



**Tioga County Industrial Development Agency
June 2, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
ED&P Conference Room, 2nd Floor
Agenda**

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

- II. **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
 - Ms. Ceccherelli noted that going forward, board members will have the option to attend via Zoom or in person.

- III. **Privilege of the Floor:** None

- IV. **Approval of Minutes**
 - A. [May 5, 2021 Regular Meeting Minutes](#)
Motion to approve May 5, 2021 Regular Board Meeting Minutes via Zoom, as written (E. Knolles, K. Gillette)

Aye-7	Abstain-0
No-0	Carried

- V. **Financials**
 - A. Balance Sheet-Ms. Curtis noted that on the second page of the balance sheet, J. Nolis removed the Mitchell Property line item, which was an asset that was sold prior for the Owego Gardens project. The removal of this line item is the reason for the difference on the balance sheet.
 - B. Profit & Loss
 - C. Transaction Detail**Motion to acknowledge financials, as presented (A. Gowan, J. Ward)**

- VI. **ED&P Update: L. Tinney**
 - A. Education Workforce Coordinator
 1. [Job description draft](#)
 2. [Consulting Services draft](#)
 3. [Talent Supply Initiating the Tioga Region Talent Supply Table - Final Report](#)
 - Ms. Tinney reported that B. Woodburn has drafted the job description for the Education Workforce Coordinator Position. She worked with E. Knolles to help with the specifics of the job description, and it has gone to the governance committee for review. Mark Dixson of the Hooker Foundation has requested that the IDA Board allow any officer to sign the grant agreement with the Hooker Foundation, upon the review of J. Meagher. Ms. Tinney also noted that the new funding amount



will be \$240,000 over three years, or \$80,000 per year. B. Woodburn has also submitted a pre-application for an ARC grant to cover some of funding, as the Hooker Foundation requested that other funding sources be pursued for this project. E. Knolles added that the idea for this position came out of the COVID-19 Education Committee. He noted that there is currently disconnect amongst the six school district superintendents on how to go about getting students into industry. He noted that Waverly and Owego Apalachin school districts are on board with the project, and there will be two new superintendents in the county, so now would be the perfect time to start connecting Tioga County school districts with Tioga County businesses. A. Gowan questioned whether or not a new checking account will need to be created because of the contract, C. Curtis will check with J. Nolis. Ms. Tinney concluded that the next step will be to form a hiring steering committee for the position. J. Ceccherelli and E. Knolles have agreed to serve on the committee. The committee will be five to seven members, and B. Woodburn will look for members of the business community to serve on the committee as well.

Motion to approve the Education Workforce Coordinator job description, and allow any officer to sign grant agreement with Hooker Foundation, upon counsel approval. (K. Gillette, M. Sauerbrey)

Aye-7 Absatin-0
No-0 Carried

- Ms. Tinney also gave an overall department update: there are currently 18 DRI projects, 6 New York Main Street projects, 2 Restore projects, 3 housing projects, 14 new grants, 16 pending grants, 21 active grants, and 1 completed. She also noted that Teresa Saraceno will be stepping down from her position at the Land Bank on September 1, 2021.

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

A. Owego Gardens II

1. [Updated Project Cost Spreadsheet](#)

- Ms. Curtis noted that the first payment has been made to RB Robinson, and the inspection payments have been made to Suez.
- Ms. Tinney gave an update on the work that is being done with Robinson Construction, which is the work that is being done with water main and the tank work:
 - The site work and stream relocation have been completed
 - Water line anticipated start date is June 11
 - Culverts-one has been installed on May 19, the second one will be installed Thursday June 3.
 - The completion of the access road will be completed June 10
 - The tank site subcontract work has yet to be awarded
 - The pump booster station will be discussed at a June 9 meeting with Statewide Aquastore, Inc., Fagan Engineering and Robinson.
 - The tank site work is anticipated to be completed by the end of June, and the tank building to start at least by August 2.
- Ms. Tinney continued that should would need the boards opinion on two items:
 1. NYSEG conduit run underground from existing block on the west of Belva



Lockwood Lane to the east side of the block. This would set up the rest of the said area for future development. The board agreed that it would be better to do it all now rather than having to dig lines again in the future. L. Tinney will get more information from NYSEG on the process and cost.

