



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

**Tioga County Industrial Development Agency  
August 6, 2025 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Minutes**

**Call to Order and Introductions: 4:33 PM**

**Attendance:** IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles; K. Gillette (arrived at 4:39 PM).
2. Excused:
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl, Matt Freeze

**Privilege of the Floor:**

**Approval of Minutes:**

- A. July 2, 2025, regular meeting. J. Ward and E. Knolles requested the minutes be modified to list the tax levy at 12.3% instead of 18.3%.

**Motion to approve minutes as written with the modification discussed above (M. Sauerbrey, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>

**Financials:** June/July

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

**Motion to acknowledge financials as written (E. Knolles, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>



**New Business:**

- A. Owego Gardens Sewer Subsidy resolution. Owego Gardens has agreed to continue sewer subsidy as written in the proposed resolution. TCIDA will not be responsible for any late fees from late sewer payments by Owego Gardens.

**Motion to approve resolution as written (E. Knolles, T. Monell).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- B. Owego Gardens Excavation project. Owego Gardens is requesting bids for a project to install French drains, and a contracting firm would like to put the fill dirt on the IDA's property. The board agreed to decline the request.
- C. STN Easement – Annual lease payment. The original lease was modified to exclude one of the crossings. The lease now includes 8 instead of 9 crossings and the lease price has been modified.

**Motion to approve modification of previously approved easement to include eight crossings instead of nine (M. Sauerbrey, B. Evanek).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- D. OPRHP EPF – Grant application was submitted. Awards will be announced in December.
- E. New Board Member discussion. Governance committee met to discuss adding Barbara Case to board and recommends the board request permission from the county legislature to appoint her to the IDA board.

**Motion to recommend Barbara Case to the Tioga County Legislature for consideration to be appointed to IDA board of directors (T. Monell, E. Knolles).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- F. Bower's – QuickBooks Chart of Accounts proposal. B. Woodburn discussed that the Landbank was recommended by their auditing firm to use Bower's for their financials, and they have had a good experience since switching to Bowers. The IDA converted to QuickBooks desktop to QuickBooks online. B. Evanek was involved with the Quickbooks online conversion. The chart of accounts is extensive and needs to be cleaned up. The presented quote presents a \$3,000 onboarding fee, that covers QuickBooks online training, account cleanup and



startup fees. The monthly payment would be \$900 per month for monthly bookkeeping and financial statements. Bower's can train J. Nolis on Quickbooks online. The IDA's current accountant is unable to clean up chart of accounts. A proposal was requested from Bowers CPA's and Advisors. The board agreed to hire Bower's to clean up the chart of accounts and would like to later discuss hiring Bowers for monthly accounting services. A conversation will be had with J. Nolis to discuss the IDA's accounting services. K. Gillette said he would meet and talk to J. Nolis.

**Motion to move forward with hiring Bowers to clean up financial accounts (E. Knolles, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>

**Old Business:**

- A. Tractor Supply – Draft legal work for easement. J. Meagher does not have an update and is waiting on Tractor Supply's legal agreement.
- B. FAST NY Grant application – Application still in process. Requested a quote from Hunt Engineers to assist with writing the grant application.
- C. TSB ICS account- Forms have been completed and signed for the account.
- D. Façade Loan checking account- waiting on updated paperwork from Community Bank.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
  - 2. Governance Committee: J. Ward (Chair), E. Knolles
    - a. The Governance Committee met to discuss a potential new candidate for the board and made a motion to recommend to the TCIDA BOD appointing Barbara Case to the vacant board position.
  - 3. Finance Committee: J. Ward (Chair), K. Gillette
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo. C. Yelverton made a marketing flyer for the Façade loan.
  - 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. B. Woodburn has attempted to contact Best Bev multiple times and has not received



a response.

2. Arteast Café LLC - \$18,750 (May)/ Authorized \$24,000.
  3. Navo Properties LLC - \$2,522.65 (May)/ Authorized \$2,728
- B. Suneast Solar Pilot – Construction is planned to begin in September. J. Meagher is working on closing, which is expected to be completed in August. Waiting to hear back from Suneast.

**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. Requested 1-year extension from USDA
- B. Water Quality Improvement Plan – Blodgett Road. Waiting for an update regarding project expenses.
- C. 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
- D. USDA RBDG Equipment Lease program
  1. The quarterly report has been completed for the quarter ending 6/30/25.
  2. Requested 1-year extension from USDA.

**Motion to move into Executive Session pursuant to Public Officers Law Section 105 – (K. Gillette) 5:04pm**

- A. Property acquisition
- B. Contract negotiation

Board members J. Ward, K. Gillette, B. Evanek, M. Sauerbrey, T. Monell, and E. Knolles, were in attendance along with C. Yelverton, B. Woodburn, M. Schnabl, and J. Meagher. Motion by K. Gillette, to move into Executive Session to discuss property acquisition and contract negotiations at 5:04 p.m. Motion carried. Motion by E. Knolles, to adjourn Executive Session at 5:38 p.m.

**Motion to approve modified administrative services agreement (E.Knolles, K. Gillette).**

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

**Motion to Adjourn the meeting 5:40 pm (T. Monell)**