

Tioga County Industrial Development Agency
August 5, 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
B. Absent: None
C. Excused: J. Ward
D. Guests: C. Curtis, L. Tinney, C. Haskell, J. Meagher, D. Griffin, M. Freeze
- III. **Privilege of the Floor** – None
- IV. **Approval of Minutes**
A. July 1, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve July 1, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (M. Sauerbrey, T. Monell)
Aye – 6 Abstain – 0
No – 0 Carried
- B. July 10, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve July 10, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (M. Sauerbrey, T. Monell)
Aye – 6 Abstain – 0
No – 0 Carried
- V. **Financials** – Mr. Gowan reported he reviewed the financials, as presented and no issues or concerns noted.
A. Balance Sheet
B. Profit & Loss
C. Transaction Detail –
Motion to acknowledge financials, as presented. (A. Gowan, K. Gillette)
Aye – 6 Abstain – 0
No – 0 Carried
- VI. **ED&P Update** – Ms. Tinney highlighted the following:
✓ **Southern Tier Network Broadband** – This feasibility study is moving forward. For Tioga County, the IDA agreed to be the sponsor and fund the initial amount of \$73,000 with the understanding that

additional efforts would be made to try and secure grant funding to offset the IDA cost. This was originally a four county initiative; however, Chemung County was added, therefore, now a five county initiative. With the addition of Chemung County, the IDA cost was reduced to \$65,397. However, the IDA was awarded 100% grant funding through USDA, therefore, no match required. Ms. Tinney thanked the IDA Board for their willingness to move forward with this study and trusting efforts would be made in seeking additional funding.

- ✓ **Economic Development Organization Meetings** – Continuing to meet every two weeks to discuss COVID-19 issues and general economic development.
- ✓ **Congressman Reed Roundtable Event** – Attended the event held at Ronald E. Dougherty County Office Building on July 16, 2020.
- ✓ **Meeting with SEPP Housing** – Met with SEPP Housing, a housing entity in Broome County, as they have expressed interest in a housing project in Tioga County. ED&P is working on identifying potential site selection.
- ✓ **Private Investor Housing Interest** – Met with a private investor who has expressed interest in market rate housing in Tioga County.
- ✓ **Business Visits:** Toured V&S Galvanizing. Met with Norwesco; company expressed they were doing well and did not shut down or experience any impacts related to COVID-19.
- ✓ **Tioga Downs Press Conference** – Initiated campaign and letters of support for the Governor to release guidance for re-opening of casinos. Attended press conference on July 24, 2020 with Broome and Chemung County representatives also in attendance.
- ✓ **Tioga County Economic Recovery Advisory Council** – Eight sectors identified. Starting the strategic plan for short-term and long-term COVID-19 recovery efforts. Two major impacts identified related to childcare and working parents in conjunction with K-12 school plans awaiting approval.
- ✓ **2020 Census Update** – The deadline has been moved up from October 2020 to September 2020 with outreach starting August 11, 2020.
- ✓ **Village of Owego DRI** – 17 active projects.
- ✓ **NY Main Street Program** – 6 projects.
- ✓ **Land Bank** – Actively pursuing additional property.
- ✓ **Restore NY** – Projects in Owego and Waverly are progressing.
- ✓ **Workforce Pipeline Strategy** – Currently in the implementation phases and seeking a Workforce Opportunity for Rural Communities (WORC) Grant.
- ✓ **8-Year Agricultural District Reviews** – Public Hearing held for Ag District #2 (Towns of Owego and Nichols) on July 27, 2020. Public Hearing for Ag District #1 (Towns of Barton, Candor, Spencer, and Tioga) is scheduled for August 25, 2020.
- ✓ **Ag Value Chain Study** – Applied for USDA Grant funding for the purpose of identifying and connecting farmers with new wholesale market opportunities. IDA was awarded 100% funding through USDA, therefore, no local match required. Ag Development Specialist Griffiths is talking to potential consultants.
- ✓ **Grants Update:**
 - Pending Grants - 5
 - Active Grants – 19
 - Completed Grants – 2 (Code Enforcement Feasibility Study/Phase II Workforce Pipeline Strategy)

VII. Project Updates: C. Curtis

A. Owego Gardens II – Ms. Curtis reported DEC Water Quality Certificate is in progress. Met with Fagan Engineers. Received Early Notice and Public Review of Proposed Activity in a Protected Wetland and issued a letter of support in response. C. Curtis reported Home Leasing was advised to not engage in land clearing until the closing occurs in October 2020.

