

**Tioga County Industrial Development Agency
September 2, 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 T. Monell,
 E. Knolles (*joined meeting at 4:40 p.m.*)
 B. Absent: None
 C. Excused: J. Ward
 D. Guests: C. Curtis, C. Haskell, J. Meagher, M. Freeze

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

- IV. **Approval of Minutes**
 A. August 5, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve August 5, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (A. Gowan, K. Gillette)

Aye – 5	Abstain – 0
No – 0	Carried

 B. August 21, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve August 21, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (A. Gowan, K. Gillette)

Aye – 5	Abstain – 0
No – 0	Carried

- V. **Financials** – Mr. Gowan reported he reviewed the financials, as presented and no issues or concerns were noted.
 A. Balance Sheet
 B. Profit & Loss
 C. Transaction Detail –
Motion to acknowledge financials, as presented. (M. Sauerbrey, A. Gowan)

Aye – 5	Abstain – 0
No – 0	Carried

- VI. **Project Updates: C. Curtis**
 A. Owego Gardens II – Ms. Curtis reported the DEC Water Quality Certificate is still in process with issuance expected in a few weeks. Ms. Curtis reported Home Leasing continues to pursue closing on their financing.

VII. Old Business: C. Curtis

A. Tax Map ID#85.00-1-35 Residence Impending Railroad Right-of-Way – Attorney Meagher inquired as to the least obtrusive form of conveyance that will be accepted by Mr. Pelling, title agent/seller’s attorney. OHRV consented to release their lease on this part of property underneath the structure. Question remains unanswered as to whether the current structure is on a foundation or slab. During tonight’s meeting, Attorney Meagher received a phone call from Mr. Pelling and they are not seeking a transfer of ownership agreement, but an agreement to allow the structure to remain on the property as is for now. In the event the structure is in need of relocation or removal, the agreement would not allow another replacement structure to be constructed. Attorney Meagher reported Mr. Pelling indicated the pending sale of the property recently fell through, however, they still want to move forward with the agreement for potential future sale of property.

VIII. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report.
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Annual Review - Ms. Curtis reported the annual review discussion is Executive Session.
 - b. IEDC Virtual Conference – Ms. Curtis requested approval to participate in the IEDC virtual conference from October 13 – 16, 2020 at the fee of \$475.00. Chairwoman Ceccherelli reported the Governance Committee was in favor of Ms. Curtis participating from her home versus the IDA Office to prevent any interruptions.

Motion to authorize Ms. Curtis’ participation in the IEDC Virtual Conference from October 13 – 16, 2020 from her home at the fee of \$475.00. (K. Gillette, A. Gowan)

Aye – 5 Abstain – 0
No – 0 Carried

3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. Nothing to report.
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. COVID-19 Emergency Relief Loan –
 - i. Jackpot Richie’s Chicken BBQ – Ms. Curtis reported the Loan Committee reviewed and approved a \$25,000 loan for Jackpot Richie’s Chicken BBQ for construction of a warehouse to store equipment and the purchase of additional equipment.
 - ii. Interest Rate & Repayment Recommendation – Ms. Curtis reported the Loan Committee recommended IDA Board approval for a 2.5 % interest rate and three-year repayment term for all COVID-19 Emergency Relief Loans not repaid in full after six months with final by the ED&P Legislative Committee.

Motion to accept the Loan Committee’s recommendation and approve a 2.5% interest rate and three-year repayment term for all COVID-19 Emergency Relief Loans not paid in full after six months noting final approval will be through the ED&P Legislative Committee. (A. Gowan, M. Sauerbrey)

Aye – 5 Abstain – 0
No – 0 Carried

IX. 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 \$674,256.38 of their authorized \$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 \$593,469.80 of their authorized \$1,028,429 sales tax exemption.

- B. Owego Gardens II PILOT Documents – Ms. Curtis reported the documents are in process with Attorney Meagher’s office noting all official resolutions were previously adopted allowing Chairwoman Ceccherelli to execute documents upon availability.**

E. Knolles joined the meeting at 4:40 p.m. via Zoom.

X. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 4:40 p.m. to discuss financial matters, property acquisition, and personnel matters.

(A. Gowan, M. Sauerbrey)

Aye – 6	Abstain – 0
No – 0	Carried

Mr. Gowan motioned to adjourn Executive Session at 5:11 p.m.

Motion to accept the Governance Committee’s recommendation for an 8% salary increase for Ms. Curtis for an annual salary of \$48,600 effective January 1, 2021. (E. Knolles, K. Gillette)

Aye – 6	Abstain – 0
No – 0	Carried

Motion to accept the Governance Committee’s recommendation to maintain Ms. Tinney’s monthly stipend at the 2020 rate of \$2,125/month for 2021. (E. Knolles, K. Gillette)

Aye – 6	Abstain – 0
No – 0	Carried

XII. Adjournment: Mr. Gowan motioned to adjourn the meeting at 5:13 p.m.

XIII. Next Meeting: Wednesday, October 7, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant