



Tioga County Industrial Development Agency
February 1, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

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, M. Sauerbrey, T. Monell, J. Ward, E. Knolles, M. Townsend
Excused: J. Ceccherelli
Guests: C. Curtis, M. Schnabl, J. Meagher

III. Privilege of the Floor: Bob Farrell, OACSD Assistant Superintendent and Corey Green OACSD Superintendent

Mr. Farrell and Mr. Green addressed the board regarding the expiration of the Best Buy PILOT and the effect it will have on the school district's tax levy. They gave a brief explanation on how schools calculate their tax levies and their relationship to PILOTs. They explained that the expiration of the Best Buy PILOT will cause the school district's tax levy to increase to 5.23%, and expressed that this likely would not be favorable to the taxpayers. Because of this, they asked the board if they would consider extending the Best Buy PILOT. Mr. Meagher explained that the property has already been deeded back to Best Buy, which may cause an issue in extending the PILOT. Mr. Meagher also noted that the IDA will also need to work with the Town of Nichols assessor to hold off putting Best Buy back on the tax roll if the PILOT were to be extended. Discussion ensued about how this PILOT and other PILOTs could be ended in steps to lessen the burden on the school district. After board discussion, it was decided that Mr. Green and Mr. Farrell will work with their school board to determine the rate and length of time at which the stepping back of the PILOT would be most acceptable for the school district. Ms. Curtis will work to communicate with Best Buy to determine if they are agreeable to this PILOT structure. She will also work with the Town of Nichols assessor to determine if it is possible to hold off putting the property back on the tax rolls.

Action item: C. Curtis to work with L. Tinney to identify proper contact for Best Buy to discuss potential PILOT extension.

IV. Approval of Minutes

- A. January 4, 2023 Regular Meeting Minutes
B. January 4, 2023 Annual Meeting Minutes

Motion to approve January 4, 2023 Regular Meeting Minutes and January 4, 2023 Annual Meeting Minutes, as written. (M. Sauerbrey, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried



V. Financials

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

Motion to acknowledge financials, as presented. (T. Monell, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried

VI. ED&P Update: L. Tinney

- A. Report: Ms. Tinney sent the board a written report of current ED&P activities prior to the meeting for the board to review.

VII. Project Updates: L. Tinney & C. Curtis

A. Owego Gardens II

1. Updated Project Cost Spreadsheet: Ms. Curtis noted that payments have been made to Aquastore, Robinson, and J. Dilola since the last meeting.

B. J. Gensel/Fagan Engineers request: Fagan Engineers sent a detailed invoice regarding their construction management activities for the Owego Gardens II project that were outside of their originally contracted items. The invoice totaled \$40,000. The board agreed to pay the invoice.

Motion to accept and pay invoice from Fagan Engineers for construction management activities for the Owego Gardens II project. (T. Monell, E. Knolles)

Aye – 6	Abstain – 0
No – 0	Carried

VIII. New Business: C. Curtis

- A. New laws affecting IDA: Mr. Meagher explained that there are new laws that affect IDA procedures, including giving municipalities two years notice of PILOTs expiring, and that all PILOT notices must be certified mail.
- B. Tioga County Chamber of Commerce sponsorship request: Ms. Curtis shared that the Tioga County Chamber of Commerce requested that the IDA sponsor their upcoming economic forecasting forum in the amount of \$1,000.

Motion to sponsor the Tioga County Chamber of Commerce economic forecasting forum in the amount of \$1,000. (E. Knolles, M. Sauerbrey)

Aye – 6	Abstain – 0
No – 0	Carried

- C. DRI Multi-Site Program Fund – Policies & Guidelines & Project Checklist Fillable Form: Ms. Curtis shared the policies and guidelines and application for the DRI Multi-Site Program Fund with the board. The fund was established from the relinquished funds from DRI projects that did not end up moving forward and will be administered by Economic Development & Planning staff.

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. Townsend appointment to Governance Committee, Audit Committee, & Finance Committee

Motion to approve the appointment of M. Townsend to the TCIDA Governance Committee, Audit Committee and Finance Committee (T. Monell, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

- 3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. No report
- 4. Loan Committee: 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. No report

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

- 1. Owego Gardens II – Home Leasing - \$189,300.37/Authorized \$524,194
- 2. RB Robinson - \$36,231.89/Authorized \$55,990
- 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80

B. Best Bev LLC Application – Public Hearing January; Board Vote February

- 1. Cost Benefit Analysis
- 2. Public Hearing Transcript
- 3. Resolution

Motion to approve the resolution approving the sales tax exemption only for Best Bev, LLC in the amount of \$362,360. (K. Gillette, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

XI. Grant Updates: C. Curtis

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

- 1. Approved; Contract Executed

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings

1. Grant approved – Contract forthcoming: Ms. Sauerbrey asked when it was decided to pursue engineering design for two buildings. Mr. Gillette explained there was board consensus at a prior meeting to change the engineering design plans from four to two buildings. Board discussion ensued about the project. Ms. Curtis reminded the board that this grant was just for the preliminary engineering design.

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

- 1. Approved; Contract Executed

Ms. Curtis noted that she will be setting up a meeting with Larson Design group to



commence grant activities for both the Richford Railroad planning grant and Municipal Water Extension to Raymond Hadley projects.

D. ESD Water Tank – ESD AB017

1. Reimbursement process in progress

XII. Motion to move into Executive Session at 5:28 pm pursuant to Public Officers Law Section 105 to discuss financial and personnel matters. (T. Monell, J. Ward)

Motion to adjourn Executive Session at 6:18 pm. (M. Sauerbrey)

XIII. Next Meeting: Wednesday March 1, 2023

XIV. Adjournment: Mr. Monell motioned to adjourn the meeting at 6:19 pm.