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

Tioga County Industrial Development Agency
October 7, 2026 – 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Minutes

1. **Call to Order and Introductions: J. Ward called the meeting to order at 4:32 PM**

2. **Attendance:**
   a. Roll Call**:** J. Ward, B. Evanek, T. Monell, K. Gillette, E. Knolles
   b. Excused: R. Ciotoli
   c. Invited Guests: B. Woodburn, M. Schnabl, C. Yelverton, L. Williams

3. **Privilege of the Floor:** None

4. **Approval of Minutes:** September 2, 2026, Regular BOD Meeting

   Motion to approve September 2, 2026, regular Board of Directors meeting minutes as written (T. Monell, K. Gillette).

   Aye: 5 Abstain: 0
   Nay: 0 Carried

5. **Financials:** August/September
   a. Balance Sheet
   b. Profit & Loss
   c. Transaction Detail

   The board requested clarification of the profit and loss report.

   Motion to acknowledge the balance sheet and transaction details for August/September as written (E. Knolles, T. Monell).

   Aye: 5 Abstain: 0
   Nay: 0 Carried

6. **Committee Reports:**

a. Audit Committee Report: No update
b. Governance Committee: Upcoming meeting for policy review and board evaluations.
c. Finance Committee: Recommended approval of 2027 budget.
d. Loan Committee: No update
e. Railroad Committee: Hi-Rail Tour has been scheduled for October 29th.
f. Public Relations Committee: No update

7. **New Business:**
   a. 2027 Financial Budget – The finance committee met regarding the 2027 IDA budget. The board noted that not much has changed from the previous year.

Motion to approve the 2027 financial budget as written (E. Knolles, T. Monell).

Aye: 5 Abstain: 0
Nay: 0 Carried

   b. RJ Corman – PFRAP Grant Program – RJ Corman has applied for the grant to repave the railroad crossings in a couple of areas including Corporate Drive in Owego.
   c. CD 2487 – CCTC 3.5% for 6 months – the finance committee met regarding CD 2487 maturing. The committee recommended rolling the CD over for another six months at Chemung Canal Trust company for 3.5 %.

Motion to affirm the finance committee's recommendation to renew CD 2487 with Chemung Canal at an interest rate of 3.50% for a 6-month term (B. Evanek, T. Monell).

Aye: 5 Abstain: 0
Nay: 0 Carried

   d. Phase-I ESA and Wetland Delineation – The board agreed via email vote to move forward with HUNT engineering to complete Phase1 ESA and Wetland Delineation for the project.

Motion to reaffirm email vote to proceed with the Hunt quote for the Phase-1 ESA and wetland delineation (E. Knolles, K. Gillette).

Aye: 5 Abstain: 0
Nay: 0 Carried

   e. Survey Quote –Willams and Edsall provided a quote for a survey and topo map for the 2 parcels in Nichols for $8,500.

Motion to approve the Williams and Edsall's survey and a topo map proposal of $8,500 for the two parcels in Nichols (T. Monell, K. Gillette).

Aye: 5 Abstain: 0
Nay: 0 Carried

8. **Old Business:**
    a. OPRHP EPF – Contract has been signed and an RFP has been sent to J. Meagher and the state for review.
    b. ARC Grant - Grant awarded and contract signed on September 30.
    c. FAST NY Grant – The application is currently waiting for Governor approval. The FAST NY team wanted the IDA to explore adding improvements to Depot Road to their FAST NY application scope of work. The IDA worked with Hunt Engineers to get numbers for Depot Rd improvements. Due to the high cost, it was deemed not feasible at this time.
    d. HUD "Small Cities" Loan Funds – C. Yelverton is updating the application for the program.
    e. 48-50 Lake Street Redevelopment Project – The Phase-1 environmental testing report found there were no hazardous materials at the site, but asbestos has been found on the roof. Williams and Edsell completed a survey and elevation certificate. The engineering firm is working on draft drawings for the roof and bricks. The incentive proposals for DRI and ESD are complete and will be in the Land Bank's name. J. Meagher also completed a resolution outlining the partnership for the project.

Motion to approve signing the resolution allowing a partnership between the County, IDA and Land Bank to complete the redevelopment of 48-50 Lake Street (E. Knolles, K. Gillette).

Aye: 5 Abstain: 0
Nay: 0 Carried

9. **PILOT Updates:**
    a. Suneast Solar PILOT - Construction in process.
    b. Lockheed Martin PILOT - The PILOT closing date is scheduled for mid-October.
    c. Sales Tax Exemptions Update:
        i. Arteast Café LLC - $18,865/ $24,000 (September 2026)- No updates.

10. **Project/Grant Updates:**
    a. Lounsberry Pre-engineering Study
        i. USDA RBDG – Scope of work change was approved by USDA.
        ii. Updated sign quotes – two quotes for a monument sign fabrication were presented to the board. Only one of the sign quotes included an installation price.

Motion to approve Anything Artistic to create and install signage for the Lounsberry industrial area (E. Knolles, B. Evanek).

Aye: 5 Abstain: 0
Nay: 0 Carried

b. Northern Tioga Rail-With-Trail Preliminary Engineering Project
    i. OPRHP EPF – Grant Agreement to be issued.
    ii. ARC – IDA was awarded $150,000 for Rail-with-Trail Project. Grant contract was signed on September 30th.
c. DRI Multisite Program – No updates. Arteast received two proposals for interior work.
d. USDA RBDG Equipment Lease program – There is a business in Candor that has been inquiring about the program. C. Yelverton has been communicating with them and will continue to follow-up.
e. USDA IRP Loan Application - The board discussed returning the IRP funds because the HUD Small Cities funds are available.
    i. The IDA was awarded $299,000 in IRP Funds.
    ii. IRP Loan Letter of Conditions package is ready to be issued by USDA

Motion to approve returning the USDA IRP loan funds back to the USDA (T. Monell, K. Gillette).

Aye: 5 Abstain: 0
Nay: 0 Carried

11. Motion to Move into Executive Session

Board Members J. Ward, K. Gillette, B. Evanek, T. Monell and E. Knolles were in attendance along with ED&P staff B. Woodburn, C. Yelverton and L. Williams. Motion by E. Knolles, seconded by K. Gillette, to move into Executive Session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body at 5:03 PM. Motion carried. Motion by E. Knolles, seconded by T. Monell to adjourn Executive Session at 5:33 PM.

12. Motion to adjourn meeting – 5:33 PM (K. Gillette, T. Monell).

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