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

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

**Call to Order and Introductions: 4:34 pm**

**Attendance:** IDA Board Members

1. Roll Call: J. Ward, B. Evanek, T. Monell, E. Knolles, K. Gillette, B. Case, R. Ciotoli
2. Excused:
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl, Cheyenne Steria, Luke Grasmeyer, Megan Schnabl, Sara Zulbasky-Peer, Matt Freeze, Abby Orto, Andrew Fried with WBNG12 News

**Privilege of the Floor:**

**DRAFT**

- A. Cheyenne Steria with MRB Group. Cheyenne presented proposed changes to the Universal Tax Exemption Policy. The proposed changes included modifying the policy to allow applicants to apply for a PILOT, Sales Tax Exemption and Mortgage Recording Tax Exemption as before or be offered/apply for just one or any combination. It was recommended to add the TCIDA Solar Policy language into the UTEP. Additional changes included basic administrative type changes, such as including an effective/revision date, referencing the administrative fee and how amendments can be made.
- B. Luke Grasmeyer with Hunt Engineering. The final preliminary engineering study was completed and included geotechnical work. L. Grasmeyer highlighted that Smith Creek did not have good stormwater infiltration testing results and could damper a future development with significant impervious surfaces. Additional infiltration testing across the site is necessary to see if there is soil that percolates.

**Approval of Minutes:**

- A. January 7, 2026, Regular Meeting
- B. January 7, 2026, Annual Meeting

**Motion to approve January 7, 2026, meeting minutes for the Regular Meeting and Annual Meeting, as written (T.Monell, E. Knolles)**

**Aye: 7 Abstain: 0**  
**Nay: 0 Carried**



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**Financials:** December/January

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail
- D. Railroad Income Report

**Motion to acknowledge financials as written (B. Evanek, K. Gillette)**

**Aye: 7 Abstain: 0**  
**Nay: 0 Carried**

**New Business:**

- A. Final Lounsberry Pre-engineering Study Report- Luke Grasmeyer with Hunt Engineering presented on the topic.
- B. Lease Invoices
  - a. Wunder Lease- An updated lease was provided by J. Meagher's office. The lease is for storage on IDA property that is located near the railroad, however the original lease does not include the whole parcel. A survey is necessary to evaluate the property. The board agreed to issue an RFP.
- C. Factual Data- M. Schnabl and C. Yelverton gained access to accounts.
- D. NYS Authorities Budget Office updated guidance on Appropriate Use of Executive Session. Boards are required to state the reason for executive session and must be one of the 8 ABO approved reasons.
- E. Insurance Policies- Crime & Fidelity Bond Renewal, General Liability, Property, and Board Directors Insurance. ED&P team is reviewing insurance to ensure that all IDA properties are listed on policy.

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**Old Business:**

- A. FEMA Reimbursement- Halloween Storm, Monkey Run Creek. Supporting documentation was provided by FEMA for the reimbursement received. The reimbursement is from the Halloween Storm of 2019.
- B. Administrative Coordinator for TCIDA and TCPDC. The position was filled and has a start date of February 9<sup>th</sup>. C. Yelverton will continue to be the contact for board meetings.
- C. Tractor Supply- Veolia was not agreeable to the proposed design of the water system and will need to be modified. Alternative options for water are being discussed.
- D. NYS OPRHP EPF Grant Award- TCIDA was awarded \$450,000 for a Preliminary

Engineering study for a Rail-with-Trail located along the Owego Hartford Railroad. Study will include environmental site studies, right of way investigations, ground surveys, bridge investigations, preliminary design, and public engagement. The board was provided with letters of support and concerns received regarding the rail-with-trail preliminary engineering study. The board discussed the concerns that were expressed and agreed to move forward with the study.

E. FAST NY- The IDA has approximately \$23,000 remaining in USDA funds. B. Woodburn discussed using the remaining funds for a utility site plan for the Lounsberry site.

#### **Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
    - a. Audit in progress
  - 2. Governance Committee: J. Ward (Chair), E. Knolles, B. Case
  - 3. Finance Committee: J. Ward (Chair), K. Gillette, B. Case
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
    - a. Annual visits to loan recipients – 1 remaining
    - b. Façade Loan Application received- underwriting can be completed now that Factual Data account is accessible.
    - c. Equipment Lease Application was received however the applicant has not provided the requested documentation or responded.
    - d. Loan committee meeting will be scheduled for February.
  - 5. Railroad Committee: R. Ciotoli, K. Gillette, T. Monell
  - 6. Public Relations Committee: B. Woodburn, R. Ciotoli, T. Monell

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#### **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 before the tax exemption can be closed out. J. Meagher sent letter to Best Bev
    - b. Best Bev has not responded to letters from J. Meagher's office or ED&P staff. Broome County IDA does not require sales tax tracking sheets and is a requirement TCIDA has. The state also does not require the tracking sheets. The board discussed options to move forward with the matter.
  - 2. Arteast Café LLC - \$18,865 December/ Authorized \$24,000
  - 3. Suneast Solar PILOT – Closing is complete. Construction has begun.
- B. Lockheed Martin PILOT – Closing in process
- C. 2026 Town and County - PILOT invoices have been sent out
- D. 2026 Fire Tax – Tax bills have been sent to companies



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- E. 2025 PILOT surveys sent out
- F. Kindermorgan PILOT expiration is in February. OACSD has sent out information on how Kindermorgan going back on the tax roll will affect the tax levy.

**Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  - 1. Final report complete.
  - 2. Requesting 2nd ARC reimbursement
- B. USDA IRP Loan Application –
  - 1. The IDA was awarded \$299,000 in IRP Funds.
  - 2. IRP Loan Letter of Conditions package to be issued by USDA
- C. USDA RBDG Equipment Lease program
  - 1. Received one applicant. Waiting on more documentation.

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

**Next Regular Meeting: Wednesday March 4, 2026, at 4:30 PM in the Legislative Conference room.**

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**Motion to Adjourn the meeting (B. Case) at 5:18 pm**