

Tioga County Industrial Development Agency

56 Main Street

Owego, NY 13827

Wednesday, April 1, 2015, 5:30 p.m.

Minutes

1. **Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:34 p.m.

2. **Attendance**

A. IDA Board Members

1. Roll Call: R. Kelsey, K. Dougherty, A. Gowan, R. Case, T. Monell and K. Gillette

a. Absent:

b. Excused:

B. Guests: L. Tinney, J. Meagher. O. Sanders (ESD), David Chase (Delta Engineers), C. Haskell, K. Millar (Village of Owego Mayor) and R. Fiato

3. **Privilege of the Floor - none**

4. **Correspondence – none**

Mr. Dougherty entered the room at 5:36 p.m.

5. **Approval of Minutes (A. Gowan/K. Dougherty)** with one change noted by K. Gillette

Aye: 6

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 (K. Dougherty/K. Gillette)

Aye: 6

Abstained: 0

Nay: 0

Carried

7. **Reoccurring expenses** – Advertising in the Owego Pennysaver – Progress 2015 Publication, split with ED&P, IDA's share \$102.88; Advertising in the Morning Times – Presenting the Valley Publication, split with ED&P, IDA's share \$162.50; Celebrating Women in Business, split with ED&P, IDA's share \$250.

Motion to approve the re-occurring expenses (A. Gowan/K. Gillette)

Aye: 6

Abstained: 0

Nay: 0

Carried

8. **Request to approve** the expenditure to redesign and print the two pocket folders by one of the three vendors who have supplied quotes – Curcio Printing; Reynolds Media; Variety Studios. After a brief discussion and Ms. Fiato giving her recommendation, the Board approved to go ahead to approve the expenditure using Curcio Printing.

Motion to approve the expenditure to have Curcio Printing redesign and print the two pocket

folders in the amount of \$1170; the cost will be split equally between the IDA and ED&P in the amount of \$585 (K. Gillette/R. Case)

Aye: 6

Abstained: 0

Nay: 0

Carried

- 9. Discussion - Start Up New York Program** – Mr. Sanders introduced himself and gave a brief history prior to working for Empire State Development (ESD) as a project manager for Start Up NY. Mr. Sanders gave an overview of the program, noting that the program has changed and are looking to expanding their current designated areas of the program and how the IDA could participate in the Start Up NY Program. The Board determined that more information was necessary to determine whether or not for the IDA to move forward with this initiative. Ms. Tinney will do more investigating on the topic and report back to the Board.

10. E-Site Development Project Update

1. Update - Progress of Delta Engineers' Design Project – Mr. Chase updated the Board on the progress of the E-Site design project and explaining the request for additional charges from Shumaker Consulting Engineering & Land Surveying. The request from Shumaker is the result of them trying to prepare the surveying and topographic map with old topographic data that is proving to be problematic. Shumaker has completed the boundary survey and topographic confirmation fieldwork but have found that modifications have been made to Route 434 since the original topographic data was compiled. Since it would be extremely difficult to merge old data with new information, Mr. Chase from Delta Engineer's is recommending Shumaker to prepare a new survey and topographic map in the amount of \$7,500 rather than try and piece the old information together.

Motion to approve the additional work in the amount of \$7,500 to be completed by Shumaker Consulting Engineering & Land Surveying (A. Gowan/T. Monell)

Aye: 6

Abstained: 0

Nay: 0

Carried

2. Waterline Easement Update – Ms. Fiato updated the Board that she advised Mr. Kerschner at Fine Line Homes that at this time the Board will not connect the two parcels with a roadway to be used as a secondary road to the sites. The Board requested that IDA Counsel to send a letter to Mr. Kerschner at Fine Line Homes outlining the steps necessary to secure the water line easement; counsel will prepare and send out a letter.
3. Discussion - \$800,000 STREDC Loan – nothing to discuss at this time

11. Project Updates

- A. Lockheed Martin – Lockheed Martin submitted a request to extend their sales tax exemption status for the purchases and activities associated with the IDA approved project to construct, renovate and equip Lockheed Martin buildings located at their Owego, NY site since April 2, 2014. Lockheed Martin's request was until December 31, 2015. After some discussion, the Board approved the request for 90 additional days (until July 2, 2015) (T. Monell/A. Gowan)

Motion to extend Lockheed Martin's sales tax exemption for 90 additional days

Aye: 6

Abstained: 0

Nay: 0

Carried

- B. Lockheed Martin Closing – finished all documents; waiting on Lockheed Martin
- C. Lounsberry Sanitary Sewer Extension – IDA Counsel prepared easement; sent to the Town of Nichols Attorney for his review; Town of Nichols Attorney completed his review and IDA Counsel has easement for Chairperson Kelsey to sign to convey the Lounsberry Sanitary

Sewer Extension to the Town of Nichols

12. Old Business

A. Public Authority Accountability Act

1. Audit Committee Report (A. Gowan, R. Kelsey, K. Dougherty) – nothing to report
2. Governance Committee Report (R. Kelsey, A. Gowan, K. Dougherty) – Ms. Tinney reported that she reached out to Theresa Nugent from Sanmina to consider filling the vacant IDA Board member seat. Ms. Tinney is waiting for a response back from Ms. Nugent on her interest.
 - a. Chairperson Kelsey requested that Mr. Gowan temporarily fill the vacant seat on the governance committee due to Ms. Woods' resignation. Mr. Gowan agreed to fill the vacant seat until a new member is appointed
3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette) – nothing to report
4. Authority Budget Office Report
 - a. Submitted the PARIS Report on 3/17/2015; submitted single audit on 3/20/2015

13. PILOT Updates

A. 2014 Employee Survey Summary

Best Buy	2013 - 221	2014 - 205	-16
Hampton Inn	2013 - 11	2014 - 13	+2
Sanmina	2013 - 451	2014 - 401	-50
Rynone	2013 - 46	2014 - 41	-5
*231 Main Street	2013 - 0	2014 - 1	1
CNYOG	2013 - 28	2014 - 28	No change
Lockheed	2013 - 2116	2014 - 2136	+20

***1099 workers**

- B. Received \$7,085.17 of the \$10,472.55 due for the railroad leases ; sent second notices

14. Report

A. Railroads

1. Committee Report (T. Monell, W. Caloroso, R. Case, K. Gillette) – nothing to report
- B. Loan Program – Working with the Tioga Chamber of Commerce to advertise the loan program(s); posted loan information on Facebook; joint advertising with ED&P

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

Motion to move into Executive Session at 6:50 p.m. pursuant to Public Officers Law Section 105 (A. Gowan/R. Case)

Exit Executive Session at 7:00 p.m. (T. Monell/K. Gillette)

16. Next Meeting – Wednesday, May 6, 2015

17. Adjourned

Attachments:

March DRAFT Minutes

March Financial Report

Quotes from Vendors for Pocket Folders

Start Up NY Information

Lockheed's Request – Sales Tax Exemption

Update from Delta Engineers

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 4/1/2015

Time: 6:50 p.m.

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

1. Financial matters of a particular person(s)

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