

Tioga County Industrial Development Agency

April 7, 2021 – 4:30 pm

Ronald E Dougherty County Office Building

56 Main Street, Owego, NY 13827

ED&P Conference Room, 2nd Floor

Regular Meeting Minutes via Zoom

I. **Call to Order and Introductions**-Mr. Gillette called the meeting to order at 4:32 pm.

II. **Attendance**

IDA Board Members

Roll Call: K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, J. Ward

Absent:

Excused: J. Ceccherelli, E. Knolles,

Guests: C. Curtis, M. Griffiths, J. Meagher, L. Tinney

III. **Privilege of the Floor:** Brittany Woodburn

A. Workforce Development Coordinator

- Ms. Woodburn gave the board an overview of her work on Workforce Development efforts. Part of this work has been developing an Education Talent Supply Table-a space to provide opportunities to increase collaboration between schools, BOCES, universities, and employers. A part of this effort would be to have one person be the point of contact for these entities-a countywide Workforce Development Coordinator. This position would work in partnership with Tioga County school districts, BOCES systems, local colleges and regional businesses to address workforce needs. Ms. Woodburn explained that she has spoken to a local foundation, and they are agreeable to funding the position over a three year period. The oversight for this position would be through Ms. Woodburn and Ms. Tinney in the Economic Development and Planning office. Ms. Woodburn made a request to the board asking if they would be agreeable to being the responsible party to house this contract employee, and to send a corresponding letter to the grant source stating their support. Mr. Gillette questioned whether or not the IDA could consider this new position a contract employee since they will have a sole source of income. J. Meagher will look into the question of whether or not the IDA will have this employee be a 1099 employee or a W2 employee. If the employee cannot be considered a 1099 employee, benefits would have to be paid to them. M. Sauerbrey questioned whether or not this employee could be a long term temporary employee. B. Woodburn that she has budgeted for if the IDA has to pay the employee benefits.

Motion to approve the Tioga County IDA as the responsible party to house the Workforce Development Coordinator, either as a 1099 employee or a W2 employee, consistent with the advice of counsel. (A. Gowan, T. Monell).

Aye-5

Abstain-0

No-0

Carried

IV. **Approval of Minutes**

A. March 3, 2021 Regular Meeting Minutes

Motion to approve March 3, 2021 Regular Board Meeting Minutes via Zoom, as written. (A. Gowan, J. Ward)

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Aye-5 **Abstain-0**
No-0 **Carried**

V. Financials

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

Motion to acknowledge financials, as presented. (J. Ward, A. Gowan)

Aye-5 **Abstain-0**
No-0 **Carried**

VI. ED&P Update: L. Tinney

A. DRI Administration-Memo

- Ms. Tinney explained that the IDA is due to receive over \$83,000 in administrative fees associated with the DRI Façade Programs and the DRI Business Development Program. This amount would increase to \$98,000 pending the State’s approval to add the Ti-Ahwaga and INHS projects to the IDA. These administrative tasks include grant administration, application, environmental review, SHPO/OHPC review, local approvals, construction bidding and more. Currently, these tasks are being completed by B. Woodburn, M. Griffiths, and E. Jardine with ED&P. Ms. Tinney requested that the IDA reimburse ED&P for the Village of Owego DRI administrative tasks performed on their behalf. Mr. Gowan asked how much Ms. Tinney was looking to be reimbursed. Ms. Tinney explained that the amount could be a specific breakdown of how much time each employee spends on each project, or the IDA could reimburse ED&P a percentage of each project amount. Ms. Tinney explained that she could come back to the board with numbers that are more specific. Ms. Tinney explained that the money from the IDA would go back into the county’s general fund, and not directly be paid to ED&P staff. The board was agreeable to the proposition, and Ms. Tinney will come back to the board to give them more details on what the reimbursement will be.

VII. Project Updates: L. Tinney

A. Owego Gardens II

- 1. Affirm email vote- RB Robinson-excess soil & trees-C. Curtis obtained a board email vote to allow the contractor for Owego Gardens II to permanently place excess soil on IDA land and their trees temporarily on the IDA land.

Motion to affirm email vote to allow RB Robinson to permanently place excess soil on IDA land, and allow the temporary placement of trees on IDA land (K. Gillette, J. Ward).

Aye-5 **Abstain-0**
No-0 **Carried**

- 2. Fagan Engineers-C. Curtis provided the board with a letter from Fagan Engineers explaining their construction management and administration of the Owego Gardens II project. The fee for these services is estimated to be \$18,000-\$20,000.

Motion to approve contract with Fagan Engineers for the construction management and administration for Owego Gardens II project, not to exceed \$20,000. (A. Gown, T. Monell)

Aye-5 **Abstain-0**
No-0 **Carried**

- 3. Updated Project Cost Spreadsheet-C. Curtis provided the board with the updated cost spreadsheet for Owego Gardens II. She has added the \$20,000 for the Fagan engineering contract, and deducted it from the original 10% contingency costs section of the spreadsheet that was included in the total project costs. She has also added in the Robinson Change Order #1 amount for the purchase and installation of the box culverts for the stream relocation. C. Curtis noted that she will continue to update the spreadsheet. K.

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Gillette questioned how C. Curtis calculated the contingency amount on the spreadsheet. L. Tinney explained that the contingency amount are 10% of the original estimates for the construction costs from Fagan Engineering.

4. Gorick-C. Curtis shared a map of the Owego Gardens II project site. The Home Leasing contractor Gorick is transporting dirt and remaining materials from the project site. Gorick wants to use a temporary access road to take 11,000 cubic yards of dirt to a location on IDA owned property, which is the same location that Robinson is taking their dirt, which has already been approved. Home Leasing is requesting that the IDA authorize their contractor to bring the dirt to the location on IDA property. Home Leasing does have engineering approval to bring the dirt to the IDA site, saying that it is environmentally safe to do so. C. Curtis shared a letter from Home Leasing to the board stating their request to move their dirt to the IDA property. Home Leasing will work with Fagan Engineers to approve their grading plan for the dirt. The letter states that the Home Leasing contractors will stay within their parameters set up with the IDA, and that if any damage is done to IDA property, Home Leasing will incur the expense. M. Sauerbrey clarified that they will be taking the dirt to IDA property in the town of Owego, and inquired if the dirt would be graded on the property and also inquired about the topography of the property. K. Gillette clarified that the dump spot is at the top of the hill. L. Tinney responded that Fagan will be required to create a grading plan for the dirt. The parameters will be for the existing SWPPP for the site, which allows for work to be done within a 3.3 acre area. L. Tinney reported that this grading work will help prepare this site for future development. L. Tinney requested J. Meagher to look over the letter from Home Leasing. T. Monell asked what was the original plan for this dirt. L. Tinney reported that their original plan to bring the dirt to a site in the Town of Owego was causing challenges for roads in the Town of Owego, so they could no longer bring the dirt to that site. T. Monell asked if there would be a price difference in what the original plan was and what they plan to do now, L. Tinney responded that a majority of the dirt has already been moved, and this is the last bit of dirt remaining. L. Tinney reported that Home Leasing will be paying to help repair the damage done to the town roads. A. Gowan asked if they would have to create a road, L. Tinney reported that there is already a cleared path to get to the dump site.

Motion to approve Home Leasing's request to place remaining dirt on IDA property, contingent upon counsel review. (K. Gillette, A. Gowan)

Aye-5	Abstain-0
No-0	Carried

- a. Map
- b. Map 2

5. NYSEG easement-C. Curtis reported that NYSEG has been in contact with L. Tinney and they will be requesting an easement for the underground facilities for the project. L. Tinney reported that NYSEG will bury their lines on the IDA owned property on the east of Belva Lockwood Lane at no cost to the IDA. They will prepare an easement and a survey of the area. L. Tinney reported that there will be an easement required by the Village of Owego as well on the west side of Belva Lockwood Lane.

B. INHS

1. Concept Plan-C. Curtis shared a concept plan from Ithaca Neighborhood Housing Services for the Temple Street area project. C. Curtis reported that INHS will be seeking a PILOT within the coming months.

VIII. New Business: C. Curtis

- A. PARIS Reports submitted 3/23/21**
- B. LINC Reports updated 3/26/21**

IX. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. No report
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. M. Griffiths training-C. Curtis has been training M. Griffiths on a variety of IDA tasks.
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward

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a. Affirm email vote of approval IRP Loan - \$80,000-Ye Old Country Florist

Motion to affirm email vote of approval of IRP Loan in the amount of \$80,000 to Ye Old County Florist. (A. Gowan, K. Gillette)

Aye-4

Abstain-1 (J. Ward)

No-0

Carried

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

a. No report

5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. Leaning pole removal completed by TC DPW

b. Insurance renewal completed; now competitive quotes obtained

X. PILOT Updates: C. Curtis

A. 2020 YE Employment Report-a few companies are reporting employment numbers below their anticipated numbers; however, there has been an overall increase of 649 employees from PILOT agreements.

B. 2020 PILOT Summary-C. Curtis shared a spreadsheet with the board that shows the total PILOT payments, sales tax exemptions, and total net exemptions.

C. Sales Tax Exemption Update

1. Owego Gardens II-\$1,128.57/Authorized \$534,194

XI. Grant Updates: C. Curtis

A. Ag Value Chain-In progress

B. Broadband Study-Reimbursement received

C. Town of Richford-CDBG CFA Application-Engineering Plan & Design only

1. Application denied due to public notice requirement; will apply next round

D. Monkey Run FEMA Application – Pending

E. ESD – Owego Utilities Capital Project – V&S water/sewer extension

1. Reimbursement received 3/2/2021- \$300,000

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

- With not matters to discuss, the board did not move into executive session.

XII. Next Meeting: Wednesday May 5, 2021

XIII. Adjournment-Mr. Gowan motioned to adjourn the meeting at 5:15 pm.