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

Tioga County Industrial Development Agency
November 4, 2026 – 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Agenda

1. **Call to Order and Introductions: J. Ward called the meeting to order at 4:32 PM**

2. **Attendance:**
   a. Roll Call**:** J. Ward, B. Evanek, T. Monell, K. Gillette, E. Knolles, R. Ciotoli
   b. Invited Guests: J. Meagher, M. Schnabl - Virtual, C. Yelverton, L. Williams, Marcia Kiechle, Bill Woods

3. **Privilege of the Floor:** Marcia Kiechle **–** Newark Valley Historical Society – Marcia Kiechle and Bill Woods attended the meeting to discuss the structural integrity of the Newark Valley Depot building. Rotted beams were found on the floor and will need to be replaced. Marcia explained that they have been able to make minor repairs to the building, but this is a costly project. The IDA is the owner of the building and will need to decide if they want to replace the beams. The full scope of work is not known currently. Marcia also informed the board on the Friday Nights at the Depot program.

4. **Approval of Minutes:** October 7, 2026, Regular BOD Meeting

   Motion to approve October 7,2026, regular Board of Directors meeting minutes as written (T. Monell, E. Knolles).

   Aye: 6 Abstain: 0
   Nay: 0 Carried

5. **Financials:** August/September
   a. Balance Sheet
   b. Profit & Loss
   c. Transaction Detail

Motion to acknowledge the financial reports for August/September as written (K. Gillette, B. Evanek).

Aye: 6 Abstain: 0
Nay:0 Carried

6. **Committee Reports:**
    a. Audit Committee Report: No update
    b. Governance Committee: Upcoming meeting for policy review and board evaluations.
    c. Finance Committee: No update
    d. Loan Committee: No update
    e. Railroad Committee: Hi-Rail Tour – K. Gillette and T. Monell took the Hi-Rail tour with RJ Corman.
    f. Public Relations Committee: No update

7. **New Business:**
    a. Administrative Services Agreement with County – The current administrative agreement is set to expire December 31, 2026.

Motion to approve signing the resolution to extend the administrative agreement until December 31, 2028, for $50,000 a year (K. Knolles, T. Monell).

Aye: 6 Abstain: 0
Nay: 0 Carried

    b. CD 3615 – 4.0% for 12-months – The finance committee confirmed in an email vote to roll the CD into a 12-month term at Chemung Canal for 4.0% APY.

Motion to reaffirm the finance committee recommendation to roll CD 3615 into

a 12-month term at 4.0% with Chemung Canal Trust Company (R. Ciotoli, B. Evanek)

Aye: 6 Abstain: 0
Nay:0 Carried

c. NYSEG Temporary Easement - NYSEG reached out to inform the IDA they will be performing pathway maintenance on State Route 38 in Owego along the railroad.

Motion to approve signing the NYSEG temporary easement resolution (E. Knolles, K. Gillette).

Aye: 6 Abstain: 0
Nay:0 Carried

d. Preliminary Engineering Report – Strong Road – The New York State Water for Housing grant is available. This grant program would allow more funding for the sewer and water extension at Strong Road. To apply for the grant, preliminary engineering, map planning and environmental report must be done. The $500,000 received from the County Infrastructure Grant can be used as a match for the WH grant. Larson Design can do the reports for a total of $45,500 within a 9-month timeframe. Tioga County Economic Development and Planning is willing to split the cost with the IDA fronting the money and later being reimbursed. The ED&P has paid for the feasibility and cost estimate report to be done by Larson for $6,000. The board discussed where the water would come from and if it would be feasible to move forward with the project.

Motion to approve proposal from Larson Design Group to complete preliminary engineering, map planning and environmental reports for Strong Road for a total of $45,500 and to split the total cost 50/50 with Tioga County ED&P totaling $22,750 each (E. Knolles, K. Gillette).

Aye: 6 Abstain: 0
Nay: 0 Carried

8. **Old Business:**
    a. FAST NY Grant
        i. Phase I ESA and Wetland Delineation in process
        ii. Survey in process
        iii. Draft purchase agreement – At the last meeting the property owners asked to cut down some trees. They are looking to cut down roughly 12 to 15 live standing trees on the property before closing.
    b. Berkshire Property – appraisal in process

c. HUD “Small Cities” Loan Funds – Intermunicipal Agreement – J. Meagher and the county attorney have already reviewed and approved the agreement.

Motion to approve the Intermunicipal Agreement (T. Monell, R. Ciotoli)
Aye: 6 Abstain: 0
Nay: 0 Carried

d. 48-50 Lake Street Redevelopment Project – $50,000 of predevelopment funds were awarded. The Land Bank will be applying for $2 million in LBI Capital funds later this month. The environmental testing has been completed. The survey and elevation certificate have also been completed. Phase 1 drawings are anticipated to be received in December to begin the bid process.

9. PILOT Updates:

a. Suneast Solar PILOT – Construction in process.
b. Lockheed Martin PILOT – PILOT closing is in process.
c. Sales Tax Exemptions Update:
    i. Arteast Café LLC - $18,865/ $24,000 (September 2026) – the extension will expire at the end of this year.
d. PILOT Disbursements – all disbursements have been sent out.

10. Project/Grant Updates:

a. USDA RBDG – Lounsberry Pre-engineering Study
    i. Scope of work change was approved by USDA.
    ii. Review of T. Nichols sign ordinance in process – the board was presented with a couple options to place the sign. One of the options was to place the sign on Town of Nichols property, where the most traffic is. The other option is on the IDA property but wouldn’t be as easy to see off the highway. The next step is presenting the project and proposed location to the Town of Nichols.
b. OPRHP EPF / ARC - Northern Tioga Rail-With-Trail Preliminary Engineering Project
    i. RFP for engineering to be issued.
c. DRI Multisite Program
    i. 37-41 Lake Street, Owego – Contractor selected for final phase of project.
d. USDA RBDG Equipment Lease program – a potential applicant will be coming in to apply. J. Ward knows someone who would like to apply for the program. C. Yelverton will follow up with both.
e. USDA IRP Loan Application
    i. Letter sent to return funds.

11. Executive Session

Board Members J. Ward, K. Gillette, B. Evanek, T. Monell, R. Ciotoli and E. Knolles were in attendance along with ED&P staff C. Yelverton and L. Williams. Motion by E. Knolles, seconded by K. Gillette, to move into Executive Session to discuss Medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 5:25 PM. Motion carried. Motion by T. Monell, seconded by R. Ciotoli to adjourn Executive Session at 5:33 PM.

12. Motion to adjourn meeting 5:33 PM (T. Monell)

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