



**Tioga County Industrial Development Agency
August 7, 2024 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes**

Call to Order and Introductions. Mr. Ward called the meeting to order at 4:37pm.

Attendance

- A. IDA Board Members
 - 1. Roll Call: J. Ward, T. Monell, M. Townsend, B. Evanek, M. Sauerbrey, K. Gillette
 - 2. Excused: J. Meagher, E. Knolles
 - 3. Guests: C. Yelverton, L. Tinney, S. Rowe, RJ Corman

Privilege of the Floor:

- A. Steve Rowe, Larson Design Group: Mr. Rowe addressed the board regarding the preliminary engineering analysis for the Richford bridge upgrade. Mr. Rowe discussed the hydraulic analysis of the upstream and downstream areas of the bridge and how the modification of the bridge would impact property upstream and downstream. Mr. Rowe discussed raising the railroad tracks and bridge by 2ft creating a 4ft clearance, which would meet 25yr storm standards. Mr. Rowe presented additional preliminary engineering options for the bridge that meet 50 and 100yr storm standards. The board agreed to stay with the original bridge upgrade plan that meets the 25yr storm standards.

Approval of Minutes

- A. July 3, 2024

Motion to acknowledge financials, as presented. (T. Monell, M. Townsend)

Aye-5	Abstain-0
No-0	Carried

Financials

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

Motion to approve July 3, 2024, Regular Board Meeting Minutes. (M. Sauerbrey, T. Monell)

Aye-5	Abstain-0
No-0	Carried

ED&P Update

- A. B. Woodburn. Ms. Woodburn had to leave the meeting at 5pm and was unable to provide an update.



New Business:

- A. Owego Square tree removal request. Mr. Ward reported that Owego Square is requesting the IDA to remove trees that had fallen in the corner of the parking lot. Mr. Ward reported that they would not be removing the trees, and they were not a hazard for the tenants.

Old Business:

- A. Richford property owner letter – pending. Mr. Ward reported that a letter is being sent to the property owner in Richford that is storing vehicles on IDA Property.

Committee Reports:

- A. Public Authority Accountability Act (PAAA).
 - 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles.
 - a. Mr. Ward stated that there was nothing new report.
 - 2. Governance Committee: J. Ward, M. Townsend, E. Knolles
 - a. Business Administrator- update. Mr. Ward reported that they interviewed 4 people. The first person they offered the job took another job, and the second declined their offer. On Tuesday there is a schedule interview for a late applicant. Mr. Ward discussed how their benefit package has been a deterrent for applicants and how they were unable to offer the same benefits package as the county can. Ms. Woodburn with Tioga County ED&P has been helping with IDA administrative duties the last four months and has offered to continue helping. M. Saurbrey reported that she had previously spoken to Ms. Woodburn about ED&P providing administrative support. M. Saurbrey offered to meet with Ms. Woodburn, and Barbara, the chair of ED&P Committee to discuss ED&P further assisting the IDA. M. Sauerbrey reported that Ms. Woodburn made a layout of roles and responsibilities for ED&P. T. Monell reported that he would like to come to the meeting as well. T. Monell asked how many hours were required to complete the work needed and discussed paying the salary of a part time position to ED&P. Mr. Ward discussed the option of partnering with the county, and paying the county the salary to fill the position. Mr. Ward reported that they were behind on a lot of work, even with the current help from ED&P, and stated that the yearly budget is coming due. Mr. Ward said that he tried to work on it but needed more help and Ms. Woodburn offered to assist, however he is concerned about the burden on Ms. Woodburn. L. Tinney reported that they were interviewing someone Tuesday and they could potentially be an option, but they do not have any IDA experience. M. Sauerbrey stated that she would report back regarding the meeting with Ms. Woodburn and Barb.
 - 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
 - a. Mr. Ward stated that there was nothing new report.
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
 - a. Mr. Ward stated that there was nothing new report.



5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. RJ Corman and S. Rowe attended current board meeting. RJ Korman did not present any concerns regarding the agreed upon bridge update. RJ Corman requested to be updated with the bridge progress.
6. Public Relations Committee: L. Tinney, M. Sauerbrey, T. Monell.

PILOT Updates:

- A. Sales Tax Exemptions Update:
 1. Best Bev LLC - \$2,401,260.91 (May)/Authorized \$2,779,449.00
 2. 231 Main LLC - \$4,999.31 (May)/ Authorized \$34,320
 3. SEASON II LLC - \$10,475.58 (May)/ Authorized \$17,942
 4. Arteast Café LLC - \$2,072.99 (May)/ Authorized \$24,000
 5. Navo Properties LLC - \$874.08 (May)/ Authorized \$1,128
- b. Mr. Ward will continue working on PARIS corrections.

Project Updates:

- A. Railroad ROW 3 buildings
 1. Report received
 2. Ready for demolition
- b. The asbestos was cleared, and they received the air quality report.

Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad.
 - a. Preliminary study has been completed.
- B. ARC Grant – Engineering Design Lounsberry Industrial Hub.
 - a. Money has been awarded to complete studies.
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 1. Grant request scheduled for 7/18 ESD Board review/approval
- D. USDA Local Meat Capacity Grant – Reed Brook Meats application 7-14-23.
 - a. USDA has not reviewed the application.
- E. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- F. USDA IRP Loan Application
 1. Letter of Conditions package forthcoming. Application was approved and they are waiting on paperwork.
- G. USDA Equipment Purchase Grant Application. No update.
- H. USDA Lounsberry additional studies

Next Meeting: Wednesday September 4, 2024

Adjournment. Mr. Monell motioned to adjourn the meeting at 5:41pm.