

Tioga County Industrial Development Agency

56 Main Street

Owego, NY 13827

Wednesday, August 5, 2015, 5:30 p.m.

Minutes

- 1. Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:30 p.m.

Attendance

A. IDA Board Members

1. Roll Call: R. Kelsey, R. Case, A. Gowan, T. Monell and J. Nolis

a. Absent:

b. Excused: K. Dougherty and K. Gillette

- #### B. Guests: L. Tinney, J. Meagher, C. Haskell, M. Bocek (Owego Resident), K. Millar (Village of Owego Mayor), A. Renko (Morning Times), and R. Fiato

- 2. Privilege of the Floor** – Mr. Kevin Millar, Village of Owego Mayor, stated that he is in support of the CPSI building becoming part of the Start Up NY Program and offered his assistance in making that a possibility.

- 3. Welcome** – New Board Member Jan Nolis – Chairperson Kelsey welcomed Jan Nolis as a new board member of the Tioga County IDA and looks forward to her serving on the board.

- 4. Correspondence** – Thank Note from Ms. Tinney – Ms. Fiato received a thank you note from Ms. Tinney thanking the IDA in their assistance with the Legislative Gazette advertisement showcasing Tioga County.

- 5. Approval of Minutes (T. Monell/R. Case)**

Aye: 5

Abstained: 0

Nay: 0

Carried

- 6. Financial Report**

A. Reports

1. Balance Sheet
2. Profit & Loss
3. Transaction Detail

Motion to acknowledge the financial statements (T. Monell/A. Gowan)

Aye: 5

Abstained: 0

Nay: 0

Carried

- 7. Approve Expense** – Recurring expense to pay Tioga County Chamber of Commerce for a ¼ page ad for the Business Directory/Buyer's Guide (split expense with ED&P, \$150 each)

Motion to approve the recurring expense (J. Nolis/A. Gowan)

Aye: 5

Abstained: 0

Nay: 0

Carried

- 8. Affirmation** of the OHRY-North American Railcar Operators Association's Motor Car Trip on August 16, 2015 (R. Case/A. Gowan)

Motion to affirm North American Railcar Operators Association's Motor Car Trip on August 16, 2015 on the OHRY's line

Aye: 5
Nay: 0

Abstained: 0
Carried

9. **Discussion** – Corporate Park Sign – Ms. Fiato presented pictures of the damaged sign located at the corner of Corporate Drive and Route 38. After a brief discussion, the Board recommended Ms. Fiato call the IDA’s insurance company to submit a claim and get an estimate to repair the sign.

10. **Discussion** – Start Up New York – Ms. Tinney provided a summary of the Start Up NY Program and how to incorporate CPSI as part of the program. After a brief discussion of the summary; the Board requested additional information into any real estate tax abatement impacts the program may have. Ms. Tinney will provide that information at the next Board meeting.

11. **Project Updates**

A. Midwestern Pet Foods, Inc. – Mr. Kelsey recused himself and left the room for the discussion. Mr. Gowan presided over the meeting

1. Resolution to accept the application
2. Resolution to authorize the preliminary inducement
3. Resolution to issue the sales tax
4. Resolution to set the public hearing

Motion to accept the application, authorize the preliminary inducement, issue the sales tax exemption status, set the public hearing for August 19, 2015 at 6:00 p.m. at the Town of Barton Town Hall, 304 Route 17C, Waverly, NY 14892 (A. Gowan/R. Case)

Aye: 5
Nay: 0

Abstained: 0
Carried

5. Resolution for the IDA’s intent to designate itself as the lead agency for the Midwestern Pet Foods Project SEQR

Motion for the IDA to designate itself as lead agency for the Midwestern Pet Foods Project SEQR (A. Gowan/R. Case)

Aye: 5
Nay: 0

Abstained: 0
Carried

6. Review the Cost Benefit Analysis

Mr. Kelsey re-entered the room and presided over the meeting

B. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin

C. CFA Update –Hunts Creek Road/Lounsberry South Site

1. Expansion and upgrade of the Town of Nichols Waste Water Treatment Center
2. Water Quality Improvement Project (WQIP) – grant prepared by Larson Design Group

D. CFA – 434 Infrastructure Costs - The ED&P office applied on behalf of the IDA through the CFA process; announcement of the awards should be in December 2015.

E. WTC Update – WTC is having problem with Norfolk Southern; since there has been a change in leadership, WTC has been notified that NS is not going to service the WTC site located on William Donnelly Parkway; Ms. Tinney has reached out to Congressman Reed’s office to help WTC; Allison Hunt from Congressman Reed’s office wants to sit down with Norfolk Southern and WTC representatives to discuss the matter. Ms. Tinney will keep the Board informed of the situation.

13. **E-Site Development Project Update**

1. Update - Progress of Delta Engineers’ Design Project
 - a. Letter to Village of Owego Planning Board – IDA agree to contingencies - The Village of Owego Planning Board requested that the IDA agrees to name the Village of Owego an Obligee on the performance and maintenance bonds; TCIDA will be the principle entity charged with enforcement of the bonds, with the Village of Owego as secondary and

lastly, the TCIDA agrees to upgrade the street from a minor street to a collector street if there is any future development of the parcel.

Motion to provide a letter agreeing to contingencies (J. Nolis/T. Monell)

Aye: 5

Abstained: 0

Nay: 0

Carried

b. E-Site Design Project Income & Expense Spreadsheet

2. Waterline Easement Update

3. Owego Gardens - Local Approvals Timeline

4. CFA Update – Water Tank/Infrastructure at E-Site - The ED&P office applied on behalf of the IDA through the CFA process; announcement of the awards should be in December 2015.

5. Discussion - \$800,000 STREDC Loan – Ms. Tinney spoke with Ms. Diane Lantz from STREDC, to let the IDA know that a decision needs to be made on the \$800,000 STREDC loan. The Board inquired if we could use the funds on another site? Ms. Tinney believes that STREDC will allow the IDA to redirect funds for another project. Ms. Tinney will pull together information to make case to STREDC and let the Board know the outcome.

14. Old Business

A. Public Authority Accountability Act

1. Audit Committee Report (A. Gowan, R. Kelsey, K. Dougherty)

a. Recommendation of Accounting Services for 2015 – The Audit Committee reviewed the three RFPs received and recommends Ms. Fiato call Piaker & Lyons to discuss their fee. Ms. Fiato will update the Board of the outcome with Piaker & Lyons.

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

a. Recommendation of Committee appointments – The Governance Committee recommends Ms. Nolis be appointed to the Audit and Governance Committee, replace Mr. Gowan. Motion to appoint Ms. Nolis to the Audit and Governance Committees (A. Gowan/R. Case)

Aye: 5

Abstained: 0

Nay: 0

Carried

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

15. PILOT Updates

A. Begin sending out the Town & County PILOT Projections for 2016 to IDA Projects

B. Begin sending out the 2015/2016 School PILOT Bills

16. Reports

A. Railroads

1. Committee Report (T. Monell, W. Caloroso, R. Case, K. Gillette)

a. Haefele TV Inc. – Overhead Wire Agreement - In mid-July Ms. Fiato received a phone call from an employee from OHRY to notify the IDA that Haefele was replacing some cables at the Route 38 Richford crossing. Ms. Fiato reviewed the open overhead wire agreements but noticed there were none with Haefele. Ms. Fiato emailed and called Denise at Haefele stating, “regardless of renting the poles from NYSEG, Haefele is crossing the IDA's right of way and has overhead wires on IDA property and therefore, ; her response was, since Haefele rents the poles from NYSEG, an overhead wire agreement needs to be in place. A draft copy of the overhead agreement was also emailed. No response has been made from Haefele. Ms. Fiato sent the correspondence to IDA counsel to review and he will contact Haefele directly.

b. OHRY Statement of Rail Freight 12/31/2014, received - reviewed

B. Loan Program

1. IRP 4 Loan Request – Affirm the loan request from Charles Cornell through an email poll with the Board (all were in favor) – Motion to approve the IRP 4 Loan Request from Charles

Cornell (A. Gowan/R. Case)

Aye: 5

Abstained: 0

Nay: 0

Carried

2. Façade Loan Request – Affirm the loan request from Ike Lovelass through an email poll with the Board (all were in favor of the loan request except for one abstention, R. Kelsey) – Motion to approve the Façade Loan Request from Ike Lovelass (R. Case/A. Gowan) needs to be someone different

Aye: 4

Abstained: 1

Nay: 0

Carried

3. Loan Funds Availability Report – Ms. Fiato advised the Board there is \$559,398 of funds available to loan out

- C. **Training Update** – completed webinars: Writing with Diplomacy, Tact & Finese (6/5/2015); Secrets of Clear Communication (7/10/2015); The Introvert’s Guide to Giving Presentations (7/27/2015); Business Grammar Tips, Trick & Techniques Webinar 8/4/2015 **Upcoming training:** Communicating Limited Budgets (8/17/2015); Leadership & Management for Women Seminar 8/31/2015; Dealing with the Dreaded “C”: Conflict in the Workplace (9/14/2015); Handling Inappropriate, Hot Button, and Controversial Conversations (9/17/2015); Communicating Through E-Mail Webinar 9/18/2015

17. Motion to move into Executive Session pursuant to Public Officers Law Section 105

Motion to move into Executive Session at 6:35 p.m. pursuant to Public Officers Law Section 105 (R. Case/J. Nolis)

Exit Executive Session at 7:10 p.m. (T. Monell/R. Case)

18. Next Meeting – Wednesday, September 2, 2015

Motion to appoint Ms. Amy Dunham as the Tioga County IDA Internal Controls Officer (T. Monell/R. Case)

Aye: 5

Abstained:

Nay: 0

Carried

19. Adjourned - R. Kelsey adjourned the meeting at 7:15 p.m. (T. Monell/J. Nolis)

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 8/5/2015

Time: 6:35 p.m.

On a motion of Board Member Case, seconded by Board Member Monell, the Board of Directors went into Executive Session to discuss:

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 7:10 p.m.