



ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

**Tioga County Industrial Development Agency
September 3, 2025 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes**

Call to Order and Introductions: 4:35 PM

Attendance: IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles, K. Gillette
2. Excused:
3. Guests: C. Yelverton, B. Woodburn, M. Schnabl, Matt Freeze

Privilege of the Floor:

Approval of Minutes:

- A. August 6, 2025, regular meeting.

Motion to approve August 6, 2025, regular meeting minutes as written (T. Monell, E. Knolles).

**Aye- 6
Nay-0**

**Abstain-0
Carried**

Financials: August/September

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail

Motion to approve August and September financials as written (K. Gillette, B. Evenek).

**Aye- 6
Nay-0**

**Abstain-0
Carried**

New Business:

- A. Arteast Café LLC Sales Tax Exemption Extension- Ends in October. Arteast is seeking an extension.



- B. Hunt Proposal for FAST NY Grant Application. Hunt provided a proposal for grant writing assistance. Before Hunt can assist with the grant application, option agreements will need to be established.

Motion to approve Hunt’s proposal for FAST NY grant writing assistance (E. Knolles, K. Gillette).

Aye- 6	Abstain-0
Nay-0	Carried

- C. MRB Group Cost Benefit Analysis. It is required by the ABO to assess projects. M. Schnabl reached out to Broome County IDA to see how they evaluated their projects. Broome County IDA uses the MRB Group Costs analysis. For a one time \$1500 fee MRB offers a cost analysis tool that is tailored to Tioga County. The form will allow the IDA to evaluate PILOT application. MRB Group also offers a Test of Reasonableness where they analyze PILOT applications and offer recommendations. For each PILOT it would be \$8000, however the IDA can require applicants to pay the fee.

Motion to approve \$1,200 onetime fee for MRB Group Cost Benefit Analysis tool to evaluate PILOTS (E. Knolles, K. Gillette)

Aye- 6	Abstain-0
Nay-0	Carried

- D. Audit RFP. The RFP is for audit services for the LCD, IDA and Landbank. J. Meagher reviewed and approved the RFP as written. The RFP will be posted in the newspaper and sent to audit forms. The RFP is for fiscal years 2025-2027. The IDA has one more year before they are due for a new audit team.

Motion to approve the request for proposal for audit services as written.

Aye- 6	Abstain-0
Nay-0	Carried

- E. Southern Tier Economic Growth MOU. Southern Tier Economic Growth (STEG) is requesting IDA’s of the Southern Tier to contribute \$1,500 towards the Southern Tier Cleantech Strategy, which includes developing and facilitating performance measures, organizational structures, budget and financing, and a detailed plan to execute the launch of the STN Cleantech Strategy.



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Motion to contribute \$1,500 towards the STN Cleantech Strategy (E. Knolles, K. Gillette).

Aye- 6 Abstain-0
Nay-0 Carried

- F. CCTC CD (0847)-renewal for 6 months at 3.75 APR. Banks require CD's to be renewed within a 10-day window. The finance committee, K. Gillette and J. Ward reviewed CD rates and agreed to renew the CD at Chemung Canal Trust Company for 6 months at 3.75% via email vote.

Motion to reaffirm Finance committee's email vote to renew CD (0847) for 6 months at 3.57 APR (T. Monell, B. Evanek).

Aye- 6 Abstain-0
Nay-0 Carried

Old Business:

- A. Owego Gardens Sewer Subsidy. Waiting on paperwork from Owego Gardens.
- B. Tractor Supply – Draft legal work for easement. Joe is reviewing legal documents. Tractor Supply is opening with temporary water while waiting on the easement.
- C. Bower's Accounting Proposal. At last month's board meeting, the board agreed to move forward with Bower's for account cleanup and to speak to the IDA's current accountant, J. Nolis before moving forward with monthly accounting services. J. Ward and K. Gillette spoke with J. Nolis. J. Nolis has not reviewed financials since June. Currently the board pays around \$400 per month for accounting services, however C. Yelverton completed the reconciliations. Bowers' proposal is \$900 a month and includes monthly reconciliations. The board reviewed Bower's proposal.

Motion to move forward with Bower's for monthly accounting services (M. Sauerbrey, B. Evanek).

Aye- 6 Abstain-0
Nay-0 Carried

- D. Administrative Coordinator for TCIDA/TCPDC. Received a couple applications for the position.
- E. TSB ICS account. The ICS account was opened, and funds were transferred to the account. J. Ward will provide monthly statements for review.
- F. Façade Loan checking account. J. Ward brought paperwork to update the signers at Community Bank. The board signed the paperwork and C. Yelverton will deliver it to the bank. The Façade loan account will be moved to TSB.



- G. Corporate Drive Railroad Crossing- RJ Corman has not made a decision on how they would like to proceed.

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
 - 2. Governance Committee: J. Ward (Chair), E. Knolles
 - a. TCIDA BOD appointed Barbara Case to the vacant board position. Waiting on final resolution to be approved by the legislature.
- 1) Finance Committee: J. Ward (Chair), K. Gillette
 - A. Finance Committee Meeting is scheduled for October to review Budget. J. Ward requested the meeting to be rescheduled.
- 2) Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
- 3) Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
- 4) Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet
 - b. B. Woodburn has reached out multiple times and have not received a response.
 - 2. Arteast Café LLC - \$18,865 (July)/ Authorized \$24,000- Arteast requested to extend their sales tax exemption because project is still undergoing.
 - 3. Navo Properties LLC - \$2,607.49 (July)/ Authorized \$2,728- Expires in October
- B. Suneast Solar Pilot – Construction is planned to begin in September. J. Meagher is working on closing, which is expected to be completed in August.
- C. 2024 PARIS Annual Report updates. M. Schnabl submitted corrections and is waiting to hear back.
- D. 2025 School/Village PILOT invoices. Invoices have been sent out.
- E. 2026 Town and County PILOT Projections. Projections have been completed.

Project/Grant Updates:

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
 - 1. 90% of the project has been completed.
 - 2. Received ARC reimbursement
 - 3. Received 1-year extension from USDA
 - 4. Waiting on Geotech to be completed.
- B. Water Quality Improvement Plan – Waiting to hear back from Wendy regarding how much the IDA is required to pay.
- C. USDA IRP Loan Application –
 - 1. The IDA was awarded \$299,000 in IRP Funds.



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2. IRP Loan Letter of Conditions package to be issued by USDA.
 3. The IDA is required to spend funds within a 6-month time period. Currently the IDA has not received any applications for funds. The board will have to review what they would like to do moving forward and determine if they would like to keep the funds.
- D. USDA RBDG Equipment Lease program
1. The quarterly report has been completed for the quarter ending 6/30/25.
 2. Received 1-year extension from USDA.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 –

Next Meeting: Wednesday October 1, 2025, at 4:30 PM in the Legislative Conference room.

Motion to Adjourn the meeting at 5:14 pm (T. Monell)

DRAFT