

Tioga County Industrial Development Agency
March 3, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
ED&P Conference Room, 2nd Floor

Regular Meeting Minutes via Zoom

I. **Call to Order and Introductions**-Chairwoman J. Ceccherelli called the meeting to order at 4:33 pm.

II. **Attendance**

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, E. Knolles, J. Ward

Absent:

Excused:

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

III. **Privilege of the Floor:** None

IV. **Approval of Minutes**

A. [February 3, 2021 Regular Meeting Minutes](#)

B. [February 5, 2021 Loan Committee Meeting Minutes](#)

C. [February 25, 2021 Special Meeting Minutes](#)

Motion to approve February 2, 2021 Regular Meeting Minutes, February 5, 2021 Loan Committee Meeting Minutes, and February 25, 2021 Special Meeting Minutes, as written. (K. Gillette, A. Gowan)

Aye-7

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)

Aye-7

Abstain-0

No-0

Carried

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

A. TEAM Tioga Annual Report 2020

- Ms. Tinney gave a brief overview of Team Tioga's annual report, highlighting accomplishments from each division of Team Tioga.

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

A. Owego Gardens II Map

- L. Tinney presented a map of the parcels for Owego Gardens II. The map differentiated the parcels owned by the IDA and the parcels owned by Owego Gardens II, and the parcel that will be designated for the water tower. L. Tinney also addressed the financial statements on which there is a line item

that is labeled the Mitchell Property and has an associated value. She explained that the Mitchell Property actually no longer exists due to the sale of parcels to Owego Gardens and Owego Gardens II. L. Tinney continued that there is a question as to whether the value associated with the Mitchell property reflects the value of the remaining property of the E-site that the IDA owns. C. Curtis will reach out to Jan Nolis to understand what that value of that property represents and if it actually does indicate the value of the remaining E-site property. L. Tinney concluded that there will be a change in the financial statements in relation to this property. L. Tinney noted that there has not been a wetland delineation done on the IDA owned property on the map that sits in the Town of Owego, but most of the IDA owned land on the map that sits in the Village of Owego is mostly wetlands. The board discussed the possibility of developing the parcel in the Town of Owego and the necessary steps that would be involved in doing so.

B. Construction Cost

- L. Tinney and C. Curtis have created a spreadsheet to track the construction costs associated with Owego Gardens II. This spreadsheet will keep track of payments made to contractors and overall project costs. L. Tinney noted that the overall project cost is contingent upon two estimated costs in the breakdown, those being the Box Culvert and inspections from Suez. The IDA will be responsible for paying an independent third party for inspections on the work on the water system. The amount for those inspections is currently an estimate. C. Curtis will make adjustments to the contract numbers on the spreadsheet as change orders come in. C. Curtis will also update the board each month as to what has been paid and what is still owed based on this spreadsheet.

C. Social Media RFP

1. Bizilife LLC Proposal

Kathryn Fletcher (owner) Resume

- C. Curtis reported that the RFP for Team Tioga social media services was sent out to four contacts from Abbey Hendrickson, as well as the communication department at Binghamton University. After this outreach, only one proposal was submitted from Bizilife LLC. Bizilife LLC will charge the IDA a \$250 initial onboarding fee, and a \$500 per month charge thereafter. The proposal included examples of prior work and the owner's resume. C. Curtis noted that she would be the direct interface with the company's representatives, and that she would set up quarterly meetings for the rest of Team Tioga to meet with them in order to provide content. J. Ceccherelli questioned what would happen if the company did not preform the services they were hired to do. C. Curtis explained that a contract would be drawn up to explain what would happen in the event the company did not provide proper services. J. Ceccherelli noted that there still have been posts occurring on the Team Tioga page since M. Tinney stopped providing her services; however, L. Tinney noted that the ED&P office has just been sharing posts, and not creating original content during this time period. The board came to a consensus that this company was appropriate to hire, and agreed that social media services are needed in order for Team Tioga to put out relevant and important information with the community.

Motion to approve the hiring of Bizilife, LLC as the Social Media contractor for Team Tioga (K. Gillette, E. Knoles).

Aye-7

Abstain-0

No-0

Carried

VIII. New Business: C. Curtis

A. NYS Comptroller PARIS 2020 Review – TCIDA Report amended & re-submitted 2-24-21

- C. Curtis reported that the auditor has reviewed the 2020 PARIS review, and that she has sent the information that PARIS was looking for in the re-submission.

IX. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. 2020 YE Audit complete; final report in progress
 - C. Curtis noted that she is waiting to hear back from one more company on their employment figures.
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. No report
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. Site Development CDs established at CCTC: two \$100,000 @ 1-year term, one \$100,000 @ 2-year term
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. Loan Committee tentatively approved IRP Loan - \$80,000 – Ye Old Country Florist; waiting for updated insurance documentation for final vote
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. Consent & Estoppel
 - C. Curtis reported that RJ Corman’s attorneys agreed upon the recommended updates to the Consent & Estoppel agreements. This agreement now allows the IDA to authorize permission before the bank would transfer to another entity. J. Meagher added that the agreement now states that the IDA does not have to agree to the transfer to any entity, but has a right to look into the deal to determine whether or not it is appropriate.

Motion to approve the updated Consent & Estoppel agreement between Tioga County IDA and RJ Corman (K. Gillette, A. Gowan)

Aye-6	Abstain-0
No-0	Carried

b. 2020 OHRY Income Report

- C. Curtis shared the Owego Harford Railway income from 2020 and noted that total income was up from 2019.

X. PILOT Updates: C. Curtis

A. 231 Main PILOT Agreement reached expiration; release documents completed

- C. Curtis reported that J. Meagher’s office has released the documents and the parcel is back on the taxable roll section for the school taxes.

XI. Grant Updates: C. Curtis

A. Ag Value Chain – Updated Memo

B. Broadband Study – Reimbursement request submitted; Executive Summary disbursed – proprietary information is confidential

C. Town of Richford - CBDG CFA Application – Engineering Plan & Design only

1. Deadline 3-5-2021

- C. Curtis reported that Elaine Jardine at ED&P is leading the application process. She noted that the application may have to wait for next round because of some details involved in the application. She reminded the board that RJ Corman will fund the required match for this project.

D. Monkey Run FEMA Application – Pending

E. ESD – Owego Utilities Capital Project – V&S water/sewer extension

1. Reimbursement request submitted 11-4-2020; reimbursement forthcoming

XII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:05 pm to discuss financial matters, property acquisition, and personal matters.

- With no matters to discuss, the board did not move into executive session. A. Gowan asked C. Curtis about late loan payments, and C. Curtis noted that there are two businesses that are late on their payments who have been sent notices. C. Curtis will continue to follow up with them. She also noted that all of the Covid-19 loans are paid to date.

XII. Next Meeting: Wednesday April 7, 2021

XIII. Adjournment-K. Gillette motioned to adjourn the meeting at 5:17 pm.