

Tioga County Industrial Development Agency
May 6, 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 (*arrived @ 4:35 p.m.*), T. Monell, J. Ward, E. Knolles
B. Absent: None
C. Excused: None
D. Guests: C. Curtis, L. Tinney, J. Meagher C. Haskell, M. Freeze
- III. **Privilege of the Floor** – None
- IV. **Approval of Minutes**
A. April 1, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve April 1, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (T. Monell, E. Knolles)
Aye – 6 Abstain – 0
No – 0 Carried
- B. April 22, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve April 22, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (T. Monell, E. Knolles)
Aye – 6 Abstain – 0
No – 0 Carried
- C. April 28, 2020 Loan Committee Meeting Minutes (Zoom phone conference) -
Motion to approve April 22, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (T. Monell, E. Knolles)
Aye – 6 Abstain – 0
No – 0 Carried

V. **Financials** – The following financial reports were reviewed. C Curtis reported the Waverly Trade Center Grant was disbursed and adjustment was made to reflect the correct account. All other accounts are in order.

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

Motion to acknowledge financials, as presented. (A. Gowan, K. Gillette)

Aye – 6	Abstain – 0
No – 0	Carried

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

A. COVID-19 Related Activities:

1. Compiling data on the 255+ surveys returned to date.
2. In the process of developing a second survey, as it is believed responses submitted this round might be different.
3. Established COVID-19 Emergency Relief Loan Program for small businesses and noted four loans have been approved totaling \$75,000 to date leaving a remaining balance of \$400,000 for additional loans. Additional 8-10 loans are in process with several inquiries.
4. Launches COVID-19 web page specific to business assistance.
5. Created Tioga County Economic Recovery Advisory Council consisting of 26 members. To date, two meeting has been conducted. In the process of creating sub-groups specific to industry or sector.
6. Established Foundation Coalition fund to assist not-for-profit organizations with grants. J. Ward inquired about the details of the Foundation Coalition grants. L. Tinney reported information is on the Foundation Coalition webpage and ED&P Community Development Specialist, Abbey Hendrickson is overseeing the effort with Tioga Opportunities, Inc. administering the pass through funds.
ACTION: A. Hendrickson will contact J. Ward directly.
7. Participated in SBDC Lunch & Learn seminar
8. Participating in weekly Tioga County press conferences with Chairwoman Sauerbrey.
9. Participating in bi-weekly Economic Development Organization meetings consisting of eight counties across the region sharing information and brainstorming to create a unified approach to re-open.
10. Local grants are on hold, per State. No timeframe as to when this will change, however, could be dependent on whether the Federal government assists the State.
11. Re-opening Plan consists of four Phases. Phase 1 set to open on May 15, 2020 for manufacturing, construction, and some retail with curbside availability, however, unclear as to what “some retail” consists of. Collaborated with the Chamber of Commerce to develop a template for businesses to use as a guide for establishing re-open plan/protocols.

B. Other Activities:

1. Received additional funding (\$560,000) for Land Bank to continue efforts. Currently, there are six properties waiting sale closings.
2. Census 2020 outreach continues. To date, Tioga County has a 62% self-response rate and is listed as second highest in the State.
3. Agricultural 8-Year District Review for District #1 is ongoing.
4. Continue to work with DRI project owners to complete gathering of required information.

5. Planning had two 239 Reviews that were both recommended for approval. One site plan review for a commercial plaza in the Town of Richford and one site plan review/area variance for former Thompson's Grocery (Public Well project).
6. Southern Tier Network Broadband Study is in process. USDA application approval anticipated for August 2020.
7. Workforce Pipeline Study interviews completed and draft report submitted.
8. Three Restore NY projects are nearing disbursements. Disbursements held at the State level, however informed this is a matter of process and not funding, as assurance has been given that funding is available.

VII. Project Updates: C. Curtis

- A. Owego Gardens II – Wetland permit anticipated. It is also anticipated that SUEZ Water will sign the Department of Health form next week. Fagan Engineers will begin the four-week bid process to coincide with the Department of Health review.
- B. Monkey Run FEMA Grant
 1. Site Inspection Report – C. Curtis provided a copy of the signed report to the Board.
- C. Lounsberry/Town of Nichols Zone Change - C. Curtis reported the zoning change was approved.

VIII. New Business: C. Curtis

- A. Upstate Shredding Grant Disbursement – C. Curtis reported pass through funds of \$232,500 were disbursed with one additional disbursement anticipated for 2021 for completion.
- B. Nichols Cross Dock Resolution -

Motion to authorize the Chairwoman, on behalf of the agency, to enter into an IDA consent and estoppel agreement with Norman Cross-Nichols, LLC allowing Norman Cross-Nichols, LLC to transfer its interests in the June 30, 2016 Nichols Cross Dock, LLC Lease/Leaseback Transaction and all closing documents thereof, to CPI Nichols I, LLC and CPI Nichols II, LLC.

(M. Sauerbrey, A. Gowan)

Aye – 7	Abstain – 0
No – 0	Carried

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. Amendment of Bylaws to incorporate the availability of conducting telephone and video conferencing when in-person meetings are unable to occur.

Motion to approve Bylaw Amendment to incorporate the availability of conducting telephone and video conferencing when in-person meetings are unable to occur.

(J. Ward, K. Gillette)

Aye – 7	Abstain – 0
No – 0	Carried
 3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. COVID-19 bank account established for USDA funds.
 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. B&B Automotive Restoration, Inc. – application not approved.
 2. Rock Oak Lumber - \$25,000 loan approved; closed 4/28/2020.

3. Reilly Brothers Seafood - \$25,000 loan approved; closed 4/28/2020.
4. Belva, LLC - \$15,000 loan approved; closed 4/28/2020.
5. Hygge Home - \$10,000 loan approved; closed 4/30/2020.

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 \$624,380.93 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 \$423,920.98 of their allowable \$1,028,429.
3. Spencer-Tioga Solar – C. Curtis reported an amended final report and letter of request for an increase of \$70,135.42 of sales and use tax exemption due to NYSEG taxes in this amount.

Motion to approve resolution increasing the amount of the sales and use tax exemption for the Spencer-Tioga Solar, LLC Project from \$697,137.75 to \$767,273.17 and an extension of the sales and use tax exemption agreement from May 24, 2018 through, and including, May 31, 2020. (A. Gowan, T. Monell)

Aye – 7	Abstain – 0
No – 0	Carried

B. PILOT Employment Report – C. Curtis reported the PILOT Employment Report would be presented annually to the Board as one of the NYS Comptroller’s audit recommendations. This report is for 2019 and reflects 708 jobs due to PILOT agreements.

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

XII. Adjournment: A. Gowan motioned to adjourn the meeting at 4:56 p.m.

XIII. Next Meeting: Wednesday, June 3, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant