# **Tioga County Industrial Development Agency Board of Directors Minutes December 2, 2013**

١. Call to Order and Introductions - the meeting was called to order by the Chair, A. Gowan at 5:30 p.m.

#### П. Attendance

- A. IDA Board Members
  - 1. Roll Call
    - a. Present: A. Gowan, M. Sauerbrey, T. Monell , D. Daniels , W. Woods and K. Dougherty
    - b. Absent:
    - c. Excused: R. Kelsey
- B. Guests: C. Haskell, L. Tinney, J. Meagher, and R. Fiato

#### III. Privilege of the Floor - none

IV. Approval of Minutes (M. Sauerbrey, W. Woods)

Aye: 5	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, W. Woods)

Aye: 5	-	Abstained: 0
Nay: 0		Carried

#### VI. **Project Updates**

- A. E Site
  - 1. Email outcome for approval of PERC Test at E Site Tentatively scheduled for December 4<sup>th</sup> to be completed

Motion to approve PERC Test to be completed at E Site (K. Dougherty, M. Sauerbrey)

Aye: 5 Abstained: 0

arried

- 2. E Site STREDC Collateral Requirements Received a verbal approval from STREDC for \$800,000 loan approval, one percent loan, interest only for 10 years; STREDC first lien position on village portion of site
- 3. Sign at the E Site
- B. Tioga Downs Request to extend sales tax exemption letter until January 8, 2015 Motion to extend the Tioga Downs sales tax exemption letter (D. Daniels, K. Dougherty) Abstained: 0
  - Aye: 5

Nay: 0 Carried C. Resolution Setting Type II Status under SEQRA for the Waverly Trade Center DOT Rail Transload Project. T. Monell entered the room at 6:10 p.m. Motion to set the Type II Status under SEQRA for the Waverly Trade Center DOT Rail Transload Project (D. Daniels, M. Sauerbrey)

Aye: 6	Abstained: 0
Nay: 0	Carried

- D. Village of Waverly Legal Opinion
- E. TSB North Avenue Site transfer ownership to IDA for DOT Plan Mr. Bob Fisher at TSB, in favor of DOT plan, eager to transfer property; transfer – to TSB to LDC to IDA; DOT is still getting public opinion regarding the project, no definite plans to move forward with the project yet; at this time, the Board is not interested in accepting the transfer property
- F. Monkey Run NRCS Project TCIDA is responsible to pay 25% of total bill; once the TCIDA pays the bill then there's another grant to assist TCIDA to get reimbursed for the 25%. R. Fiato will work with Wendy Walsh at Tioga County SWCD

### VII. Old Business

- A. Public Authority Accountability Act
  - 1. Audit Committee Report (A. Gowan, R. Kelsey, K. Dougherty)
    - a. Policy review recommendations
      - i. Audit Committee Charter reviewed, no changes
    - b. Self-Evaluation pending approval
  - 2. Governance Committee Report (A. Gowan, W. Woods, D. Daniels)
    - a. Policy review recommendations
      - i. Code of Ethics no changes
      - ii. Procurement Policy changes pending approval
      - iii. Governance Committee Charter changes pending approval
      - iv. Property Disposition Policy changes pending approval
      - v. Whistle Blowers Policy no changes
      - vi. Employee Handbook no changes
      - vii. By-Laws changes pending approval
    - b. Self-Evaluation pending approval
    - c. Committee/Officer nominations Ralph as chair, Dean as secretary; all
  - 3. Finance Committee Report (A. Gowan, W. Woods, D. Barton)
    - a. Renewed Capital Improvement CD at Chemung Canal 10 months @ .35%
    - b. Policy review recommendations
      - i. Finance Committee Charter reviewed
      - ii. Investment Policy minor changes pending approval
      - iii. Annual Investment Report
    - c. Self-Evaluation pending approval
- VIII. Motion to move into Executive Session pursuant to Public Officers Law Section 105 Motion to move into Executive Session at 6:10 p.m. pursuant to Public Officers Law Section 105 (D. Daniels, K. Dougherty)

## IX. Report

- A. Railroads
  - 1. Committee Report (T. Monell, M. Sauerbrey, D. Daniels, W. Caloroso)
    - a. OHRY 3<sup>rd</sup> Quarter Revenue Chart
    - b. Final requested documentation sent to FEMA for OHRY
- B. Loan Program
  - 1. The Palmer House request to give borrower two weeks to get caught up with past due balance and forgive ½ of the late charges that are currently due; once payment is received, allow interest only payments for three months. Regular P&I payments will resume after three months

Motion to approve The Palmer House catch up plan (K. Dougherty, D. Daniels)

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	Aye: 6			Abstained:	0
	Nay: 0			Carried	

- 2. Tazco Foods, Inc. no action necessary
- X. Next Meeting Regular scheduled meeting lands on a holiday, January 1, 2014; will need to reschedule Annual Meeting to January 8, 2014
- XI. Adjourned

Attachments:

November DRAFT Minutes November Financial Report Waverly Trade Center Rail Transload SEQR Type II Criteria Documentation Waverly Trade Center Resolution Setting Type II Status Under SEQR OHRY 3<sup>rd</sup> Quarter Revenue Chart

# EXECUTIVE SESSION MEETING MINUTES Tioga County Industrial Development Agency

Date: 12/2/2013

Time: 6:10 p.m.

On a motion of Board Member Woods, seconded by Board Member Dougherty, the Board of Directors went into Executive Session to discuss:

1. Financial matters of a particular person(s)

Motion to Exit Executive Session at 6:25 p.m.