

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BOARD MEETING
FIVE South College Drive; Suite 201
Binghamton, New York 13905
Wednesday, November 16, 2022, 12:00 pm**

SYNOPSIS OF MEETING

PRESENT: J. Bernardo, J. Peduto, D. Crocker, R. Bucci, D. Gates, J. Mirabito and P. Newman

ABSENT: S. Cornwell, C. Insinga

GUESTS: P. Rauch, BC Executive Office (via Teleconference)
M. Tanzini, BC Legislative Office (via Teleconference)

STAFF: S. Duncan, N. Abbadessa, B. O'Bryan, T. Ryan, A. Williamson and G. Paugh

COUNSEL: J. Meagher

PRESIDING: J. Bernardo

The meeting was called to order at 12:00 p.m.

ITEM #1. APPROVE THE MINUTES FOR THE OCTOBER 19, 2022 BOARD MEETING AND THE MINUTES FOR THE NOVEMBER 7, 2022 SPECIAL BOARD MEETING: Chairman Bernardo requested a motion to approve the October 19, 2022, and the November 7, 2022, minutes.

MOTION: Mr. Crocker motioned to approve, seconded by Mr. Mirabito; the MOTION CARRIED.

ITEM #2. PUBLIC COMMENT: Chairman Bernardo asked if there were any public comments.

No public comments were made.

ITEM #3. EXECUTIVE DIRECTOR'S REPORT:

Ms. Duncan provided updates on the following:

Former IBM Country Club – The demolition is in progress and going well. Ms. Duncan expects the entire building to be down by the end of the year. Many community members have requested a brick from the old Crocker Homestead. The Agency and LeChase hosted "Get a Brick Day" on Thursday, November 17th at the site.

New Land - Towns of Maine and Union - Shumaker Engineering has begun its site analysis of the properties. They are expected to complete this analysis by the end of the year, except for the Geotech borings. A meeting took place with the Town of Union and the Town of Maine Supervisors, the County Executive, and some Agency Board Members. A high-level overview of the project was discussed with the town supervisors. Both approved of the project and asked for a presentation to be given to each town board. Ms. Duncan stated that this would take place in December.

The FAST Program - New York State's shovel-ready new development site program, should have the application process opened soon. The Agency will be prepared to submit its sites as soon as possible when this happens.

Feasibility Study - On November 4 an announcement was made about a feasibility study for a multi-media center, name TBD. This center will be located in the City of Binghamton and will honor Rod Serling's legacy. Work on the center will begin after the Thanksgiving holiday. A steering committee will be formed. Ms. Duncan thanked the Board for its financial support of the project.

Compliance-Related Items - Annual letters will be issued to PILOT, Small Business Incentive Program, and Loan recipients requesting year-end information. The information is required for PARIS reporting.

Chairman Bernardo asked if there were any other questions related to the Executive Director's Report or questions on the Internal Financial Reports. Ms. Duncan stated that the monies in the transition account had been moved and reinvested. Chairman Bernardo asked if there were any questions. Hearing none, moved on to Loan Activity Reports.

ITEM #4. LOAN ACTIVITY REPORTS AS OF SEPTEMBER 30, 2022: The Internal Financial Reports for October were presented to the Board. The balances available to lend are \$584,342.64 (STEED), \$394,352.89 (BDF) and \$83,204.92 (BR + E). Ms. Abbadessa provided the Board with an update on the loans that are in litigation. The first was Alice's Closet, LLC. The owner, Stacey Miller, could not be located for some time. Ms. Miller was found and served. Ms. Miller was to answer the complaint or file a motion within 30 days of being served. Since that had not happened, an affidavit is being executed to support a default judgment motion. The balance on the loan is \$25,000 plus interest, fees and penalties.

Next, Denise O'Donnell, who owns a hair salon in Norwich. Ms. O'Donnell was served and failed to respond within 30 days. A default judgment motion has been filed and is pending. The return date is January 27,

2023. The balance on the loan is \$10,000 plus interest, fees and penalties. The final loan is for the owner of SpecOp Tactical Center, LLC, Craig Letts. This is another case of not being able to find the defendant. Mr. Letts has been found and served. He was to answer the complaint or file a motion within 30 days of being served. Since that has not happened, an affidavit is being executed to support a default judgment motion. The original loan was for \$165,000 and the balance is \$145,310 plus fees and penalties. F.A. Guernsey is still in bankruptcy. Nothing can be done with that loan yet.

Chairman Bernardo asked if there were any questions on the Loan Activity Reports or on any of the loans that are in litigation; hearing none, moved on to New Business.

MOTION: No motion necessary.

ITEM #5. RESOLUTION APPROVING A \$150,000 EMERGENCY LOAN REQUEST FROM T-SQUARED CUSTOM MILLWORK, INC. FROM THE STEED LOAN FUND PROGRAM TO ASSIST IN THE PURCHASE OF MACHINERY AND EQUIPMENT FOR USE AT ITS FACILITY AT 127 RUSSELL LANE, OXFORD, NEW YORK

13830: Ms. Abbadessa refreshed the Board's memory about the STEED loan program. The STEED loan program is designed to assist existing businesses in the 8 County Region: Broome, Chenango, Cortland, Delaware, Otsego, Tompkins, Tioga & Schoharie. As where the BDF and BR+E loan funds are for businesses located in Broome only. Ms. Abbadessa then presented the new loan request. She said the \$150,000 Emergency Loan request from Tamara Tarbell, owner of T-Squared Custom Millwork, Inc. is to assist her in purchasing machinery and equipment, specifically a CNC machine, for use at her facility in Oxford, New York. The new CNC machine will substantially increase the company's capacity and capabilities. T-Squared Custom Millwork will now be able to complete its orders within the same facility rather than outsourcing to subcontractors, as they are currently doing now. T-Squared Custom Millwork, Inc was formed in May 2010. The business was purchased from the previous owner by Tracy Tarbell. Mr. Tarbell, husband of Tamara, had been the Operations Manager of the prior business, TER Cabinetworks, since its inception in 1995. In January 2016, Tamara became the majority owner and Operations Manager of T-squared Custom Millwork. Upon the unfortunate death of Tracy, her husband, in March of 2022, Tamara became 100% owner of the company. T-Squared Custom Millwork is a commercial cabinet shop and millwork supplier in the Central Southern Tier. The majority of the business comes from healthcare, banking and school projects. Although the company remained operational during the Covid crisis, sales were significantly reduced during this period. The new CNC machine is necessary to accommodate a new and growing customer base and allow the company to stay competitive. The purchase of this machine was part of an expansion project Tamara and her husband had put on hold due to the Covid pandemic

The Advisory Loan Committee and Ms. Abbadessa recommended approval of the loan for the following reasons, there is adequate cash to cover the debt, all 12 full-time equivalents will be retained, and three new FTE will be created. In addition, there is a solid corporate and personal guarantee of the principle. A first position on the new CNC Machine to be purchased with a second mortgage position on the business property and building, subordinate to NBT Bank. The loan will also be secured with the corporate guarantee of the real estate holding company Better Offer Properties, LLC, as well as the personal guarantee of Tamara Tarbell. Chairman Bernardo asked if the Board had any questions for Ms. Abbadessa. Mr. Gates asked if the staff had been to T-Squared Custom Millwork for a site visit. Ms. Abbadessa confirmed she had been there and said they are adding an additional building to accommodate their business growth. Mr. Gates also asked if the funding for the expansion was coming from a bank and if the bank turned them down for the new CNC machine. Ms. Abbadessa stated that was not the case. Mr. Newman said that the IDA's interest rates were more attractive. Mr. Mirabito asked if there was an IDA in Chenango County. Ms. Duncan confirmed there was an IDA in Chenango County but also said since this was a STEED loan, we could lend in Oxford. The funds originated from ARC, which are federal funds, allowing the Broome County IDA to make loans available to eight other counties. A discussion ensued about the STEED loan program.

MOTION: A resolution approving a \$150,000 Emergency Loan request from T-Squared Custom Millwork, Inc. from the STEED Loan Fund Program to assist in the purchase of machinery and equipment for use at its facility at 127 Russell Lane, Oxford, New York 13830. On a MOTION by Mr. Bucci, seconded by Mr. Peduto, the MOTION CARRIED.

EXECUTIVE SESSION: Chairman Bernardo asked the Board of Directors if an Executive Session was needed. All Board members agreed that Executive Session was not required.

ITEM #6: ADJOURNMENT: Chairman Bernardo requested a motion to adjourn.

MOTION: On a MOTION by Mr. Bucci, seconded by Mr. Gates, the MOTION CARRIED, and the meeting was adjourned at 12:16 p.m.

The next meeting of The Agency Board of Directors is scheduled for Wednesday, December 21, 2022 at 12:00 p.m. at FIVE South College Drive, Suite 201, Binghamton, NY 13905.