

**Tioga County Industrial Development Agency
Board of Directors Minutes
March 5, 2014**

- I. **Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:35 p.m.
- II. **Attendance**
- A. IDA Board Members
 - 1. Roll Call
 - a. Present: R. Kelsey , A. Gowan, T. Monell , D. Daniels , W. Woods and R. Case
 - b. Absent: None
 - c. Excused: K. Dougherty
 - B. Guests: C. Haskell, L. Tinney, J. Meagher, and R. Fiato
- III. **Privilege of the Floor - None**
- IV. **Approval of Minutes** (T. Monell/ W. Woods)
- | | |
|--------|--------------|
| Aye: 6 | Abstained: 0 |
| Nay: 0 | Carried |
- V. **Financial Report**
- A. Reports
 - 1. Balance Sheet
 - 2. Profit & Loss
 - 3. Transaction Detail
- Motion to acknowledge financial statements (A. Gowan/W. Woods)
- | | |
|--------|--------------|
| Aye: 6 | Abstained: 0 |
| Nay: 0 | Carried |
- VI. **Welcome Raymond Case onto board**
- VII. **Tioga County Annual Statement of Financial Disclosure** – Remind board members that they need to complete the Tioga County financial disclosure form by May 15, 2014 and sign and return the Tioga County Annual Policy Review Attestation form by March 31, 2014 to R. Fiato
- VIII. **Re-occurring expense** - advertisement in the Owego Community Directory for the loan program; split with Economic Development and Planning Department in the amount of \$162.50
Motion to authorize payment for the re-occurring expense (A. Gowan/T. Monell)
- | | |
|--------|--------------|
| Aye: 6 | Abstained: 0 |
| Nay: 0 | Carried |
- IX. **Re-occurring expense** - sponsorship of the 2014 Celebrating Women in Business; split with Economic Development and Planning Department in the amount of \$250
Motion to authorize payment for the re-occurring expense (A. Gowan/W. Woods)

Aye: 6
Nay: 0

Abstained: 0
Carried

- X. Update on Request from DEC for a Deed Restriction be placed on the Sanmina property tax map #129.07-1-9 and 129.07-1-10;** L. Tinney met with local Sanmina representatives to discuss the request from DEC and the need to transfer the deeds; the Sanmina representatives are going to review the request and will call L. Tinney when they are ready to proceed with the deed transfer.
- XI. Monkey Run – Update on M. Sayman complaint** – The TCIDA received a right-away from Ms. Sayman to complete the stream bank stabilization project on Monkey Run Creek. The NRCS (Natural Resources Conservation Service) completed the work; they installed boulders of the entry way of the right-away to prevent trespassers. Ms. Sayman would like the boulders moved so she has access to her property. Tioga County Soil & Water will move the boulders at no cost to the IDA at a future date.
- XII. Newark Valley Historical Society – Fire Insurance update** – R. Fiato contact TCIDA’s insurance representative and was advised that the current replacement value on the policy for the Newark Valley Depot building is \$113,000. Newark Valley Historical Society (NV HS) is concerned that may not be enough to rebuild in case of total loss of the structure. W. Woods and R. Kelsey have agreed to set up meeting with Russ at NV HS to determine needs of NV HS and report back to the board.
- XIII. A request from the owner of 231 Main Street** to have a TCIDA board member execute mortgage and assignment of rents for a 2nd mortgage on premises at 231 Main Street, Owego, NY upon approval from Agency counsel.
Motion to authorize a board member to execute mortgage and assignment of rents for a 2nd mortgage on promises at 231 Main Street, Owego, NY upon approval from Agency counsel (A. Gowan/T. Monell)

Aye: 6
Nay: 0

Abstained: 0
Carried

XIV. Project Updates

- A. E-Site Residential Project – L. Tinney requested feedback from the board regarding the need to have a feasibility study at the E-Site. After discussing the matter, the board recommended that L. Tinney get an estimate of how much a feasibility study would cost and report back to the board at the next meeting.
- B. Lounsberry South - EDA Funding for sanitary sewer, 3 phase electric & natural gas – L. Tinney discussed with the board the need to extend sanitary sewer to the Lounsberry South Property. EDA funding might be difficult to obtain due to median income too high and unemployment too low; IDA may not qualify for funding due to those two factors but will continue to look into funding options. L. Tinney has gotten a rough estimate to extend sanitary sewer, the cost is approximately \$300,000. L. Tinney wanted to get an idea of what direction the board wants to take with the development of the site. After discussing the matter, the board agreed to move forward in extending sanitary sewer and has asked L. Tinney to get a quote for the cost of engineering services to extend the sanitary sewer and report back to the board at the next meeting.
Motion to get a quote for the cost of engineering services to extend sanitary sewer at the

Lounsberry South Site(A. Gowan/D. Daniels)

Aye: 6
Nay: 0

Abstained: 0
Carried

- C. ESD Grant – The IDA is waiting to receive the final approved contract from ESD for the \$50,000 mixed use site design grant to proceed with site designs for the E Site. Once the contract is received, Agency counsel will need to review the agreement, have a board member sign the agreement and return it to NYS ESD.

IDA is in receipt of the professional services contract with Delta Engineering for the design and bidding services at the E site. Agency counsel has reviewed the contract and finds it acceptable. The contract will not be executed and delivered until the contract with NYS ESD for funding for this project is in place.

Motion to authorize any officer to sign the any officer sign the Delta Engineering Contract once the NYS ESD Grant contract is received and reviewed by agency counsel (A. Gowan/ T. Monell)

Aye: 6
Nay: 0

Abstained: 0
Carried

XV. Old Business

A. Public Authority Accountability Act

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

- a. Recommendation from the Audit Committee to accept the 2013 audited financial as presented statement

Motion to accept the recommendation from the Audit Committee to approve the 2013 as presented (T. Monell/A. Gowan)

Aye: 6
Nay: 0

Abstained: 0
Carried

2. Governance Committee Report (R. Kelsey, W. Woods, D. Daniels)

- a. Appoint Raymond Case to Railroad and Public Relations Committees to replace Martha Sauerbrey who resigned effective March 4, 2014 (W. Woods/T. Monell)

Aye: 6
Nay: 0

Abstained: 0
Carried

- b. Recommend for approval of modification of Agency Fee Policy - (A. Gowan/ D. Daniels)

Aye: 6
Nay: 0

Abstained: 0
Carried

3. Finance Committee Report (R. Kelsey, A. Gowan, W. Woods) - none

4. Authority Budget Office Report

- a. 2013 Operations & Accomplishment Report – completed and ready to post on IDA website
- b. Procurement Report – completed and ready to submit to the ABO
- c. Investment Report – completed and ready to submit to the ABO

XVI. PILOT Updates

A. 2013 Employee Survey Summary

Best Buy	2012 – 206	2013 - 221	+15
Hampton Inn	2012 – 13	2013 - 11	-2
Sanmina	2012 – 516	2013 - 451	-65

Rynone	2012 – 45	2013 - 46	+1
*231 Main Street	2012 – 0	2013 - 0	No change
CNYOG	2012 – 26	2013 - 28	+2
Lockheed	2012 – 2221	2013 – 2116	-105

*1099 workers

- B. NYS Sales Tax Reporting and Recording keeping requirements for IDAs – R. Fiato and Agency Counsel have reviewed new requirements of NYS Department of Taxation and Finance and will implement and follow the procedures as stated.
- C. PILOT Payment made to Tioga County (\$1,063,267), Tioga County Recycle (\$45,518.87) and Town of Owego (\$353,346.11)
- D. Received \$6,369.61 of the \$10,219.97 due for the railroad leases

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

Motion to move into Executive Session at 6:03 p.m. pursuant to Public Officers Law Section 105 (T. Monell/D. Daniels)

Exit Executive Session (T. Monell/W. Woods) at 7:00 p.m.

XVIII. Report

- A. Railroads -
 - 1. Committee Report (T. Monell, M. Sauerbrey, D. Daniels, W. Caloroso)
 - a. OHRY Freight Revenue Report
- B. Loan Program
 - 1. USDA required annual outreach to Women and Minorities completed
 - 2. Commercial Façade Improvement Loan Perimeter changes – Recommendation from the Loan Committee to change the perimeters of the Commercial Façade Improvement Loan:
 - a. Increase loan amount to a maximum of \$20,000 per loan
 - b. Eligible use of proceeds will include roof work in an effort to secure and stabilize also eligible

Motion to approve the loan committee’s recommendation to change the perimeters of the Commercial Façade Improvement Loan Program (A. Gowan/W. Woods)

Aye: 6	Abstained: 0
Nay: 0	Carried

- XIX.** Tioga County is hosting the Regional Council Meeting, June 26th at the Owego Treadway; it is the consensus from the board that the TCIDA sponsor the event.

XX. Next Meeting – Wednesday, April 2, 2014

- XXI. Adjourned** – R. Kelsey adjourned the meeting at 7:30 p.m. (W. Woods/D. Daniels)

Attachments:

February DRAFT Minutes

February Financial Report

Resolution Appointing R. Case to TCIDA Board

TCIDA Agency Fee Modification

NYS Sales Tax Reporting and Record Keeping Requirements

OHRV 2013 Freight Revenue Report

Commercial Façade Improvement Loan Fact Sheet

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 3/5/2014

Time: 6:03 p.m.

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

1. Financial matters of a particular person(s)

No Action Taken

Motion to Exit Executive Session at 7:00 p.m.