



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

Tioga County Industrial Development Agency  
February 5, 2020 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Agenda

Call to Order and Introductions

Attendance

IDA Board Members

Roll Call: J. Ceccherelli, A. Gowan, T. Monell, M. Sauerbrey, J. Ward

Absent:

Excused: E. Knolles, K. Gillette

Guests: C. Curtis, C. Haskell, L. Tinney

Privilege of the Floor: M. Kiechle  
Bill Woods

Approval of Minutes

- A. [January 8, 2019 Annual Meeting Minutes](#)
- B. [January 8, 2019 Regular Meeting Minutes](#)

Financials

- A. [Balance Sheet](#)
- B. [Profit & Loss](#)
- C. [Transaction Detail](#)

ED&P Update: L. Tinney

Project Updates: C. Curtis

- A. V&S
- B. DRI
  - 1. Homes and Community Renewal (HCR)
- C. Owego Gardens II

New Business: C. Curtis

- A. 231 Main - case# 10206022
- B. Lopke/Berry Property - Archaeological Study completed
- C. Blodgett Road, Newark Valley
- D. Social Media – TEAM Tioga videos
- E. Broadband – Southern Tier Network – [County/IDA Memo of Understanding](#)
- F. RBEG Equipment Lease Program

Old Business: C. Curtis

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
    - a. Insero&co audit in progress
  - 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles



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- a. C. Curtis; IEDB BEDC Certificate of Completion
- 3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
  - a. Nothing to report
- 4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
  - a. Nothing to report

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
  - 1. V&S Sales Tax Exemption Report
- B. CNYOG – overcharge reimbursed
- C. Town & County PILOT invoices disbursed in January

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

Next Meeting: Wednesday March 4, 2020

Adjournment

## Tioga County Industrial Development Agency

January 8, 2020 • 4:00 p.m. • Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827

DRAFT

### Annual Meeting Minutes

- I. **Call to Order and Introductions** – Treasurer A. Gowan called the meeting to order at 4:00 p.m.
  
- II. **Attendance**
  - A. IDA Board Members: A. Gowan, M. Sauerbrey, J. Ceccherelli, E. Knolles, J. Ward, T. Monell (*arrived @ 4:07 p.m.*)
  - B. Absent: None
  - C. Excused: K. Gillette
  - D. Guests: C. Curtis, L. Tinney, J. Meagher, C. Haskell, M. Freeze
  
- III. **New Business**
  - A. Monthly Meeting Designation
    1. Date- first Wednesday of each month
    2. Time- 4:30 p.m.
    3. Location- Ronald E. Dougherty County Office Building, Legislative Conference Room, 1<sup>st</sup> Floor, 56 Main Street, Owego, NY

**Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 p.m. in the Ronald E. Dougherty County Office Building, Legislative Conference Room, 1<sup>st</sup> Floor, 56 Main Street, Owego, NY. (J. Ceccherelli, E.Knolles)**

Aye – 5      Abstain - 0  
No – 0      Carried

- B. Media Designation
  1. Morning Times

**Motion to designate the Morning Times as the official media source for the purposes of publishing all notices and other matters as required by law. (M. Sauerbrey, J. Ceccherelli)**

Aye – 5      Abstain – 0  
No – 0      Carried

**C. Governance Committee Recommendations**

1. Slate of Officers 2020 Proposed List of TCIDA Committee Members
  - a. Chair- J. Ceccherelli
  - b. Vice Chair- K. Gillette
  - c. Secretary- M. Sauerbrey
  - d. Treasurer- A. Gowan
2. Committee Appointments
  - a. Governance- J. Ceccherelli, A. Gowan, E. Knolles
  - b. Audit- E. Knolles, A. Gowan, J. Ward
  - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
  - d. Finance – C. Ceccherelli, A. Gowan, J. Ward
  - e. Loan - S. Thomas, R. Kelsey, K. Dougherty, D. Barton, A. Gowan, J. Ward, J. Ceccherelli
  - f. Public Relations – J. Ceccherelli, C. Curtis, L. Tinney

**Motion to approve 2020 Slate of Officers and Committee Appointments, as recommended by the Governance Committee. (E. Knolles, J. Ceccherelli)**

**Aye – 5     Abstain – 0**  
**No – 0     Carried**

3. Other Appointments
  - a. Designee (per Employee Handbook) – L. Tinney
  - b. Compliance Officer- C. Curtis
  - c. Contracting Officer- C. Curtis
  - d. Freedom of Information Officer- C. Curtis
  - e. Code of Ethics Officer- J. Meagher
  - f. Internal Controls Officer- J. Nolis

**Motion to approve 2020 Other Appointments, as recommended by the Governance Committee. (J. Ceccherelli, E. Knolles)**

**Aye – 6     Abstain – 0**  
**No – 0     Carried**

4. Annual Policy Review
  - a. Mission Statement
  - b. By-Laws
  - c. Code of Ethics
  - d. Assessment of Internal Controls
  - e. Procurement Policy
  - f. Property Disposition Policy
  - g. Whistle Blowers Policy
  - h. Employee Handbook
  - i. Governance Committee Charter
  - j. Procedure Manual
  - k. TCIDA Sexual Harassment Policy

