



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

Call to Order and Introductions: 4:32 pm

Attendance

- A. IDA Board Members
 - 1. Roll Call: J. Ward, M. Townsend, B. Evanek, , K. Gillette
 - 2. Excused: M. Sauerbrey, T. Monell, E. Knolles
 - 3. Guests: B. Woodburn, C. Yelverton, Steve Rowe, Tom Clark, Jason Marshall, Haig McNamee, Joe Meagher

Privilege of the Floor:

- A. Steve Rowe with Larson Design- Steve Rowe presented the final preliminary engineering plans, environmental findings, a cost estimate, and a geotechnical report for the Richford Railroad Ave Flood Mitigation project. The engineering plan includes swales, to keep water from the railroad tracks, and a 1.5% slope on both sides of the bridge. Larson design worked with Tom Clark, with RJ Corman to develop accurate cost estimates. The final cost estimate is lower than originally estimated. The cost estimate includes 20% contingency, construction, engineering, legal, and administrative costs. Bringing in a consultant would be an additional cost. SEQR documentation has been completed and will need to be sent for review once the project has begun. Tom Clark requested that \$30,000 be added for mobilization of rail on top of the already budgeted amount. RJ Corman supports the proposed preliminary engineering plans and would like collaboration throughout the duration of the project. The Passenger Freight Railroad assistance program, and Federal CRISI Grant are potential resources for funding assistance for the project. An updated cost estimate document will be provided.

Approval of Minutes

- A. November 6, 2024

Motion to approve November 6, 2024, board meeting minutes, as written. (K. Gillette, M. Townsend)

**Aye – 4 Abstain – 0
No – 0 Carried**

Financials

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



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

Aye – 4 Abstain – 0
No – 0 Carried

ED&P Update

- A. B. Woodburn- B. Woodburn discussed that four of the DRI projects are complete. The remainder of the projects have been progressing and disbursements requests have been completed. It is anticipated that the CDBG microenterprise grant will go live in January with the Equipment Lease Program.

New Business:

- A. Committee Meeting Policy- J. Ward discussed changing the meeting requirements for some of the committees. The by-laws state that some of the committees are required to meet quarterly, which is not needed. J. Meagher will draft language to modify the by-laws.
- B. ABO Online Board Training: upcoming dates, Dec. 6th & Dec. 11th 9:30-11 am. B. Evanek signed up for the December 6th class. J. Ward and M. Sauerbrey are up to date with the training.
- C. C. Lounsberry Site: Hunt Contract. J. Meagher approved the contract with Hunt.

Motion to sign and execute contract with Hunt for Lounsberry site. (B. Evanek, K. Gillette)

Aye – 4 Abstain – 0
No – 0 Carried

- D. Deluge Media Contract for 2025. Deluge medial contract ends in December 2024. The new contract is the same, except now each department is paying for their own portion of the contract instead of the IDA paying for all departments upfront, and then being reimbursed.

Motion to retain and renew contract with Deluge Media. (M. Townsend, K. Gillette)

Aye – 4 Abstain – 0
No – 0 Carried

- E. QuickBooks- online. Currently the IDA uses the 2018 version of Quickbooks Desktop. The version needs to be updated or replaced with Quickbooks online. Quickbooks online plus would allow up to 5 members to have access to Quickbooks, compared to one. The IDA’s accountant would also be able to access quickbooks. Quickbooks online is a yearly membership. The first year would be \$500 off and then the subsequent years would be the normal price. C. Yelverton will in charge of the transition process.



Motion to transition from Quickbooks Desktop to Quickbooks plus online. (K. Gillette, M. Townsend)

**Aye – 4 Abstain – 0
No – 0 Carried**

- F. Outdated accounts. J. Ward discussed closing outdated accounts that were no longer used. He recommended closing the COVID-19 relief account, CCS account, and Best Buy pilot account. The money would be moved out of the accounts and put in the general savings account.

Motion to close in active COVID-19 relief, CCS and Best Buy Pilot bank accounts. (K. Gillette, B. Evanek)

**Aye – 4 Abstain – 0
No – 0 Carried**

Old Business:

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
 - 2. Governance Committee: J. Ward (Chair), M. Townsend, E. Knolles
 - a. Reviewed Policies, Charter, & By-laws
 - 3. Finance Committee: J. Ward (Chair), M. Townsend, K. Gillette
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo
 - a. Equipment Lease Program- The loan committee met to review the Equipment lease Program guidelines and application. Corrections were requested by the loan committee. The IDA will be requesting applicants to have personal guarantees. The applicant must obtain financing first to purchase the equipment and then the IDA will request reimbursement from the USDA. The IDA will then pay off the loan, and the applicant will pay monthly lease payments for a maximum of 10 years. The IDA will then sell the equipment back to the applicant for \$1. J. Meagher is working on the lease agreement. The Loan committee recommended to approve the materials with the corrections.

Motion to approve guidelines and lease application for Equipment Lease Program subject to legal review. (K. Gillette, M. Townsend)

- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
- 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell



PILOT Updates:

A. Sales Tax Exemptions Update:

1. Best Bev LLC - \$4,294,907.04 (May)/Authorized \$5,200,000 (Oct.)
 - a. ST-60- is to be issues to Best Bev once ST-123 forms are received.
 - b. Received Pilot payment
3. 231 Main LLC – \$32,660.06 (October)/ Authorized \$34,320
 - a. ST-60: 6/7/23-6/7/24. J. Meagher is working on closing out the pilot.
4. Arteast Café LLC - \$16,954.25 (August)/ Authorized \$24,000
 - a. ST-60 will be sent out.
5. Navo Properties LLC - \$1,826.11 (September)/ Authorized \$2,728 – Sales Tax Exemption Agreement was extended to 10/4/2025.
 - a. ST-60 was sent out to Navo Properties.

B. Kinder Morgan (CNYOG) request to extend PILOT

C. Suneast Solar Pilot- Resolution was approved in October for Suneast to pay the portion of the agencies fee of \$192,326, and the balance due of \$274,501. Closing in process with J. Meagher’s office. J. Meagher is working with the other attorney, and it is anticipated that this will be completed by next year.

Project Updates:

Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad. We have received an invoice, and the study will be completed in the next couple of weeks.
- B. USDA RBDG and ARC Grant – Engineering Design Lounsberry Industrial Hub
 - a. Contract with Hunt. The contract is for the next 6 months.
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 1. Reimbursement request for \$23,650 in process.
- D. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- E. USDA IRP Loan Application – Requested update 9/12/2024
 1. Letter of Conditions package forthcoming
- F. USDA Equipment Purchase Grant Application- Guidelines, lease agreement and application are drafted. J. Meagher is working on the lease agreement.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 – No executive session.

Next Meeting: Wednesday January 8, 2025 in ED&P Conference room

K. Gillette motioned to adjourn meeting at 6pm.