A. Gowan/K. Gillette)
Exit Executive Session at 6:52 p.m. (R. Case/K. Gillette)

17. Next Meeting – Wednesday, April 1, 2015

18. Adjourned

Attachments:

February DRAFT Minutes

February Financial Report

Kiwanis Radio Day Ad

Variety Studios Estimate

Sample Resolution & letter Opposing Part W of Governor’s Proposed 2015 Budget

Development Comparison – E-Site vs 434 Site

2014 Audited Financial Statement

4th Quarter OHRY Freight Revenue Report

USDA Compliance Review Letter & Response; USDA Servicing Visit Letter

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 3/4/2015

Time: 6:42 p.m.

On a motion of Board Member Dougherty, seconded by Board Member Case, the Board of Directors went into Executive Session to discuss:

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 6:52 p.m.