



Tioga County Industrial Development Agency
December 6, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes

I. Call to Order and Introductions: Ms. Ceccherelli called the meeting to order at 4:40 pm.

II. Attendance

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

III. Privilege of the Floor: None

IV. Approval of Minutes

A. November 1, 2023, Regular Meeting Minutes
Motion to approve November 1, 2023, Regular Meeting Minutes, as written. (E. Knolles, K. Gillette)

Aye – 7 Abstain – 0
No – 0 Carried

V. Financials

A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable
Motion to acknowledge financials, as presented. (M. Sauerbrey, J. Ward)

Aye – 7 Abstain – 0
No – 0 Carried

VI. ED&P Update: L. Tinney: Ms. Tinney updated the board on the following items:

- The department is working on updating their annual board member appointments.
The department has posted the Community Development Specialist position and is actively looking for candidates.
Ms. Tinney is serving on a steering committee tasked with searching for the new Tioga County Cornell Cooperative Extension Executive Director.
The department attended the groundbreaking for the Neighborhood Depot project in Owego.
The two Restore NY projects that the department is administering are still in the beginning documentation phase.
The department visited the DRI project Owego Donut & Beer Co.; they are expected to open in the coming weeks.



- The Village of Waverly is working on wrapping up its NY Forward strategic implementation plan. The plan will be submitted to the state by the end of the month. The state will then announce which projects will be awarded.
- The department is working to update the County Solid Waste Management Plan, Hazard Mitigation Plan, and Strategic Plan.
- The department continues to administer DRI projects, and some are starting to wrap up.

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

- A. Buck Road – asbestos abatement/demolition – Executive Session
- B. Tioga County Chamber Expo – Loan presentation: Ms. Curtis and Ms. Woodburn from ED&P participated in a panel at the expo to discuss available loan and grant programs.

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

- A. Public Authority Accountability Act (PAAA)
  1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
    - a. No report
  2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
    - a. M. Townsend ABO Training complete
  3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
    - a. CDs: Ms. Curtis is opening new CD accounts, one with Chemung Canal Trust, and one with Community Bank.

**Motion to authorize cashing in current capital improvement and land acquisition CDs at Chemung Canal Trust and opening two new CD accounts, one in the amount of \$553,069.56 at Chemung Canal Trust at a rate of 5% for 12 months, and another in the amount of \$325,351.58 at Community Bank at a rate of 5% for seven months. (E. Knolles, K. Gillette)**

**Aye – 7                      Abstain – 0**  
**No – 0                        Carried**

- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles
  - a. Loan fund applications – ARC/USDA
 

Ms. Curtis reported that the IDA will be eligible to apply for an ARC revised loan application 2024, but funds will not be available until 2025.

Ms. Curtis is working on submitting a USDA IRP loan application and will submit it by the end of December. These funds will work the same way as the current IRP loan fund. Ms. Curtis also noted that she will pursue a USDA RBDG next year. The RBDG program is a grant program with the USDA, whereas the IRP is a loan program with the USDA.

**Motion to authorize Ms. Curtis to apply to the USDA IRP loan fund program. (J. Ward, K. Gillette)**

**Aye – 7                      Abstain – 0**  
**No – 0                        Carried**

- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. Town of Berkshire – crossing at Route 38: Ms. Curtis reached out to RJ Corman to fix a spot on the railroad crossing in Berkshire that was a hazard to pedestrians.



**IX. PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update:

- 1. Best Bev LLC - \$1,642,065.88/Authorized \$2,242,066.00
- 2. 231 Main LLC – \$320.85/ Authorized \$34,320
- 3. SEASON II LLC - \$8,380.71/ Authorized \$17,942
- 4. Arteast Café LLC - \$0/ Authorized \$24,000
- 5. Navo Properties LLC - \$0/ Authorized \$1,128

**X. Project Updates: C. Curtis**

A. Owego Gardens II

- 1. Belva Lockwood Lane: Ms. Curtis reported that she paid to have the road salted. Going forward, it will be the responsibility of the County or Home Leasing to pay for the salting of the road.
- 2. Veolia – NYSEG (attach invoice), Clerk invoice, developer agreements, refund: Ms. Curtis reported that an invoice was sent to Veolia for the NYSEG bills that the IDA has been paying for the water tank since January 2023, as well as an invoice for the clerk recording fees for the transfer of the water tank. She also reported that the developer agreements should be fully executed by this coming Friday. The refund from Veolia is expected to be paid by the end of the year.
- 3. Anticipated costs vs. final costs: Ms. Curtis sent the board an email summarizing the costs.

**XI. Grant Updates: C. Curtis**

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

- 1. Approved; Contract Executed; Study in Progress by Larson Design Group. Ms. Curtis reported that the study is expected to be completed by the end of January.

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings – Approved

- 1. Sub-committee recommendation: Hunt Engineers. Ms. Curtis reported that the base bid from Hunt Engineers for the project is \$75,000, and additional \$10,000 for the bid documents, and another additional \$25,000-\$30,000 for the geo-tech work, which would be a total of \$115,000 max. ARC will still be contributing \$26,500 for the project.

**Motion to authorize entering contract with Hunt Engineers for the Engineering Design of the Lounsberry Industrial Hub Buildings. (E. Knolles, J. Ward)**

**Aye – 7                      Abstain – 0**  
**No – 0                        Carried**

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

- 1. Approved; Contract Executed; Study in Progress by Larson Design Group: Ms. Curtis reported that the study is expected to be completed by the end of January.

D. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23

E. Blodgett Road – Application submitted by SWCD – Update: Ms. Curtis reported that SWCD has not yet received approval to move forward with the project.

**XII. Motion to move into Executive Session at 5:00 pm pursuant to Public Officers Law Section**



**105 to discuss financial matters. (M. Sauerbrey, K. Gillette)**

**Motion to adjourn Executive Session at 5:17 pm**

**XIII. Next Meeting: Wednesday January 3, 2023; Annual 4:15; Regular Meeting 4:30.**

**XIV. Adjournment: Mr. Monell motioned to adjourn the meeting at 5:17 pm.**