**Motion to approve the annual policy review, as recommended by the Governance Committee.  
(M. Sauerbrey, J. Ceccherelli)**

**Aye – 6            Abstain – 0  
No – 0            Carried**

5. Other Annual Review

- a. Compensation and Benefits of Executive Administrator
- b. Report on Conflict of Interest Incidents
- c. Self-Evaluation of Performance 2019 Governance Committee Self-Evaluation Report

**Motion to approve the annual review of compensation and benefits of Executive Administrator and acceptance of Report on Conflict of Interest Incidents and Self-Evaluation of Performance 2019 Governance Committee Self-Evaluation Report, as recommended by the Governance Committee.  
(E. Knolles, J. Ceccherelli)**

**Aye – 6            Abstain – 0  
No – 0            Carried**

**D. Audit Committee Recommendations**

- 1. Appointments
  - a. Audit Firm – Insero & Co.
  - b. Financial Expert – J. Nolis

**Motion to authorize appointment of Insero & Co. as the Audit Firm and Jan Nolis as Financial Expert to the Tioga County IDA, as recommended by the Audit Committee.  
(J. Ward, J. Ceccherelli)**

- 2. Annual Policy Review
  - a. TCIDA Audit Committee Charter
  - b. Self-Evaluation of Performance 2019 Audit Committee Self-Evaluation Report

**Motion to accept the reviewed TCIDA Audit Committee Charter and Self-Evaluation of Performance 2019 Audit Committee Self-Evaluation Report, as recommended by the Audit Committee. (M. Sauerbrey, J. Ceccherelli)**

**Aye – 6            Abstain – 0  
No – 0            Carried**

**E. Finance Committee Recommendations**

- 1. Official Depositories
  - a. Chemung Canal Trust
  - b. Community Bank
  - c. Tioga State Bank

**Motion to approve Chemung Canal Trust and Community Bank as the official depositories for Tioga County IDA, as recommended by the Finance Committee. (T. Monell, E. Knolles)**

**Aye – 6            Abstain – 0  
No – 0            Carried**

**Motion to approve Tioga State Bank as an official depository for Tioga County IDA, as recommended by the Finance Committee. (E. Knolles, T. Monell)**

**Aye – 5            Abstain – 1 (J. Ward)  
No – 0            Carried**

2. Annual Policy Review
  - a. Investment Policy
  - b. Finance Committee Charter
  - c. Investment Annual Report
  - d. Self-Evaluation of Performance 2019 Finance Committee Self-Evaluation Report

**Motion to accept the reviewed policies and Self-Evaluation of Performance 2019 Finance Committee Self-Evaluation Report, as recommended by the Finance Committee (E. Knolles, J. Ceccherelli)**

**Aye – 6            Abstain – 0**  
**No – 0             Carried**

3. Annual Designation of Signors on Bank Accounts
  - a. J. Ceccherelli, C. Curtis, , A. Gowan, M. Sauerbrey

**Motion to accept J. Ceccherelli, C. Curtis, A. Gowan, and M. Sauerbrey as the designated signors on the IDA bank accounts, as recommended by the Finance Committee. (E. Knolles, J. Ward)**

**Aye – 6            Abstain – 0**  
**No – 0             Carried**

- F. Annual Certifications
  1. Internal Controls Certification
  2. Annual Evaluation of Board Performance
  3. Fiduciary Responsibilities Certification
  4. 2019 TCIDA Operations and Accomplishments

**Motion to authorize annual Internal Controls Certification and Fiduciary Responsibilities Certification. (J. Ceccherelli, E. Knolles)**

**Aye – 6            Abstain – 0**  
**No – 0             Carried**

**Oaths of Office were distributed, completed and notarized by all Board members in attendance.**

- G. Miscellaneous
  1. 2020 Contact Information for TCIDA Board of Directors & Staff
  2. 2019 Listing of IDA Properties

**Copies of these documents were distributed to all Board members in attendance.**

**IV. Adjournment**

J. Ceccherelli motioned to adjourn the meeting at 4:18 p.m.

Respectfully submitted,  
*Cathy Haskell*  
IDA Executive Assistant

## Tioga County Industrial Development Agency

January 8, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

DRAFT

### Regular Meeting Minutes

- I. **Call to Order and Introductions** – Chairwoman J. Ceccherelli called the meeting to order at 4:30 p.m.
  
- II. **Attendance**  
IDA Board Members:
  - A. Roll Call: J. Ceccherelli, A. Gowan, M. Sauerbrey, E. Knolles, T. Monell, J. Ward
  - B. Absent: None
  - C. Excused: K. Gillette
  - D. Guests: C. Curtis, L. Tinney, J. Meagher, C. Haskell, M. Freeze,  
M. Griffiths (*departed @ 4:39 p.m.*), D. Camin (*arrived @ 4:45 p.m./departed @ 5:11 p.m.*)
  
- III. **Privilege of the Floor – M. Griffiths & D.Camin**  
M. Griffiths, Ag Economic Development Specialist, requested IDA Board consideration for being an applicant for a USDA Rural Business Development Grant (RBDG) for an Ag Value Chain Study in Tioga County. Ms. Griffiths reported at the time of the meeting it is still uncertain as to whether the Tioga County IDA would be an eligible applicant, but wanted to discuss the topic and determine whether there was interest in proceeding.  
  
