



September 4, 2024 – 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: Mr. Ward called the meeting to order at 4:34 pm.

Attendance

- A. IDA Board Members
1. Roll Call: J. Ward, T. Monell, E. Knolles, B. Evaneck, M. Sauerbrey, K. Gillette
2. Excused: M. Townsend
3. Guests: J. Meagher, M. Schnabl, L. Tinney, B. Woodburn

Privilege of the Floor: None

Approval of Minutes

- A. August 7, 2024
Motion to approve August 7, 2024 Regular Meeting Minutes, as written. (T. Monell, E. Knolles)
Aye – 6 Abstain – 0
No – 0 Carried

Financials

- A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. 2025 budget- October meeting
Motion to acknowledge financials, as presented. (K. Gillette, E. Knolles)
Aye – 6 Abstain – 0
No – 0 Carried

ED&P Update

- A. B. Woodburn: Ms. Woodburn updated the board on the following IDA items that ED&P is currently working on:
• County PILOT projections
• Town PILOT projections
• School PILOT invoices
• Draft 2025 budget
• Loan site visits
• PARIS reporting corrections
• RFP for Lounsberry Industrial Site study
• Equipment Lease program guidelines

Motion to move into Executive Session at 4:38 pm pursuant to Public Officers Law Section 105 to



discuss personnel matters. (K. Gillette, T. Monell)

Motion to adjourn Executive Session at 4:50 pm. (T. Monell)

Motion to approve administrative services agreement with Tioga County for \$20,000 annually, contingent upon legislative approval. (M. Sauerbrey, K. Gillette)

Aye – 6            Abstain – 0  
No – 0            Carried

Motion to approve service contract with B. Woodburn at a rate of \$1,900 per month, effective September 4, 2024 until December 31, 2024. (E. Knolles, T. Monell)

Aye – 6            Abstain – 0  
No – 0            Carried

Motion to approve service contract with M. Schnabl at a rate of \$1,500 per month, effective September 4, 2024 until December 31, 2024. (E. Knolles, T. Monell)

Aye – 6            Abstain – 0  
No – 0            Carried

Motion to approve service contract with C. Yelverton at a rate of \$1,200 per month, effective September 4, 2024 until December 31, 2024. (E. Knolles, T. Monell)

Aye – 6            Abstain – 0  
No – 0            Carried

Motion to approve final invoice from L. Tinney for services rendered through September 30, 2024, and to thank her for her service to the Tioga County IDA. (E. Knolles, K. Gillette)

Aye – 6            Abstain – 0  
No – 0            Carried

**New Business:**

- A. Tioga County Chamber of Commerce – Employment & Commerce Expo Sponsorship  
The board agreed to the \$1,000 “support sponsor” level of sponsorship for the Tioga County Chamber of Commerce Employment & Commerce Expo. The IDA will split the cost with ED&P. ED&P will pay up front and invoice the IDA for the remaining amount.

Motion to contribute to the \$1,000 cost of the “support sponsor” level of sponsorship for the Tioga County Chamber of Commerce Employment & Commerce Expo. (T. Monell, E. Knolles)

Aye – 6            Abstain – 0  
No – 0            Carried

**Old Business:**

- A. Richford property owner letter – pending: Mr. Meagher has sent a letter to the property owner that is storing junk cars on IDA property in Richford.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
  2. Governance Committee: J. Ward, M. Townsend, E. Knolles
  3. Finance Committee: J. Ward, M. Townsend, E. Knolles



- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo: Coughlin & Gerhart, located on Lake Street in Owego, is interested in applying for a façade loan. They are currently filling out the application.
- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
- 6. Public Relations Committee: L. Tinney, M. Sauerbrey, T. Monell: with L. Tinney’s contract expiring at the end of the month, she will need to be replaced on the Public Relations Committee. B. Woodburn will take her place.

**Motion to appoint B. Woodburn to the Public Relations Committee to replace L. Tinney. (B. Evanek, T. Monell)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**PILOT Updates:**

- A. Sales Tax Exemptions Update:
  - 1. Best Bev LLC - \$2,401,260.91 (May)/Authorized \$2,779,449.00
  - 2. 231 Main LLC – \$4,999.31 (May)/ Authorized \$34,320
  - 3. SEASON II LLC - \$10,475.58 (May)/ Authorized \$17,942
  - 4. Arteast Café LLC - \$2,072.99 (May)/ Authorized \$24,000
  - 5. Navo Properties LLC - \$874.08 (May)/ Authorized \$1,128
- B. Spencer Tioga solar PILOT: PARIS requested explanation as to why the full tax amount is lower than the PILOT payment for Spencer Tioga Solar. The explanation has been submitted to PARIS.
- C. School PILOT bills
- D. Kinder Morgan (CNYOG) request to extend PILOT: Kinder Morgan reached out to request a discussion on extending their PILOT agreement. They are currently paying 100% of the taxable rate. More discussion will be needed with Kinder Morgan to determine how to best move forward with extending the PILOT.
- E. PARIS corrections- completed

**Project Updates:**

- A. Railroad ROW 3 buildings
  - 1. RFP for building demos: an RFP will be sent out to demolish three buildings on IDA property along North Ave in Owego.

**Grant Updates:**

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad
- B. ARC Grant – Engineering Design Lounsberry Industrial Hub
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
  - 1. ESD approved, working toward closing docs
- D. USDA Local Meat Capacity Grant – Reed Brook Meats application 7-14-23
- E. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- F. USDA IRP Loan Application
  - 1. Letter of Conditions package forthcoming
- G. USDA Equipment Purchase Grant Application
  - 1. Letter of Conditions docs- affirm email vote authorizing Chair signature

**Motion to affirm email vote authorizing Chair signature on letter of conditions documents for the USDA Equipment Purchase grant application. (E. Knolles, T. Monell)**



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**Aye – 6**      **Abstain – 0**  
**No – 0**      **Carried**

H. USDA Lounsberry additional studies

1. Letter of Conditions docs- affirm email vote authorizing Chair signature

**Motion to affirm email vote authorizing Chair signature on letter of conditions documents for the USDA Lounsberry Study grant application (E. Knolles, T. Monell)**

**Aye – 6**      **Abstain – 0**  
**No – 0**      **Carried**

**Next Meeting: Wednesday October 2, 2024**

**Adjournment: Mr. Gillette motioned to adjourn the meeting at 5:23 pm.**