



**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, 1<sup>st</sup> Floor  
Agenda**

**Call to Order and Introductions**

**Attendance**

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

**Privilege of the Floor:**

- A. Steve Rowe with Larson Design

**Approval of Minutes**

- A. November 6, 2024

**Financials**

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

**ED&P Update**

- A. B. Woodburn

**New Business:**

- A. Committee Meeting Policy
- B. ABO Online Board Training: upcoming dates, Dec. 6th & Dec. 11<sup>th</sup> 9:30-11 am
- C. C. Lounsberry Site: Hunt Contract
- D. Deluge Media Contract for 2024
- E. QuickBooks- online

**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
  - 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
  - b. Received Pilot payment
3. 231 Main LLC - \$32,660.06 (October)/ Authorized \$34,320
  - a. ST-60: 6/7/23-6/7/24
4. Arteast Café LLC - \$16,954.25 (August)/ Authorized \$24,000
  - a. ST: J. Meagher working on updated form ST-60 expired in 2024, instead of 2025.
5. Navo Properties LLC - \$1,826.11 (September)/ Authorized \$2,728 - Sales Tax Exemption Agreement was extended to 10/4/2025.
  - a. ST-60

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.

**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 weeks.
- B. USDA RBDG and ARC Grant - Engineering Design Lounsberry Industrial Hub
  - a. Contract with Hunt
- 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

**Motion to move into Executive Session pursuant to Public Officers Law Section 105**

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