



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

**Tioga County Industrial Development Agency  
August 5, 2026 – 4:30 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Minutes**

**1. Call to Order and Introductions: J. Ward called the meeting to order at 4:37**

**2. Attendance:** Roll Call: J. Ward, B. Evanek – left at 5:30PM, T. Monell, E. Knolles, K. Gillette, B. Case, R. Ciotoli

a. Excused:

b. Guests: J. Meagher, C. Yelverton, B. Woodburn, L. Williams, M. Freeze

**3. Privilege of the Floor:** None

**4. Approval of Minutes:** July 1, 2026, Regular BOD Meeting

**Motion to Approve July 1, 2026, regular Board of Directors meeting minutes as written (E. Knolles, T. Monell)**

**Aye: 7 Abstain: 0**

**Nay: 0 Carried**

**5. Financials:** June/July

a. Balance Sheet

b. Profit & Loss

c. Transaction Detail

**Motion to Acknowledge Financial Statements for June/July as written (B. Evanek, E. Knolles)**

**Aye: 7 Abstain: 0**

**Nay: 0 Carried**

**6. Committee Reports:**

a. Audit Committee Report: No update.

b. Governance Committee: No update.

c. Finance Committee: Meeting in September to review draft budget

d. Loan Committee: No update.

e. Railroad Committee: No update.

f. Public Relations Committee: No update.

**7. New Business:**

a. Board Member Discussion – The Board was informed that Barbara Case will be relocating to another county and, as a result, will be resigning as a Board Member. B.

Case stated she will be able to attend next month's meeting as well as the finance committee meeting in September.

## **8. Old Business:**

- a. OPRHP EPF – Waiting on grant agreement contract
- b. FAST NY Grant – The application is set to be completed and submitted in a week or two.
- c. HUD “Small Cities” Loan Funds – The ED&P Legislative Committee met prior to the IDA Board meeting. The committee discussed the proposed HUD “Small Cities” Loan Funds guidelines. The committee requested that the guidelines include projects outside the traditional downtown areas. The requested language was incorporated and sent to J. Meagher for review and approval. B. Woodburn informed the board that language was added into the guidelines that allows for the IDA to evaluate the interest rate for the program to ensure that it remains appropriate, competitive, and attractive for new loan originations, and that the IDA at its discretion may adjust the interest rate as needed. B. Woodburn also informed the board that language was added to the guidelines that allow the IDA to consider bridge financing applications from municipalities for quality-of-life and community improvement projects that are supported by secured state or federal grant funding. A resolution was drafted and will be presented to the Tioga County Legislature at the August 11<sup>th</sup> regular meeting.
- d. 48-50 Lake Street Redevelopment Project – The partnership agreement has been approved by J. Meagher and is currently being reviewed by the county attorney. Once the attorney has reviewed the agreement, it will be presented to the Legislature for approval. The Property Development Corporation (PDC) hired an environmental firm to do a Phase 1 ESA and asbestos testing for the roof. The PDC selected an engineering firm, L2 Studio, to do the scope of work and specifications for phase 1 of the project. C. Yelverton and M. Norton applied for Empire State Development Regional Council Capital Grant in the amount of \$1,200,000 for additional capital funds to support the project. The PDC will be applying for LBI funding up to \$2,000,000 to help fund the project as well.
- f. MRB Policy Review- The board discussed the proposed revisions to the current PILOT application, as recommended by MRB Group. J. Ward noted that MRB is a reliable and experienced firm that regularly reviews these types of documents. The proposed revisions were presented to the board for review to make a motion to accept the edits at next month's meeting. The board also discussed the MRB Group's recommendations regarding the current Procurement Policy. It was noted that the current procurement thresholds are relatively low and that the existing requirements for sealed bid process on purchases exceeding \$10,000 can be difficult to obtain. B. Woodburn and C. Yelverton explained that the thresholds are determined by the board and are not subject to the same requirements as municipalities, such as counties. J. Ward emphasized the importance of ensuring that the revisions are compliant with the applicable law and regulations. These revisions are also for the board to review, and approval will be sought at next month's meeting.

## **9. PILOT Updates:**

- a. Suneast Solar Pilot – J. Meagher is going to reach out to see what reporting Suneast needs to provide because they are not just a Sales Tax-Exempt project. J. Meagher informed the board they typically allow a one-year exemption, but the IDA has the ability to authorize an extension until the project is done with development.
- b. Lockheed Martin PILOT – Closing in process. J. Meagher reached out to the legal department and is awaiting a response.

- c. Sales Tax Exemptions Update:
  - i. Arteast Café LLC - \$18,865 / \$24,000 (July 2026) - An extension was granted until December 31<sup>st</sup> of this year.
- d. Town/County Projections- M. Schnabl has started working on these projections, but cannot complete the projections until Tioga County Real Property releases the school district tax rates for 2026/2027.

**10. Project/Grant Updates:**

- a. Lounsberry Pre-engineering Study
  - i. USDA RBDG – Scope of work change was approved by USDA.
  - ii. Sign updates – Working on getting new quotes to have signs installed.
- b. Northern Tioga Rail-With-Trail Preliminary Engineering Project
  - i. OPRHP EPF – Grant Agreement to be issued.
  - ii. ARC - Application for \$150,000 project match has been approved at state level. Corrections to application have been submitted.
- c. DRI Multisite Program- No new updates
- d. USDA RBDG Equipment Lease program- no new updates
- e. USDA IRP Loan Application –
  - i. The IDA was awarded \$299,000 in IRP Funds.
  - ii. IRP Loan Letter of Conditions package is ready to be issued by USDA

**11. Motion to move into Executive Session 4:57 PM (R. Ciotoli, E. Knolles)**

Board Members J. Ward, K. Gillette, E. Knolles, B. Evanek, R. Ciotoli, T. Monell and B. Case were in attendance along with Attorney J. Meagher, ED&P staff B. Woodburn, C. Yelverton and L. Williams. Motion by R. Ciotoli, seconded by E. Knolles, to move into Executive Session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body at 4:57 PM. Motion carried. Motion by K. Gillette, seconded by T. Monell to adjourn Executive Session at 5:48 PM.

**Motion to authorize the submission of a FAST NY Track C application for funding to assist with the acquisition of properties and to provide the required 10% program match (E. Knolles, T. Monell).**

**Aye: 6 Abstain: 0  
Nay: 0 Carried**

**12. Motion to adjourn the meeting 5:56 PM (E. Knolles, T. Monell).**

**Next Regular Meeting: September 2, 2026, at 4:30 PM in the Legislative Conference room.**

