



Tioga County Industrial Development Agency
May 3, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

I. Call to Order and Introductions: Ms. Ceccherelli called the meeting to order at 4:30 pm.

II. Attendance

IDA Board Members
Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, J. Ward, E. Knolles, M. Townsend
Excused: T. Monell
Guests: C. Curtis, M. Schnabl, J. Meagher, B. Woodburn, J. Bellis

III. Privilege of the Floor:

- A. Brittany Woodburn, ED&P Update - DRI Projects: Ms. Woodburn gave the board a brief overview of the project statuses of the DRI projects that fall under the IDA Multi-site Program contract with New York State Homes and Community Renewal. There are 15 projects in the multi-site program that are all at different stages of completion, with one project being complete. Ms. Woodburn noted that four projects were just taken on due to the reallocation of funds from original project that did not end up going forward. Ms. Woodburn gave a brief overview of everything that is involved with administering the projects. She also mentioned that she will likely submit a waiver for the Minority Women Business Enterprise goals.
B. Jason Bellis, Larson Design Group - Lounsberry Power Study Final Memorandum: Mr. Bellis reported that the study found that NYSEG is not agreeable to providing estimated costs for ranges of power upgrades to the Lounsberry area without a committed project in place. NYSEG noted that it would take two to three years to get power infrastructure to the area, but gave not cost estimation.

IV. Approval of Minutes

A. April 5, 2023 Regular Meeting Minutes

Motion to approve April 5, 2023 Regular Meeting Minutes, as written. (E. Knolles, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

V. Financials

- A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable
E. 1st QTR 2023 Operating Revenue & Expense



- F. 2022 & 2021 Year End Operating Revenue & Expense
  - G. 2020 & 2019 Year End Operating Revenue & Expense
- Ms. Curtis noted that she included Operating Revenue & Expense financial documents to show the board regular income and fixed expenses.

Motion to acknowledge financials, as presented. (J. Ward, K. Gillette)

Aye – 6	Abstain – 0
No – 0	Carried

**VI. ED&P Update: L. Tinney:** Ms. Tinney reported that the Waverly New York Forward project held a kickoff meeting. The local planning committee will be meeting on a regular basis. She explained the planning process, and how individual projects will be selected by the state.

**VII. Project Updates: C. Curtis**

A. Owego Gardens II: Ms. Curtis reported that Robinson will be doing a site visit where they will do a punch list walk through to make sure all items are complete. Upon completion, \$98,000 will be paid to Robinson. Ms. Curtis is still working on getting the developer agreement and easements put in place. Veolia will not sign the property transfer until the developer agreement and easements are put in place.

B. PILOT Company employment: Ms. Curtis reported that she reached out to the PILOT companies who did not hit their expected employment numbers. Lockheed Martin is researching if the numbers are accurate, Central New York Oil and Gas is researching a potential discrepancy, numbers were fixed for Tioga Downs after research, and V&S are above their original predictions.

C. Expiring PILOTs: Ms. Curtis and Ms. Tinney reported that they have been reviewing PILOT agreements so they know when each PILOT will be expiring. The goal is to prepare school districts for expiring PILOTs so that when PILOTs expire and the property switches from roll section 8 to roll section 1, school districts will be able to account for it in their tax levy. There is pending state legislation that will fix this issue for school districts. Ms. Curtis and Ms. Tinney will continue to come up with a plan for how to ease companies off of PILOT payments in the future if the pending legislation does not pass.

**VIII. New Business: C. Curtis**

- A. Sales tax exemption program – Broome Co IDA’s Application Program Comparison: Ms. Curtis presented the board with information from Broome County IDA’s sales tax exemption program. This program allows any current business, not just a new or relocating business, to apply for sales tax exemption through the IDA. It also allows for less fees, no job creation requirements, and shorter consideration time since it does not have to go through a public hearing if it is for less than \$100,000. The board is open to considering the implementation of a similar program. Ms. Curtis will come up with a draft application for the board to review at next month's meeting.
- B. Newark Valley Historical Society Request: The Newark Valley Historical Society reached out to Ms. Curtis requesting permission to level and re-gravel the IDA property where they hold their Depot Friday Nights event. The board was agreeable to letting them perform this



work. Ms. Curtis noted that they may seek financial assistance from the IDA to do the work depending on cost.

- C. Local Meat Capacity Grant - Local Meat Capacity Grant (Local MCap) | Agricultural Marketing Service (usda.gov): Ian Mumbalo, a local meat processor who owns Reed Brook Meats in Barton, reached out to Ms. Curtis seeking assistance in applying for a USDA Local Meat Capacity Grant, which provides funds for the purchase of equipment and expansion activities for meat processors. Ms. Curtis plans to take on assisting Mr. Mumbalo and will seek help from ED&P staff as needed. Ms. Curtis has a kickoff meeting scheduled with Mr. Mumbalo and will bring more details about the application process to next month's meeting.

**IX. Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
a. No report
2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
a. No report
3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
a. No report
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles
a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. Insurance: Ms. Curtis reported that the Railroad Committee agreed to terminate the insurance the IDA holds for the railroad. The full board agreed that since RJ Corman carries insurance, and the IDA is listed as additionally insured, terminating the current railroad insurance could be a cost savings for the IDA. Mr. Meagher confirmed that the IDA is not in a position to have first line of liability. The board agreed that it is in the best interest of the IDA to terminate the insurance.

**Motion to authorize C. Curtis to contact insurer and terminate the railroad insurance as soon as possible and request an appropriate refund. (M. Sauerbrey, K. Gillette)**

Aye – 6 Abstain – 0
No – 0 Carried

**X. PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update:

- 1. Owego Gardens II – Home Leasing - \$192,816.17/Authorized \$524,194
2. RB Robinson - \$36,231.89/Authorized \$55,990
3. Statewide Aquastore Inc. – Final ST-340 submitted; Contract completed

B. CNYOG – Mr. Curtis reported CNYOG has been purchased by KinderMorgan, Inc.

**XI. Grant Updates: C. Curtis**

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

- 1. Approved; Contract Executed; Study in Progress by Larson Design Group

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings

- 1. Grant approved – Contract forthcoming



- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
  - 1. Approved; Contract Executed; Study in Progress by Larson Design Group
- D. ESD Water Tank – ESD AB017
  - 1. Reimbursement process in progress
  
- XII. Motion to move into Executive Session to discuss financial matters pursuant to Public Officers Law Section 105 at 5:30 pm. (K. Gillette, J. Ward)**  
  
**Motion to adjourn Executive Session at 5:38 pm. (E. Knolles)**
  
- XIII. Next Meeting: Wednesday June 7, 2023**
  
- XIV. Adjournment: Mr. Gillette motioned to adjourn the meeting at 5:39 pm.**