



**Tioga County Industrial Development Agency
January 8, 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, M. Townsend, B. Evanek, K. Gillette, M. Sauerbrey, T. Monell, E. Knolles
2. Excused:
3. Guests: C. Yelverton, Joe Meagher, B. Woodburn

Privilege of the Floor:

Approval of Minutes

- A. December 4, 2024

**Motion to approve December 4, 2024 regular board meeting minutes as written.
(K. Gillette, E. Knoles)**

**Aye–7 Abstain – 0
No – 0 Carried**

Financials

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

Motion to acknowledge financials, as presented. (T. Monell, K. Gillette)

**Aye–7 Abstain – 0
No – 0 Carried**

ED&P Update: B. Woodburn discussed the CDBG Grant that Catholic charities was awarded for their new mobile food truck. The Land Bank was awarded NYMS funds for the renovation of 62-64 North Ave. The microenterprise grant is planned to start soon. Two more DRI projects have closed and there are five remaining. A 6-month extension was granted to finish up the remaining projects.



New Business:

- a. Administrative Services Agreement: The agreement is for the IDA to use ED&P office space, supplies and services. The agreement was not passed at the last legislative meeting but is planned to be reinstated during the February legislative meeting. Until stated otherwise the consulting agreements with ED&P staff will be on a month to month basis.

Old Business:

- A. ABO Online Board Training: upcoming dates, January. 15th & January. 29th 9:30-11 am.
 - a. K. Gillette is signed up for the class on the 15th.

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
 - a. Audit is in process. Waiting on recording CD's before submitting quickbooks document to Audit company.
 - 2. Governance Committee: J. Ward (Chair), M. Townsend, E. Knolles
 - a. Reviewed Policies, Charter, & By-laws and made recommendations to amend.
 - 3. Finance Committee: J. Ward (Chair), M. Townsend, K. Gillette
 - a. Reviewed annual investment report
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo- Received Coughlin and Gerhart's (COIF Realty) signed commitment letter for Façade loan. J. Meagher will be working on next steps.
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC - \$2,296,800.10 (August)/Authorized \$5,200,000 (Oct.)
 - a. ST-60- has been issued
 - b. Received ST 123's
 - 2. 231 Main LLC - \$32,660.06 (October)/ Authorized \$34,320
 - b. Closed out.
 - 3. Arteast Café LLC - \$18,578.83 (December)/ Authorized \$24,000
 - a. ST-60 issued
 - 4. Navo Properties LLC - \$2409.04 (December)/ Authorized \$2,728 - Sales Tax Exemption Agreement was extended to 10/4/2025.



- a. ST-60 was sent out to Navo Properties.
- B. Kinder Morgan (CNYOG) request to extend PILOT
- C. Suneast Solar Pilot- Resolution was approved in October for Suneast to pay the portion of the agencies fee of \$192,326, and the balance due of \$274,501. Closing in process with J. Meagher's office. J. Meagher is working with the other attorney, and it is anticipated that this will be completed by the end of the month.

Project Updates:

Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad.
 - a. Study completed. Reimbursement is pending.
- B. USDA RBDG and ARC Grant – Engineering Design Lounsberry Industrial Hub
 - a. Contract with Hunt was signed. The contract is for 6 months. J. Ward met with Hunt and they are in the initial stages of the project.
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 - 1. Reimbursement request for \$23,650 in process.
- D. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- E. USDA IRP Loan Application – Requested update 9/12/2024
 - 1. Letter of Conditions package forthcoming
- F. USDA Equipment Purchase Grant Application- Guidelines, lease agreement and application are drafted. J. Meagher is working on the lease agreement.

Motion to move into Executive Session at 5:09 pm pursuant to Public Officers Law Section 105 – (E. Knolles)

Motion to adjourn Executive Session at 5:13 pm. (E. Knolles, K. Gillette)

Next Meeting: Wednesday February 5, 2025, in ED&P Conference room

Motion to Adjourn the meeting at 5:15 pm. (K. Gillette, M. Sauerbrey)