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**Tioga County Industrial Development Agency**  
**January 3, 2018 • Immediately Following Annual Meeting •**  
**Ronald E. Dougherty County Office**  
**Building 56 Main Street, Owego, NY 13827**

**Minutes**

**1. Call to Order and Introductions**

The meeting was called to order by Chairperson R. Kelsey at 4:16 p.m.

**2. Attendance**

A. IDA Board Members

1. Roll Call: R. Kelsey, A. Gowan, T. Monell, K. Gillette, K. Dougherty, M. Sauerbrey, J. Ceccherelli

a. Absent: T. Monell (*arrived @ 4:25 p.m.*), K. Dougherty (*arrived @ 4:48 p.m.*)

b. Excused:

2. Guests:

a. B. Myers, M. Freeze, J. Spencer, T. Gosart, J. Meagher (*arrived @ 4:26 p.m.*)

L. Tinney (*arrived @ 4:45 p.m.*), C. Haskell

**3. Privilege of the Floor- John Spencer**

John Spencer expressed his interest in developing an indoor skating rink and farmer's market on the property located on North Avenue in Owego, NY. Mr. Spencer indicated the Owego Rotary Club would be interested in fundraising for this project. Mr. Spencer inquired as to whether the IDA Board would be interested in pursuing this community project.

**4. Project Updates**

A. Crown Cork & Seal USA, Inc. – B. Myers

1. ESD – Nichols – B. Myers reported the Town of Nichols is slated to vote on the Grant Disbursement Agreement (GDA) on 1/9/18.

B. Tioga Downs Racetrack, LLC Phase 3 – B. Myers

1. Update – B. Myers reported the hotel restaurant, PJ Clark's, is open for business.

- C. Tioga Downs Racetrack, LLC Phase 4
  - 1. Update- B. Myers reported there are no new updates at this time.

- D. Gateway Project
  - 1. Update – B. Myers reported there are no new updates at this time.

*T. Monell arrived at 4:25 p.m.*

*J. Meagher arrived at 4:26 p.m.*

- E. Project Freehold
  - 1. Update – B. Myers reported a meeting is scheduled on 1/12/18 with Village of Owego Mayor May, Village of Owego Trustee Hartman, Village of Owego Public Works Supervisor Soules, Village of Owego Code Enforcement Officer Mead, ED&P staff, and Larson Design Group to discuss site development and infill plan.

- F. Upstate Shredding
  - 1. Update – B. Myers reported the company was scheduled to be operational by 12/31/17, which T. Monell reported he received confirmation they were operational as scheduled. B. Myers reported he is waiting for a response from Delta Engineers regarding a site visit.

- G. Owego Gardens Project Update - B. Myers
  - 1. Update
    - a. Belva Lockwood Lane – B. Myers reported J. Meagher is waiting for proposal from Home Leasing’s counsel. J. Meagher reported Owego Gardens owns the easement, however, Home Leasing counsel is recommending termination of said easement.

- H. Distributed Sun
  - 1. Update – B. Myers reported J. Meagher sent resolutions and PILOT closing date is forthcoming.

- I. Owego Gardens 2
  - 1. Update – B. Myers reported work continues with Fagan Engineers and Home Leasing regarding site plans, road, water, etc.

**5. Old Business – B. Myers**

- A. Public Authority Accountability Act
  - 1. Audit Committee Report (R. Kelsey, K. Dougherty)
    - a. 2017 Piaker & Lyons Engagement Letter –  
**Motion to accept the terms of the 2017 Piaker & Lyons Engagement Letter (T. Monell, J. Ceccherelli)**

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

- 2. Governance Committee Report (R. Kelsey, K. Dougherty, A. Gowan)

- a. None

- 3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)

- a. Community Bank – eBanking – B. Myers reported the IDA is set up for paperless statements/eBanking at Community Bank.

*L. Tinney arrived at 4:45 p.m.*

- B. Housing Study –
  - 1. Update – Discussion ensued regarding the revisions that are needed and the roll out of the plan. A. Gowan reported the plan does not identify Candor.
- C. Strategic Plan – B. Myers reported the draft plan is completed and a meeting with the Board members will be scheduled this month.
- D. ED&P Update – L. Tinney reported a Workforce Development Training Program is being planned to work with specific employers. L. Tinney reported she is continuing to work on possible partnerships for the Ag Development Specialist position.

