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

**Tioga County Industrial Development Agency**  
**January 7, 2026 – 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 Minutes**

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

**Attendance:** IDA Board Members

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

**Privilege of the Floor:**

**Approval of Minutes:**

- A. December 3, 2025, regular meeting.

**Motion to approve December 3, 2025, meeting minutes as written (E. Knolles, K. Gillette).**

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

**Financials:** November/December

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

**Motion to acknowledge the financials as written (K. Gillette, B. Evanek).**

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

**New Business:**

- A. DOT Lodging Logo Sign Panel Discussion- The DOT Signs on the highway at exit 64 currently display the Sunrise and Deep Well Motel, who pay \$150 per year to display their business name on the sign. The signs are \$15,000 per sign and require one on each side of the highway. The County and IDA share the DRI Grant Administrative fees with



the county receiving 95% and IDA receiving 5%. B. Woodburn discussed asking the county if the administrative fees could be used to fund DOT signs to display other local logging businesses such as, the Belva Lockwood Inn, the Pumpelly House, and Parkview Inn. The IDA board supported B. Woodburn discussing the matter with the county.

- B. Deluge Media 2026 Contract- Deluge Media is responsible for taking photographs and video footage of projects. IDA, TCPDC, ED&P and Sustainability have separate contracts.

**Motion to approve Deluge Media Contract for 2026 (E. Knolles, B. Evanek).**

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

- C. IDA Property- Private Property Posting- There have been multiple reports of trespassing on IDA owned property in Nichols. Currently, the property is leased by the Lindhorst family for farming. C. Yelverton was contacted by H. Zimmer, who stated that people were trying to hunt on the property, and the hunters were informed they could not hunt there. The hunters threatened the H. Zimmer. The lessee put haybales blocking the bridge so the property could not be accessed by vehicle to prevent hunting on property. H. Zimmer contacted C. Yelverton to make sure they were in compliance with their lease. C. Yelverton informed H. Zimmer that blocking the bridge was fine and the IDA board would be notified. Law Enforcement also contacted C. Yelverton. Nichols' residents contacted law enforcement stating that no one leased the property and it was public land and could be used for hunting. C. Yelverton informed law enforcement that the IDA owned the property and Lindhorst family leased the property for farming. C. Yelverton and B. Woodburn discussed posting the property to help prevent people from trespassing. Law enforcement requires the property to be posted for further action to be taken when trespassing occurs. The board agreed that if the lessee wants the property posted they could purchase the signs and post the property.
- D. FEMA Reimbursement- IDA received \$1,400 reimbursement from FEMA for the 2019 Halloween storm. C. Yelverton is looking into further details about the reimbursement.
- E. MRB Group Policy Review- Governance Committee reviewed IDA policies and recommended the procurement and internal controls policy to be reviewed. MRB Group offers policy review. The current contract with MRB Group allows for additional services which are billed at an hourly rate. Board agreed to allow MRB Group to review policies under current contract.

**Old Business:**

- A. Bowers Account Cleanup-Cleanup is complete. Bowers provided a contract to



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renew accounting services for 2026.

**Motion to approve contract with Bowers Accountants & Advisors for accounting services for year 2026 (E. Knolles, B. Evanek.)**

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

- B. Tractor Supply- No update at this time. J. Meagher was in contact with the project manager and is waiting to hear back for further information.
- C. Southern Tier Cleantech Roadmap update- The Newmark study was published, and the next step is the Southern Tier Cleantech Roadmap. TCIA contributed \$1,500 towards the roadmap. The roadmap focuses on the IDA's, EDO's and Southern Tier Region of NYS working together to put together roadmap to industrial sites and buildings. A second meeting was held, and the structure of the group is being established whether it's a collaboration or an entity, along with goals and objectives. B. Woodburn will keep the board updated. The IDA is often missing out on projects because site selectors want to go on a regional basis or through the state for site selections and the new roadmap structure could address this issue.
- D. NYSOPRHP MPR Grant Award- TCIDA was awarded \$450,000 for the Rail-with-Trail Preliminary Engineering Study. ED&P team are looking for additional funding sources for the funding gap.

**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, B. Case
  - 3. Finance Committee: J. Ward (Chair), K. Gillette, B. Case
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
    - a. Annual visits to loan recipients – Waiting on two more surveys.
    - b. Façade Loan Application received- waiting for more documentation
    - c. Equipment Lease Application received. Waiting for more documentation
    - d. Waiting for more documentation to access Factual Data account. C. Yelverton is working on acquiring the IDA's EIN Certificate.
    - e. Received another façade loan application.
  - 5. Railroad Committee: K. Gillette, T. Monell
  - 6. Public Relations Committee: B. Woodburn, T. Monell



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**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. J. Meagher's office has sent two letters to Best Bev
  - 2. Arteast Café LLC - \$18,865 (November)/ Authorized \$24,000.
- B. Suneast Solar Pilot – Sent Sales Tax Tracking Sheet to Suneast.

**Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  - 1. Geotech is complete. Waiting for the final report.
- 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
  - 3. Waiting for IDA to make decision about IRP funds.
- C. USDA RBDG Equipment Lease program
  - 1. Received 1-year extension from USDA.
  - 2. Received one applicant. Waiting on more documentation.
- D. HUD Funds: B. Woodburn made contact with HUD contact. Further details to come.

**Motion to move into Executive Session pursuant to Public Officers Law Section 105 –**

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

**Motion to Adjourn the meeting at 5:41 (T. Monell)**