



Tioga County Industrial Development Agency
April 10, 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 4:36 pm.

II. Attendance

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

III. Privilege of the Floor: None

IV. Approval of Minutes

A. March 6, 2024 Regular Meeting Minutes

B. March 19, 2024 Loan Committee Meeting Minutes

Motion to approve March 6, 2024 Regular Meeting Minutes, as written. (T. Monell, E. Knolles)

Aye – 5 Abstain – 0
No – 0 Carried

Motion to approve March 19, 2024 Loan Committee Meeting Minutes, as written. (M. Townsend, T. Monell)

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

Ms. Curtis and Mr. Ward reviewed and discussed the financials with the board.

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

Aye – 5 Abstain – 0
No – 0 Carried

VI. ED&P Update: L. Tinney

Ms. Tinney updated the board on the following items:

- The CDBG Neighborhood Depot project continues to move forward.
The state is still working on selecting the projects for the Village of Waverly New York



Forward grant program.

- Southern Tier Network applied for a NYS ConnectALL grant to continue the buildout of broadband in the Town of Nichols, as well as on Route 38 into the Town and Village of Newark Valley.
- The Legislature approved EDP’s resolution to apply to the CDBG Microenterprise Assistance Program.
- The department prepared applications to the USDA RBDG program on behalf of the IDA for an equipment lease program and planning for development in Lounsberry.
- The Newmark Clean Energy Study that the IDA contributed to is currently in the information gathering phase. The study is set to be complete in October.
- The NYS senate is proposing legislation that will potentially impact public authorities, including IDAs.
- The Legislature approved the resolution to appoint Brenda Evanek to the IDA Board.
- The Legislature approved the resolutions to appoint Brittany Woodburn to the EDP Director position, and Megan Schnabl to the Deputy Director position.
- The department is in the process of interviewing for the Economic Development Specialist position.

**VII. New Business: C. Curtis**

**A. NVHS Depot**

1. Request
2. TCIDA Letter

The members of the Newark Valley Historical Society Depot, which is located on IDA property, are looking to perform maintenance on the property. They are seeking permission to allow volunteers on the property to perform the maintenance. They are also seeking financial contribution from the IDA to pay for the materials for the work, which total \$5,410. The board was agreeable to covering the full \$5,410, but will encourage the Depot to seek other sources of funding, such as local foundations, in the future.

**Motion to authorize volunteers to perform maintenance at the Newark Valley Depot site on IDA property, and to contribute \$5,410 toward the maintenance costs. (K. Gillette, T. Monell)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**VIII. Committee Reports: C. Curtis**

**A. Public Authority Accountability Act (PAAA)**

1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
  - a. Affirm Board email vote approving final audit report

**Motion to affirm board email vote approving final audit report. (E. Knolles, T. Monell)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

2. Governance Committee: J. Ward, M. Townsend, E. Knolles
  - a. No report



- 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
  - a. CD Maturity Date 4-17-24; Recommend action**Motion to authorize C. Curtis to close current CD at Community Bank and open a new CD at Chemung Canal Trust Company with a nine-month duration at 5% interest. (E. Knolles, M. Townsend)**

**Aye – 5                      Abstain – 0**  
**No – 0                      Carried**

- 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 - \$2,416,912.44/Authorized \$2,488,301.00
  - a. Request Letter
  - b. Resolution

**Motion to authorize Best Bev LLC’s request for \$2, 779,499 in sales tax exemption, an increase of \$291,148 from the current authorization. (E. Knolles, T. Monell)**

**Aye – 5                      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. BiziLife social media contract renewal: April 2024 – March 2025: 2% annual increase (\$545.70 to \$556.61)

**Motion to renew social media contract with BiziLife, LLC at a price of \$556.61 per month, effective April 2024 through March 2025. (E. Knolles, M. Townsend)**

**Aye – 5                      Abstain – 0**  
**No – 0                      Carried**

**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. Ms. Curtis



requested a grant extension from ESD for this project, approval of the extension is pending.

- 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](mailto:susan.galster@usda.gov)

**XII. Motion to move into Executive Session at 5:12 pm pursuant to Public Officers Law Section 105 to discuss financial and personnel matters. (T. Monell, E. Knolles)**

**Motion to adjourn Executive Session at 6:05.**

**Motion to authorize C. Curtis to execute and deliver the Supporting Deposition provided by Owego Police Department related to IDA property adjacent to North Avenue, Village of Owego (T. Monell, K. Gillette)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**Motion to approve Consulting Services Agreement between TCIDA and LeeAnn Tinney beginning May 1, 2024 and continuing to December 31, 2024, at a rate of \$2,125 monthly, and to authorize TCIDA to purchase a county-approved laptop, mouse and software needed for L. Tinney’s remote work use. (K. Gillette, T. Monell)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**Motion to approve a new third-party payroll processor to complete payroll processing moving forward, as well as exploring options to accommodate time-off tracking via an online platform, to be determined after J. Ward researches options, effective as soon as is practical. (E. Knolles, K. Gillette)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**XIII. Next Meeting: Wednesday May 1, 2024**

**XIV. Adjournment:** Mr. Monell motioned to adjourn the meeting at 6:10 pm.