



**Tioga County Industrial Development Agency  
March 4, 2026 – 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: 4:34 pm**

**Attendance:** IDA Board Members

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

**Privilege of the Floor:**

**Approval of Minutes:**

February 4, 2026, Regular Meeting

**Motion to approve February 4, 2026, meeting minutes for the Regular Meeting, as written (T. Monell, R. Ciotoli)**

**Aye: 5 Abstain: 0  
Nay: 0 Carried**

**Financials:** January/February

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

**Motion to acknowledge financials as written (B. Evanek, B. Case)**

**Aye: 5 Abstain: 0  
Nay: 0 Carried**

**New Business:**

- A. ARC IIJA Funds – Infrastructure Investment and Jobs Act  
Southern Tier 8 has a funding opportunity through ARC. The funding could be a possible source to fill the \$150,000 gap in the Northern Tioga rail-with-trail project. The application is due March 18<sup>th</sup>.



**Motion to apply for ARC Infrastructure Investment and Jobs Act Grant (T. Monell, R. Ciotoli).**

**Aye: 5 Abstain: 0  
Nay: 0 Carried**

**B. Depot Road Property**

The property owner contacted the ED&P office and expressed interest in selling their residential property located on Depot Road in Lounsberry to TCIDA. Board members reviewed a map and discussed the property and noted that acquiring the Depot Road property alone would likely not be worthwhile unless additional neighboring residential properties were also willing to sell. TCIDA is exploring the possibility of purchasing multiple vacant industrial properties in the Lounsberry area for future industrial development. The acquisition of the additional surrounding residential properties would help facilitate the development of a more accessible roadway needed to access the vacant industrial land. It was also noted that if the TCIDA were to acquire one residential property, neighboring property owners might become more open to selling as well. The board agreed that it would be beneficial to further explore which neighboring property owners may be willing to sell and to revisit the matter at the next board meeting.

**Old Business:**

- A. 2025 Audit – The audit is currently in progress. Some delays have occurred due to the need to locate documents from 2003, which may exist only in paper format. Efforts to locate these materials are ongoing.
- B. IDA Property Survey Quote – Williams & Edsall has provided a quote of \$3,500 to survey the North Avenue property. The property is currently being leased by Mr. Wunder; however, lease payments for 2025 and 2026 have not been received. The board discussed whether it would be better to have the property surveyed or to proceed with selling it to another interested party. It was also brought to the board’s attention that splitting the cost of the survey with the interested buyer may be an option. If this is not possible, a new lease agreement will be prepared with Mr. Wunder, if he wishes to lease the property again. The board agreed to revisit this matter at a future meeting once more information is available regarding the possibility of sharing the survey cost.
- C. Southern Tier Economic Development Coalition – B. Woodburn provided an update on the proposed Southern Tier Economic Development Coalition and distributed a one-page summary that outlined what the function, value proposition, partnerships, goals and organizational structure of the will be. At this time, Chemung County IDA has staff assisting with the formation of the coalition, however, it is hoped that funding will be available in the future for the Southern Tier Economic Development Coalition to hire its own administrative staff.
- D. HUD Funds – C. Yelverton has been in contact with the Region II CPD Director for



HUD regarding Tioga County’s CDBG Small Cities Program funds, which are designated as a revolving loan fund. The IDA administers this revolving loan fund on behalf of the County. In recent years, the fund has experienced limited interest and utilization. C. Yelverton and B. Woodburn proposed that the TCIDA Board of Directors consider revising the program guidelines to more closely align with STREDC’s Community Reinvestment revolving loan fund program, which is one of the regional lender’s most successful loan programs. The board was asked to provide feedback on this concept. J. Ward expressed hesitation regarding the potential administrative burden associated with construction draws and requested that staff revise the proposal to allow for further evaluation of the idea.

- E. Tractor Supply – It was noted that the project is currently facing challenges related to municipal water being extended to the completed building. Efforts are underway to resolve the issue, and the company is planning to open later this year.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
    - a. Audit is in progress. Fieldwork will take place in the next few weeks, and a draft should be available within the month. An Audit Committee meeting will be scheduled for the end of March.
  - 2. Governance Committee: J. Ward (Chair), E. Knolles, B. Case
    - a. Meeting is scheduled for March 23<sup>rd</sup> to review policies.
  - 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. J. Ward reported that a Façade Loan Application had been received and underwriting was complete. During the discussion, J. Ward stated that he assisted C. Yelverton with the underwriting and putting together the materials and noted that the application appeared to be a strong loan request and that he was comfortable supporting it. A Loan Committee meeting is expected to be scheduled within the next few weeks. J. Ward noted that a vote on the application may occur via email prior to next month’s meeting, or the board may choose to approve the loan contingent upon the Loan Committee’s recommendation.

**Motion to approve the commercial façade loan program application request for 43-45 Lake Street in the amount of \$40,000, contingent upon the Loan Committee’s recommendation of approval and satisfaction of any applicable underwriting contingencies (T. Monell, B. Case).**

**Aye: 5 Abstain: 0  
Nay: 0 Carried**

- 5. Railroad Committee: R. Ciotoli, K. Gillette, T. Monell
  - a. K. Gillette noted that it appears that the shredder at Upstate Shredding is back up and running, and that a lot of the metal has



been removed. ED&P staff will follow up with RJ Corman for an update.

6. Public Relations Committee: B. Woodburn, R. Ciotoli, T. Monell

**PILOT Updates:**

- A. Sales Tax Exemptions Update:
  1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
    - a. An updated Sales Tax Tracking Sheet is needed before the tax exemption project can be closed out. J. Meagher sent a letter to Best Bev requesting this documentation and is waiting for a response. B. Woodburn and C. Yelverton noted that Best Bev is required to file the ST-340 form with NYS on an annual basis. Best Bev has not sent the TCIDA proof that the form has been filed with NYS for 2025. Best Bev has also not provided their 2025 PILOT survey.
  2. Arteast Café LLC - \$18,865 (January)/ Authorized \$24,000
- B. Suneast Solar Pilot – Closing is complete. Construction has begun.
- C. Lockheed Martin PILOT – J. Meager has provided closing documents to Lockheed Martin’s legal counsel.
- D. 2026 Town and County - All PILOT payments have been received. The sewer subsidy related to the Owego Gardens project will be reimbursed to Home Leasing as soon as proof of paid sewer bills has been provided. C. Yelverton will request documentation from Home Leasing.
- E. CNYOG PILOT – expired Feb. 2026. J. Meagher is working on closing out the project.
- F. Midwestern PILOT – expired Feb. 2026, J. Meagher is working on closing out the project.

**Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  1. Final report complete for ARC grant funds.
  2. Requested 2nd ARC reimbursement of approximately \$2200
  3. Received USDA reimbursement
- 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. One application was received; however, the business owner did not submit a complete equipment lease application. C. Yelverton followed up with the business owner and requested additional information and documentation, but the potential applicant has not responded. K. Gillette and B. Case requested that the program guidelines and application be e-mailed to them.

**Next Regular Meeting: Wednesday April 1, 2026, at 4:30 PM in the Legislative Conference room.**

**Motion to Adjourn the meeting at 5:17pm (T. Monell, R. Ciotoli)**