



Tioga County Industrial Development Agency
July 3, 2024 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Board Meeting Minutes

I. Call to Order and Introductions: Mr. Ward called the meeting to order at 4:30 pm.

II. Attendance

A. IDA Board Members

- 1. Roll Call: J. Ward, T. Monell, M. Townsend, B. Evanek
2. Excused: M. Sauerbrey, K. Gillette, E. Knolles
3. Guests: M. Schnabl, L. Tinney, H. Swartwood, G. Mahler

III. Privilege of the Floor:

- A. Harold Swartwood: Mr. Swartwood addressed the board regarding his building that sits on IDA owned property in the Town of Berkshire, for which he pays a lease. Mr. Swartwood had agreed with C. Curtis to pay his lease over time, and was looking for further reprieve on his lease payments. The board agreed that they will need to discuss the situation further before making a final decision on Mr. Swartwood’s payments, in the meantime, Mr. Swartwood will continue to pay his lease in increments.
B. George Mahler: Mr. Mahler addressed the board regarding 941 State Route 38. He is the real estate agent representing the building and has a potential buyer interested. He inquired about any incentives that the IDA was able to provide if a company were to purchase the building.

IV. Approval of Minutes

A. June 5, 2024

Motion to approve June 5, 2024 Regular Board Meeting minutes, as written. (T. Monell, M. Townsend)

Aye – 4 Abstain – 0
No – 0 Carried

V. Financials

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

Motion to acknowledge financials, as presented. (T. Monell, M. Townsend)

Aye – 4 Abstain – 0
No – 0 Carried

VI. ED&P Update

- A. B. Woodburn: Ms. Woodburn noted that the department is participating in the Newmark Clean Technology/Clean Energy study that is being conducted by the Southern Tier regional IDAs/economic development offices. The department has responded to information requests and will participate in stakeholder meetings in the coming weeks.



VII. New Business:

- A. Carmichael Road: Ms. Tinney reported that there is an issue with the deed for the right of way between IDA property and M. Sayman’s property on Carmichael Road in Owego. Mr. Meagher will be looking into the matter.

VIII. Old Business:

- A. Richford property owner letter – pending: Mr. Meagher will be sending a letter to the property owner in Richford that is storing vehicles on IDA property.

IX. Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
 - a. B. Evanek to replace M. Townsend
 - 2. Governance Committee: J. Ward, M. Townsend, E. Knolles
 - a. Administrative Services Agreement recommendation- \$20K
 - b. Administrative Support position: interviews will be held next week for the position.
 - i. job notice recommendation
 - ii. salary range recommendation
 - iii. posting to Indeed (6/24)
 - c. Bookkeeping/Accounting recommendation: the board is in talks with two different accounting firms regarding providing accounting services.
 - 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
 - a. K. Gillette to replace E. Knolles
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
 - a. B. Evanek to replace M. Townsend
 - b. Paint Program- recommending suspension: Mr. Ward noted that language would need to be changed in the loan guidelines before offering the program to property owners.
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. RJ Corman rep to attend August meeting (LDG update- Richford)
 - b. Customer status update: revenue continues to be up compared to last year at this time.
 - d. West Ave. tour: Board members took a tour of the property and buildings owned by RJ Corman at 200 West Ave in the Village of Owego.
 - 6. Public Relations Committee
 - a. T. Monell and M. Sauerbrey to be appointed

Motion to approve committee appointment changes, as indicated above. (M. Townsend, T. Monell)

Aye – 4 Abstain – 0
No – 0 Carried

X. 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. PARIS reporting corrections: Mr. Ward and Ms. Tinney continue to work on the needed PARIS reporting corrections.

C. PILOT Transition Plan

1. Report on schedule of expiring PILOT's

XI. Project Updates:

A. Railroad ROW 3 buildings

1. Status of asbestos testing (O'Rourke): Ms. Tinney reported that all three buildings tested negative for asbestos. The RFP for demolition of the structures can now be sent out.

XII. Grant Updates:

A. NYS Division of Homeland Security & Emergency Services-Richford Railroad

1. LDG- to give in person update at August meeting
2. LDG to provide assistance with grant reporting

B. ARC Grant – Engineering Design Lounsberry Industrial Hub: A meeting was held in February with Hunt Engineers to discuss revising the scope of work from the original proposed study, which was to determine if a spec building could be placed on the property, and if so how many. The revised scope of work was to be broken into two phases. The first phase was to take out the work surrounding the spec buildings, and instead determine how to bring utilities to the Buck Road site. The second phase of the study, for which a USDA RDBG application was made, is to determine how to bring utilities to the other IDA owned properties in the Lounsberry area. Ms. Tinney reached out to Hunt Engineers to get an update on the work that has been done, however Hunt has not started the work. They provided an estimate for the work that needs to be done. Ms. Tinney will work with them to define the scope and move forward with the project. ARC has approved an extension of the grant funding for the project.

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley: coordination to take place to discuss the results of the study with Raymond Hadley, and the towns of Spencer and Van Etten.

1. Grant request scheduled for 7/18 ESD Board review/approval

D. USDA Local Meat Capacity Grant – Reed Brook Meats application 7-14-23: still awaiting award decision.

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

F. USDA IRP Loan Application

1. Letter of Conditions package forthcoming

G. CDBG Microenterprise Assistance Program Grant: ED&P grant that has been submitted. Awaiting award decision.

H. USDA Equipment Purchase Grant Application: awaiting award decision.

XIII. Motion to move into Executive Session at 5:29 pm pursuant to Public Officers Law Section 105 to discuss financial matters. (T. Monell, B. Evaneck)

Motion to adjourn Executive Session at 6:05 pm.

XIV. Next Meeting: Wednesday August 7, 2024



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

XV. Adjournment: Mr. Monell motioned to adjourn the meeting at 6:05 pm.