

**Tioga County Industrial Development Agency
Board of Directors Minutes
April 2, 2014**

- I. Call to Order and Introductions** – the meeting was called to order by the Chair, R. Kelsey at 5:32 p.m.
- II. Attendance**
- A. IDA Board Members
 - 1. Roll Call
 - a. Present: R. Kelsey , A. Gowan, T. Monell , D. Daniels , W. Woods K. Dougherty and R. Case
 - b. Absent:
 - c. Excused:
 - B. Guests: C. Haskell, L. Tinney, J. Meagher, K. Millar, D. Weston and R. Fiato
- III. Privilege of the Floor - None**
- IV. Approval of Minutes** (A. Gowan/T. Monell)
- | | |
|--------|--------------|
| Aye: 7 | Abstained: 0 |
| Nay: 0 | Carried |
- V. Financial Report**
- A. Reports
 - 1. Balance Sheet
 - 2. Profit & Loss
 - 3. Transaction Detail
- Motion to acknowledge financial statements (K. Dougherty/A. Gowan)
- | | |
|--------|--------------|
| Aye: 7 | Abstained: 0 |
| Nay: 0 | Carried |
- VI. Resolution recognizing Martha Sauerbrey’s years of service on the IDA Board**
Motion to recognize Martha Sauerbrey’s years of service on the IDA Board (D. Daniels/A. Gowan)
- | | |
|--------|--------------|
| Aye: 7 | Abstained: 0 |
| Nay: 0 | Carried |
- VII. Resolution for the IDA to sponsor the Regional Council Meeting on June 26th at the Owego Treadway not to exceed \$2000**
Motion to sponsor the Regional Council Meeting on June 26th at the Owego Treadway not to exceed \$2000 (D. Daniels/T. Monell)
- | | |
|--------|--------------|
| Aye: 7 | Abstained: 0 |
| Nay: 0 | Carried |

VIII. Confirm the email poll to sponsor the Owego Kiwanis Radio Day Ad on April 5th in the amount of \$100

Motion to sponsor the Owego Kiwanis Radio Day Ad on April 5th (T. Monell/A. Gowan)

Aye: 7

Abstained: 0

Nay: 0

Carried

IX. Confirm the email poll to co-sponsor an ad with ED&P for the Annual Progress Edition in the Owego Pennysaver in the amount of \$175.54

Motion to authorize payment for the ad in the Owego Pennysaver (W. Woods/D. Daniels)

Aye: 7

Abstained: 0

Nay: 0

Carried

X. Resolution authorizing a board member to execute the commitment letter from Southern Tier Region Economic Development Corporation (STREDC) Shovel Ready Program for a loan in the amount of \$800,000

Motion to authorize a board member to execute the commitment letter from STREDC (A. Gowan/R. Case)

Aye: 7

Abstained: 0

Nay: 0

Carried

XI. Resolution authorizing a board member to execute the incentive proposal from Empire State Development (ESD) to obtain contractual engineering & architectural design services to develop a shovel ready site on a 36.3 acre portion of vacant land owned by the IDA in the amount of \$50,000 (total capital investment of \$100,000)

Motion to authorize a board member to execute the incentive proposal from ESD (K. Dougherty/A. Gowan)

Aye: 7

Abstained: 0

Nay: 0

Carried

Motion to accept the Delta proposal with respect to the Project Initiation phase only. The TCIDA reserves the right to rebid for professional services if the scope changes and upon completion of the Project Initiation phase, all work product will become the property of, and delivered to the TCIDA.

Motion to authorize a board member to execute the proposal from Delta with respect to the Project Initiation phase only (D. Daniels/W. Woods)

Aye: 7

Abstained: 0

Nay: 0

Carried

XII. Project Updates

A. Lockheed Martin

1. Resolution to accept the application

Motion to accept the application (A. Gowan/W. Woods)

Aye: 7

Abstained: 0

Nay: 0

Carried

2. Overview of Lockheed Martin Cost Benefit Analysis

3. Resolution to authorize the preliminary inducement and setting of the public hearing

Motion to authorize the preliminary inducement and set the public hearing for April 21, 2014 at 12:00 p.m. at 56 Main Street, Owego, NY (A. Gowan/D. Daniels)

Aye: 7

Abstained: 0

- | | | |
|--|--------|---------|
| | Nay: 0 | Carried |
|--|--------|---------|
4. Resolution to issue the sales tax exemption letter
Motion to issue the sales tax exemption letter (A. Gowan/W. Woods)

Aye: 7	Abstained: 0
Nay: 0	Carried

 5. Confirm email poll to define what “significant reduction in employment” means for the Lockheed Martin Project. The board discussed the project and agreed that the “significant reduction in employment” for the Lockheed Martin project would be 25% of the total employment. This determination would be based on a case by case scenario per project.
Motion to approve the definition of what” significant reduction in employment “ for the Lockheed Martin project would be (A. Gowan/W. Woods)

Aye: 7	Abstained: 0
Nay: 0	Carried

- B. E-Site Development Project Update – Ms. Tinney updated the board on the Strategic Development Partners (SDP) & Edgemere meeting that was held on 3/27/2014. SDP is the developer for the Greenhouse Project and Edgemere is the developer for the 55 and older housing development project. Both developers are interested in developing on the E-Site. A discussion took place regarding hiring SDP as the master developer on this project that would manage the whole project and bring all interested parties together. Ms. Tinney has requested a proposal from SDP to be the master developer and will update the board as information is received.
 1. Resolution to apply to Rural Business Enterprise Grant (RBEG) Program to assist with architectural expenses to build a spec building for SUNY Broome to lease – No discussion at this time.

- C. Lounsberry South – Larson Design Group – Larson Design Group submitted an engineering proposal for the sanitary sewer extension project at the Lounsberry South Site. The board discussed the proposal and agreed to hire Larson Design Group to perform only Tasks 1, 2 and 3 from the submitted proposal (task 1 – design; task 2 – prepare & submit SEQOR; and task 3 – opinion of probable construction cost)
Motion to accept engineering proposal for sanitary sewer extension for task 1, 2 and 3 only (T. Monell/R. Case)

Aye: 7	Abstained: 0
Nay: 0	Carried

- D. Discussion regarding TSB North Ave by pass
Mr. Kelsey recused himself; the discussion of whether or not the TCIDA is willing to take the Tioga State property located on North Avenue and incur the long term liability and maintenance of the property occurred. Mr. Millar, Village of Owego Mayor, suggested that Tioga State Bank give the property to either the Village or County. Ms. Tinney will discuss this option with the appropriate village and county officials and report back to the board.

XIII. Old Business

- A. Public Authority Accountability Act

1. Audit Committee Report (R. Kelsey, A. Gowan, K. Dougherty)
 - a. Single Audit Report submitted on 3/12/2014 to Federal Clearinghouse as required
2. Governance Committee Report (R. Kelsey, W. Woods, D. Daniels) – none
3. Finance Committee Report (R. Kelsey, A. Gowan, W. Woods) – none
4. Authority Budget Office Report
 - a. PARIS Report was submitted on 3/19/2014 prior to the due date of 3/31/2014

XIV. PILOT Updates

- A. Owego Associates (Hampton Inn) PILOT Payment Update – Owego Associates still hasn't paid their 1/2014 PILOT payment or fire district tax. Ms. Fiato has repeatedly sent late notices as well as telephoned them. Agency counsel will notify them by letter of their financial obligation under their PILOT Agreement.
- B. Received \$7,218.58 of the \$10,219.97 due for the railroad leases

XV. 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/K. Dougherty)

Exit Executive Session (T. Monell/W. Woods) at 7:20 p.m.

