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

**Tioga County Industrial Development Agency  
April 2, 2025 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Regular Meeting Minutes**

**Call to Order and Introductions:** 4:33 PM

**Attendance:** IDA Board Members

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

**Privilege of the Floor:**

**Approval of Minutes:**

- A. March 5, 2025, regular meeting

**Motion to approve March 5, 2025, minutes as written (M. Sauerbrey, E. Knolles).**

**Aye – 4 Abstain – 0  
No – 0 Carried**

**Financials:**

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

**Motion to acknowledge financials as written. (T. Monell, E. Knolles).**

**Aye – 4 Abstain – 0  
No – 0 Carried**

**Motion to approve PARIS Reporting as written. (M. Sauerbrey, T. Monell).**

**Aye – 4 Abstain – 0  
No – 0 Carried**



**ED&P Update:** B. Woodburn provided an update. The Raymond Hadley project costs around 5 million dollars. There was a meeting with Larson Design, and NYS Co-funding Initiative for Public Infrastructure to discuss drinking water infrastructure funding for a joint project in the Town of Van Etten, Town of Spencer, and the Village of Spencer. It was suggested that the report written by Larson Design be modified to focus more on public health and not just the needs of Raymond Hadley in order to qualify for more funding opportunities. Larson has agreed to modify the report for \$750. J. Ward and the board agreed to have Larson modify the report for \$750.

**New Business:**

A. Audit has been completed

**Motion to reaffirm email vote to approve the 2024 Audit Report as written (E. Knolles, M. Sauerbrey)**

**Aye – 4 Abstain – 0  
No – 0 Carried**

B. CDs- Renewal of CD with Community Bank and CD Transfer from Community Bank to TSB

**Motion to reaffirm email vote to renew 2 CD’s with Community bank, and to transfer one community bank CD to TSB (T. Monell, E. Knolles).**

**Aye – 4 Abstain – 0  
No – 0 Carried**

Authorized Signatures on accounts- New authorized signers on accounts with M. Townsend’s resignation from the board. M. Townsend will be removed from authorized signers and B. Evanek and K. Gillette will be added as authorized signers on accounts with Tioga State Bank, Community Bank and Chemung Canal.

**Motion to approve the removal of Mari Townsend as an authorized signer on all accounts and to add Brenda Evanek and Kevin Gillette as authorized signers on all accounts (T. Monell, E. Knolles).**

**Aye – 4 Abstain – 0  
No – 0 Carried**



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- C. RJ Corman Audit- RJ Corman provided a 3<sup>rd</sup> party review of revenue.
- D. Upstate Railroad Crossing Repairs- There is an ongoing discussion on how RJ Corman is going to proceed with repairs.
- E. FAST NY Grant Track B application- The program is through ESD to help sites become shovel ready and can be used for sites that are not owned. The program allows past funds to match. The RBDG Funds and ARC funds can be used to match. Track C application can be used for acquisition.
- F. Bowers- QuickBooks migration. The conversion process is estimated to take 1-2 hours, and the services are billed at our hourly rate of \$185.

**Motion to approve hiring Bowers CPA's and Advisors at the billed rate of \$185 per hour for Quickbooks Migration (M. Sauerbrey, T. Monell).**

**Aye – 4 Abstain – 0  
No – 0 Carried**

- G. PILOT Administration- B. Woodburn spoke with Broome County IDA and TC Treasurers Office. The County handles PILOT Billing and BOCES handles the school PILOT billing. There is an ongoing discussion to see if Tioga County can adapt Broome County IDA's PILOT billing process.
- H. Bizilife Contract expires 4/1/25- renewal.

**Motion to renew contract with Bizilife (E. Knolles, M. Sauerbrey).**

**Aye – 4 Abstain – 0  
No – 0 Carried**

- I. Property- 149.17-1-1 / 149.17-1-4 / 160.00-1-5.21- The property owner is interested in selling the 3 properties. All properties minus the 13 acres are in the flood zone.

**Old Business:**

- A. Tractor Supply- Fee for required easement with the IDA. There was a meeting with the Town of Owego and engineers. Tractor supply will need an easement from the IDA. It is proposed to charge Tractor supply the IDA's legal fees.
- B. Owego Gardens Sewer Subsidy- The board discussed requiring OG to provide documentation supporting the need of the sewer subsidy.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)



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1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
  - a. Final Audit is complete. Audit Committee met with Insero & Co to discuss the final audit docs.
2. Governance Committee: J. Ward (Chair), M. Townsend, E. Knolles
  - a. J. Ward had someone who was interested in joining the board but since has made the final decision to not join the board. E. Knolles has another community member that might be interested in joining and will reach out.
3. Finance Committee: J. Ward (Chair), M. Townsend, K. Gillette
  - a. Renewal of CD's at Community Bank
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 and requested documents. J. Meagher is reviewing documents. Justing waiting on receipts for payment.
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 - \$2,628,331.53 (December)/Authorized \$5,200,000
    - a. Waiting on updated Sales Tax Tracking Sheet
    - b. Expires in June.
  2. Arteast Café LLC - \$18,746.83 (February)/ Authorized \$24,000
  3. Navo Properties LLC - \$2,465.04 (February)/ Authorized \$2,728
- B. 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.
- C. Kinder Morgan (CNYOG) request to extend PILOT – Will expire on 2/28/2026

#### **Project Updates:**

#### **Grant Updates:**

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad.
  - a. Study completed. Reimbursement has been received.
- B. USDA RBDG and ARC Grant – Engineering Design Lounsberry Industrial Hub
  - a. The initial stages of the project have been completed.
  - b. Quarterly report has been completed for quarter ending in 12/31/24.
  - c. Project Draft will be available for the board to review at the next meeting. Hunt is presenting at the June Board meeting.
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
  - a. Reimbursement request for \$23,650 in process. Will be receiving the



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disbursement shortly.

D. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start

E. USDA IRP Loan Application – Requested update 1/27/2025

a. Letter of Conditions package forthcoming

b. Temporary pause on all new federal obligations at this time

F. USDA Equipment Lease Grant Application- Guidelines, lease agreement and application are drafted. Quarterly report has been completed for quarter ending in 12/31/24.

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

**Next Meeting: Wednesday May 7, 2025, in the Legislative Conference room.**

**Motion to Adjourn the meeting (E. Knolles, M. Sauerbrey) 5:34pm**