



Tioga County Industrial Development Agency
May 1, 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 4:32 pm.
II. Attendance
IDA Board Members
Roll Call: J. Ward, M. Sauerbrey, E. Knolles, M. Townsend, B. Evanek, K. Gillette (via phone)
Excused: T. Monell
Guests: M. Schnabl, J. Meagher, L. Tinney
III. Privilege of the Floor: Steve Rowe, Larson Design Group
Mr. Rowe provided the board with an overview of the completed Raymond Hadley Water Capacity Feasibility Study. There are three reports in the study, the environmental report, map plan, and preliminary engineering. The environmental report showed no concerns, the map plan looked at the potential number of users and equivalent dwelling units and looked at creating a second water district. The preliminary engineering report found that it was feasible to extend the Town of Van Etten water to Raymond Hadley in Spencer, at a cost of \$5 million.
IV. Approval of Minutes
A. April 10, 2024 Regular Meeting Minutes
Motion to approve April 10, 2024 Regular Meeting Minutes, as written. (E. Knolles, M. Townsend)
Aye – 5 Abstain – 0
No – 0 Carried
V. Financials
A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable
E. RJ Corman revenue
Mr. Ward reported that the COVID loan fund money needs to be correctly reconciled.
Motion to acknowledge financials, as presented. (E. Knolles, M. Sauerbrey)
Aye – 5 Abstain – 0
No – 0 Carried
VI. ED&P Update: L. Tinney
Ms. Tinney did not provide an update this month.



VII. New Business:

A. Account signers

M. Sauerbrey, M. Townsend, J. Ward, and E. Knolles will be made signers on all TCIDA accounts, and C. Curtis will be removed.

Motion to authorize M. Sauerbrey, M. Townsend, J. Ward, and E. Knolles as signers on all TCIDA accounts. (E. Knolles, M. Townsend)

Aye – 5 Abstain – 0
No – 0 Carried

B. Duties discussion: to be discussed in Executive session.

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

Discussion ensued regarding the posting of the job vacancy, including where the job should be posted.

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. REDEC proposal for underwriting administration: REDEC created a proposal to do underwriting for IDA loans. The IDA loan committee will still make the final decision on loans.

Motion to authorize REDEC to provide loan underwriting administration for TCIDA loan applications on an as needed basis (E.Knolles, M. Sauerbrey)

Aye – 5 Abstain – 0
No – 0 Carried

b. STREDC Community Revitalization Grant Funds

a. Paint Program

i. Missing STREDC documentation regarding paint program: B. Woodburn and C. Haskell will research to see if they have access to any information regarding the paint program.

ii. Mural Discussion: after board discussion, it was decided that funding mural projects is not an allowable use of the paint program.

c. Proposal to increase application fees from \$150 to \$250 per application.

Motion to authorize an increase in loan application fee to \$250 per application. (M. Sauerbrey, E. Knolles)

Aye – 5 Abstain – 0
No – 0 Carried

5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. No report

IX. PILOT Updates:

A. Sales Tax Exemptions Update:

1. Best Bev LLC - \$2,401,260.91/Authorized \$2,779,449.00

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

B. 231 Main LLC – requests 6-month extension to sales tax agreement; Dec 7, 2024; no increase

1. Resolution

C. Navo Properties LLC – requests addition of second property to sales tax exemption agreement: NAVO properties requested an increase in sales tax exemption of \$1,600, for a total exemption of \$2,728, through October 4, 2024.

1. Resolution

Motion to authorize resolution to extend sales tax exemption for 231 Main LLC to December 7, 2024, and authorize resolution to increase sales tax exemption for NAVO properties to \$2,728 and extend to October 4, 2024. (M. Sauerbrey, E. Knolles)

Aye – 5	Abstain – 0
No – 0	Carried

C. PILOT extension options: J. Ward will email the board to set up a subcommittee to discuss how to proceed with PILOT extension options.

X. Project Updates:

- A. Railroad ROW 3 buildings
 - 1. O’Rourke quote – asbestos survey
 - 2. LCP quote – asbestos survey

Motion to accept low bid for the asbestos survey for the three buildings in the railroad right of way from O’Rourke Inc. (M. Sauerbrey, E. Knolles)

Aye – 5	Abstain – 0
No – 0	Carried

XI. Grant Updates:

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

- 1. Larson Design Group contract: Spring/Summer 2024 completion date projected

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings

- 1. Hunt
- 2. Williams & Edsall topographic survey – to be received by 5/3/24.

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

- 1. Larson Design Group Reports Completed

Motion to accept the Municipal Water Extension to Raymond Hadley Study (E. Knolles, M. Sauerbrey)

Aye – 6	Abstain – 0
No – 0	Carried

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

E. Blodgett Road – Application approved; coordination with S&W in progress

F. USDA IRP Loan Application submitted 1-2-2024

- 1. USDA Contact: susan.galster@usda.gov

XII. Motion to move into Executive Session at 5:37 pm pursuant to Public Officers Law Section



105 to discuss personnel matters. (E. Knolles, M. Sauerbrey)

Motion to adjourn Executive Session at 6:17 pm.

Motion to authorize contract with M. Schnabl to perform administrative services at a rate of \$700 per month, effective May 1, 2024. (E. Knolles, M. Townsend)

Aye – 5	Abstain – 0
No – 0	Carried

XIII. Next Meeting: Wednesday June 5, 2024

XIV. Adjournment: Mr. Knolles motioned to adjourn the meeting at 6:19 pm.