



Tioga County Industrial Development Agency
March 6, 2024 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

I. Call to Order and Introductions: Mr. Ward called the meeting to order at 4:32 pm.

II. Attendance

IDA Board Members
Roll Call: J. Ward, K. Gillette, E. Knolles, M. Townsend
Excused: T. Monell, M. Sauerbrey
Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney

III. Privilege of the Floor: Marcia Kiechle: Ms. Kiechle shared a report with the board of the Depot Friday Nights held at The Ray Shaver Lehigh Valley Depot, owned by the IDA. Ms. Kiechle also gave the board a brief history of the Depot, and reported that there are repairs that need to be done to the building, and funding will be need to complete the repairs.

IV. Approval of Minutes

- A. February 7, 2024 Regular Meeting Minutes
B. January 3, 2024 Annual Meeting Minutes

Motion to approve February 7, 2024 Regular Meeting Minutes, and January 3, 2024 Annual Meeting Minutes, as written. (E. Knolles, M. Townsend)

Aye – 4 Abstain – 0
No – 0 Carried

V. Financials

- A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable
E. RJ Corman revenue

Ms. Curtis shared the amounts that were paid to LCP Group and O'Rourke for the Buck Rd barn demolition. Mr. Ward shared a recurring revenue summary with the board. The invoice from ServePro was discussed. The board will request an itemized invoice from ServePro.

Motion to acknowledge the financials, as presented. (E. Knolles, K. Gillette)

Aye – 4 Abstain – 0
No – 0 Carried

VI. ED&P Update: L. Tinney

- A. Southern Tier Clean Energy Strategy: Ms. Curtis sent the report to the board for their review.



- B. Ms. Tinney updated the board on the following items:
 - The Neighborhood Depot CDBG project continues to move forward.
 - Fuddy Duddy’s and Tioga Trails Restore NY projects continue to move forward.
 - The Village of Waverly New York Forward project is waiting for the state decision on which projects will be selected.
 - Southern Tier Network will be applying to the New York ConnectALL program for funding for the final broadband buildout in the Town of Nichols, as well as buildout in Newark Valley.
 - The West Bay Star PILOT, associated with the new Lourdes building in the Town of Owego has been delayed, but it is anticipated that it will continue to move forward.
 - Clean up is taking place at 81 North Ave, Owego, which is owned by the Land Bank.
 - The Land Bank is working with Fagan Engineers on a conceptual design for single family homes on Temple and Liberty Streets in the Village of Owego.
 - S. Lanning has been hired as the Community Development Specialist but will continue to work on the workforce development work.
 - The county strategic plan has been completed.
 - The annual agricultural district inclusion has taken place, and will be finalized this month.
 - E. Pratt continues to work on the Solid Waste Management plan.
 - The department will be applying for a \$215,000 CDBG Microenterprise grant to assist small businesses.
 - Two USDA RBDG grants were submitted, one for the IDA equipment lease program, and one for the Lounsberry Industrial Sites Phase II study, which will explore how to bring utilities to multiple sites in Lounsberry.
 - Discussion ensued regarding the decrease in railroad revenue. A meeting will be scheduled with RJ Corman representatives to discuss rail activity and revenue.

VII. New Business: C. Curtis

- A. Chamber of Commerce 2024 Tioga County Economic Forum sponsorship request: The Chamber of Commerce requested a \$1,000 sponsorship from the IDA as they have done in the past.

Motion to authorize the \$1,000 sponsorship of the Tioga County Chamber of Commerce 2024 Tioga County Economic Forum. (E. Knolles, K. Gillette)

Aye – 4 Abstain – 0
No – 0 Carried

- B. Easement: A retail development is being planned on a site neighboring IDA property in the Town of Owego. They are looking to run water from the new Owego Gardens II water tower to their property for the development. To do so, they would have to run it through another IDA owned parcel. After board discussion, it was decided that the board is not opposed to an easement so that the water can be run to the neighboring property.

VIII. Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
 - a. Management Representation Letter
 - b. Management Comment Letter



- c. PAAA Letter
- d. Governance Letter
- e. Financial Report

Ms. Curtis reported that she is waiting for two PILOT companies to submit their company surveys. Once all is completed, Ms. Curtis will seek email approval of the audit so that she can complete the PARIS reporting by the end of the month.

- 2. Governance Committee: J. Ward, M. Townsend, E. Knolles
 - a. No report
- 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
 - a. No report
- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend
 - a. No report
- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. No report

IX. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

- 1. Best Bev LLC - \$2,218,467.04/Authorized \$2,242,066.00
 - a. Request Letter: Ms. Curtis shared the request letter with the board. Best Bev is seeking \$2,488,301 in sales tax abatement. Best Bev currently owes outstanding fees. The board agreed to approve the new sales tax exemption contingent upon receiving payment of Best Bev’s outstanding fee.
 - b. Resolution
 - Motion to authorize Best Bev LLC’s request for \$2,488,301.00 in sales tax exemption, contingent upon payment of outstanding fee. (K. Gillette, E. Knolles)**

Aye – 4	Abstain – 0
No – 0	Carried
2. 231 Main LLC – \$4,999.31/ Authorized \$34,320
3. SEASON II LLC - \$10,475.58/ Authorized \$17,942
4. Arteast Café LLC - \$2,072.99/ Authorized \$24,000
5. Navo Properties LLC - \$874.08/ Authorized \$1,128

X. Project Updates: C. Curtis

- A. LCP demolition complete – Air Monitoring Report
- B. Nov-Dec 2023 Connect Newsletter_version 50892 by The Business Council - Flipsnack: Ms. Curtis shared the IDA ad in The Business Council newsletter. The board agreed that they will not place an ad in this newsletter in the future.
- C. BiziLife social media review: Ms. Curtis shared the monthly social media report with the board.
https://www.canva.com/design/DAF-UCWP9uk/Rij2DBMTos0mJ4jaQju_0A/edit

XI. Grant Updates: C. Curtis

- A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad



1. Larson Design Group contract: April 2024 completion date projected
 - B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings
 1. Hunt
 2. Williams & Edsall topographic survey
 3. Application – Phase II Study - submitted
 - C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 1. Larson Design Group contract: April 2024 completion date projected
 - E. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23
 - F. Blodgett Road – Ms. Curtis reported that this application was approved.
 - G. USDA IRP Loan Application submitted 1-2-2024
 1. USDA Contact: susan.galster@usda.gov
- XII. Motion to move into Executive Session at 5:41 pm pursuant to Public Officers Law Section 105 to discuss personnel matters. (K. Gillette, M. Townsend)**
- Motion to adjourn Executive Session at 5:51 pm.**
- Motion to recommend Brenda Evanek to fill the vacancy on the TCIDA board to the Tioga County Legislature. (M. Townsend, K. Gillette)**
- XIII. Next Meeting: Wednesday April 3, 2024**
- XIV. Adjournment:** Ms. Townsend motioned to adjourn the meeting at 5:54 pm.