



Tioga County Industrial Development Agency
September 7, 2022 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Meeting Minutes

I. Call to Order and Introductions – Ms. Ceccherelli called the meeting to order at 4:31 pm.

II. Attendance

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, T. Monell, J. Ward, A. Gowan, E. Knolles

Excused: M. Sauerbrey

Guests: C. Curtis, M. Schnabl, L. Tinney,

III. Privilege of the Floor: Sean Lanning, Education Workforce Coordinator; James Gensel, Fagan Engineers

- a. Mr. Lanning gave the board an overview of his position and what he has been working on. His main objective is to manage the Talent Supply Table which includes working with the schools districts and BOCES in the county. He also is working to connect the school districts with businesses in the county, and determine a baseline for what each school district has in terms of programs available for students. The three main priorities for the Talent Supply Table are rolling out work-based learning software for school districts to use, building connections between the schools and businesses, and adding career pathways in schools by working with guidance counselors to get students to take classes depending on what career path they wish to take. Mr. Lanning is also working on other projects such as securing grant funding for Candor EMS, working with the Chamber of Commerce, Home Central Trades Day, the Land Bank/OFA house restoration project, and the Waverly/Tioga County job fair.
- b. Mr. Gensel joined the meeting to address the board regarding the Owego Gardens II project.

Motion to move into Executive Session at 4:41 pm pursuant to Public Officers Law 105 to discuss financial matters (K. Gillette, J. Ward)

Motion to adjourn Executive Session at 4:56 pm.

Motion to approve change order for fencing at Owego Gardens II site in the amount of \$4,935. (K. Gillette, J. Ward)

Aye – 6 Abstain – 0
No – 0 Carried

IV. Approval of Minutes

- A. August 3, 2022 Regular Meeting Minutes
- B. August 16, 2022 Railroad Committee Meeting Minutes
- C. August 5, 2022 Loan Committee Meeting Minutes

Motion to approve August 3, 2022 Regular Meeting Minutes, August 16, 2022 Railroad



**Committee Meeting Minutes, and August 5, 2022 Loan Committee Meeting Minutes as written.
(A. Gowan, 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. (A. Gowan, T. Monell)

Aye – 6 Abstain – 0
No – 0 Carried

VI. ED&P Update: L. Tinney

Ms. Tinney updated the board on the following items:

- The department has identified 15 potential grants, has 18 pending grants, and 44 active grants.
- DRI projects in the Village of Owego continue to move forward.
- New York Main Street grant on North Ave in the Village of Owego is ongoing.
- The department assisted the Village of Owego in obtaining an OPRHP grant for the Owego Police Department building.
- The department is assisting the Village of Waverly with an application for New York Forward funding.
- The department assisted the Village of Waverly in completing their economic analysis report. This report is now complete.
- The New York Main Street grant project on Main Street in Candor is ongoing.
- The Town of Nichols ConnectAll grant to expand broadband access in the Town is moving forward quickly.
- The department continues to work on and develop a recruitment website that will be able to be used by new residents coming to the county.
- The Land Bank received funding through a New York State grant. This funding is Phase I of the grant program and can be used for administrative costs.

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

A. Owego Gardens II

1. Updated Project Cost Spreadsheet – Ms. Curtis reported that payments have been made to Robinson and Aquastore

B. Strong Road Property – Rezone Request Outcome – Ms. Curtis reported that she met with the Town of Owego regarding the rezoning of IDA property in the Town. Ms. Curtis inquired if the acreage requirement for parcels per residence could be reduced in order to better attract developers. Ms. Curtis reported that the current zoning requirement, which is a half-acre lot size, is optimal as it allows flexibility for single family and two family residences. This lot size requirement is contingent upon municipal water and sewer being present. If a well and septic system is used, then the required acreage is five acres per parcel. This requirement would make it more difficult to



develop.

- D. Barn RFP Update – Ms. Curtis reported that there are three companies interested in the barn structure. One company is interested in just taking the lumber from the barn, another is interested in moving the whole barn structure. Ms. Curtis mentioned the presence of asbestos in the barn to both companies. Ms. Curtis will get three quotes for the cost of asbestos removal from the barn before moving forward.

VIII. New Business: C. Curtis

- A. Memorandum of Understanding: regarding Workforce Coordinator Position and funding: Tioga County & Tioga County IDA

The Workforce Coordinator position is funded by two grants, one being a grant from the Floyd Hooker Foundation, and the other being the ARC grant the IDA was awarded for the position. Moving forward, ED&P will invoice the IDA, and then the IDA will invoice ARC to receive funds for the position. The MOU has been reviewed by J. Meagher. The board was agreeable to this invoice structure, and agreed to allow J. Ceccherelli to sign the MOU between the IDA and Tioga County.

Motion to authorize Chairperson J. Ceccherelli to sign the MOU between Tioga County IDA and Tioga County for the funding of the Workforce Coordinator position. (K. Gillette, T. Monell).

Aye – 6 Abstain – 0
No – 0 Carried

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. The governance committee met on Thursday September 1, 2022 to discuss personnel items. The annual review will occur in Executive Session.
 - 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. Ms. Curtis shared with the board the meeting minutes from the Railroad Committee meeting with RJ Corman. Ms. Curtis noted that RJ Corman stated that they would be willing to construct a cross-dock or contribute to the construction of a cross-dock if a company provided a significant amount of freight.

X. PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update:
 - 1. Owego Gardens II – Home Leasing - \$173,515.44/Authorized \$524,194
 - 2. RB Robinson - \$28,537.73/Authorized \$55,990
 - 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80

XI. Grant Updates: C. Curtis

- A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567



Planning Grant – Richford Railroad

- 1. Application pending

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

- 1. Application Submitted 7-26-22; pending

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

- 1. Application Submitted 7-28-22; pending

D. ARC Grant Agreement – Workforce Coordinator - Executed

XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:26 pm to discuss personnel matters. (K. Gillette, T. Monell)

Motion to adjourn Executive Session at 5:49 pm.

Motion to promote C. Curtis to Executive Director and increase C. Curtis’ salary 8% effective immediately. (E. Knolles, J. Ward)

**Aye – 6 Abstain – 0
No – 0 Carried**

Motion to reduce L. Tinney stipend from \$2,125 per month to \$1,500 per month. (T. Monell, J. Ward).

**Aye – 6 Abstain – 0
No – 0 Carried**

XIII. Next Meeting: Wednesday October 5, 2022

XIV. Adjournment: Mr. Gowan motioned to adjourn the meeting at 5:51 pm.