M. Griffiths provided an overview and identified the following four (4) steps involved with the Ag Value Chain Study:
  1. Assess what type of agriculture is currently in the County.
  2. Determine how much of the agricultural products are staying in the County; identify the current market area; explore options for additional local options; determine whether consumers and producers are satisfied with the current market; and identify any potential barriers for outreaching to other local entities such as schools, restaurants, health care facilities, etc.
  3. Determine whether consumers are currently buying from local producers and, if not, is there an interest to do so. Explore potential economic impact.
  4. Ultimately, facilitate linkages between consumers and producers; provide assistance with marketing promotion and other agency assistance, as determined.

M. Griffiths reported a list of consumers and producers has been developed for survey purposes. Upon inquiry, M. Griffiths reported the grant bid is for \$26,000 with no match requirement.

L. Tinney reported M. Griffiths would be the grant administrator.

**Motion to approve the IDA as the grant applicant for the USDA RDBG grant, if deemed eligible, for the Ag Value Chain Study for \$26,000 with no match requirement.**

**(A. Gowan, J. Ceccherelli)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

D. Camin, Chief Information Officer for Tioga County ITCS, addressed the IDA Board regarding a broadband project and accessibility specifically for rural areas in the County. D. Camin reported Southern Tier Network is a public benefit corporation that is building a network with excess capacity that will enable additional competition in the area of broadband. D. Camin reported Empire Access is currently in the Barton/Waverly section of the County and plans to move east to Owego. The Village of Owego will soon have three individual providers serving the Village of Owego area. Southern Tier Network is currently available on the 96B corridor and north and south side of the 17/86 corridor, with the exception of the Town of Tioga. D. Camin reported the State's NY Broadband Program was designed to expand services to unserved houses in the County and fill the gaps in the rural areas. D. Camin reported the current consortium consists of Steuben, Schuyler, Chemung, and Yates Counties and they have invited Tioga County to participate in a broadband study that will provide design and engineering work, analysis and preliminary engineering documents that can be used for next step funding opportunities. The total amount for all four counties is \$364,000; however, Southern Tier Network is willing and able to provide \$166,000. Tioga County's amount is \$73,000. This project fits the scope of broadband infrastructure economic goals.

L. Tinney requested IDA Board consideration to upfront the \$73,000 for the Tioga County portion to participate in the study with the understanding that she is outreaching to various agencies/departments such as REAP, ED&P, local foundations, and County IT Department to try and re-coup some of the upfront cost. L. Tinney reported she estimates a rough end cost of \$35,000 for the IDA based on the discussion she has already had with these entities.

L. Tinney reported there is infrastructure funds set aside in capital investments for IDA Board consideration. L. Tinney reported Tioga County has been a benefactor in this project and up to this point has no financial investment.

E. Knolles reported he believes there is a critical need and County growth is stagnant in these rural unserved areas.

T. Monell inquired as to how many residents/households would be served in Tioga County. D. Camin provided a rough estimate of 1,000 households/3,000 – 5,000 residents.

A. Gowan inquired as to whether there is a specific timeframe for participation and funding. D. Camin reported there is no immediate need for funding, as funds are due at time of delivery.

**Motion to authorize IDA participation in the Southern Tier Network Broadband Study for an amount not to exceed \$73,000 with the understanding that additional resources will be sought to offset the IDA expense. (E. Knolles, M. Sauerbrey)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**IV. Approval of Minutes**

A. December 4, 2019 Regular Meeting Minutes

**Motion to approve December 4, 2019 Regular Board meeting minutes, as written.**

**(A. Gowan, E. Knolles)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

B. December 6, 2019 Loan Committee Meeting Minutes

**Motion to approve December 6, 2019 Loan Committee meeting minutes, as written. (A. Gowan, E. Knolles)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**V. Financials** – The following financial reports were reviewed. C. Curtis reported J. Nolis would be on-site on 1/9/2020 for her annual review, which includes review of loan balances. C. Curtis reported there are two (2) loans that have closed with slight negative balances and Ms. Nolis will review to ensure accuracy.

C. Curtis reported all 2019 lease payments, with the exception of Charter Communications, have been received. To date, C. Curtis reported she has sent four invoices, left three voicemail messages, and now is currently in contact with the corporate office.

C. Curtis reported 2020 lease invoices would be distributed prior to month-end.

A. Balance Sheet

B. Profit & Loss –

C. Transaction Detail –

**Motion to acknowledge financials, as presented. (M. Sauerbrey, A. Gowan)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

**VI. ED&P Update: L. Tinney**

A. 2020 Census Complete Count Outreach – Continued outreach to raise awareness in anticipation of the upcoming census is in progress.

- B. DRI – B. Woodburn and M. Griffiths are currently meeting with project owners for the IDA multi-site project. The IDA Loan Committee will need to be engaged soon to discuss topics such as flood insurance, use of contractors, etc. L. Tinney has reached out to the Loan Committee indicating meetings will be more frequent than the usual one monthly meeting.
- C. NY Main Street Owego – North Avenue Grant Award – L. Tinney reported the application amount was \$500,000, however, the award amount was \$250,000.
- D. Housing Study – Steering Committee is starting the implementation phase and an event/meeting will be scheduled with invitations sent in the next week.
- E. Consolidated Financial Application (CFA) Announcement – The Southern Tier was the highest in the State with an award announcement of \$88.9 million. Of this award amount, Tioga County received \$3.8 million to facilitate various projects in the County.
- F. Former Lounsberry Truck Stop Facility – Liberty Trucks recently purchased from Blue Ox and construction of a Burger King and expansion of their convenience store is currently underway. Exterior improvements are anticipated to commence spring 2020.
- G. Ag Development – The 8-Year Annual District Review for two districts, as well as the annual Ag Inclusion Enrollment in January 2020 is currently underway.

**VII. Project Updates: C. Curtis**

- A. V&S –
  - 1. NYSEG – Work is completed and power is available to the site.
  - 2. ESD CAP Grant – Water/Sewer Extension is completed. Waiting on final invoice from Procon. To date, approximately \$165,000 has been expended.
- B. DRI –
  - 1. Homes and Community Renewal (HCR) Agreement – B. Woodburn and M. Griffiths are currently meeting with project owners regarding the sub-recipient agreements with the IDA.
- C. IRP Loan Employment History – Annual review of the number of employees currently on staff vs. number of employees anticipated at time of loan closing for all existing loan recipients. This document will be reviewed with the Board on an annual basis. Overall, C. Curtis reported the loan program is doing well and benefiting the County.
- D. Raymond Hadley – Advised the company the IDA would not be entertaining their PILOT request due to not wanting to deduct properties from the tax rolls.
- E. Owego Gardens II – Suez Water and Fagan Engineers are coordinating all water tank approvals. Anticipate water tank bids within the coming month. Suez Water will be the owner of the water tank. L. Tinney reported ED&P contributed \$10,000 to the Owego Gardens engineering fee for services rendered, therefore, reducing IDA obligation.

**VIII. New Business: C. Curtis**

A. Lopke/Berry Property Archeological Study – Liberty Trucks recently purchased the former Lounsberry Truck Stop from Blue Ox and the Lopke/Berry property is adjacent to the property that is currently under renovation. C. Curtis reported there might be interest for acquisition of the IDA property for further expansion. C. Curtis reported the bid for the archeological study on the Berry property (1.48 acres) is for an amount not to exceed \$2,459.00.

**Motion to authorize the archeological study on the IDA-owned Berry property for an amount not to exceed \$2,459.00 (M. Sauerbrey, A. Gowan).**

**Aye – 6            Abstain – 0**  
**No – 0             Carried**

**IX. Old Business: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles

a. TCIDA Response Letter & Corrective Action Plan – C. Curtis reviewed the IDA response letter with the IDA Board in regards to the recent NYS Comptroller’s Audit Final Report noting several positive auditor comments and only two minor adjustment requirements. C. Curtis reported this document has been posted to the IDA website.

2. Governance Committee: J. Ceccherelli, A. Gowan, R. Kelsey

a. Nothing to report.

3. Finance Committee: R. Kelsey, A. Gowan, K. Gillette –

b. Signature Card Update - C. Curtis requested a motion to remove former Chairman R. Kelsey from the bank card as an TCIDA signatory and add M. Sauerbrey.

**Motion to authorize the removal of R. Kelsey as bank signatory and the addition of M. Sauerbrey (E. Knolles, T. Monell).**

**Aye – 6            Abstain – 0**  
**No – 0             Carried**

4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton

a. Nothing to report.

B. TEAM Tioga Breakfast Budget – ED&P’s significant contribution resulted in less IDA funding than originally requested. L. Tinney reported she has secured seven (7) business sponsorships, which also assisted in offsetting the costs of the event.

L. Tinney reported the final invitation list is being prepared and anticipates approximately 200 invitations. Invitations expected to be sent next week.

C. Mr. McCrutcheon Harford Property Update – C. Curtis reported Mr.

McCrutcheon is requesting IDA reimbursement for the damage caused to his residence/property due to the IDA culvert located near his property. C. Curtis reported, to date, she has not received any documentation supporting the expenses.

D. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1.V&S Sales Tax Exemption Report – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$455,711.49 of their allowable \$671,200 sales tax exemption.

B. Sales Tax Exemption Request – C. Curtis reported V&S is requesting an extension through April 30, 2020.

**Motion to authorize sales tax exemption for V&S through April 30, 2020, as requested. (A. Gowan, T. Monell)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

C. 2020 Employee Surveys – C. Curtis reported surveys have been distributed.

**IX. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:26 p.m. to discuss financial matters, property acquisition, and litigation matters. (M. Sauerbrey, T. Monell)**

**Aye – 6**

**Abstain – 0**

**No – 0**

**Carried**

A. Gowan motioned to adjourn Executive Session at 5:40 p.m.

Adjournment – Meeting adjourned at 5:40 p.m

Next Meeting: Wednesday, February 5, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

*Cathy Haskell*

IDA Executive Assistant

## Tioga County Industrial Development Agency

## Balance Sheet

As of January 31, 2020

	Jan 31, 20	Jan 31, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Restricted Cash Accounts</b>			
Community- Facade Improvement	110,363.21	64,546.76	45,816.45
CCTC- Industrial Park	11,995.37	11,995.37	0.00
<b>USDA Funds</b>			
CCTC- Loan Loss Reserve	40,445.02	40,426.51	18.51
TSB- IRP 2016 (Formerly IRP 4)	163,819.55	224,009.01	-60,189.46
TSB- RBEG	131,219.52	205,564.25	-74,344.73
TSB- marketing	1,477.88	1,477.48	0.40
<b>Total USDA Funds</b>	336,961.97	471,477.25	-134,515.28
<b>Total Restricted Cash Accounts</b>	459,320.55	548,019.38	-88,698.83
<b>CCTC- CDs</b>			
Land Acquisition (879)	540,715.81	534,542.01	6,173.80
Capital Improvement (284)	318,847.13	315,216.99	3,630.14
<b>Total CCTC- CDs</b>	859,562.94	849,759.00	9,803.94
<b>Temporarily Restricted Cash Acc</b>			
TSB-Owego Gardens	84.35	84.35	0.00
TSB-Crown Cork and Seal	105.67	105.67	0.00
Community- BestBuy PILOT Acct.	600,270.54	600,170.15	100.39
<b>Total Temporarily Restricted Cash Acc</b>	600,460.56	600,360.17	100.39
<b>Unrestricted Cash Accounts</b>			
TSB ICS	1,855,867.06	2,132,858.35	-276,991.29
TSB- checking	298,203.28	28,770.82	269,432.46
TSB- general fund	125,619.38	125,527.46	91.92
<b>Total Unrestricted Cash Accounts</b>	2,279,689.72	2,287,156.63	-7,466.91
<b>Total Checking/Savings</b>	4,199,033.77	4,285,295.18	-86,261.41
<b>Other Current Assets</b>			
Accounts Receivable 1300.01	933,018.29	800,079.79	132,938.50
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
<b>Commercial Facade Loan Program</b>			
Loan Rec - 2017-01-C	33,750.00	41,250.00	-7,500.00
Loan Rec - 2018-03-C	16,250.00	20,000.00	-3,750.00
Loan Rec - 2018-02-C	735.00	2,724.00	-1,989.00
Loan Rec - 2018-01-C	5,970.02	7,920.02	-1,950.00
Loan Rec - 2017-03-C	6,570.00	9,820.00	-3,250.00
Loan Rec - 2017-02-C	23,792.34	30,281.10	-6,488.76
Loan Rec - 2016-03-C	8,751.00	12,032.76	-3,281.76
Loan Rec - 2016-02-C	20,833.52	28,472.36	-7,638.84
Loan Rec - 2016-01-C	4,127.36	5,808.82	-1,681.46
Loan Rec - 2015-06-C	8,780.58	13,170.90	-4,390.32
Loan Rec - 2014-01-C	1,186.58	3,390.60	-2,204.02
Loan Rec - 2015-05-C	6,589.98	10,481.01	-3,891.03
<b>Total Commercial Facade Loan Program</b>	137,336.38	185,351.57	-48,015.19
<b>RBEG</b>			
Loan Rec - RBEG 2019 -06	76,158.72	0.00	76,158.72
<b>Total RBEG</b>	76,158.72	0.00	76,158.72
<b>IRP 4</b>			
Loan Rec - 2019 - 06A	95,198.38	0.00	95,198.38
Loan Rec 2018-02-A	7,906.78	9,388.68	-1,481.90
Loan Rec 2018-01-A	64,978.38	68,796.12	-3,817.74
Loan Rec 2017-05-A	11,517.78	15,819.54	-4,301.76
Loan Rec 2017-04-A	34,597.76	36,830.08	-2,232.32
Loan Rec 2017-03-A	15,150.94	17,009.37	-1,858.43
Loan Rec 2017-02-A	57,428.89	73,736.68	-16,307.79
Loan Rec 2017-01-A	18,599.51	20,982.15	-2,382.64
Loan Rec 2016-01-A	12,422.58	20,635.52	-8,212.94
Loan Rec 2015-03-A	0.00	5,167.54	-5,167.54
Loan Rec 2009-02-A	51,251.58	51,651.58	-400.00
<b>Total IRP 4</b>	369,052.58	320,017.26	49,035.32
<b>IRP 3</b>			
Loan Rec 2007-08-A	19,569.78	27,429.75	-7,859.97

