



Tioga County Industrial Development Agency
June 5, 2024 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Meeting Minutes

I. Call to Order and Introductions: Mr. Ward called the meeting to order at 4:31 pm.

II. Attendance

- A. IDA Board Members
1. Roll Call: J. Ward, K. Gillette, T. Monell, M. Sauerbrey, E. Knolles (attended virtually), M. Townsend, B. Evanek
2. Excused:
3. Guests: M. Schnabl, J. Meagher, L. Tinney, B. Stell

III. Privilege of the Floor:

A. Bill Stell, Town of Richford Code Enforcement Officer: Mr. Stell addressed the board regarding junk vehicles that are being stored on IDA property by a neighboring resident on Mill Street in the Town of Richford. Mr. Meagher will work with Mr. Stell to send the owner of the vehicles a notice to remove the vehicles off IDA property.

IV. Approval of Minutes

A. May 1, 2024
Motion to approve May 1, 2024 regular board meeting minutes, as written. (T. Monell, M. Townsend)

Aye – 7 Abstain – 0
No – 0 Carried

V. Financials

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

Motion to acknowledge financials, as presented. (M. Sauerbrey, E. Knolles)

Aye – 7 Abstain – 0
No – 0 Carried

VI. ED&P Update

- A. B. Woodburn: Ms. Woodburn updated the board on the following items:
• The CDBG Microenterprise Assistance Program Grant application is being finalized with Thoma Development.
• The department wrote two NYS Restore NY Round 8 grant applications, one for the rehabilitation of two properties in Newark Valley, and one for the rehabilitation of 81 North Ave and reconstruction of single-family homes in the Village of Owego.
• The selected projects for the Village of Waverly’s New York Forward Grant have been announced. Nine of the original 11 proposed projects were funded.
• The Land Bank is working on submitting funding applications, and rehabilitation projects in the Villages of Owego, Newark Valley, and Waverly.



- The NYS CFA is due at the end of July. The department will be working on submitting funding applications for at least four projects: CDBG application for Catholic Charities to acquire a mobile food truck, Town of Nichols Comprehensive Plan, New York Main Street program application for a property in the Village of Owego, and the Manufacturing Modernization program.

**VII. New Business:**

A. Vacated Director Position

1. Preferred structure
  - a. Director vs Administrator
2. Advertise position- method
3. Salary range
4. Full time vs part time
5. Annual payment to County (\$20K)
  - a. Consultants- short term vs long term

Board discussion ensued regarding how to fill the employee vacancy. After board discussion, it was decided that the board will seek to hire an administrator instead of a director. A preliminary job description has been developed. The governance committee will meet and finalize the job description, and will send to the full board for approval. The job will then be posted.

**VIII. Committee Reports:**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
  - a. No report
2. Governance Committee: J. Ward, M. Townsend, E. Knolles
  - a. No report
  - b. Mr. Knolles reported that new there is new legislation to be passed requiring a union leadership representative and school district leadership representative to be board members of NYS IDAs.
3. Finance Committee: J. Ward, M. Townsend, E. Knolles
  - a. Account signers- updated signature cards (CCTC, Community, TSB)
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
  - a. USDA Micro Enterprise grant request- Loan Committee review request: Loan committee members have agreed to serve as the loan committee for Economic Development's grant application to the CDBF Microenterprise Assistance Program.
  - b. Loan Recipient auto payment requirement: the board agreed to require all loan recipients pay via automatic payments through their bank.
  - c. Next month- report on breakdown of current loan portfolio: Ms. Tinney will be preparing a report of the current loan portfolio.
  - d. Review and update of all amortization schedules: Ms. Tinney will be reviewing and updating the amortization schedules of IDA loans.
  - e. STREDC agreement forthcoming
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. RJ Corman- 5/28 deposit \$33,807.34 (March/April): Mr. Ward noted a significant increase in revenue compared to last year at this time.



**IX. 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. Sales Tax Exemption Only Program discussion

- 1. Current application fee- \$250
- 2. Implement Fee upon approval- \$750

Board discussion ensured regarding the sales tax exemption only program. The board agreed to keep the current application fee at \$250, and implement a fee upon approval of \$750.

**Motion to approve sales tax only implementation fee upon approval of \$750. (K. Gillette, T. Monell)**

**Aye – 7                      Abstain – 0**  
**No – 0                        Carried**

C. PILOT Transition Plan

- 1. Formation of Committee – a subcommittee will be formed to create a transition plan for school districts coming off PILOT payments.
- 2. Next month- report on schedule of expiring PILOT’s

**X. Project Updates:**

A. Railroad ROW 3 buildings

- 1. Status of asbestos testing (O’Rourke): Ms. Tinney will reach out to O’Rourke to schedule the asbestos testing.

**XI. Grant Updates:**

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

- 1. LDG update email (culvert issues): Ms. Tinney will reach out to Larson Design Group to discuss other potential options for Richford Railroad rehabilitation.

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub

- 1. Hunt- will give update at July meeting

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley: the project is completed and Ms. Tinney is working on wrapping up required paperwork to close out the grant.

- 1. Grant request scheduled for 7/18 ESD Board review/approval
- 2. Grant Disbursement Agreement (GDA) issued after ESD review
- 3. Final payment made to Larson Design Group

D. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23

E. Blodgett Road – Application approved; coordination with S&W in progress: Ms. Tinney noted that construction for this project will likely not occur until 2025.



F. USDA IRP Loan Application

**1. Approved at reduced amount (\$181,301vs \$299,999)**

Motion to approve USDA IRP loan amount of \$181,301. (T. Monell, M. Sauerbrey)

Aye – 7

Abstain – 0

No – 0

Carried

**XII. Next Meeting: Wednesday July 3, 2024**

**XIII. Adjournment:** Mr. Monell motioned to adjourn the meeting at 5:54 pm.