- 2. Top soil from Gorick: Gorick may want to move top soil from the Johnson property on Waites Road in the Town of Owego to the IDA property east of the Owego Gardens II site in the Village of Owego because of road issues with the town. The proposed area is not within a wetland. If this were to happen, it would only be imported to the designated area, it would impact less than 1 acre, therefore no SWIP would be needed. Access to the area would have to be created so no wetland is disturbed, and therefore trees would have to be removed, which Home Leasing and Gorick would be responsible for. Gorick and Home Leasing will restore the property to original condition. Gorick and Home Leasing have not come to an agreement on this yet. K. Gillette asked what the final outcome would be for the dirt and the purpose for moving the dirt again. L. Tinney responded that this dirt is part of the Home Leasing contract and that it is the top soil that Gorick will be putting back down on the site and spread and seed. The board confirmed that moving the dirt to this spot is agreeable.
- Ms. Tinney also reported that the fire hydrant test was done and the flow was deemed to be up to standards, which means they may not have to put water storage tanks on site. In addition, Gorick has agreed to make repairs to Waites Rd in the Town of Owego, which was damaged earlier in the year due to the truck traffic on the road. Home Leasing will start work on the upper building foundation within the next week.

VIII. New Business: C. Curtis

- A. PILOT Application – West Bay Star, LLC
 - 1. Public hearing was cancelled. Ms. Curtis noted that negotiations are still being done to move this PILOT forward.
- B. PILOT Application – Ithaca Neighborhood Housing Services, Inc.; Temple and Liberty, LLC (to be formed)
 - 1. [Resolution](#)
 - 2. Public Hearing – June 23 – 5 pm
 - 3. Agency Fee
 - C. Curtis explained that they typical PILOT agency fee is 1% of total project cost. INHS requested a deviated fee of 1% of construction costs due to budget constraints. The board discussed that giving a deviated agency fee in this case would set a precedent for other entities seeking a PILOT in the future. The board consensus was to not allow the deviated agency fee.

Motion to approve resolution accepting PILOT application from Ithaca Neighborhood Housing Services, Inc. and set public hearing for June 23, 2021 at 5pm (A. Gowan, J. Ward)

Aye-7	Abstain-0
No-0	Carried

- C. PILOT Application anticipated – SUNEAST VALLEY SOLAR, LLC
- D. PILOT Application anticipated – Global Environmental Energy, Inc. –C. Curtis noted that this project is expected to create 60 jobs and fill the vacant MATCO building.
 - M. Sauerbrey noted that the number of PILOTs do have an impact on the county budget. E. Knolles also noted that it impacts the school district tax cap as well. L. Tinney



noted that the West Bay Star PILOT payments would start at the tax payments that are currently being paid and go up from there. L. Tinney noted that the Sun Valley East PILOT is for solar development, and the IDA needs to discuss what they would want to get for that. The Global Environment Energy, Inc. PILOT is a potential project for the currently vacant MATCO building. This project would also start payments at the tax amount currently being paid.

E. [Solar Policy Update](#)

- C. Curtis noted that the addition to the policy reads that the IDA reserves the right to deviate from the terms of this policy at their sole discretion with good cause shown.

Motion to approve update to Solar Policy (A. Gowan, K. Gillette)

Aye-7	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. 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. Affirm email vote – IRP Loan – At Your Door Mobile Dog Grooming

Affirm email vote for At Your Door Mobile Dog Grooming IRP Loan in the amount of \$80,000.

Aye-6	Absatin-1 (E. Knolles)
No-0	Carried

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

- a. [Northern Tioga Chamber – Duck Race Request](#)

- b. RJ Corman approves

- The board approved the use of IDA property for the Northern Tioga Chamber Duck Race.

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

1. Owego Gardens II - \$12,791.75/Authorized \$524,194

XI. Grant Updates: C. Curtis

- A. Ag Value Chain-ongoing, almost complete.
- B. Monkey Run FEMA Application – Approved – Total Project Cost \$28,316.26; Awarded Federal Share \$21,237.20; TCIDA Match \$7,079.06
- C. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad
 1. [RJ Corman match commitment](#)
 2. Motion to approve submitting application



Motion to approve submitting grant application in the name of the IDA for the planning grant for the Richford Railroad (M. Sauerbrey, K. Gillette)

**Aye-7
No-0**

**Abstain-0
Carried**

XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:20 pm to discuss financial matters, property acquisitions, and personal matters (E. Knolles, J. Ward)

Motion to adjourn Executive Session at 5:47 pm.

XIII. Next Meeting: Wednesday July 7, 2021

XIV. Adjournment-Mr. Gowan motioned to adjourn the meeting at 5:48 pm.