

Tioga County Industrial Development Agency
March 6, 2019 • 4:30 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

Regular Meeting Minutes

- I. **Call to Order and Introductions** – Vice-Chairperson K. Dougherty called the meeting to order at 4:33 p.m.
- II. **Attendance**
IDA Board Members:
A. Roll Call: A. Gowan, K. Dougherty, M. Sauerbrey, T. Monell, K. Gillette
B. Absent: None
C. Excused: R. Kelsey, J. Ceccherelli
D. Guests: C. Curtis, L. Tinney, J. Meagher, C. Haskell (*arrived @ 5:00 p.m.*), Marcia Kiechle, Matt Freeze
- III. **Privilege of the Floor** – Marcia Kiechle represented Newark Valley Historical Society and provided a final 2018 Depot report and a 2019 Depot Friday Nights schedule. Ms. Kiechle thanked the IDA Board for use of the Depot, as well as heavily contributing to the cost of repairs.
- IV. **Approval of Minutes**
- A. February 6, 2019 Regular Meeting Minutes
Motion to approve February 6, 2019 regular meeting minutes, as written.
(A. Gowan, T. Monell)
- | | |
|----------------|--------------------|
| Aye – 5 | Abstain – 0 |
| No – 0 | Carried |
- B. February 20, 2019 Public Hearing Minutes – Best Buy/Nichols Distribution LLC
Motion to approve February 6, 2019 regular meeting minutes, as written.
(T. Monell, M. Sauerbrey)
- | | |
|----------------|--------------------|
| Aye – 5 | Abstain – 0 |
| No – 0 | Carried |
- C. February 27, 2019 Public Hearing Minutes – Owego Gardens II
Motion to approve February 6, 2019 regular meeting minutes, as written.
(T. Monell, M. Sauerbrey)
- | | |
|----------------|--------------------|
| Aye – 5 | Abstain – 0 |
| No – 0 | Carried |

V. Financials

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail; Cash Accounts Only

Motion to acknowledge financials, as presented. (T. Monell, A. Gowan)

Aye – 5	Abstain – 0
No – 0	Carried

New Business: C. Curtis

- D. Owego Gardens II – C. Curtis reported the public hearing was held on 2/27/19 and letters of support received from the following taxing authorities; Tioga County Legislature, Town of Owego, and Village of Owego.

Question raised regarding cost of road construction. L. Tinney will forward information to the IDA Board members.

Motion to authorize PILOT resolution to facilitate the financing of the acquisition, construction, and equipping of Owego Gardens II and authorizing the execution and delivery of certain documents with respect to the project. (A. Gowan, K. Gillette)

Aye – 5	Abstain – 0
No – 0	Carried

- E. Best Buy/Nichols Distribution LLC

- 1. Public Hearing – C. Curtis reported the public hearing was held on 2/20/19 and letters of support received from all taxing authorities; Tioga County Legislature, Town of Nichols and Owego-Apalachin Central School District.

Motion to authorize PILOT resolution for sales tax exemption in connection with the expansion of their existing facility and authorizing the execution and delivery of certain documentations with respect to the project. (T. Monell, M. Sauerbrey)

Aye – 5	Abstain – 0
No – 0	Carried

VI. Old Business: C. Curtis

- A. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: R. Kelsey, A. Gowan, K. Dougherty
 - a. 2018 Audit – C. Curtis reported the 2018 audit is in progress and auditors will be on-site the week of March 11, 2019. C. Curtis reported the auditors informed her there is no need for an independent audit on the IDA’s IRP revolving loan funds.
- 2. Governance Committee Report: J. Ceccherelli, R. Kelsey, A. Gowan
 - a. Governance Committee Summary – C. Curtis reported Governance Committee Chair, Jenny Ceccherelli, prepared the summary highlighting health insurance, 60-day employee evaluation, and training for C. Curtis, as well as audit preparation. C. Curtis reported she and C. Haskell registered for the upcoming QuickBooks training in May.

VII. PILOT Updates: C. Curtis

- A. PILOT Town & County Bills – C. Curtis addressed the late remittances for Nichols Cross Dock/Fed Ex and Crown Cork and Seal. C. Curtis reported she has been in contact with Nichols Cross Dock/Fed Ex and noted this was an oversight on the company’s part, however, indicated she is having difficulty securing a contact for Crown Cork and Seal, but will continue efforts to reach out and address the late remittance.
- B. PILOT School Projections Distributed – C. Curtis reported all PILOT school projections have been distributed, with the exception of Owego-Apalachin Central School District, which she anticipates sending no later than Monday, March 11, 2019.

VIII. Reports: C. Curtis

A. Railroad

1. Committee Report: T. Monell, K. Gillette, M. Sauerbrey

- a. Income to Date – C. Curtis reported the December 2018 payment has been received. L. Tinney noted the income is up this year in comparison to last year.

IX. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:10 p.m. to discuss financial matters and IDA properties. (T. Monell, A. Gowan)

Aye – 5

Abstain – 0

No – 0

Carried

Executive Session adjourned at 5:54 p.m.

X. Next Meeting – Wednesday, April 3, 2019, at 4:30 p.m. in the Legislative Conference Room.

XI. Adjournment – Meeting adjourned at 5:54 p.m.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant