



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

**Tioga County Industrial Development Agency  
September 2, 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:** J. Ward called the meeting to order at 4:39 PM

**2. Attendance:**

- a. Roll Call: J. Ward, B. Evanek, T. Monell, K. Gillette
- b. Excused: E. Knolles, B. Case, R. Ciotoli
- c. Invited Guests: J. Meagher, B. Woodburn, M. Schnabl, C. Yelverton, L. Williams, P. DeWind

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

**4. Motion to Move into Executive Session**

Board Members J. Ward, K. Gillette, B. Evanek and T. Monell were in attendance along with attorney J. Meagher, County Attorney P. DeWind, ED&P staff B. Woodburn, C. Yelverton, and L. Williams. Motion by T. Monell, seconded by K. Gillette, 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 4:40 PM. Motion carried. Motion by T. Monell, seconded by K. Gillette to adjourn Executive Session at 5:25 PM.

**5. Approval of Minutes:** August 5, 2026, Regular BOD Meeting

**Motion to approve August 5, 2026, regular Board of Directors meeting minutes as written (K. Gillette, T. Monell).**

**Aye:4 Abstain:0  
Nay: 0 Carried**

**6. Financials:** July/August

- a. Balance Sheet

- b. Profit & Loss
- c. Transaction Detail
- d. Quarter 2 Financial Report

**Motion to acknowledge financial statements for July/August as written (B. Evanek, T. Monell).**

**Aye: 4 Abstain:0  
Nay: 0 Carried**

**7. Committee Reports:**

- a. Audit Committee Report: No update
- b. Governance Committee: Upcoming meeting for policy review and board evaluations.
- c. Finance Committee: Meeting is scheduled for September 14<sup>th</sup> to review draft budget.
- d. Loan Committee: No update
- e. Railroad Committee: No update
- f. Public Relations Committee: No update

**8. New Business:**

- a. Country Infrastructure Grant Program (CIGP) – Tioga County applied for the grant on behalf of the IDA to extend municipal sewer to Strong Road. Larson Design Group previously issued a report that included a cost estimate for extending sewer and water to the location. The report showed that the water extension would be more costly and complicated than the sewer extension. The CIGP funds would be used as match funding to pursue additional funding sources, such as EFC and Congressional Direct Spending requests, for the sewer extension. ED&P recently met with Larson Design Group to discuss the CIGP award and to request a proposal from LDG to assist the IDA with applying for EFC funding. The EFC application is very technical and will require assistance from an engineer. The board discussed whether the tie in for residents would be mandatory. B. Woodburn stated she would reach out to find the answer and report back to the board.

**9. Old Business:**

- a. OPRHP EPF – J. Meagher reviewed and approved contract for chair signature. C. Yelverton and M. Norton are drafting an RFP for preliminary engineering services.
- b. FAST NY Grant – The application has been submitted.
- c. HUD “Small Cities” Loan Funds - The guidelines for the program were brought to the Tioga County Legislature for approval. The Interest Rate Review and Adjustment Policy and language permitting municipalities to apply was added by staff based on discussions with TCIDA Board of Directors. The Legislature requested language regarding the TCIDA Board

considering impactful community revitalization projects that are located outside of traditional downtowns. It was discussed that the remaining funds for the loan program are just under \$800,000.

**Motion to approve signing the authorization resolution for the HUD “Small Cities” Loan Funds Program (T. Monell, K. Gillette).**

**Aye: 4 Abstain: 0  
Nay: 0 Carried**

- d. 48-50 Lake Street Redevelopment Project – P. DeWind reviewed and approved the agreement between ED&P, IDA and PDC for collaborative work. The survey and elevation certificate are being completed by Williams & Edsall and are in process. The Phase 1 ESA and asbestos results are pending. An additional \$50,000 from Land Bank Initiative Funds is being pursued to assist with pre-development costs for the project. The draft incentive proposal from ESD for the Restore NY funds should be completed soon.
- e. Procurement Policy – The board discussed the proposed updates to the procurement policy made by MRB Group. The updates included revisions to the dollar amount thresholds. MRB recommended the initial amount be \$5,000 versus the original \$500 and that the thresholds subsequently increase from there. J. Meagher advised that a resolution was not necessary because the thresholds are at the discretion of the board. J. Meagher also stated he is comfortable with the numbers presented in the update.

**Motion to approve the recommended procurement policy updates made by MRB Group as written (T. Monell, K. Gillette).**

**Aye: 4 Abstain: 0  
Nay: 0 Carried**

**10. PILOT Updates:**

- a. Suneast Solar PILOT - Construction in process.
  - i. Request to extend Sales Tax Exemption - Suneast Solar is requesting an extension of the Sales and Use Tax Exemption Agreement, proposing an expiration date of September 17, 2027.

**Motion to approve signing the authorization resolution for the sales and use tax exemption agreement extension until September 17, 2027 (T. Monell, K. Gillette).**

**Aye: 4 Abstain: 0  
Nay: 0 Carried**

- b. Lockheed Martin PILOT - The PILOT closing date is scheduled for mid-October.
- c. Sales Tax Exemptions Update:
  - i. Arteast Café LLC - \$18,865/ \$24,000 (August 2026) - No updates.

- d. Town/County Projections -PILOT projections have been sent out.
- e. School and Village PILOT invoices have been sent.

**11. Project/Grant Updates:**

- a. Lounsberry Pre-engineering Study
  - i. USDA RBDG – Scope of work change was approved 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 approved at state level. Corrections to application have been submitted.
- c. DRI Multisite Program – No updates.
- d. USDA RBDG Equipment Lease program – An interested business reached out with questions about the program and C. Yelverton stated she would follow up. The program has \$99,000 available in funds.
- e. USDA IRP Loan Application – J. Ward expressed interest in having a discussion regarding the IRP funds now that the HUD Small Cities Loan funds would be available because it might not be necessary to have both.
  - i. The IDA was awarded \$299,000 in IRP Funds.
  - ii. IRP Loan Letter of Conditions package is ready to be issued by USDA.

**12. Motion to adjourn meeting – 5:42 PM (B. Evanek, T. Monell).**

**Next Regular Meeting October 7, 2026, at 4:30 PM in the Legislative Conference room.**