On a roll call vote, all members affirmed their email vote in regards to Owego Gardens II purchase and sale agreement extension.

Aye – 6 Abstain – 0
No – 0 Carried

B. V&S Water Sewer Extension – Ms. Curtis reported the final Grant Disbursement Agreement (GDA) was received and reviewed and approved by Attorney Meagher.

Motion to authorize IDA Chairwoman Ceccherelli to sign the final Grant Disbursement Agreement. (A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

VIII. New Business: C. Curtis

A. Tax Map ID# 85.00-1-35; Residence Impeding Railroad Right-of-Way – Attorney Meagher reported he contacted the attorney for the homeowner regarding the survey and the encroachment of the residential home on the railroad-owned property. Attorney Meagher also contacted Steve May’s (OHRY) attorney. Attorney Meagher reported Mr. May indicated there is adequate space between the residential home and the track, therefore, is not an issue and the property could be released from the operating agreement. Attorney Meagher reported the issue becomes as to what document (i.e., easement, deed, license, etc.) type is best suited for the homeowner to satisfy title insurance purposes, as there are restrictions of conveyance for railroad-owned property. Attorney Meagher reported this is a substantial encroachment. Mr. Gillette inquired as to whether the residential home is on a foundation or slab, as it appears this is a manufactured doublewide home and more options are available. Attorney Meagher reported a resolution is not required at this time, however, requested IDA Board direction to proceed with finding the least obtrusive type of conveyance. Mr. Gowan and Mr. Gillette both agreed Attorney Meagher should proceed.

IX. Old Business: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward

a. Nothing to report.

2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles

a. Upcoming Events:

i. August – Annual Evaluation and Salary Reviews – Chairwoman Ceccherelli requested Board members interested in providing comments regarding Ms. Curtis’ evaluation should do so to her within one week.

ii. September – Salary Vote will occur in Executive Session at the September meeting.

iii. Sexual Harassment Training – Chairwoman Ceccherelli reported this annual training generally occurs in the fall. More information to follow as it becomes available.

3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette

a. Beginning Budget Discussions: Chairwoman Ceccherelli advised the Budget Committee should meet at the end of August/beginning of September with budget approval occurring at the October meeting and PARIS submission by October 31, 2020. Mr. Gowan reported Ms. Curtis could begin working on the budget now in anticipation of the Budget

Committee meeting in the next few weeks. Ms. Curtis announced she would be on vacation from August 6 – 12, 2020 and possibly August 16 – 22, 2020 noting this later vacation may be subject to cancellation, therefore, will schedule a Budget Committee for September.

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

a. Façade Loan Program –

i. The Cellar Restaurant – C. Curtis reported the Loan Committee approved a \$40,000 façade loan for the Cellar Restaurant for external repairs, doors, and decking. This is in coordination with their DRI project and loan funds will be used as matching funds.

B. Blodgett Road – Ms. Curtis acknowledged awareness of the stream issue on Blodgett Road encroaching on the railroad and is seeking the guidance and advice of Soil & Water Conservation District as to how to proceed.

X. 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 \$671,869.825 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 \$585,500.67 of their authorized \$1,028,429 sales tax exemption.

XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 4:58 p.m. to discuss financial matters, property acquisition, and litigation matters. (M. Sauerbrey, T. Monell)

Aye – 6

Abstain – 0

No – 0

Carried

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

XII. Adjournment: Mr. Gowan motioned to adjourn the meeting at 5:12 p.m.

XIII. Next Meeting: Wednesday, September 2, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant