



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

**Tioga County Industrial Development Agency
October 1, 2025 – 4:00 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Minutes**

Call to Order and Introductions: 4:05 pm

Attendance: IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles, B. Case (virtually)
2. Excused: K. Gillette
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl, M. Freeze

Privilege of the Floor:

Approval of Minutes:

- A. September 3, 2025, regular meeting.

Motion to approve September 3, 2025, regular meeting minutes as written (T. Monell, E. Knolles).

**Aye- 6 Abstain-0
Nay-0 Carried**

Financials: September/October

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

Motion to acknowledge financials as written for September and October (M. Sauerbrey, B. Evanek).

**Aye- 6 Abstain-0
Nay-0 Carried**

New Business:

- A. Arteast Café LLC Sales Tax Exemption Extension resolution. Arteast requested to extend the sales tax agreement for 6 months.

Motion to approve Arteast Café LLC Sales Tax Exemption Extension resolution



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as written (E. Knolles, T. Monell).

**Aye- 6 Abstain-0
Nay-0 Carried**

- B. CB CD (0158) Renewal. Finance committee agreed to renew the CD at community bank for 6 months with a rate of 3.75%.

Motion to reaffirm Finance committee's email vote to renew CD (0158) for 6 months at 3.57 APR (M. Sauerbrey, T. Monell).

**Aye- 6 Abstain-0
Nay-0 Carried**

- C. TCIDA 2026 Budget. B. Woodburn presented the proposed 2026 budget. The budget listed the Suneast Agency fee as two installment payments, one in 2025 and 2026. Suneast Valley paid their full agency fee in September. The board agreed to modify the budget to record the agency fee in the 2025 budget.

Motion to approve the proposed 2026 budget with the amendment discussed above (E. Knolles, B. Evanek).

**Aye- 6 Abstain-0
Nay-0 Carried**

- D. CDBG HUD Funds. Tioga County was awarded CDBG Small Cities funds in the late 1990's and due to a settlement were able to keep the funds for a revolving loan fund. The IDA administered the loan program, however the agreement between the county and the IDA expired in 2024. In total there are just under \$800,000 in funds. C. Yelverton has been attempting to contact HUD to see what the funds can be used for. If the funds are eligible to be used as a revolving loan fund, the IDA will not accept the USDA IRP funds.

- E. NYSEG Vine Clearing- Stanton Hill Rd. NYSEG is clearing vines on IDA property.

Old Business:

- A. Bowers account cleanup. Bowers is in the process of cleaning up the accounts. B. Woodburn, M. Schnabl and C. Yelverton have been going through all of the IDA's accounts and determining if they need to be removed or modified. There are over 800 accounts to be reviewed.
- B. Owego Gardens Sewer Subsidy- Owego Gardens has asked to return to the original resolution to require the IDA to pay a fixed sewer subsidy of \$16,625.



Motion to approve resolution to require the IDA to pay a fixed sewer subsidy of \$16,625 per year (T. Monell, E. Knolles).

**Aye- 6 Abstain-0
Nay-0 Carried**

- C. Tractor Supply – Draft legal work for easement. No update at this time.
- D. Corporate Drive railroad crossing. Waiting for RJ Corman to provide a proposal to the IDA board to assist with crossing improvement costs.

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), E. Knolles. A governance committee meeting will need to be scheduled to add Barbara Case to committees.
 - 3. Finance Committee: J. Ward (Chair), K. Gillette
 - a. Finance Committee Meeting recommended the board approve 2026 Budget.
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
 - a. Annual visits to loan recipients – in progress
 - 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 - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet before the tax exemption can be closed out.
 - b. J. Meagher attempting to make contact.
 - 2. Arteast Café LLC - \$18,865 (September)/ Authorized \$24,000- Arteast requested to extend the sales tax exemption.
 - 3. Navo Properties LLC - \$2,607.49 (July)/ Authorized \$2,728 – Expires in October
- B. Suneast Solar Pilot – Construction is planned to begin in September. J. Meagher is working on closing, which is expected to be completed in September.
- C. 2025 School/Village PILOT Invoices. All payments have been received.

Project/Grant Updates:

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
 - 1. 90% of the project has been completed.
 - 2. Received ARC reimbursement
 - 3. Received 1-year extension from USDA



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- B. Water Quality Improvement Plan – The IDA was required to match 20% of total project cost. The project cost came below what was estimated.
- C. USDA IRP Loan Application –
 - 1. The IDA was awarded \$299,000 in IRP Funds.
 - 2. IRP Loan Letter of Conditions package to be issued by USDA
- D. USDA RBDG Equipment Lease program
 - 1. The quarterly report has been completed for the quarter ending 6/30/25.
 - 2. Received 1-year extension from USDA.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 – (B. Evanek, T. Monell)

- A. Contract negotiation

Board members J. Ward, B. Case, B. Evanek, M. Sauerbrey, T. Monell, and E. Knolles, were in attendance along with C. Yelverton, B. Woodburn, M. Schnabl, and J. Meagher. Motion by B. Evanek, and T. Monell to move into Executive Session to discuss contract negotiations at 4:40 p.m. Motion carried. Motion by T. Monell and E. Knolles, to adjourn Executive Session at 4:50 p.m.

Motion to exit executive session (T. Monell, E. Knolles).

Next Meeting: Wednesday November 5, 2025, at 4:30 PM in the Legislative Conference room.

Motion to Adjourn the meeting at 4:50 pm (B. Evanek).