

## Tioga County Industrial Development Agency

October 21, 2020\* • 4:30 p.m. • Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827

*\*Meeting rescheduled from October 7, 2020*

### Regular Meeting Minutes via Zoom

- I. **Call to Order and Introductions** – Chairwoman J. Ceccherelli called the meeting to order at 4:35 p.m.
- II. **Attendance** –  
IDA Board Members:
  - A. Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, M. Sauerbrey T. Monell, E. Knolles, J. Ward
  - B. Absent: None
  - C. Excused: None
  - D. Guests: C. Curtis, C. Haskell, J. Meagher, L. Tinney, M. Griffiths , M. Freeze
- III. **Privilege of the Floor – Ag Development Specialist, Megan Griffiths**

Ag Development Specialist Griffiths provided a quick overview to the IDA Board of the Ag Value Chain Study. Ms. Griffiths reported a kick-off meeting with the consultant was held on September 8, 2020 to review the timeline, strategy, and goals for an anticipated Spring 2021 completion date.

Ms. Griffiths reported the consultant is currently conducting a literature review of the various Tioga County resources provided including the Ag & Farmland Protection Plan, Southern Tier 8 Regional Board Comprehensive Plan, Farm Bureau, Cornell Cooperative Extension, and Finger Lakes Wine Association to name a few. The intent is to produce the literature and strategies to assist farmers with making the necessary connections with potential buyers.

Ms. Griffiths reported a Steering Committee was formed to assist in guiding the process, noting the next step is the interview process. Ms. Griffiths anticipates a finalized interview list by mid-November 2020. This is a list consists of buyers throughout the region including school districts, Guthrie, restaurants, and local grocery stores, as well as Sector Experts such as the Agricultural Representative for Cornell Cooperative Extension.

By January 2021, Ms. Griffiths reported the consultant anticipates hosting a roundtable discussion to discuss the identified strategies. Ms. Griffiths concluded by stating the process is progressing well.

**IV. Approval of Minutes**

A. September 2 2020 Regular Board Meeting Minutes (Zoom)

**Motion to approve September 2, 2020 Regular Board meeting minutes via Zoom, as written.  
(K. Gillette, A. Gowan)**

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

**V. Financials –**

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail –

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

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

**VI. ED&P Update – L. Tinney**

ED&P Director Tinney provided the following update:

- Southern Tier Network – The broadband study is in the final stages.
- Business visits to V&S Galvanizing and Midwestern Pet Foods.
- Presentation to the Susquehanna Chapter NYS Women, Inc.
- Attended a meeting with the Waverly Business Association representative.
- Economic Recovery Strategy Plan - Economic Recovery Advisory Council completed the work on this plan and met today via Zoom to approve. Press release to follow.
- Childcare Needs Assessment Report – Report completed.
- Working with Tioga Opportunities, Inc. on a Home Based Business Survey.
- 2020 Census – Completion date has been extended to end of the month.
- Village of Owego DRI – Comprised of 19 projects.
- NY Main Street – Comprised of 6 projects.
- Restore NY – The Owego and Waverly projects are progressing. In Owego, the exterior painting of two buildings on Main Street is underway. ED&P Deputy Director Woodburn is facilitating this effort.
- Owego Gardens II – Project is progressing with Home Leasing.
- Housing Development – Ithaca Neighborhood Housing Services (INHS) is moving forward on a potential development project in Owego and SEPP is exploring possible development options in Owego or Waverly.
- State Leads – Project Woodwind and Project Auto. No additional details at this time.
- Workforce Development – Connected with all school districts to garner input.
- Broome-Tioga Talent Task Force – Progress report developed.
- 8-Yr Agricultural District Reviews – Two district reviews have been submitted to NYS Ag & Markets and pending approval.
- 239 Review – Delaware Solar project in the Town of Tioga.
- Grants – 10 potential grants, 2 pending, and 20 active.

