

Tioga County Industrial Development Agency August 7, 2024 – 4:30 pm Ronald E Dougherty County Office Building 56 Main Street, Owego, NY 13827 Legislative Conference Room, 1st Floor Agenda

Call to Order and Introductions

Attendance

- A. IDA Board Members
 - 1. Roll Call: J. Ward, T. Monell, E. Knolles, M. Townsend, B. Evanek, M. Sauerbrey, K. Gillette
 - 2. Excused: J. Meagher
 - 3. Guests: C. Yelverton, L. Tinney, S. Rowe, RJ Corman

Privilege of the Floor:

A. Steve Rowe, Larson Design Group

Approval of Minutes

A. July 3, 2024

Financials

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

ED&P Update

A. B. Woodburn

New Business:

A. Owego Square tree removal request

Old Business:

A. Richford property owner letter - pending

Committee Reports:

A. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
- Governance Committee: J. Ward, M. Townsend, E. Knolles
 a. Business Administrator- update
- 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
- 6. Public Relations Committee: L. Tinney, M. Sauerbrey, T. Monell



PILOT Updates:

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC \$2,401,260.91 (May)/Authorized \$2,779,449.00
 - 2. 231 Main LLC \$4,999.31 (May)/ Authorized \$34,320
 - 3. SEASON II LLC \$10,475.58 (May)/ Authorized \$17,942
 - 4. Arteast Café LLC \$2,072.99 (May)/ Authorized \$24,000
 - 5. Navo Properties LLC \$874.08 (May)/ Authorized \$1,128

Project Updates:

- A. Railroad ROW 3 buildings
 - 1. Report received
 - 2. Ready for demolition

Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad
- B. ARC Grant Engineering Design Lounsberry Industrial Hub
- C. ESD Grant Application Municipal Water Extension to Raymond Hadley 1. Grant request scheduled for 7/18 ESD Board review/approval
- D. USDA Local Meat Capacity Grant Reed Brook Meats application 7-14-23
- E. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- F. USDA IRP Loan Application
 - 1. Letter of Conditions package forthcoming
- G. USDA Equipment Purchase Grant Application
- H. USDA Lounsberry additional studies

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

Next Meeting: Wednesday September 4, 2024



Tioga County Industrial Development Agency July 3, 2024 – 4:30 pm Ronald E Dougherty County Office Building 56 Main Street, Owego, NY 13827 Legislative Conference Room, 1st Floor Regular Board Meeting Minutes

I. Call to Order and Introductions: Mr. Ward called the meeting to order at 4:30 pm.

II. Attendance

- A. IDA Board Members
 - 1. Roll Call: J. Ward, T. Monell, M. Townsend, B. Evanek
 - 2. Excused: M. Sauerbrey, K. Gillette, E. Knolles
 - 3. Guests: M. Schnabl, L. Tinney, H. Swartwood, G. Mahler

III. Privilege of the Floor:

- A. Harold Swartwood: Mr. Swartwood addressed the board regarding his building that sits on IDA owned property in the Town of Berkshire, for which he pays a lease. Mr. Swartwood had agreed with C. Curtis to pay his lease over time, and was looking for further reprieve on his lease payments. The board agreed that they will need to discuss the situation further before making a final decision on Mr. Swartwood's payments, in the meantime, Mr. Swartwood will continue to pay his lease in increments.
- B. George Mahler: Mr. Mahler addressed the board regarding 941 State Route 38. He is the real estate agent representing the building and has a potential buyer interested. He inquired about any incentives that the IDA was able to provide if a company were to purchase the building.

IV. Approval of Minutes

A. June 5, 2024

Motion to approve June 5, 2024 Regular Board Meeting minutes, as written. (T. Monell, M. Townsend)

Aye – 4	Abstain – 0
No – 0	Carried

V. Financials

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

Motion to acknowledge financials, as presented. (T. Monell, M. Townsend)

Aye – 4	Abstain – 0
No – 0	Carried

VI. ED&P Update

A. B. Woodburn: Ms. Woodburn noted that the department is participating in the Newmark Clean Technology/Clean Energy study that is being conducted by the Southern Tier regional IDAs/economic development offices. The department has responded to information requests and will participate in stakeholder meetings in the coming weeks.



VII. New Business:

A. Carmichael Road: Ms. Tinney reported that there is an issue with the deed for the right of way between IDA property and M. Sayman's property on Carmichael Road in Owego. Mr. Meagher will be looking into the matter.

VIII. Old Business:

A. Richford property owner letter – pending: Mr. Meagher will be sending a letter to the property owner in Richford that is storing vehicles on IDA property.

IX. Committee Reports:

A. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
- a. B. Evanek to replace M. Townsend
- 2. Governance Committee: J. Ward, M. Townsend, E. Knolles
 - a. Administrative Services Agreement recommendation- \$20K
 - b. Administrative Support position: interviews will be held next week for the position.
 - i. job notice recommendation
 - ii. salary range recommendation
 - iii. posting to Indeed (6/24)
 - c. Bookkeeping/Accounting recommendation: the board is in talks with two different accounting firms regarding providing accounting services.
- 3. Finance Committee: J. Ward, M. Townsend, E. Knolles
 - a. K. Gillette to replace E. Knolles
- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
 - a. B. Evanek to replace M. Townsend
- b. Paint Program- recommending suspension: Mr. Ward noted that language would need to be changed in the loan guidelines before offering the program to property owners.
- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. RJ Corman rep to attend August meeting (LDG update- Richford)
 - b. Customer status update: revenue continues to be up compared to last year at this time.
 - d. West Ave. tour: Board members took a tour of the property and buildings owned by RJ Corman at 200 West Ave in the Village of Owego.
- 6. Public Relations Committee
 - a. T. Monell and M. Sauerbrey to be appointed

Motion to approve committee appointment changes, as indicated above. (M. Townsend, T. Monell)

Aye – 4	Abstain – 0
No – 0	Carried

X. PILOT Updates:

A. Sales Tax Exemptions Update:

- 1. Best Bev LLC \$2,401,260.91 (May)/Authorized \$2,779,449.00
- 2. 231 Main LLC \$4,999.31 (May)/ Authorized \$34,320



- 3. SEASON II LLC \$10,475.58 (May)/ Authorized \$17,942
- 4. Arteast Café LLC \$2,072.99 (May)/ Authorized \$24,000
- 5. Navo Properties LLC \$874.08 (May)/ Authorized \$1,128

B. PARIS reporting corrections: Mr. Ward and Ms. Tinney continue to work on the needed PARIS reporting corrections.

C. PILOT Transition Plan

1. Report on schedule of expiring PILOT's

XI. Project Updates:

- A. Railroad ROW 3 buildings
 - 1. Status of asbestos testing (O'Rourke): Ms. Tinney reported that all three buildings tested negative for asbestos. The RFP for demolition of the structures can now be sent out.

XII. Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad
 - 1. LDG- to give in person update at August meeting
 - 2. LDG to provide assistance with grant reporting

B. ARC Grant – Engineering Design Lounsberry Industrial Hub: A meeting was held in February with Hunt Engineers to discuss revising the scope of work from the original proposed study, which was to determine if a spec building could be placed on the property, and if so how many. The revised scope of work was to be broken into two phases. The first phase was to take out the work surrounding the spec buildings, and instead determine how to bring utilities to the Buck Road site. The second phase of the study, for which a USDA RDBG application was made, is to determine how to bring utilities to the other IDA owned properties in the Lounsberry area. Ms. Tinney reached out to Hunt Engineers to get an update on the work that has been done, however Hunt has not started the work. They provided an estimate for the work that needs to be done. Ms. Tinney will work with them to define the scope and move forward with the project. ARC has approved an extension of the grant funding for the project.

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley: coordination to take place to discuss the results of the study with Raymond Hadley, and the towns of Spencer and Van Etten.

- 1. Grant request scheduled for 7/18 ESD Board review/approval
- D. USDA Local Meat Capacity Grant Reed Brook Meats application 7-14-23: still awaiting award decision.
- E. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- F. USDA IRP Loan Application
- 1. Letter of Conditions package forthcoming
- G. CDBG Microenterprise Assistance Program Grant: ED&P grant that has been submitted. Awaiting award decision.
- H. USDA Equipment Purchase Grant Application: awaiting award decision.
- XIII.Motion to move into Executive Session at 5:29 pm pursuant to Public Officers Law Section105 to discuss financial matters. (T. Monell, B. Evanek)

Motion to adjourn Executive Session at 6:05 pm.



XV. Adjournment: Mr. Monell motioned to adjourn the meeting at 6:05 pm.

4:56 PM 08/06/24

Tioga County Industrial Development Agency

Transaction Detail

July 2024

Ace

Accrual Basis				July 2024	
Туре	Date	Num	Name	Memo	Amount
Restricted Cash Acco	unts				
Community- Facad	de Improvement				625.00
Deposit	07/03/2024			Deposit	2.11
Deposit	07/28/2024			Interest	
Total Community- F	acade Improvem	ent			627.11
USDA Funds					
	(Formerly IRP 4) 07/01/2024			Deposit	670.57
Deposit	07/02/2024			Deposit	754.16 250.00
Deposit Deposit	07/02/2024			Deposit	
Deposit	07/05/2024			Deposit	321.55
Deposit	07/05/2024			Deposit	306.00 559.08
Deposit	07/10/2024			Deposit	
	07/18/2024			Deposit	1,012.45
Deposit	07/22/2024	х	USDA	IRP 4 USDA Annual Payment	-12,339.00
Check Deposit	07/31/2024	~	CODA	Deposit	572.36
101%	2016 (Formerly IF	RP 4)			-7,892.83
TSB- RBEG					1,072.92
Deposit	07/01/2024			Deposit	809.96
Deposit	07/18/2024			Deposit	
Deposit	07/31/2024			Interest	1.45
Total TSB- RBI					1,884.33
Total USDA Funds					-6,008.50
Total Restricted Cash					-5,381.39
Unrestricted Cash Ac					
	counts				
TSB- checking	07/02/2024	7289	Jan Nolis, CPA	Prof Sycs	-220.00
Check	07/02/2024	7290	LeeAnn Tinney	July 2024 Professional Services	-2,125.00
Check	07/02/2024	7290	Megan Schnabl	June 2024 Professional Services	-700.00
Check	07/02/2024	7292	BiziLife LLC	June 2024 social media	-556.61
Check		7292	Tioga County	IT Inv 5795 April 2024 wireless	-37.99
Check	07/02/2024	7293	Larson Design Group	Inv#130852 Richford Railroad Ave Flood Mitigation	-1,956.00
Check	07/09/2024	1294	Larson Design Group	Deposit	148,628.85
Deposit	07/16/2024	7005	231 Main LLC	DRI Reimbursement	-125,044.35
Check	07/22/2024	7295	Ti-Ahwaga Community Players, Inc.	DRI-HCR Ti-Ahwaga	-23,584.50
Check	07/22/2024	7296	Tioga County Chamber of Commerce	TCIDA Membership Dues	-210.00
Check	07/22/2024	7297	rioga county chamber of commerce	Deposit	11,118.17
Deposit	07/24/2024			Deposit	110,510.58
Deposit	07/30/2024	7009	Tioga State Bank and Colton Buck	DRI-HCR Reimbursement - Colton Buck	-48,016.14
Check Check	07/31/2024 07/31/2024	7298 7299	Kathy Hankey	DRI-HCR Reimbursement	-62,494,44
		1200	(daily reality)		5,312.57
Total TSB- checkin	54 4 7 6				
TSB- general fun	d 07/31/2024			Interest	3.29
Deposit	-			12380-0595	3.29
Total TSB- genera					5,315.86
Total Unrestricted Cas	sn Accounts				-65.53
TOTAL					

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08/06/24

Accrual Basis

Tioga County Industrial Development Agency Balance Sheet

As of July 31, 2024

Jul 31, 24	Jul 31, 23	\$ Change
327,220,11	0.00	327,220.1
103,328.19	100,501.19	2,827.00
103,328.18	100,501.18	2,827.0
0.00	100,501.18	-100,501.1
		20 010 00
		-20,810.20 10,703.40
248,883.20	230,179.00	10,703.40
40 509 72	40 473 61	36.11
		-57,129.53
86,057.61	165,513.93	-79,456.32
194,925.12	331,474.86	-136,549.74
444,162.86	590,819.40	-146,656.5
104,439.62	0.00	104,439.62
555,596.92	0.00	555,596.92
0.00		-553,069.56
0.00	325,351.58	-325,351.58
660,036.54	878,421.14	-218,384.6
		0.400.00
		2,490.00 -5.00
		0.00
		2,485.0
424,404.00	421,010.00	_,
676 761 18	114 951 62	561,809.56
25,823.65	25,784.83	38.82
702,584.83	140,736.45	561,848.3
2,765,124.71	2,333,459.54	431,665.1
0.00		-2,854.34 -509.36
		-862.36
0.00	802.30	
0.00	4,226.06	-4,226.
84,453.05	746,453.05	-662,000.
-35,000.00	-35,000.00	0.
	7 500 00	-7,500.00
		-265.02
		-2,703.87
	10,468.89	-10,468.
03 510 24	0.00	93,519.24
43,170.43	51,133.51	-7,963.08
136,689.67	51,133.51	85,556.
58 449 56	0.00	58,449.56
	9,915.45	-3,495.28
56,792.73	64,320.50	-7,527.77
32,011.39	34,128.72	-2,117.33
54,146.08		-9,770.57
48,067.73		-4,302.09 -2,489.31
		-2,747.36
7,508.95 48,051.58	48,251.58	-200.00
		25 700
336 372 53	310,572.68	25,799
336,372.53 522,515.25		-565,338
	327,220.11 103,328.18 0.00 354.54 248,883.20 40,509.72 68,357.79 86,057.61 194,925.12 444,162.86 104,439.62 555,596.92 0.00 0.00 0.00 660,036.54 423,993.35 100.67 369.98 424,464.00 676,761.18 25,823.65 702,584.83 2,765,124.71 0.00 0.	327,220,11 0.00 103,328,19 100,501,19 103,328,18 100,501,18 0,00 100,501,18 354,54 21,164,74 248,883,20 238,179,80 40,509,72 40,473,81 68,357,79 125,487,32 86,057,61 195,513,83 194,925,12 331,474,86 444,162,86 590,819,40 104,439,62 0.00 0.00 555,969,22 0.00 0.00 525,31,53 0.00 0.00 325,351,53 0.00 0.00 325,351,53 105,67 369,98 369,98 369,98 369,98 369,98 369,98 424,464,00 421,979,00 676,761,18 114,951,62 2,765,124,71 2,333,459,54 0.00 2,854,34 0.00 2,854,34 0.00 2,854,34 0.00 2,854,36 702,584,83 140,736,45 0.00 2,850,36<

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08/06/24 Accrual Basis

Tioga County Industrial Development Agency Balance Sheet As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change
Fixed Assets			
Land-Rizzuto	78,395.16	78,395.16	0.0
Land- Cavataio	2,500.00	2,500.00	0.0
Land-general Land-Louns	605,907.05	601,707.05	4,200.0
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Berry	2,452.20	2,452.20	0.00
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	226,732.53	139,612.53	87,120.00
Total Land-Louns	517,739.19	430,619.19	87,120.0
Land 434	376,800.36	376,800.36	0.0
Railroad Improvements	1,979,330.50	1,979,330.50	0.0
Z Accumulated Depreciation	-1,279,269.24	-1,257,126.24	-22,143.0
Total Fixed Assets	2,281,403.02	2,212,226.02	69,177.00
TOTAL ASSETS	5,569,042.98	5,633,539.75	-64,496.7
LIABILITIES & EQUITY Liabilities			
Current Liabilities			
Other Current Liabilities			
PILOT Payments			
Spencer-Tioga Solar	06 086 00	05 004 00	
	96,986.00	95,084.00	1,902.00
Gateway Owego, LLC	2,000.00	1,900.00	100.00
Crown Cork and Seal	300,000.00	300,000.00	0.00
Owego Gardens	24,976.00	24,488.00	488.00
Total PILOT Payments	423,962.00	421,472.00	2,490.00
Total Other Current Liabilities	423,962.00	421,472.00	2,490.00
Total Current Liabilities	423,962.00	421,472.00	2,490.00
Long Term Liabilities			
Tioga County COVID-19 ERLP	0.00	24,524,93	01 501 0
Loan Pay- IRP 4	171,034.68	181,558.10	-24,524.93
Loan Pay- IRP 3	138,881.10	149,722.87	-10,523.42
Loan Pay- IRP 2	66,787.30	78,342.87	-10,841.77
Loan Pay- IRP 1	22,553.42	30,507.49	-11,555.57 -7,954.07
Total Long Term Liabilities	399,256.50	464,656.26	-65,399.76
Total Liabilities	823,218.50	886,128.26	-62,909.76
Equity			02,000.10
Board Designated Funds	1,406,302.63		
1110 · Retained Earnings	3,410,150.09	1,406,302.63	0.00
Net Income	-70,628.24	3,694,570.69	-284,420.60
-		-353,461.83	282,833.59
lotal Equity			
Total Equity OTAL LIABILITIES & EQUITY	4,745,824.48 5,569,042.98	4,747,411.49	-1,587.01

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Tioga County Industrial Development Agency Profit & Loss

Accrual Basis

June through July 2024

-	Jun - Jul 24	Jun - Jul 23	\$ Change
linary Income/Expense ncome			
Loan Interest Income			
COVID-19 C-7-A	0.00	22.54	-22.54
COVID-19 C-5-A	0.00	8.08	-8.08
COVID-19 C-1-A	0.00	226.25	-226.25
COVID-19 C-4-A	0.00	5.38	-5.38
RBEG 2019 -06 IRP 4	148.80	347.26	-198.46
2023-01-A	257.52	0.00	257.52
2019 - 06A	369.26	434.07	-64.81
2021-02-A	43.52	65.28	-21.76
2021-01-A	240.60	271.87	-31.27
2019-07-A	140.84	300.87	-160.03
2018-01-A	386.91	420.76	-33.85
2017-04-A	0.00	207.88	-207.88
2017-01-A	33.82	44.83	-11.01
Total IRP 4	1,472.47	1,745.56	-273.09
RBEG 2023.01-A	412.04	0.00	412.04
Contraction and a second	412.04	0.00	412.04
Total RBEG	94.26	0.00	94.26
Loan Interest Income - Other	94.26 2,127.57		-227.5
Total Loan Interest Income	2,127.57	2,555.07	-221.0
Loan Late Fee	0.00	8.65	-8.65
COVID-19 C-5-A COVID-19 C-1-A	0.00	173.20	-173.20
Total Loan Late Fee	0.00	181.85	-181.8
4110 · Grants DRI-HCR	259,139.43	0.00	259,139.43
Total 4110 · Grants	259,139.43	0.00	259,139.4
	2003.000.00		
Interest Income- Interest Income - TSB COVID19	0.00	0.64	-0.64
	4.14	3.96	0.18
Community- Facade Improvement	0.93	2.03	-1.10
CCTC Loan Loss Reserve Account	135.86	39.29	96.57
TSB- checking	6.48	5.75	0.73
TSB-general fund	1.23	33.65	-32.42
TSB- IRP 4 TSB- RBEG	2.83	41.34	-38.51
Total Interest Income-	151.47	126.66	24.8
Leases/Licenses RR leases	0.00	-13.78	13.78
Total Leases/Licenses	0.00	-13.78	13.7
OHRy			
freight	25,551.07	12,150.64	13,400.43
Total OHRy	25,551.07	12,150.64	13,400.4
4170 · PILOT Program Fees Sales Tax Exempt App & AdminFee	0.00	2,395.00	-2,395.00
Total 4170 · PILOT Program Fees	0.00	2,395.00	-2,395.0
Total Income	286,969.54	17,195.44	269,774.1
Expense			
Grant Expense Richford Railroad	-3,044.00	0.00	-3,044.00
		0.00	

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08/06/24

Accrual Basis

Tioga County Industrial Development Agency Profit & Loss June through July 2024

	Jun - Jul 24	Jun - Jul 23	\$ Change
Workforce Coodinator DRI-HCR	0.00 259,139.43	13,726.86 169,961.22	-13,726.86 89,178.21
Total Grant Expense	256,095.43	183,688.08	72,407.35
Loan Admin Fee		6000 (sc.)	
	0.00	80.40	-80.40
Total Loan Admin Fee	0.00	80.40	-80.40
6120 · Bank Service Charges	0.00	10.00	-10.00
6160 · Dues and Subscriptions Employee benefit	0.00	954.00	-954.00
IRA Company Match	0.00	84.80	-84.80
Total Employee benefit	0.00	84.80	-84.80
6180 · Insurance Employee Health (SSA)	0.00	1,086.60	-1,086.60
Total 6180 · Insurance	0.00	1,086.60	-1,086.60
6200 · Interest Expense 6220 · Loan Interest			
IRP 4	1,815.58	1,919.77	-104.19
Total 6220 · Loan Interest	1,815.58	1,919.77	-104.19
Total 6200 · Interest Expense	1,815.58	1,919.77	-104.19
6240 · Miscellaneous 6560 · Payroll Expenses	210.00	115.00	95.00
Payroll Expenses - HSA 6560 · Payroll Expenses - Other	0.00	150.00 9,127.50	-150.00 -9,127.50
Total 6560 · Payroll Expenses	0.00	9,277.50	-9,277.50
6270 · Professional Fees BiziLife LLC	1,113.22	0 400 00	
Ec Dev Specialist Position Administrative Services	5,000.00	2,182.80 5,000.00	-1,069.58 0.00
Tinney Administrative Services - Other	4,250.00 1,400.00	4,250.00 0.00	0.00 1,400.00
Total Administrative Services	5,650.00	4,250.00	1,400.00
6650 · Accounting	1.000.000.0000000000000000000000000000	1,200.00	1,400.00
Jan Nolis	1,300.00	0.00	1,300.00
Total 6650 · Accounting	1,300.00	0.00	1,300.00
6280 · Legal Fees	0.00	7,541.00	-7,541.00
Total 6270 · Professional Fees	13,063.22	18,973.80	-5,910.58
6670 · Program Expense Water Tower	0.00		
Total 6670 · Program Expense		3,857.84	-3,857.84
6770 · Supplies	0.00 75.98	3,857.84	-3,857.84
Total Expense	271,260.21	91.01	-15.03
Net Ordinary Income		220,138.80	51,121.41
Net Income	15,709.33	-202,943.36	218,652.69
	15,709.33	-202,943.36	218,652.69