



Tioga County Industrial Development Agency
September 1, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Hubbard Auditorium, 1st Floor
Agenda

I. Call to Order and Introductions- Ms. Ceccherelli called the meeting to order at 4:32 pm.

II. Attendance

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, T. Monell, M. Sauerbrey, J. Ward, E. Knolles (attended via Zoom), A. Gowan (attended via Zoom)

Absent:

Excused:

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

III. Privilege of the Floor: Jason Bellis, Larson Design Group

Mr. Bellis presented the board with maps showing the potential development at the nine-acre site on Buck Road in Lounsberry. Mr. Bellis' design proposed a phased approach, starting with one building and then adding additional to the site incrementally. The design presented cost estimates, and showed a phased approach on how to extend utilities to the site. Moving forward, Ms. Tinney will reach out to the prospective developer and let them know that the IDA has reviewed this potential site plan and is interested in moving forward on developing this site. She will also get more information from the developer about the specific types of industry that are interested in occupying these buildings once built.

James Gensel, Fagan Engineers & Land Surveyors, PC

Mr. Gensel addressed the board regarding the Owego Gardens II water contracts. He explained the challenges surrounding the contract with Robinson, and the current activities that are occurring at the site. Mr. Gensel also reported that there are two change orders with Robinson's Contract "A:" change order #2 in the amount of \$1,813, and change order #3 in the amount of \$7,459. Lastly, Mr. Gensel informed the board that there will be a change to the Suez credit that the IDA will receive. The original expected credit from Suez was approximately \$110,000, with the new expected credit being between \$260,000-\$270,000.

Motion to approve change order #2 in the amount of \$1, 813 and change order #3 in the amount of \$7,459 to the Robinson contract. (K. Gillette, M. Sauerbrey)

Aye-5 Abstain-0
No-0 Carried

IV. Approval of Minutes

A. August 4, 2021 Regular Meeting Minutes

Motion to approve August 4, 2021 Regular Board Meeting Minutes, as written. (J. Ward, K. Gillette)

Aye-5 Abstain-0
No-0 Carried

V. Financials

A. Balance Sheet



- B. Profit & Loss
- C. Transaction Detail

**Motion to acknowledge financials, as presented. (J. Ward, T. Monell)**

**VI. ED&P Update: L. Tinney**

Ms. Tinney updated the board on two items:

1. Ithaca Neighborhood Housing Services (INHS) project on Temple and Liberty Streets in the Village of Owego continues to move forward. The project will go to the County Planning Board, Village of Owego Planning Board and Village of Owego Zoning Board for review later this month.
2. Education Workforce Coordinator: Interviews for this position will be conducted tomorrow. Ms. Tinney also mentioned that they have submitted a resolution to the County Legislature this month to hire a part time employee.

**VII. Project Updates: L. Tinney & C. Curtis**

A. Owego Gardens II

1. Updated Project Cost Spreadsheet

Ms. Curtis reported that she has updated the spreadsheet to reflect the change orders discussed earlier in the meeting by Mr. Gensel, and the increase to the Suez credit as discussed earlier.

**VIII. Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
  - a. No report
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
  - a. Annual Employee Review
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
  - a. No report
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
  - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. No report

**IX. PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update:

1. Owego Gardens II – Home Leasing - \$29,633.49/Authorized \$524,194
2. RB Robinson - \$4,605.77/Authorized \$55,990

B. School & Village PILOT invoices distributed

**X. Grant Updates: C. Curtis**

A. Monkey Run FEMA Application – Approved – Total Project Cost \$28,316.26; Awarded Federal Share \$21,237.20; Awarded State Share \$3,539.53; TCIDA Match \$3,539.53

1. JB's Excavation completed project

B. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567



Planning Grant – Richford Railroad

- 1. Application in progress

XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:32 pm to discuss financial matters, property acquisitions, and personal matters. (K. Gillette, T. Monell) Motion to adjourn Executive Session at 5:45 pm.

Motion to approve raise for C. Curtis, raising her salary 5% to \$51, 030 per year. (K. Gillette, M. Sauerbrey)

Aye-5 Abstain-0
No-0 Carried

Motion to approve continuation of L. Tinney’s contractual agreement with the IDA, and continue to pay monthly stipend in the amount of \$2,125 per month. (T. Monell, J. Ward)

Aye-5 Abstain-0
No-0 Carried

XII. Next Meeting: Wednesday October 6, 2021

XIII. Adjournment-Mr. Gowan motioned to adjourn the meeting at 5:48 pm.