**6. PILOT Updates – B. Myers**

A. 2018 Town County and Fire Bills – B. Myers reported this is ongoing, as he just received the bills on 12/29/17.

**7. New Business – B. Myers**

A. IDA/EDP/LDC – Joint Marketing Campaign – B. Myers reported intern, Madison Tinney, will attend the February meeting.

B. 2018 IEDC Conferences

1. 2018 Costs – B. Myers will provide the Board with costs in the upcoming week, however, is estimating \$5-6,000 total for all four classes.

2. Free Webinar – 2/14 – B. Myers reported he will participate in this webinar, as it is required to take the certification examination.

C. Foil Requests – H. McNamee

1. OACSD PILOT Information – B. Myers reported this request is completed.

D. IDA Wetland Properties – B. Myers reported he is working through possibilities of combining parcels.

E. Hess Property Taxes – B. Myers reported the IDA received a tax bill in the amount of \$2,197 for the 2018 town and county taxes. B. Myers reported the IDA is responsible for the taxes due to the timing of when the roll was prepared and purchase of property. B. Myers reported the school taxes will be on the proper roll and will not be an IDA expense.

**8. Approval of Minutes –**

A. December 13, 2017 Regular Meeting Minutes

**Motion to approve the December 13, 2017 Regular Board Meeting minutes**

**(A. Gowan, J. Ceccherelli)**

**Aye – 6      Abstain – 0**

**No – 0      Carried**

B. December 27, 2017 Loan Committee Meeting Minutes

**Motion to approve the December 27, 2017 Loan Committee minutes**

**(A. Gowan, J. Ceccherelli)**

**Aye – 6      Abstain – 0**

**No – 0      Carried**

**9. Financial Reports – B. Myers**

A. Reports – B. Myers reported the 2017 net income is \$7,548. B. Myers reported the IDA continues to wait on grant reimbursement. B. Myers reported Distributed Sun PILOT closing will add approximately \$246,000.

1. Balance Sheet
2. Profit & Loss
3. Transaction Detail
4. Operating Revenue/Expenses

**Motion to acknowledge the financial reports (A. Gowan, J. Ceccherelli)**

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

*K. Dougherty arrived at 4:48 p.m.*

**10. Reports**

A. Railroads

1. Committee Report (T. Monell, K. Gillette)
  - a. Income to Date – B. Myers reported income was higher in October 2017 vs. October 2016
  - b. OHRY Update – B. Myers reported no new updates at this time.
  - c. Newark Valley High School Banner Request – B. Myers reported OHRY is fine with proceeding with this request.

B. Loan Program – B. Myers

1. Committee Report
  - a. Elston – B. Myers reported he is waiting on proof of life insurance.
  - b. Waterman’s Distillery – B. Myers reported the request is for \$4,000 for purpose of driveway and roof updates.
  - c. Wakeup Waffles – B. Myers reported loan application is forthcoming and the business is currently operational at the Nichols location.

**11. Motion to move into Executive Session at 5:05 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties.**

**(A. Gowan, T. Monell)**

**Aye – 7      Abstain – 0**  
**No – 0      Carried**

Executive Session Adjourned at 5:29 p.m.

**Motion to proceed with Town of Nichols property sale contract at \$26,000 per acre with acknowledgement of clause to share any profits above this amount.**

**(A. Gowan, T. Monell)**

**Aye – 7      Abstain – 0**  
**No – 0      Carried**

**Motion to affirm renewal of L. Tinney’s annual contract for 2018. (T. Monell, M. Sauerbrey)**

**Aye – 7      Abstain – 0**  
**No – 0      Carried**

**Motion to affirm continuance of C. Haskell’s rolling contract for 2018.**

**(M. Sauerbrey, J. Ceccherelli)**

**Aye – 7      Abstain – 0**  
**No – 0      Carried**

12. **Next Meeting: February 7, 2018 at 4:30 p.m. in the Legislative Conference Room.**

13. **Adjournment –**

**Motion to adjourn the meeting at 5:32 p.m. (M. Sauerbrey, J. Ceccherelli)**

**Aye – 7            Abstain – 0**

**No – 0            Carried**