## Tioga County Industrial Development Agency

## May 5, 2021 – 4:30 pm

## Ronald E Dougherty County Office Building

## 56 Main Street, Owego, NY 13827

## ED&P Conference Room, 2nd Floor

## Regular Board Meeting Minutes Via Zoom

1. **Call to Order and Introductions**- Ms. Ceccherelli called the meeting to order at 4:32 pm
2. **Attendance**

 IDA Board Members

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

Absent:

Excused:

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

1. **Privilege of the Floor:** None

1. **Approval of Minutes**
2. [April 7, 2021 Regular Meeting Minutes](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CDRAFT%20meeting%20minutes%20April%207.docx)

**Motion to approve April 7, 2021 Regular Board Meeting Minutes via Zoom, as written. (K. Gillette, A. Gowan)**

 **Aye-7 Abstain-0**

 **No-0 Carried**

1. **Financials**
2. [Balance Sheet](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CBALANCE%20SHEET%20APRIL%202021.pdf)
3. [Profit & Loss](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CP%26L%20APRIL%202021.pdf)
4. [Transaction Detail](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CTRANSACTION%20DETAIL%20APRIL%202021.pdf)

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

 **Aye-7 Abstain-0**

 **No-0 Carried**

1. **ED&P Update: L. Tinney**
2. DRI Administration
	* Ms. Tinney reported that she may be reworking the numbers for the administration fee split between the IDA and ED&P. She will update the board when the numbers have been reworked. Other than this item, there is nothing new to report.
3. Workforce Development Coordinator
	* Ms. Tinney reported that J. Meagher has advised to move forward with hiring the Workforce Development Coordinator as a contract employee, rather than a W2 employee. Ms. Curtis will prepare a letter to the Hooker Foundation to advise them that the IDA is agreeable to moving forward with housing this employee as a contract employee. Ms. Tinney noted that Mr. Dixson from the Hooker Foundation would like to see some other funding sources support this project as well, so ED&P will be working on submitting an ARC application to fund a portion of this position. Ms. Tinney said that she would work with E. Knolles to determine an appropriate budget and salary for this position. Ms. Ceccherelli suggested researching the Community Foundation of South Central NY as a potential additional funding source. Ms. Tinney noted all funding possibilities will be explored.
4. **Project Updates: L. Tinney & C. Curtis**

 A. Owego Gardens II

 1. [Updated Project Cost Spreadsheet](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5C2021%20OG2%20cost%20breakdown.xlsx)

* Ms. Curtis reported that the spreadsheet has been updated to show the Suez inspection fees in the amount of $72,000. She is expecting the first Robinson payment request in the coming days, which Fagan Engineers in currently reviewing.

 2. Developer Agreements

 a. [Tank & Booster](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5COwegoGardens%202%20Developer%27s%20Agreement%20Tank%20and%20Booster.DOC)

 b. [Water Main](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5COwegoGardens%202%20Developer%27s%20Agreement%20Water%20Main%202.DOC)

 c. [Rider](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5COwego%20Gardebs%20RIDER.DOC)

* Ms. Curtis noted that the board had previously motioned to allow any officer of the board to sign the developer agreements upon J. Meagher’s approval. Mr. Meagher has approved the three agreements; Ms. Curtis will have them signed and returned to Suez.
1. **New Business: C. Curtis**
2. PILOT Application – West Bay Star, LLC
3. [Resolution](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CResolution%20-%20App.%20Acceptance%20%20P.%20Hrg.%20Auth%20-%205-5-21%20-%20West%20Bay%20Star%20LLC.pdf)-
4. Public Hearing – Monday May 24th 5PM – Zoom
	* Ms. Curtis reported that this resolution allows the board to accept the PILOT application from West Bay Star, LLC and set the public hearing. Ms. Sauerbrey asked if they pay an application fee, and Ms. Curtis confirmed that they pay a $2,500 application fee. Ms. Ceccherelli confirmed that they are seeking a 20 year PILOT. C. Curtis reported that there are three PILOT payment schedule options for West Bay Star, LLC. The first option, Option A, was put forth by West Bay Star, LLC. C. Curtis and L. Tinney then developed a revised payment schedule, Option B, and presented it to West Bay Star, LLC. Option B is included in the Cost Benefit Analysis. C. Curtis and L. Tinney have also created a third option, Option C, for their consideration. L. Tinney reported that West Bay Star, LLC is seeking a PILOT to develop a 2 story medical building at the old Trabuco site on Taylor Rd in Owego. The building will then be leased to Lourdes. Option C has not yet been presented to West Bay Star, LLC. For this option, the company would pay set amounts. Ms. Tinney reported that the current tax bill on the property is $8,300 per year. The PILOT payments will start with what is being paid now, and increase from there. Ms. Tinney added the reason for the move is that Lourdes has outgrown their current facility located in Owego. This new building will allow for increased services, and add approximately 12 jobs. Ms. Tinney reported that if the company were to sell the building to Lourdes, there would be provision in the PILOT agreement. Mr. Meagher explained that this provision would state that if the building were to transfer to a not for profit entity, such as Lourdes, West Bay Star, LLC would have to pay back a certain amount based on a workable percent. The board agreed that they would present Option C to West Bay Star, LLC and continue negotiations from there.

**Motion to approve resolution accepting PILOT application from West Bay Star, LLC. (A. Gowan, E. Knolles)**

 **Aye-7 Abstain-0**

 **No-0 Carried**

1. **Committee Reports: C. Curtis**

 A. Public Authority Accountability Act (PAAA)

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

a. No report

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

a. No report

 3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward

a. No report

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

J. Ward, E. Knolles

a. Ye Olde Country Florist – loan closing completed-E. Mozgawa is now owner of Ye Olde Country Florist.

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

 a. No report

1. **PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update:

 1. Owego Gardens II - $5,474.13/Authorized $524,194

1. **Grant Updates: C. Curtis**

 A. Ag Value Chain – [Memo](file:///%5C%5Ctioganet.co.tioga.ny.us%5CGroup%5CIDA%5CIDA%20Agendas%20%26%20Minutes%5C2021%5CMay%5CKKP_TiogaCounty_Memo0421.pdf)

 B. Monkey Run FEMA Application – Pending

* Before moving into Executive Session, Mr. Gowan asked for an update on Owego Gardens II. Ms. Tinney reported that the project is moving along. Gorick Construction is done moving excess soil to the site. Robinson is currently not on site, as they have finished the stream relocation work. The box culverts are on site and are awaiting installation. The first part of the tank road has been graded. Robinson will be back on site in the coming weeks. The tank work also start within the next few weeks.

1. **Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:05 pm to discuss financial matters, property acquisitions, and personal matters. (A. Gowan, J. Ward)**

Motion to adjourn Executive Session at 5:34 pm (K. Gillette)

1. **Next Meeting: Wednesday June 2, 2021**
2. **Adjournment-**Ms. Sauerbrey motioned to adjourn the meeting at 5:36 pm.