## Tioga County Industrial Development Agency

02/04/20

## Balance Sheet

Accrual Basis

As of January 31, 2020

	Jan 31, 20	Jan 31, 19	\$ Change
Total IRP 3	19,569.78	27,429.75	-7,859.97
IRP 2			
Loan Rec 2011-03-A	23,834.33	35,393.72	-11,559.39
Total IRP 2	23,834.33	35,393.72	-11,559.39
Total Other Current Assets	1,523,970.08	1,333,272.09	190,697.99
Total Current Assets	5,723,003.85	5,618,567.27	104,436.58
Fixed Assets			
Land- Mitchell	58,453.51	58,453.51	0.00
Equipment			
2012 computer upgrade	1,436.88	1,436.88	0.00
Equipment - Other	264.00	264.00	0.00
Total Equipment	1,700.88	1,700.88	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,257.05	584,257.05	17,000.00
Land-Louns			
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	428,166.99	428,166.99	0.00
Land 434	376,800.36	376,800.36	0.00
Railroad Improvements	1,979,330.50	1,979,330.50	0.00
Z Accumulated Depreciation	-1,197,077.10	-1,175,790.43	-21,286.67
Total Fixed Assets	2,251,132.19	2,255,418.86	-4,286.67
<b>TOTAL ASSETS</b>	<b>7,974,136.04</b>	<b>7,873,986.13</b>	<b>100,149.91</b>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Accrued Expenses	462,389.00	462,389.00	0.00
2100 - Payroll Liabilities	0.00	1,646.82	-1,646.82
PILOT Payments			
Midwestern Pet Foods, Inc.	10,111.98	0.00	10,111.98
Crown Cork and Seal	0.00	-28.54	28.54
+ · 231 Main Town/County	4,865.53	-0.01	4,865.54
Owego Gardens	50.00	50.00	0.00
School - 231 Main Street	0.00	0.01	-0.01
Tioga Downs Racetrack			
Village - Tioga Downs	-838.50	0.00	-838.50
School - Tioga Downs	-3,609.03	0.00	-3,609.03
Tioga Downs Racetrack - Other	141,437.93	0.00	141,437.93
Total Tioga Downs Racetrack	136,990.40	0.00	136,990.40
CNYOG	0.00	-0.01	0.01
Best Buy PP	600,000.00	600,000.00	0.00
Rynone	0.00	44.08	-44.08
Total PILOT Payments	752,017.91	600,065.53	151,952.38
Total Other Current Liabilities	1,214,406.91	1,064,101.35	150,305.56
Total Current Liabilities	1,214,406.91	1,064,101.35	150,305.56
Long Term Liabilities			
Loan Pay- IRP 4	222,620.13	232,632.80	-10,012.67
Loan Pay- IRP 3	192,027.10	202,342.67	-10,315.57
Loan Pay- IRP 2	123,432.31	134,427.04	-10,994.73
Loan Pay- IRP 1	61,543.98	69,112.00	-7,568.02
Total Long Term Liabilities	599,623.52	638,514.51	-38,890.99
Total Liabilities	1,814,030.43	1,702,615.86	111,414.57
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00

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02/04/20

Accrual Basis

**Tioga County Industrial Development Agency**

**Balance Sheet**

As of January 31, 2020

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	<u>Jan 31, 20</u>	<u>Jan 31, 19</u>	<u>\$ Change</u>
1110 - Retained Earnings	4,757,000.35	4,770,371.71	-13,371.36
Net Income	-3,197.37	-5,304.07	2,106.70
<b>Total Equity</b>	<u>6,160,105.61</u>	<u>6,171,370.27</u>	<u>-11,264.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>7,974,136.04</b></u>	<u><b>7,873,986.13</b></u>	<u><b>100,149.91</b></u>

## Tioga County Industrial Development Agency

## Profit &amp; Loss

02/04/20

January 2020

Accrual Basis

	Jan 20	Jan 19	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Loan Interest Income</b>			
IRP 4 - 2019 - 06A	319.64	0.00	319.64
RBEG 2019 -06	255.71	0.00	255.71
IRP 2			
2011-03-A	103.42	151.38	-47.96
<b>Total IRP 2</b>	103.42	151.38	-47.96
IRP 3			
2007-08-A	105.17	145.90	-40.73
<b>Total IRP 3</b>	105.17	145.90	-40.73
IRP 4			
2018-02-A	0.00	31.70	-31.70
2018-01-A	258.40	0.00	258.40
2017-04-A	130.40	0.00	130.40
2017-03-A	31.89	35.75	-3.86
2017-05-A	24.25	34.01	-9.76
2017-01-A	39.17	44.12	-4.95
2017-02-A	122.51	156.41	-33.90
2016-01-A	54.68	88.76	-34.08
2015-03-A	0.00	40.30	-40.30
<b>Total IRP 4</b>	661.30	431.05	230.25
<b>Total Loan Interest Income</b>	1,445.24	728.33	716.91
<b>Loan Late Fee</b>			
2018-01-C	5.00	0.00	5.00
2015-03 - 2015-03-A	0.00	10.00	-10.00
Loan Late Fee - Other	5.00	0.00	5.00
<b>Total Loan Late Fee</b>	10.00	10.00	0.00
<b>Loan Administrative Fee</b>	695.89	0.00	695.89
<b>4110 - Grants</b>			
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
<b>Total 4110 - Grants</b>	0.00	10,880.00	-10,880.00
<b>Interest Income-</b>			
Interest Income- TSB ICS	0.00	1,810.62	-1,810.62
Community- Facade Improvement	0.00	2.71	-2.71
CCTC Loan Loss Reserve Account	0.00	1.72	-1.72
Community- Lounsberry	0.00	6.91	-6.91
TSB- checking	0.00	0.88	-0.88
TSB-general fund	0.00	8.53	-8.53
TSB- IRP 4	0.00	5.75	-5.75
TSB- RBEG	0.00	5.31	-5.31
TSB- marketing	0.00	0.04	-0.04
<b>Total Interest Income-</b>	0.00	1,842.47	-1,842.47
<b>Leases/Licenses</b>	437.56	414.11	23.45
<b>OHRy</b>			
freight	3,676.70	0.00	3,676.70
<b>Total OHRy</b>	3,676.70	0.00	3,676.70
<b>Total Income</b>	6,265.39	13,874.91	-7,609.52
<b>Expense</b>			
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
6160 - Dues and Subscriptions	850.00	0.00	850.00
Employee benefit			