XVI. Report

A. Railroads

1. Committee Report (T. Monell, R. Case, D. Daniels, W. Caloroso)
 - a. Request from Town of Berkshire Supervisor to deed a small parcel of land where the well that supplies the town hall sits on IDA property
 Motion to deed over a small parcel of land to the Town of Berkshire where the well that supplies the town hall is located on. The TCIDA will deed over the land at no cost to the Town other than having Mr. Scott Edsall from Williams, Edsall & Cooke prepare the appropriate documents needed to deed over the property to the Town of Berkshire (T. Monell/R. Case)

Aye: 7	Abstained: 0
Nay: 0	Carried
 - b. Request from Town of Berkshire Supervisor for the IDA to share the cost to research who owns the property north of the town hall's property
 Motion to share in the cost with the Town of Berkshire to hire Mr. Scott Edsall to research the ownership of land north of the town hall building to the intersection of Railroad Avenue and E. Berkshire Road for the purpose of cleaning up the property not to exceed \$500 for the TCIDA's portion of the bill. The TCIDA is requesting an estimate from Mr. Edsall of the cost to complete the research prior to the start of the research (T. Monell/W. Woods)

Aye: 7	Abstained: 0
Nay: 0	Carried
 - c. Verizon railroad lease inquiry regarding Anderson Hill Road & Route 38 - On March 7, 2014, Ms. Fiato received a phone call from Timothy at Verizon requesting agreements for all rail lines that Verizon is responsible to pay for. Ms. Fiato will send information regarding the Route 38 and Anderson Hill Road crosses to determine if they are owned by Verizon. If the crosses do indeed belong to

Verizon, documentation and agreements will need to be put in place.

B. Loan Program

1. Update on the Commercial Façade Improvement Loan Perimeter changes - Due to the increase of inquiries about roof repairs being eligible for the façade program, the perimeters have been changed to make the program more flexible by increasing the maximum amount that can be loaned out from \$10,000 to \$20,000 with the term of the loan ranging from 2 – 6 years. Eligible uses of the proceeds include the exterior façade renovations as well as roof work to stabilize the building have been added to the perimeters of the program. All other terms remain the same.
2. The Loan Committee has recommended that Ms. Fiato contact Bostwick Auction & Gallery to see about removing the TCIDA's collateral from the Palmer House located at 202 Chemung Street, Waverly, NY since the Carpenters have moved out of the property. First Citizens has winterized the house but the insurance coverage has lapsed and there is a concern regarding the Agency's collateral of furniture and fixtures. Ms. Fiato will speak with Mr. Tim Hickey at First Citizens regarding insurance coverage and then set up a meeting with Bostwick Auction to do a walk-through of the property and get the Agency's collateral in a more secure location. Ms. Fiato will set up the appointment with Bostwick and notify the board when this is set up.

New Business

Mr. Woods has mentioned to the TCIDA board that he would like to resign as a board member. The search for a person from the Nichols area has been started. There are a few candidates that have expressed interest. Ms. Tinney will forward the candidates' resumes and forward them on to the board to review.

XVII. Next Meeting – Wednesday, May 7, 2014

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

Attachments:

March DRAFT Minutes

March Financial Report

Resolution Recognizing Martha Sauerbrey's

Contract from Owego Treadway for Regional Council Meeting

Commitment letter from Southern Tier Region Economic Development Corporation (STREDC) Shovel Ready Program

Empire State Development Regional Council Award – Incentive Proposal

Request from Town of Berkshire Supervisor

Lockheed Martin Application & Cost Benefit Analysis

Rural Business Enterprise Grant Information

Larson Design Group Engineering Proposal

Commercial Façade Improvement Loan

EXECUTIVE SESSION MEETING MINUTES
Tioga County Industrial Development Agency

Date: 4/2/2014

Time: 7:20 p.m.

On a motion of Board Member Monell, seconded by Board Member Dougherty, 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 7:35 p.m.