



Tioga County Industrial Development Agency
July 12, 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 4:31 pm.

II. Attendance

IDA Board Members
Roll Call: J. Ceccherelli, K. Gillette, M. Sauerbrey, T. Monell, J. Ward (arrived at 4:35 pm),
M. Townsend
Excused: E. Knolles
Guests: C. Curtis, M. Schnabl, J. Meagher

III. Privilege of the Floor: None

IV. Approval of Minutes

A. June 7, 2023 Regular Meeting Minutes
Motion to approve June 7, 2023 meeting minutes, as written. (M. Sauerbrey, T. Monell)
Aye – 5 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. (T. Monell, K. Gillette)
Aye – 5 Abstain – 0
No – 0 Carried

VI. ED&P Update:

A. L. Tinney Report: Ms. Tinney provided the board with a written report of ED&P’s current activities. Ms. Curtis provided a summary of Ms. Tinney’s report to the board, including project updates and discussion regarding the administration fee from the DRI projects.
B. MOU: An MOU is needed between the IDA and the county to define the understanding that the IDA is to receive 5% of the administration fees from the IDA Multi-site DRI projects, with the county to receive the remainder (95%). J. Meagher has reviewed the MOU, and the county attorney is in the process of reviewing it.
Motion to approve Memorandum of Understanding between the TCIDA and Tioga County regarding the administration fees of the TCIDA multi-site projects, and authorize J. Ceccherelli to sign upon approval from the County attorney. (J. Ward, K. Gillette)
Aye – 6 Abstain - 0
No – 0 Carried



VII. Project Updates: C. Curtis

A. Local Meat Capacity Grant - Local Meat Capacity Grant (Local MCap) | Agricultural Marketing Service (usda.gov): Ms. Curtis has been assisting Reed Brook Meats with an application to the USDA Local Meat Capacity Grant. The application is nearing completion, and Ms. Curtis will submit it by the end of the week. She is also assisting Jordan Farms with an application, however, there is still work to be done for this application.

B. Owego Gardens II Open House: Ms. Curtis reported that Owego Gardens II will be holding an open house and tours of their new apartments.

C. V&S Tour: Ms. Curtis reported that V&S will be holding a tour of their facility for anyone interested in attending.

D. Blodgett Road: Ms. Curtis reported the Soil and Water Conservation District will be applying for a grant to repair the IDA property on Blodgett road as discussed in April's meeting.

1. SWCD Recommendation 4-4-23

2. WQIP Application deadline 7-28-23; the IDA would be required to provide a 25% match, or \$80,000. The board will decide next steps after award decision is received.

E. Lenders Roundtable: Ms. Curtis reported that she will be attending a Lenders Roundtable event hosted by the Chamber of Commerce. She will make a presentation to local bankers on available IDA financing options and how they can act as gap financing for projects.

VIII. New Business: C. Curtis

A. Lease Request

1. Whig Glamping Site

2. NYS DOT Approval

Ms. Curtis reminded the board of the glamping site that will be located at Whig Street in Newark Valley that will need to use IDA property to run electric to their site. The site has received DOT approval. The board will propose a \$1200 per year lease to the business owners for use of the IDA property.

IX. 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. No report

3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward

a. No report

4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles

a. No report

5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell

a. None

X. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update:

1. Owego Gardens II – Home Leasing - \$192,816.17/Authorized \$524,194



2. RB Robinson - \$36,231.89/Authorized \$55,990

3. Best Bev LLC – Report forthcoming: Ms. Curtis reported that Best Bev is over their limit for sales tax spending. Best Bev is going to be sending a letter to the board regarding the overages. Ms. Curtis will share the letter with the board upon receipt.

B. Best Buy PILOT extension agreement: Ms. Curtis reported that Best Buy has approved of the PILOT extension agreement. This agreement will extend the Best Buy PILOT 2 years with full taxation payments.

Motion to authorize J. Ceccherelli to sign the Best Buy PILOT extension agreement. (J. Ward, K. Gillette)

Aye – 6 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. Approved; Contract Executed; Study in Progress by Larson Design Group

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

1. Approved – Contract Executed

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

1. Approved; Contract Executed; Study in Progress by Larson Design Group

D. ESD Water Tank – ESD AB017

1. Reimbursement (\$350,000) anticipated by August 19, 2023

XII. Next Meeting: Wednesday August 2, 2023

XIII. Adjournment: Mr. Monell motioned to adjourn the meeting at 4:57 pm.