## Tioga County Industrial Development Agency

## Profit &amp; Loss

January 2020

02/04/20

Accrual Basis

	Jan 20	Jan 19	\$ Change
IRA Company Match	103.84	0.00	103.84
<b>Total Employee benefit</b>	<b>103.84</b>	<b>0.00</b>	<b>103.84</b>
6180 · Insurance			
6190 · Disability (First Rehab Life)	243.27	0.00	243.27
<b>Total 6180 · Insurance</b>	<b>243.27</b>	<b>0.00</b>	<b>243.27</b>
6550 · Office Supplies	0.00	105.31	-105.31
6560 · Payroll Expenses	4,502.17	3,421.24	1,080.93
6250 · Postage and Delivery	27.45	36.37	-8.92
6270 · Professional Fees			
Administrative Services			
Tinney, M	0.00	200.00	-200.00
Tinney	2,125.00	0.00	2,125.00
<b>Total Administrative Services</b>	<b>2,125.00</b>	<b>200.00</b>	<b>1,925.00</b>
6650 · Accounting			
Jan Nolis	655.00	0.00	655.00
<b>Total 6650 · Accounting</b>	<b>655.00</b>	<b>0.00</b>	<b>655.00</b>
6280 · Legal Fees	0.00	4,185.00	-4,185.00
<b>Total 6270 · Professional Fees</b>	<b>2,780.00</b>	<b>4,385.00</b>	<b>-1,605.00</b>
Property Taxes			
Stanton Hill 9.64A Town Lot	234.97	0.00	234.97
96 · Smith Creek Rd	256.00	181.63	74.37
540 · Stanton Hill	177.83	21.03	156.80
Spring St	0.26	0.25	0.01
Berry Road (47)	149.85	106.32	43.53
Carmichael Road	4.43	3.95	0.48
Smith Creek Road	24.90	17.66	7.24
Glenmary Drive	10.49	11.03	-0.54
Metro Road	8.74	9.19	-0.45
<b>Total Property Taxes</b>	<b>867.47</b>	<b>351.06</b>	<b>516.41</b>
6770 · Supplies	88.56	0.00	88.56
<b>Total Expense</b>	<b>9,462.76</b>	<b>19,178.98</b>	<b>-9,716.22</b>
<b>Net Ordinary Income</b>	<b>-3,197.37</b>	<b>-5,304.07</b>	<b>2,106.70</b>
<b>Net Income</b>	<b>-3,197.37</b>	<b>-5,304.07</b>	<b>2,106.70</b>

## Tioga County Industrial Development Agency

02/04/20

## Transaction Detail by Account

Accrual Basis

January 2020

Type	Date	Num	Name	Memo	Amount
<b>Restricted Cash Accounts</b>					
<b>Community- Facade Improvement</b>					
Deposit	01/02/2020			Loan Payment	305.00
Deposit	01/02/2020			Loan pmt	250.00
Deposit	01/03/2020			Loan pmt	625.00
Deposit	01/08/2020			Loan Payments	996.97
Deposit	01/08/2020			Loan Payments	710.27
Deposit	01/17/2020			Loan pmt	150.00
Deposit	01/23/2020			Loan Pmt	273.48
Deposit	01/24/2020			Loan Pmt	299.31
Deposit	01/30/2020			Facade Loan Payment	91.32
Deposit	01/31/2020			Loan pmt	250.00
Total Community- Facade Improvement					3,951.35
<b>USDA Funds</b>					
<b>TSB- IRP 2016 (Formerly IRP 4)</b>					
Deposit	01/08/2020			Loan Payments	3,949.37
Deposit	01/09/2020			Loan Payment	240.00
Check	01/15/2020	1078	TCIDA	Loan Admin Fee 2019	-695.89
Deposit	01/24/2020			Loan Pmt	
Deposit	01/24/2020			Loan Pmt	728.81
Deposit	01/30/2020			Loan Payment	1,012.45
Deposit	01/31/2020			Loan pmt	306.00
Deposit	01/31/2020			Loan pmt	559.08
Total TSB- IRP 2016 (Formerly IRP 4)					6,099.82
<b>TSB- RBEG</b>					
Deposit	01/30/2020			Loan Payment	809.96
Total TSB- RBEG					809.96
Total USDA Funds					6,909.78
Total Restricted Cash Accounts					10,861.13
<b>Unrestricted Cash Accounts</b>					
<b>TSB- checking</b>					
Check	01/01/2020	6394	LeeAnn Tinney	Jan 2020 Professional Services	-2,125.00
Deposit	01/02/2020			Lease Payment	437.56
Check	01/07/2020	X	NYS Division of ...	Dec 2019 State Tax Deposit	-125.22
Deposit	01/08/2020			Tioga Downs PILOT	4,447.53
Check	01/08/2020	6395	village of Nichols	2019 PILOT remaining balance due (Tioga...	-838.50
Check	01/08/2020	6396	Tioga Central S...	2019-20 School PILOT Phase 4 remaining...	-3,609.03
Check	01/08/2020	6397	Christine E Curtis	Pay Period: 12/22/2019 - 01/04/2020	-1,311.44
Check	01/13/2020	6398	Economic Devel...	ED&P Ag Specialist Contribution 2nd 3rd 4...	-12,395.00
Check	01/13/2020	6399	Jan Nolis, CPA	4th QTR Bi-weekly payroll & tax returns	-180.00
Check	01/13/2020	6400	Tioga County Tr...	4th QTR 2019 postage	-27.45
Check	01/13/2020	6401	Tioga County Tr...	2020 Fire Tax	-632.50
Check	01/13/2020	6402	Stagecoach Ga...	2019 PILOT reimburse overcharge (ck#12...	-274,971.50
Check	01/14/2020	6403	Tioga County Tr...	2020 Fire Tax	-234.97
Check	01/15/2020	X	EFTPS	Dec 2019 Federal Tax Deposit	-732.54
Check	01/15/2020	6404	Shelter Point Life	Policy # D391876 2020 DBL/PFL Insurance	-243.27
Transfer	01/16/2020			to keep checing at approximately \$150,000	300,000.00
Check	01/16/2020	6405	Tioga County	Verizon Wireless IT Invoice 3045	-40.01
Check	01/16/2020	6406	Tioga County	Copier Billing TC Personnel Invoice 3013	-48.55
Check	01/16/2020	6407	NYS Economic ...	2020 NYSEDC Dues	-850.00
Deposit	01/17/2020			IRP Loan Admin Fee	695.89
Deposit	01/17/2020			OHRV	3,676.70
Check	01/22/2020	6408	Jan Nolis, CPA	Prof Services 4th QTR Review	-475.00
Check	01/22/2020	6409	Christine E Curtis	Pay Period: 01/05/2020 - 01/18/2020	-1,311.43
Check	01/22/2020	6410	Franklin Temple...	Christine E Curtis; Simple IRA January 20...	-207.68
Deposit	01/28/2020			PILOT Payment	10,111.98
Deposit	01/30/2020			PILOT Payment	136,990.40
Check	01/31/2020	X	EFTPS	Jan 2020 Federal Tax Deposit	-781.98
Check	01/31/2020	X	NYS Division of ...	Jan 2020 State Tax Deposit	-135.72
Deposit	01/31/2020			PILOT Payment	4,865.53

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# Tioga County Industrial Development Agency

02/04/20

## Transaction Detail by Account

Accrual Basis

January 2020

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Type	Date	Num	Name	Memo	Amount
Total TSB- checking					159,948.80
Total Unrestricted Cash Accounts					159,948.80
<b>TOTAL</b>					<b>170,809.93</b>

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**Memorandum of Understanding between Tioga County and  
Tioga County Industrial Development Agency**

This Memorandum of Understanding is executed between the County of Tioga (County), having offices at 56 Main Street, Owego, New York, and the Tioga County Industrial Development Agency (IDA ), having offices at 56 Main Street, Owego, New York.

Whereas an inter-municipal agreement was entered into between Tioga County, New York, Schuyler County, New York, Steuben County, New York and Yates County, New York to form a coalition (Southern Tier Broadband) to make regional, unified decisions to meet rural broadband needs and for said coalition to retain a consultant to perform a feasibility study; and

Whereas, the Tioga County Industrial Development Agency (IDA) has made a commitment to partner with Tioga County by providing funding for the County's portion of the cost of said feasibility study as set forth in said inter-municipal agreement in the amount of \$72,978;

NOW, THEREFORE, the parties hereto agree that the IDA shall provide funding to the County in the amount of \$72,978 for said feasibility study as set forth in said inter-municipal agreement.

Tioga County

By: \_\_\_\_\_  
Martha C. Sauerbrey, Legislative Chair

Date: \_\_\_\_\_

**APPROVED  
AS TO FORM BY  
TIOGA COUNTY LAW DEPT**

Tioga County Industrial Development Agency

By: \_\_\_\_\_  
Christine Curtis, Executive Administrator

Date: \_\_\_\_\_