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

A. Owego Gardens II – Ms. Curtis reported the DEC Water Quality Certificate has been issued; however, they are requiring stream re-location. Ms. Curtis reported the approval is pending from Department of Health due to waiting on data from SUEZ Water. Ms. Curtis reported this is currently on hold and will possibly require Public Service Commission (PSC) involvement. Ms. Curtis reported

the building permit is in process. In regards to fire suppression requirements, Ms. Curtis reported an additional cost is not anticipated, as this will be built into Home Leasing's construction totals. Of note, Ms. Curtis reported the Tioga County Property Development Corporation (Land Bank) recently approved to act as a pass through agent regarding tax credits for Home Leasing on this project.

Ms. Curtis reported Home Leasing submitted a letter of request for a reduction in the IDA's agency fee. Ms. Curtis reported, at time of application submission, the agency fee was \$100,088, which is the amount Home Leasing budgeted and used for their financing requests based on prior experience with Owego Gardens I. Ms. Curtis reported the letter stipulated Home Leasing was unaware of the IDA policy change, which would equate to an additional \$140,000 to the total project. Therefore, Home Leasing is requesting the IDA accept a \$150,000 agency fee, an increase of \$50,000 from the agency fee at time of submission.

**Motion to accept Home Leasing's Letter of Request for a \$150,000 agency fee for this project.**

**(A. Gowan, E. Knolles)**

<b>Aye – 7</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

Ms. Tinney further reported on this project stating she has contacted the Public Service Commission (PSC) seeking guidance on the current situation with SUEZ Water. Ms. Tinney reported she received a recommendation to allow Fagan Engineer's approval; however, she is reluctant to do this due to potential risk of not being able to tie into the existing water system. Ms. Tinney reported this is the same issue experienced during the development of Owego Gardens I.

Ms. Tinney identified the following anticipated project timeline:

- November 2020 – Site clearing by Home Leasing
- December 2020 – Grading and utilities work
- January 2021 – Commence Stream re-location work
- February 2021 – Complete stream re-location work
- March 2021 – Commence water tank work
- April 2021 – Commence foundation work by Home Leasing
- December 2021 – Complete water tank work
- September 2022 – Project completion

Mr. Monell inquired as to whether this project and timeline is contingent upon SUEZ Water and Ms. Tinney concurred this is correct. Ms. Tinney further stated this might require an upgrade on SUEZ Water's part, which may be part of the issue.

Mr. Gillette inquired as to whether Attorney Meagher can do something to expedite the current situation with SUEZ Water. Attorney Meagher reported this is certainly an option. However, Ms. Tinney reported the IDA's best option is engaging the PSC for SUEZ Water's compliance.

Ms. Tinney further reported in order for the above-referenced timeline to be successful; the DEC is requiring the stream re-location, which could affect Home Leasing's construction process. Ms. Tinney reported the IDA is currently waiting for a cost estimate for the stream re-location work, which should be included in the cost quoted to the IDA. However, Ms. Tinney has requested a written estimate from Fagan Engineers.

In regards to the water tank, Ms. Tinney reported Department of Health does not agree with the water tank specification and believes a smaller tank would be sufficient for this project, therefore,

less expensive than the original quoted water tank.

**ACTION: Ms. Tinney will forward cost estimate of the stream re-location work to the IDA Board upon receipt. Ms. Curtis will email the map identifying the stream re-location to the IDA Board.**

Ms. Tinney reported she and Attorney Meagher are meeting with Home Leasing on October 22, 2020 to discuss closing on the land prior to the closing on their financing in order to stay on the targeted timeline of site clearing in November 2020.

**VIII. Old Business: C. Curtis**

A. Tax Map ID#85.00-1-35 Residence Impending Railroad Right-of-Way – Ms. Curtis reported she conducted an email vote regarding the execution of the agreement. Attorney Meagher reported the executed agreement has been sent to the respective attorneys for completion of the closing process.

**Motion to affirm the email vote to execute the agreement for Tax Map ID#85.00-1-35 regarding the residence impending the railroad right-of-way. (M. Sauerbrey, J. Ward)**

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

**IX. Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

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

a. Nothing to report.

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

a. Nothing to report.

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

a. PARIS – TCIDA Budget - Ms. Curtis reported the annual budget is completed with Finance Committee recommendation for IDA Board approval. Upon adoption, Ms. Curtis will submit the budget and PARIS Report to the Authorities Budget Office by the established deadline date.

**Motion to adopt the PARIS – TCIDA budget, as recommended by the Finance Committee, followed with submission to the Authorities Budget Office (ABO) by the established deadline date of October 30, 2020. (J. Ward, A. Gowan)**

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

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

a. Nothing to report.

5. Railroad Committee: J. Ceccherelli, K. Gillette, T. Monell

a. OHRY & RJ Corman Sale – C. Curtis reported this is moving forward and further discussion will occur in Executive Session.

**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 \$677,458.78 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 \$617,634.88 of their authorized \$1,028,429 sales tax exemption.

- 3. Best Buy Sales Tax Exemption Extension Request – C. Curtis reported Best Buy submitted a letter of request for a sales tax exemption extension to December 31, 2020 due to COVID-19 related delays.

**Motion to approve the sales tax exemption extension request by Best Buy until December 31, 2020. (K. Gillette, E. Knolles)**

- B. School & Village PILOT Invoices – Ms. Curtis reported the school and village PILOT invoices have been disbursed with payment received from all but one.
- C. Town 2021 PILOT Projections – Ms. Curtis reported the 2021 PILOT projections have been disbursed for budgetary purposes.
- D. Annual Agency Fee – Ms. Tinney reported Schuyler County IDA assesses an annual agency fee of \$1,500 for each of their PILOT’s to help offset the related administrative work. Attorney Meagher reported this is also the practice of the Broome County IDA, however, noting Broome County IDA does not handle the administrative work that is currently being done by Ms. Curtis, therefore, stated instituting a fee would be justified. Although in agreement with pursuing an annual agency fee, Mr. Gowan reported he would like an inquiry made to determine what Tompkins and other surrounding counties charge before setting a specific amount for Tioga County IDA.

**ACTION: Ms. Curtis will work with Attorney Meagher to draft a proposed modification fee schedule for the IDA Board’s review and consideration, as well as inquiring from Tompkins and other surrounding counties on their annual agency fee.**

**XI. Grant Updates – C. Curtis**

- A. Ag Value Chain – Ms. Curtis reported Ms. Griffiths reported, under privilege of the floor, this was study was progressing.
- B. Broadband Study –Ms. Curtis reported Ms. Tinney reported, under the ED&P Update, this was ongoing.
- C. Town of Richford FEMA Application –Ms. Curtis reported the IDA submitted a letter of intent to submit a FEMA application with the coordinated effort of Tioga Co. Soil & Water.
- D. Monkey Run FEMA Application – Ms. Curtis reported the application is pending, which the IDA previously approved a 25% match of up to \$7,000.

**XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:12 p.m. to discuss financial matters, property acquisition, and personnel matters.**

**(T. Monell, M. Sauerbrey)**

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

Mr. Gowan motioned to adjourn Executive Session at 5:52 p.m.

**Motion to re-affirm email vote for the railroad sale agreement to RJ Corman.**

**(E. Knolles, A. Gowan)**

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

**Motion to accept request to transfer parcel 118.00-1-21.1, adjacent to Tioga County IDA-owned property, from Mary Sayman to the Tioga County IDA for \$1.00. (E. Knolles, J. Ward)**

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

**Motion to authorize annual IDA contribution letter of support for \$20,000 to the Tioga County Legislature for the Ag Development Specialist position in the ED&P Department.**

**Aye – 6                      Abstain – 1 (M. Sauerbrey)**  
**No – 0                        Carried**

**XIII. Sexual Harassment Training:** Although not a topic on the regular agenda, Chairwoman Ceccherelli inquired as to whether there was any information regarding Sexual Harassment Training through the County. Ms. Haskell reported the former Safety Officer sent an email to the County regarding this training and how this pertains to Board members affiliated through the County noting an established deadline date of October 30, 2020.

**ACTION: Ms. Haskell will forward the training email to Ms. Curtis.**

**UPDATE: Email sent to Ms. Curtis on 10/22/2020.**

**XIV. Adjournment:** Mr. Ward motioned to adjourn the meeting at 5:56 p.m.

**XV. Next Meeting:** Wednesday, November 4, 2020 at 4:30 p.m.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant