

Tioga County Industrial Development Agency
January 8, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

Regular Meeting Minutes

- 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, A. Gowan, M. Sauerbrey, E. Knolles, T. Monell, J. Ward
 - B. Absent: None
 - C. Excused: K. Gillette
 - D. Guests: C. Curtis, L. Tinney, J. Meagher, C. Haskell, M. Freeze,
M. Griffiths (*departed @ 4:39 p.m.*), D. Camin (*arrived @ 4:45 p.m./departed @ 5:11 p.m.*)

- III. **Privilege of the Floor – M. Griffiths & D.Camin**
M. Griffiths, Ag Economic Development Specialist, requested IDA Board consideration for being an applicant for a USDA Rural Business Development Grant (RBDG) for an Ag Value Chain Study in Tioga County. Ms. Griffiths reported at the time of the meeting it is still uncertain as to whether the Tioga County IDA would be an eligible applicant, but wanted to discuss the topic and determine whether there was interest in proceeding.

M. Griffiths provided an overview and identified the following four (4) steps involved with the Ag Value Chain Study:
 1. Assess what type of agriculture is currently in the County.
 2. Determine how much of the agricultural products are staying in the County; identify the current market area; explore options for additional local options; determine whether consumers and producers are satisfied with the current market; and identify any potential barriers for outreaching to other local entities such as schools, restaurants, health care facilities, etc.
 3. Determine whether consumers are currently buying from local producers and, if not, is there an interest to do so. Explore potential economic impact.
 4. Ultimately, facilitate linkages between consumers and producers; provide assistance with marketing promotion and other agency assistance, as determined.

M. Griffiths reported a list of consumers and producers has been developed for survey purposes. Upon inquiry, M. Griffiths reported the grant bid is for \$26,000 with no match requirement.

L. Tinney reported M. Griffiths would be the grant administrator.

Motion to approve the IDA as the grant applicant for the USDA RDBG grant, if deemed eligible, for the Ag Value Chain Study for \$26,000 with no match requirement.

(A. Gowan, J. Ceccherelli)

Aye – 6

Abstain – 0

No – 0

Carried

D. Camin, Chief Information Officer for Tioga County ITCS, addressed the IDA Board regarding a broadband project and accessibility specifically for rural areas in the County. D. Camin reported Southern Tier Network is a public benefit corporation that is building a network with excess capacity that will enable additional competition in the area of broadband. D. Camin reported Empire Access is currently in the Barton/Waverly section of the County and plans to move east to Owego. The Village of Owego will soon have three individual providers serving the Village of Owego area. Southern Tier Network is currently available on the 96B corridor and north and south side of the 17/86 corridor, with the exception of the Town of Tioga. D. Camin reported the State's NY Broadband Program was designed to expand services to unserved houses in the County and fill the gaps in the rural areas. D. Camin reported the current consortium consists of Steuben, Schuyler, Chemung, and Yates Counties and they have invited Tioga County to participate in a broadband study that will provide design and engineering work, analysis and preliminary engineering documents that can be used for next step funding opportunities. The total amount for all four counties is \$364,000; however, Southern Tier Network is willing and able to provide \$166,000. Tioga County's amount is \$73,000. This project fits the scope of broadband infrastructure economic goals.

L. Tinney requested IDA Board consideration to upfront the \$73,000 for the Tioga County portion to participate in the study with the understanding that she is outreaching to various agencies/departments such as REAP, ED&P, local foundations, and County IT Department to try and re-coup some of the upfront cost. L. Tinney reported she estimates a rough end cost of \$35,000 for the IDA based on the discussion she has already had with these entities.

L. Tinney reported there is infrastructure funds set aside in capital investments for IDA Board consideration. L. Tinney reported Tioga County has been a benefactor in this project and up to this point has no financial investment.

E. Knolles reported he believes there is a critical need and County growth is stagnant in these rural unserved areas.

T. Monell inquired as to how many residents/households would be served in Tioga County. D. Camin provided a rough estimate of 1,000 households/3,000 – 5,000 residents.

A. Gowan inquired as to whether there is a specific timeframe for participation and funding. D. Camin reported there is no immediate need for funding, as funds are due at time of delivery.

Motion to authorize IDA participation in the Southern Tier Network Broadband Study for an amount not to exceed \$73,000 with the understanding that additional resources will be sought to offset the IDA expense. (E. Knolles, M. Sauerbrey)

Aye – 6	Abstain – 0
No – 0	Carried

IV. Approval of Minutes

A. December 4, 2019 Regular Meeting Minutes

Motion to approve December 4, 2019 Regular Board meeting minutes, as written. (A. Gowan, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried

B. December 6, 2019 Loan Committee Meeting Minutes

Motion to approve December 6, 2019 Loan Committee meeting minutes, as written. (A. Gowan, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried

V. Financials – The following financial reports were reviewed. C. Curtis reported J. Nolis would be on-site on 1/9/2020 for her annual review, which includes review of loan balances. C. Curtis reported there are two (2) loans that have closed with slight negative balances and Ms. Nolis will review to ensure accuracy.

C. Curtis reported all 2019 lease payments, with the exception of Charter Communications, have been received. To date, C. Curtis reported she has sent four invoices, left three voicemail messages, and now is currently in contact with the corporate office.

C. Curtis reported 2020 lease payments would be distributed prior to month-end.

A. Balance Sheet

B. Profit & Loss –

C. Transaction Detail –

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

Aye – 6	Abstain – 0
No – 0	Carried

VI. ED&P Update: L. Tinney

A. 2020 Census Complete Count Outreach – Continued outreach to raise awareness in anticipation of the upcoming census is in progress.

- B. DRI – B. Woodburn and M. Griffiths are currently meeting with project owners for the IDA multi-site project. The IDA Loan Committee will need to be engaged soon to discuss topics such as flood insurance, use of contractors, etc. L. Tinney has reached out to the Loan Committee indicating meetings will be more frequent than the usual one monthly meeting.
- C. NY Main Street Owego – North Avenue Grant Award – L. Tinney reported the application amount was \$500,000, however, the award amount was \$250,000.
- D. Housing Study – Steering Committee is starting the implementation phase and an event/meeting will be scheduled with invitations sent in the next week.
- E. Consolidated Financial Application (CFA) Announcement – The Southern Tier was the highest in the State with an award announcement of \$88.9 million. Of this award amount, Tioga County received \$3.8 million to facilitate various projects in the County.
- F. Former Lounsberry Truck Stop Facility – Liberty Trucks recently purchased from Blue Ox and construction of a Burger King and expansion of their convenience store is currently underway. Exterior improvements are anticipated to commence spring 2020.
- G. Ag Development – The 8-Year Annual District Review for two districts, as well as the annual Ag Inclusion Enrollment in January 2020 is currently underway.

VII. Project Updates: C. Curtis

- A. V&S –
 - 1. NYSEG – Work is completed and power is available to the site.
 - 2. ESD CAP Grant – Water/Sewer Extension is completed. Waiting on final invoice from Procon. To date, \$165,000 has been expended.
- B. DRI –
 - 1. Homes and Community Renewal (HCR) Agreement – B. Woodburn and M. Griffiths are currently meeting with project owners regarding the sub-recipient agreements with the IDA.
- C. IRP Loan Employment History – Annual review of the number of employees currently on staff vs. number of employees anticipated at time of loan closing for all existing loan recipients. This document will be reviewed with the Board on an annual basis. Overall, C. Curtis reported the loan program is doing well and benefiting the County.
- D. Raymond Hadley – Advised the company the IDA would not be entertaining their PILOT request due to not wanting to deduct properties from the tax rolls.
- E. Owego Gardens II – Suez Water and Fagan Engineers are coordinating all water tank approvals. Anticipate water tank bids within the coming month. Suez Water will be the owner of the water tank. L. Tinney reported ED&P contributed \$10,000 to the Owego Gardens engineering fee for services rendered, therefore, reducing IDA obligation.

VIII. New Business: C. Curtis

A. Lopke/Berry Property Archeological Study – Liberty Trucks recently purchased the former Lounsberry Truck Stop from Blue Ox and the Lopke/Berry property is adjacent to the property that is currently under renovation. C. Curtis reported there might be interest for acquisition of the IDA property for further expansion. C. Curtis reported the bid for the archeological study on the Berry property (1.48 acres) is for an amount not to exceed \$2,459.00.

Motion to authorize the archeological study on the IDA-owned Berry property for an amount not to exceed \$2,459.00 (M. Sauerbrey, A. Gowan).

Aye – 6 Abstain – 0
No – 0 Carried

IX. Old Business: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles

a. TCIDA Response Letter & Corrective Action Plan – C. Curtis reviewed the IDA response letter with the IDA Board in regards to the recent NYS Comptroller’s Audit Final Report noting several positive auditor comments and only two minor adjustment requirements. C. Curtis reported this document has been posted to the IDA website.

2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey

a. Nothing to report.

3. Finance Committee: R. Kelsey, A. Gowan, K. Gillette –

b. Signature Card Update - C. Curtis requested a motion to remove former Chairman R. Kelsey from the bank card as an TCIDA signatory and add M. Sauerbrey.

Motion to authorize the removal of R. Kelsey as bank signatory and the addition of M. Sauerbrey (E. Knolles, T. Monell).

Aye – 6 Abstain – 0
No – 0 Carried

4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton

a. Nothing to report.

B. TEAM Tioga Breakfast Budget – ED&P’s significant contribution resulted in less IDA funding than originally requested. L. Tinney reported she has secured seven (7) business sponsorships, which also assisted in offsetting the costs of the event.

L. Tinney reported the final invitation list is being prepared and anticipates approximately 200 invitations. Invitations expected to be sent next week.

C. Mr. McCrutcheon Harford Property Update – C. Curtis reported Mr.

McCrutcheon is requesting IDA reimbursement for the damage caused to his residence/property due to the IDA culvert located near his property. C. Curtis reported, to date, she has not received any documentation supporting the expenses.

D. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1.V&S Sales Tax Exemption Report – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$455,711.49 of their allowable \$671,200 sales tax exemption.

B. Sales Tax Exemption Request – C. Curtis reported V&S is requesting an extension through April 30, 2020.

Motion to authorize sales tax exemption for V&S through April 30, 2020, as requested. (A. Gowan, T. Monell)

Aye – 6

Abstain – 0

No – 0

Carried

C. 2020 Employee Surveys – C. Curtis reported surveys have been distributed.

IX. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:26 p.m. to discuss financial matters, property acquisition, and litigation matters. (M. Sauerbrey, T. Monell)

Aye – 6

Abstain – 0

No – 0

Carried

A. Gowan motioned to adjourn Executive Session at 5:40 p.m.

Adjournment – Meeting adjourned at 5:40 p.m

Next Meeting: Wednesday, February 5, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant