

**Tioga County Industrial Development Agency
November 4, 2020 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827**

Regular Meeting Minutes via Zoom

I. Call to Order and Introductions-Chairwoman J. Ceccherelli called the meeting to order at 4:34 pm

II. Attendance

IDA Board Members

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

Absent: None

Excused: None

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

III. Privilege of the Floor: None

IV. Approval of Minutes

A. October 21, 2020 Regular Meeting Minutes

B. October 29, 2020 Loan Committee Minutes

Motion to approve October 21, 2020 Regular Board Meeting minutes via Zoom, and October 29, 2020 Loan Committee Minutes, as written. (E. Knolles, K. Gillette)

Aye-7

No-0

Abstain-0

Carried

V. Financials

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail

Motion to acknowledge financials, as presented. (E. Knolles, K. Gillette)

Aye- 7

No-0

Abstain-0

Carried

VI. ED&P Update: L. Tinney

ED&P Director Tinney stated that she would not provide an update, as she gave one just 2 weeks ago at the October 21, 2020 meeting.

VII. Project Updates: C. Curtis

A. Owego Gardens II- Ms. Tinney reported that the project is moving along and she has been working with the Public Service Commission (PSC) in order to assist in dealing with Suez. Ms. Tinney reported that the water pumps must be replaced with upgraded pumps and they are waiting on a cost estimate from Fagan Engineering. Ms. Tinney continued in saying that Fagan originally included pump replacement in their estimate, and therefore the new cost is not expected to be higher than the originally estimated cost. Fagan

will need to submit the design for the two new pumps and the pumphouse to the Department of Health for approval. In terms of the land closing, Ms. Tinney reported that a building permit has been issued, but several easements are needed. She expects the closing on the land to be in the next two weeks. She also reported that the stream relocation is still set to take place in January. Requests for Proposal will be put out in the beginning of December, with bids expected in mid December, and work beginning in January. The water tank work will take place in March. Ms. Tinney concluded with explaining PSC has been helpful in encouraging Suez to provide the necessary information to keep the project moving forward.

VIII. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: 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 Budget submitted 10-22-2020
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. Recommend approval in the amount of \$20,000-Façade Loan-Mathew & Linda Laba
Motion to approve Façade Loan in the amount of \$20,000 to Mathew & Linda Laba. (A. Gowan, J. Ward)

Aye-7	Abstain-0
No-0	Carried
5. Railroad Committee: J. Ceccherelli, K. Gillette, T. Monell
 - a. Nothing to report

IX. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1. V&S New York Galvanizing – \$677,458.78/ Authorized \$771,000-Ms. Curtis reported that V&S is completed with their construction and is working on finalizing their final report to be submitted by the end of the month.
2. Best Buy – \$618,042.88/ Authorized \$1,028,429-Ms. Curtis reported that both V&S and Best Buy reported their monthly sales tax exemptions and that they are both within their authorized limits.

B. All 2020 PILOTs disbursed

C. Annual Agency Fee

1. Project Policy Manual (pg. 6) & Agency Fee Schedule (pg. 41) revision-Ms. Curtis referenced last month's meeting discussion regarding the \$1,500 administrative fee to be assessed to any future PILOT agreements. Ms. Curtis referenced page 6 of the Project Policy Manual, where it states that "For certain transactions, as described on Schedule A, the IDA may require payment of an ongoing annual administrative fee." Ms. Curtis reported that Mr. Meagher indicated that this document does not need to be updated in order to charge the \$1,500 fee. However, Ms. Curtis reported that Mr. Meagher advised that they Agency Fee Schedule would need to be amended to include this annual agency fee for the life of the PILOT agreement. Ms. Curtis explained that after researching, Broome County IDA, Chemung County IDA, and Chenango County IDA all assess a \$1,500 annual administrative fee for their PILOT agreements, while Tompkins, Steuben, and Chenango Counties all do not charge any such fee. Mr. Gowan raised the question as to whether this new PILOT agreement would apply to the new PILOT for Central New York Oil and Gas (CNYOG). Ms. Tinney responded that Mr. Meagher advised that it would not apply to them, since they are not anticipated to receive a public benefit resulting from the new PILOT Agreement. Ms. Tinney also indicated it would not apply to Owego Gardens, since they too applied for their PILOT agreement before the amended fee structure was instituted. Ms. Sauerbrey clarified that this fee would apply to any brand new PILOT agreements, and the board came to a consensus to start the fee in 2021 for all brand new PILOT agreements.

Motion to amend the Agency Fee Schedule to reflect an annual \$1,500 administrative fee for the term of any new PILOT agreements, effective January 1, 2021. (M. Sauerbrey, E. Knolles)

Aye-7 No-0

Abstain-0 Carried

D. CNYOG-Ms. Tinney reported that she has written a letter to be sent to the town, county and school outlining the situation with CNYOG. This letter will explain that it is recommended by the IDA and legal counsel to terminate the existing PILOT agreement and enter into a new PILOT agreement, with the new agreement only encompassing 2 properties. With the board all having read and approved of the letter, Ms. Tinney will send this out to the above entities.

X. Grant Updates: C. Curtis

A. Ag Value Chain-Ms. Curtis reported that the Ag Value Chain study was ongoing.

B. Broadband Study-Ms. Curtis reported that the Broadband study was ongoing.

C. Town of Richford FEMA Application – Due 12-2-2020-Ms. Curtis reported that this was in progress.

D. Monkey Run FEMA Application – Pending-Ms. Curtis reported that they were waiting to hear the decision of the grant application.

E. ESD – Owego Utilities Capital Project – V&S water/sewer extension

1. Reimbursement request submitted 11-4-2020-Ms. Curtis reported that the reimbursement request in the amount of \$300,000 was submitted 11-4-2020.

XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 4:48 pm to discuss financial matters, property acquisition, and personnel matters. (A. Gowan, E. Knolles).

Motion to adjourn Executive Session at 4:56 pm (K. Gillette, E. Knolles)

XII. Next Meeting: Wednesday December 2, 2020

XIII. Adjournment-Mr. Gowan motioned to adjourn the meeting at 4:57 pm.