



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

**Tioga County Industrial Development Agency  
November 5, 2025 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Regular Meeting**

**Call to Order and Introductions: 4:34 pm**

**Attendance:** IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles, K. Gillette, B. Case (virtually)
2. Excused:
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl, M. Freeze

**Privilege of the Floor:**

**Approval of Minutes:**

- A. October 1, 2025, regular meeting.

**Motion to approve October 1, 2025 regular meeting minutes as written (E. Knolles, T. Monell).**

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

**Financials:** September/October

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail

The board discussed modifying the entry for the façade account transfer. C. Yelverton will work with accountant to make the correction.

**Motion to acknowledge financials, subject to the modification of façade account transfer entry as discussed (M. Sauerbrey, B. Evanek).**

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



**New Business:**

- A. Wunder Lease- W. Wunder has a land lease with the IDA. The lease was written in the 90's and has not been modified since. W. Wunder has not paid his lease payment for 2025 due to the IDA removing the sheds on the property. W. Wunder requests that he does not have to pay the lease payment for 3-4 years due to the sheds being removed. The IDA is the owner of the land and sheds. The board agreed that W. Wunder would need to pay the lease payment if he was using the property. J. Meagher will update the lease agreement.
- B. Audit RFPs- The Landbank has agreed to move forward with Bonadio's proposal for audit services and the LDC will decide tomorrow at their board meeting. The proposals were scored by B. Woodburn, the land bank administrator and the director of Tourism. The two proposals received were similar in cost.

**Motion to move forward with Bonadio for audit services (E. Knolles, T. Monell).**

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

- C. New PILOT application received- Lockheed Martin submitted a PILOT application. J. Meagher prepared a resolution to accept the application and approve setting a public hearing for the PILOT application. The resolution does not include approving the application. The application will be reviewed, and a cost-benefit analysis will be completed.

**Motion to sign the resolution to accept the PILOT application and approve setting a public hearing (T. Monell, E. Knolles).**

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

- D. Property Discussion- Executive session topic.
- E. Equipment Lease Application- The IDA received an application. The business applicant is located in Tioga County and is looking to lease a trailer, which would be purchased from a local company in Nichols. The applicant does not have the upfront funds for the total cost of the trailer, around \$12,000. The IDA has not had any applicants for the equipment lease program. The applicant is seeking assistance purchasing the equipment. With the current Equipment Lease Guidelines, the applicant must purchase the equipment and then the IDA will request reimbursement from USDA to pay for the equipment. The IDA would own the equipment until the lease is paid in full. C. Yelverton modified the Equipment Lease guidelines to include language "TCIDA may consider requests from the business/owner to authorize other purchasing arrangements" to accommodate more applicants. The application will be reviewed by the loan committee and then presented to the board for final approval.



**Motion to modify the Equipment Lease Guidelines to include the language, “TCIDA may consider requests from the business/owner to authorize other purchasing arrangements.” (E. Knolles, M. Sauerbrey).**

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

- F. NYS Economic Development Council Membership. The membership dues are \$1,000. The IDA has had membership for multiple years. The membership provides training opportunities for IDA staff and board members. The board agreed to renew the membership.

**Motion to renew NYS Economic Development Council Membership (M. Sauerbrey, B. Evanek).**

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

**Old Business:**

- A. Corporate Drive railroad crossing - Reaffirm email vote. R.J Corman is waiting for RJ Corman Board of Directors to approve the planned crossing rebuild. The board agreed to help pay for the temporary repair of corporate drive railroad crossing.

**Motion to reaffirm email vote to approve 50-50 cost sharing for the \$4,750 repair of Corporate Drive (K. Gillette, T. Monell).**

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

- B. Bowers account cleanup- The account cleanup is almost complete. The number of accounts went from almost 900 to 150.
- C. Tractor Supply – Draft legal work for easement. J. Meagher is waiting on more information from Tractor Supply.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek- Audit committee meeting will need to be schedule for audit. Audit firm was selected.
  2. Governance Committee: J. Ward (Chair), E. Knolles- Governance



committee meeting upcoming for policy review and to appoint board members to committees.

3. Finance Committee: J. Ward (Chair), K. Gillette
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
  - a. Annual visits to loan recipients – in progress. One site visit remains.
  - b. Façade Loan Application received – waiting for more documentation
  - c. Second meeting to review Microenterprise grant funds was completed.
  - d. Equipment lease application received.
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

#### **PILOT Updates:**

- A. Sales Tax Exemptions Update:
  1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
    - a. Waiting on updated Sales Tax Tracking Sheet before the tax exemption can be closed out.
    - b. J. Meagher sent a letter Best Bev LLC.
  2. Arteast Café LLC - \$18,865 (September)/ Authorized \$24,000- Arteast requested to extend the sales tax exemption. Exterior work has been completed. They are bidding out the interior.
- B. Suneast Solar Pilot – Closing complete.
- C. PILOT payments issued to taxing authorities- M. Sauerbrey informed the board that a representative of the teacher's union asked her to explain and provide information on the Kindermorgan PILOT that will be going back on roll section 1 in 2026. M. Sauerbrey will let the representative of the union contact J. Meagher for more information.

#### **Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  1. 90% of the project has been completed.
  2. Received ARC reimbursement
  3. Received 1-year extension from USDA
  4. Waiting for harvesting season to end for Geotech to be completed.
- B. USDA IRP Loan Application –
  1. The IDA was awarded \$299,000 in IRP Funds.
  2. IRP Loan Letter of Conditions package to be issued by USDA
- C. USDA RBDG Equipment Lease program
  1. The quarterly report has been completed for the quarter ending 6/30/25.
  2. Received 1-year extension from USDA.



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Board members E. Knolles, T. Monell, M. Sauerbrey, B. Evanek, K. Gillette and J. Ward were in attendance along with ED&P Director, B. Woodburn, Economic Development Specialist C. Yelverton, and IDA Attorney J. Meagher. Motion by E. Knolles, seconded by T. Monell, to move into Executive Session to discuss contract negotiations and property acquisition at 5:10 p.m. Motion carried. Motion by T. Monell, seconded by E. Knolles to adjourn Executive Session at 5:39 p.m.

**Next Meeting: Wednesday December 3, 2025, at 4:30 PM in the Legislative Conference room.**

**Motion to Adjourn the meeting at 5:40 pm (M. Sauerbrey, K. Gillette).**