



**Tioga County Industrial Development Agency
June 3, 2026 – 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Minutes**

1. Call to Order and Introductions: 4:36 PM

2. Attendance:

- a. Roll Call: J. Ward, B. Evaneck, T. Monell, E. Knolles, K. Gillette, B. Case, R. Ciotoli
- b. Excused:
- c. Guests: J. Meagher – Virtual, C. Yelverton, B. Woodburn, L. Williams, M. Freeze

3. Privilege of the Floor:

4. Approval of Minutes: May 6, 2026, Regular BOD Meeting

Motion to approve May 6, 2026, regular Board of Directors meeting minutes as written (K. Gillette, E. Knolles)

**Aye: 7 Abstain: 0
Nay: 0 Carried**

5. Financials: April/May 2026

- a. Balance Sheet
- b. Profit & Loss
- c. Transaction Detail

Motion to Approve Financial Statements for April/May 2026 as written (E. Knolles, B. Evaneck)

**Aye: 7 Abstain: 0
Nay: 0 Carried**

6. Committee Reports:

- a. Audit Committee Report: No update
- b. Governance Committee: No update.
- c. Finance Committee: No update.
- d. Loan Committee: The Club at Shepard Hills-17 Chemung St Waverly, NY Façade Loan application – J. Ward provided a summary of the recent Loan Committee meeting regarding an application for a Façade loan for \$40,000 at 1% for a 10-year term. The committee reviewed the proposed project to determine that the property represents a positive asset to the community. The Committee also reviewed the applicants' financial information and noted that collateral and creditworthiness met the requirements for the

loan program. The committee recommended approval of the loan. The board discussed the property and believed it is a good fit for the program.

Motion to approve the Sheppard Hills Façade loan request of \$40,000 at 1% for a 10-year term (E. Knolles, B. Case)

Aye: 7 Abstain: 0

Nay: 0 Carried

e. Railroad Committee: No update.

f. Public Relations Committee: No update.

7. New Business:

a. NYSEG Easement - 540 Stanton Hill Rd, Nichols – The board discussed an easement request received from NYSEG related to utility pole work to be performed on 540 Stanton Hill Road in Nichols. The Board reviewed the easement and the accompanying resolution authorizing execution of the easement documents.

Motion to approve the resolution and easement for NYSEG to perform maintenance work at 540 Stanton Hill RD in Nichols (T. Monell, B. Evaneck)

Aye: 7 Abstain: 0

Nay: 0 Carried

b. HUD loan program guidelines – The board discussed the development of a revolving loan program modeled after STREDC’s Community Revitalization loan program. It was reported that the staff had sought guidance from HUD regarding potential use of Tioga County’s CDBG Small Cities funds; however, HUD staff advised that since the CDBG grant was officially closed out, HUD is not in the position to officially approve or endorse the actual proposed guidelines document, and that the approval of the guidelines is left to local discretion. As a result, any use of the funds for this purpose would require approval from the County Legislature. Following the discussion the board agreed to move forward with presenting the proposal to the Legislature for consideration and approval.

c. ED&P Update – B. Woodburn gave a summary of the current projects being worked on in the Economic Development and Planning Department. The current CDBG Microenterprise Program is nearing completion with one project remaining and it was noted that a renewal application for additional funding has been submitted. The board was informed that the Land Bank has been awarded \$750,000 through Vacant Rental Program to assist with the rehabilitation of vacant residential and commercial units to create safe and affordable housing. It was indicated that the grant agreement with NYS is being finalized and additional program details will be provided as they become available. Once the program guidelines have been completed a call for projects will be issued. The property at 81 North Avenue, Owego, has been completed, and the Land Bank is in the process of renting out the two residential units. One tenant will be moving in on June 1st. This property is an example of what is planned for the 48-50 Lake Street property. ED&P applied for an EPA Brownfield Assessment Grant for \$500,000. It is anticipated that awards will be announced in the next couple of months. George Smith Master Park plan in Berkshire is complete, and staff are looking to help find funding sources to implement the park project. Sustainability held a successful paint collection event that collected 2,027 lbs. of latex paint and 2,816 lbs. of oil-based paint. The County was awarded \$250,000 for the Tioga F.R.E.S.H Food Truck Project which was sub-granted to Catholic Charities. With the grant funds, they purchased and outfitted a mobile food truck that provides hot meals to individuals and families in need all throughout the county. The department is currently working on a partnership with BOCES/OACSD to turn former maintenance building into a workforce training center.

The board discussed the Microenterprise Grant program and how it has positively impacted local businesses.

8. Old Business:

- a. MRB Policy Review – B. Woodburn and C. Yelverton met with MRB to review the Procurement policy, Internal Controls and the PILOT application updates. MRB will be making their edits and will send them as soon as they are complete on their end.
- b. Depot Road Property – Appraisals in process. The appraiser is going out to the three properties early this month. There has been no update when the report will be complete.
- c. 48-50 Lake Street Redevelopment Project – The IDA attorney is currently reviewing the proposed partnership agreements between the IDA, Land Bank and Economic Development and Planning Department. The scope of work for phase one of the project is being drafted for review.
- d. William Wunder Lease Payment – Payments for the lease with William Wunder have been paid for 2025 and 2026. The account is up to date.
- e. Standard Operating Procedure (SOP) – Invoice processing and check disbursement – This was presented to the Board last month to establish a streamlined procedure for paying invoices and disbursing checks. This process will help ensure there are no discrepancies and make it easier to provide documentation during the annual audit.

Motion to approve the Standard Operating Procedure for invoice processing and check disbursement as written (E. Knolles, T. Monell)

Aye: 7 Abstain: 0

Nay: 0 Carried

9. PILOT Updates:

- a. Suneast Solar Pilot – Construction in progress.
- b. Lockheed Martin PILOT – J. Meagher has met with the attorneys for Lockheed Martin. All the documents have been reviewed and accepted. Lockheed Martin has passed these along to their legal department for review and approval.
- c. Sales Tax Exemptions Update:
 - i. Best Bev LLC - \$2,628,331.53 / \$5,200,000 (December 2024) – Closeout documentation received.
 - ii. Arteast Café LLC - \$18,865 / \$24,000 (March 2026) – Staff reached out to property owner to confirm when the project will be completed and is waiting on a response.

10. Project/Grant Updates:

- a. Lounsberry Pre-engineering Study
 - i. USDA RBDG – Scope of work change for the sign is being reviewed by USDA.
- 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 submitted.
- c. DRI Multisite Program
- d. USDA RBDG Equipment Lease program
- 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

12. Motion to adjourn the meeting at 5:04 PM (T. Monell, E. Knolles)

Next Regular Meeting: July 1, 2026, at 4:30 PM in the Legislative Conference room

