

## Tioga County Industrial Development Agency

December 4, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

### Regular Meeting Minutes

I. **Call to Order and Introductions** – Vice-Chairman K. Gillette called the meeting to order at 4:31 p.m.

II. **Attendance**

IDA Board Members:

A. Roll Call: K. Gillette, A. Gowan, M. Sauerbrey, J. Ceccherelli

B. Absent: E. Knolles

C. Excused: R. Kelsey, T. Monell

D. Guests: C. Curtis, L. Tinney, J. Meagher, C. Haskell, M. Freeze, Jon Ward,  
M. Griffiths (*departed @ 4:39 p.m.*)

III. **Privilege of the Floor – M. Griffiths**

M. Griffiths, Ag Economic Development Specialist, provided a follow-up to last month's report on the food hub concept. Ms. Griffiths reported the article published in the Morning Times resulted in a direct contact from Delivered Fresh, an online food hub/farmer's market currently serving Northeast Pennsylvania and who expressed interest in business expansion. Ms. Griffiths reported she is currently working with the company, as well as Engelbert Farms, Nichols, NY, as a possible aggregator food hub. Ms. Griffiths reported Engelbert Farms is open to the idea of using their store as a possible aggregator. Ms. Griffiths reported Delivered Fresh collects goods from farmers based on online orders and delivers to consumers or utilizes a central pickup point. Ms. Griffiths reported she is meeting with Ms. Engelbert on Friday, December 6<sup>th</sup>, for further discussion and an informational session with invitations to local producers will be scheduled in January 2020 to establish potential interest. Ms. Tinney reported the potential challenge is with the producers and farmers managing an online business. This could potentially eliminate producers and farmers who do not use online technology.

Ms. Griffiths further reported she is working with ED&P Deputy Director Woodburn on developing an Ag Feasibility Study and is currently exploring grant opportunities. Ms. Griffiths reported she is also reaching out to local grocers, healthcare facilities, and restaurants to determine how they currently receive their food now, potential interest in local foods, and potentially breaking down any barriers associated with this concept.

**IV. Approval of Minutes**

A. November 6, 2019 Regular Meeting Minutes

**Motion to approve November 6, 2019 Regular Board meeting minutes, as written.  
(J. Ceccherelli, M. Sauerbrey)**

**Aye – 4  
No – 0**

**Abstain – 0  
Carried**

**V. Financials** – The following financial reports were reviewed. C. Curtis reported the PILOT payments have been disbursed. J. Ceccherelli inquired as to the services provided by Jan Nolis, CPA. C. Curtis reported Ms. Nolis prepares information for the financial and comptroller audit, reviews accounts for errors or missed entries, determines whether all expenses and revenues are booked accurately, and prepares payroll and annual filing of quarterly taxes.

A. Balance Sheet

B. Profit & Loss – C. Curtis noted the grant expense of \$649,504.25 for the Waverly Trade Center disbursement that, to date, has not been reimbursed.

C. Transaction Detail – C. Curtis noted the payment to Procon Contracting for \$164,976, as well as the paid invoices to Fagan Engineers for the V&S water & sewer extension.

**Motion to acknowledge financials, as presented. (J. Ceccherelli, M. Sauerbrey)**

**Aye – 4  
No – 0**

**Abstain – 0  
Carried**

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

A. REAP – L. Tinney distributed a handout; REAP in Review, which acknowledged activity from 2014-2019 noting the REAP Board has successfully secured \$704,000 in grant funding for community development. L. Tinney reported ED&P works closely with REAP and has seen an increase in activity by the REAP Board since their involvement. L. Tinney reported REAP has always been a resource, but has not always been used by the County or IDA and is a nice partner for community development.

B. DRI – L. Tinney reported the Village of Owego and ED&P are close to launching a few projects and assisting the Village of Owego with preparing administratively for grants. L. Tinney reported the DRI is comprised of 33 projects.

C. 2020 Census – Continued outreach in progress.

D. Land Bank – L. Tinney reported T. Saraceno, Land Bank Director, is doing a great job with moving forward with preparing and marketing the vacant lots for purchase.

E. Housing – L. Tinney reported there is a big interest in Tioga County for housing.

F. Non-Profit – L. Tinney reported A. Hendrickson, Community Development Specialist, is doing a great job with the Foundation Coalition and development of a uniform application and online presence.

G. Ag Development – L. Tinney reported M. Griffiths, Ag Development Specialist, will be preparing for the 8-Year Annual District Review for two districts, as well as the annual Ag Inclusion Enrollment in January 2020.

H. Workforce Pipeline Strategy Phase II – L. Tinney reported the Owego-Apalachin and Waverly Central School Districts will be taking the lead on Phase II.

**VII. Project Updates: C. Curtis**

A. V&S –

1. Capital Assistance –

a. MWBE Waiver - C. Curtis reported the MWBE waiver has been approved resulting in a zero requirement for full reimbursement.

B. DRI –

1. Homes and Community Renewal (HCR) Agreement – C. Curtis reported the TCIDA executed the grant agreement and it is now with the HCR legal team for counter-execution. C. Curtis reported the MBE/WBE has been adjusted from 20% minority and 10% women to an overall 30% MWBE.

2. Owego Gardens II – L. Tinney reported Fagan Engineers stated the wetland permitting is on track with the Army Corp of Engineers. The project will soon go out to bid. L. Tinney reported all documentation has been submitted and pending for the permitting of the water tank.

**VIII. New Business: C. Curtis**

A. L. Tinney Consulting Services Agreement – The Governance Committee reviewed and is recommending approval of the 2020 consulting services agreement submitted by L. Tinney. This is the same agreement/rate as 2019.

**Motion to authorize L. Tinney’s Consulting Services Agreement for 2020, as presented. (M. Sauerbrey, J. Ceccherelli).**

**Aye – 4                  Abstain – 0**  
**No – 0                    Carried**

B. M. Tinney Social Media Proposal – C. Curtis reported the 2020 proposal submitted is the same as the 2019 proposal consisting of eight posts per month for \$300.00.

J. Ceccherelli inquired as to whether this service was exclusive to the IDA. C. Curtis reported this is a service provided to Team Tioga, which includes the IDA.

J. Ceccherelli reported she would like to see more posts related exclusively to the IDA. C. Curtis reported this year marks the third year M. Tinney has been providing this service. C. Curtis reported when comparing the number of followers/readership from 2018 to 2019 the numbers have almost doubled. K. Gillette reported he recognizes the importance of social media presence.

**Motion to authorize M. Tinney’s Social Media Proposal for 2020, as presented. (A. Gowan, J. Ceccherelli).**

**Aye – 4                  Abstain – 0**  
**No – 0                    Carried**

C. R. Kelsey Resolution – The Tioga County Legislature will be presenting a recognition resolution to R. Kelsey at the December 10, 2019 Legislature meeting. Planning is underway for a recognition event and details will be forthcoming.

**IX. Old Business: C. Curtis**

**A. Public Authority Accountability Act (PAAA)**

**1. Audit Committee Report: R. Kelsey, A. Gowan, E. Knolles**

- a. NYS Comptroller Audit Second Exit Interview – C. Curtis reported the 2<sup>nd</sup> exit interview was completed and TCIDA’s response is due 12-6-19. Final report is anticipated. C. Curtis reported there was minimal corrective action required and noted job retention tracking and open sales tax agreements for companies were two of the areas of concern.

**ACTION: C. Curtis will draft a response and send to the Audit Committee on 12-5-19 for their review.**

- b. Insero & CO. – C. Curtis reported the annual audit planning meeting is scheduled for 12-9-19.

**2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey**

- a. International Economic Development Council – Basic Economic Development Course – Phoenix, AZ –January 27 -31, 2020 – The Governance Committee recommended C. Curtis attend the IEDC Basic Economic Development Course with all expenses paid on behalf of the IDA. Ms. Curtis reported she is interested in learning more about this and possibly seeking full certification.

**Motion to accept Governance Committee’s recommendation for C. Curtis to attend the IEDC Basic Economic Development Course in Phoenix, AZ from January 27<sup>th</sup> – 31<sup>st</sup>, 2020 (J. Ceccherelli, M. Sauerbrey)**

**Aye – 4            Abstain – 0  
No – 0            Carried**

- b. Procurement Policy Recommendation – The Governance Committee recommended an increase to the financial threshold from \$500 to \$1,000. This policy was last adopted in 2008 in regards to financial thresholds.

**Motion to accept the Governance Committee’s recommendation to update the Procurement Policy noting an increase with the financial threshold from \$500 to \$1,000. (J. Ceccherelli, M. Sauerbrey)**

**Aye – 4            Abstain – 0  
No – 0            Carried**

**3. Finance Committee: R. Kelsey, A. Gowan, K. Gillette – Nothing to report**

**4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton**

- a. Recommending approval of 2019 NYS DRI Village of Owego TCIDA Multi-Site Program Policies & Guidelines – DRI HCR Sub-recipient Agreement – C. Curtis reported agreements will be made with the TCIDA and individual project owners. C. Curtis reported B. Woodburn, ED&P Deputy Director, has worked hard to put these agreements together. C. Curtis reported the Loan Committee suggested changing the timeframe from 120 days to 180 days. C. Curtis reported the Loan Committee will be reconvening on 12-6-19 and K. Dougherty will be participating by phone. J. Meagher has reviewed the sub-recipient agreement. L. Tinney reported B. Woodburn

will work with each project and Team Tioga will have a meeting with each project owner. C. Curtis reported all properties will certify with the Tioga County Clerk that the IDA can inspect the project site for up to five years.  
**Motion to approve the 2019 NYS DRI Village of Owego TCIDA Multi-Site Program Policies and Guidelines and DRI HCR Sub-Recipient Agreement (A. Gowan, K. Gillette)**

**Aye – 4                      Abstain – 0**  
**No – 0                        Carried**

B. Railroad Culvert – Railroad Ave., Richford, NY – C. Curtis reported the FY2019 grant application was not submitted due to time constraints, non-competitiveness, and benefit cost analysis. C. Curtis reported M. Jura, Tioga County Soil & Water, has informed all parties involved. C. Curtis reported the TCIDA will apply next year.

C. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1.V&S Sales Tax Exemption Report – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$400,399 of their allowable \$671,200 sales tax exemption.

B. School, Village, Town & County PILOTs – C. Curtis reported all school, village, town, and county PILOTs have been disbursed.

**IX. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:24 p.m. to discuss financial matters. (M. Sauerbrey, J. Ceccherelli)**

**Aye – 4                      Abstain – 0**  
**No – 0                        Carried**

L. Tinney departed meeting at 5:31 p.m.

Executive Session adjourned at 5:34 p.m.

Adjournment – Meeting adjourned at 5:34 p.m

Next Meeting: Wednesday, January 8, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant