



Tioga County Industrial Development Agency
February 3, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
ED&P Conference Room, 2nd Floor
Agenda

Call to Order and Introductions

Attendance

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, E. Knolles, J. Ward
Absent:
Excused:
Guests: C. Curtis, M. Griffiths, J. Meagher, L. Tinney

Privilege of the Floor:

Approval of Minutes

- A. [January 6, 2021 Regular Meeting Minutes](#)
- B. [January 6, 2021 Annual Meeting Minutes](#)

Financials

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

ED&P Update: L. Tinney

Project Updates: L. Tinney & C. Curtis

- A. Owego Gardens II
 - 1. Bid Package – Bids Due 2/19
 - 2. IDA to hold special meeting to approve awardee
 - 3. Gorick Request
- B. CNYOG
- C. Midwestern II PILOT Application Withdrawn
- D. [IRP Loan Site Visits – Employee Verification](#)
- E. [DRI Report](#)
- F. [Social Media RFP](#)

Old Business: C. Curtis

- A. Sayman parcel 118.00-1-21.1 transfer to IDA complete (S/S Carmichael)

Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. 2020 YE Audit in progress



2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. No report
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. No report
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. Loan Committee meeting 2/5; full board email vote to be obtained
 - b. COVID-19 Account/County HUD funds – annual bank interest returned to TC Treasurer for deposit to US Treasury
 - c. IDA inquiry to HUD – COVID-19 loan interest accrued
 - d. HUD loans/interest rate determination
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. No report
 1. RJ Corman Request; Updated Consent & Estoppel; Update in Progress

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
 1. Best Buy – \$648,226.98/ Authorized \$1,028,429; Project Complete
- B. 2021 Town & County and Lump Sum PILOT Invoices Distributed

Grant Updates: C. Curtis

- A. Ag Value Chain
- B. Broadband Study
- C. Town of Richford - CBDG CFA Application – Engineering Plan & Design only
 1. Town of Richford is applicant; TCIDA would be recipient
 2. Total project cost - \$63,500; \$50,000 Max grant award
 3. RJ Corman commitment to fund \$13,500
 4. IDA Participation Letter; no match required
- D. Monkey Run FEMA Application – Pending
- E. ESD – Owego Utilities Capital Project – V&S water/sewer extension
 1. Reimbursement request submitted 11-4-2020; reimbursement forthcoming

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

Next Meeting: Wednesday March 3, 2020

Adjournment

Tioga County Industrial Development Agency
January 6, 2021 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
ED&P Conference Room, 2nd Floor

DRAFT

Regular Meeting Minutes via Zoom

- I. **Call to Order and Introductions**-Chairwoman J. Ceccherelli called the meeting to order at 4:31 pm.
- II. **Attendance**
 - IDA Board Members
 - Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, E. Knolles, J. Ward
 - Absent:
 - Excused:
 - Guests: C. Curtis, M. Griffiths, J. Meagher, L. Tinney. M. Freeze
- III. **Privilege of the Floor:** None
- IV. **Approval of Minutes**
 - A. December 2, 2020 Regular Meeting Minutes
Motion to approve December 2, 2020 Regular Board Meeting Minutes via Zoom, as written. (T. Monell, E. Knolles)

Aye-7	Abstain-0
No-0	Carried
- V. **Financials**
 - A. Balance Sheet
 - B. Profit & Loss
 - C. Transaction Detail
Motion to acknowledge financials, as presented. (J. Ward, T. Monell)

Aye-7	Abstain-0
No-0	Carried
- VI. **ED&P Update: L. Tinney**
 - Ms. Tinney reported that she attended the Southern Tier Network Board meeting that they had arranged with Spectrum representatives to talk about their plan for advancement. She also noted that the broadband study is complete, and she will share the executive summary with the board at the next meeting.
 - Ms. Tinney attended one municipal meeting at the Town of Nichols
 - ED&P has recently responded to one state lead
 - The ED&P Team is continuing to lead the Tioga County Economic Recovery Council in their efforts to implement the strategic plan.
 - There are currently 18 active DRI projects ongoing in the Village of Owego, six New York Main Street projects, with many of the projects in the environmental review application stage.

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- The Land Bank is actively working on a number of projects. Ms. Tinney will get a summary report from T. Saraceno to share with the board
- Restore NY projects in Waverly and Owego-Waverly project is nearing completion, Owego project is not as far along, but is getting there
- Ms. Tinney is in contact with INHS and SEPP for potential housing projects in the county
- Workforce Development-B. Woodburn continues to work with the Broome Tioga Talent Taskforce and the Greater Binghamton Chamber of Commerce on workforce development plans
- The Workforce Development Pipeline Study recently completed a roundtable with local leaders in education from all districts
- B. Woodburn and B. Maffei are working on a grant application in order to create a centralized recruitment tool, and have received input from various local stakeholders including Stateline Auto, Crown Cork & Seal, Tioga Downs, Lockheed Martin, and Three Rivers Development. The Chamber and Tourism office will be able to use this tool as well once it is complete.
- Agriculture-the annual Agricultural District Inclusions are underway. Ms. Tinney reported that M. Griffiths attended a meeting regarding a proposed Farmers Market Project and she will continue to work with the property owner to assist in advancing that project. The Ag Value Chain study is also progressing.
- ED&P is working on 13 potential grants, 6 pending grants, 18 active grants, and has completed work on 2 grant projects: the Census Outreach grant and Village of Spencer Nichols Park Historic Register project, which A. Hendrickson extensively worked on
- ED&P conducted a tax-exempt property analysis for the villages in the county that shows the number of properties that are tax-exempt as well assessed value, property acreage etc.
- ED&P completed a solar map to demonstrate the impact of solar projects on agricultural land in the county

VII. Project Updates: L. Tinney

A. Owego Gardens II

1. PILOT Closed

2. Agency fee & Land purchase balance due paid in full

- Ms. Curtis reported that the PILOT was closed in December, and the IDA did receive the agency fee and the land purchase balance
- Ms. Tinney reported that Department of Health (DOH) has not yet given their approval for the water system. Once DOH gives their approval, the project can go out to bid. The project also needs to the approval from Suez to move forward. It is anticipated that the work will begin next week. Suez will also require two developer agreements for new construction projects: one for the water main for the townhouses, and another for the overall tank project. J. Meagher has confirmed that the IDA is the appropriate signer for the agreements. Ms. Tinney also added that Home Leasing’s anticipated start date of December 21, 2020 has been pushed back due to weather.

Motion to authorize any officer to sign the Suez developer agreements for the Owego Gardens II project contingent upon J. Meagher’s review of final agreement. (J. Ward, T. Monell)

Aye-7	Abstain-0
No-0	Carried

B. CNYOG

1. Owego Apalachin CSD Letter of Support

2. Town of Owego Letter of Support

3. Tioga County Letter of Support

- Ms. Curtis noted that the IDA has received letters of support from Owego Apalachin CSD, Town of Owego and Tioga County to extend the CNYOG PILOT. Because it is affecting the tax cap limit for all of the municipalities negatively, Ms. Tinney sent a letter to Crestwood explaining the situation and asking them to sign the new PILOT agreement.

C. Solar Maps

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D. Tax Exempt Properties Data- Ms. Curtis noted that the data in these maps is from villages in the county only.

1. Pie Chart Maps
2. Analysis

E. DRI – Update

1. DRI Proposal – INHS Project Description
2. TCIDA Letter to HTFC

- Ms. Curtis reminded the board of last meetings discussion regarding the updated DRI proposal for Ti-Ahwaga and INHS. This proposal will roll \$290,000 in funding under the existing DRI multi-site project, have the IDA administer the new Ti-Ahwaga project, and have the board consider a proposal from INHS for the relinquished funds. Ms. Curtis referred to the attached letter to the Housing Trust Fund Corporation from the IDA, and explained that M. Sauerbrey would sign the letter on the IDA's behalf. The letter explains the aforementioned updates to the DRI project and asks them to give permission to the updates.

VIII. **Committee Reports: C. Curtis**

A. Public Authority Accountability Act (PAAA)

1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. No report
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. No report
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. No report
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. Leaning Pole

- Ms. Curtis reported that there is a pole leaning over the railroad tracks. She will be obtaining quotes for removal and replacement of the pole and share with the Railroad Committee. The Railroad advised that since they did not put the pole in and have never used it for their operations, it does not fall under their maintenance requirements. J. Meagher will review and confirm that it is the IDA's obligation to take care of the issue.

1. Maps – [NYSEG](#) & [Google](#)
2. RJ Corman closing 12-5-2020
3. [RJ Corman Request; Updated Consent & Estoppel](#)
[Original Consent & Estoppel-](#)

- J. Meagher reviewed the updated Consent & Estoppel agreement and had one concern. Under the operating agreement, the operator, in this case RJ Corman, is required to seek agency approval to transfer the agreement. RJ Corman has received financing, and the bank is asking that in the event of a foreclosure, they be allowed to transfer the operating agreement to a new operator without getting consent from the IDA. J. Meagher suggested that this would not be in the best interest of the board, and the board concurred that they would not be agreeable to signing this type of agreement. J. Meagher will get back RJ Corman to discuss changing this stipulation. J. Meagher will report back to the board on the agreement.

IX. **PILOT Updates: C. Curtis**

A. Sales Tax Exemptions Update: C. Curtis

1. Best Buy – \$647,637.44/ Authorized \$1,028,429- Ms. Curtis reported that this is within the allowable limit. Ms. Curtis reported that Best Buy believes that they have completed their project. Their agreement expired at the end of the year, and they will complete one final review and will most likely not need an extension.

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B. Fire Tax Bills Distributed to PILOT Companies and Railroad

X. Grant Updates: C. Curtis

A. Ag Value Chain

B. Broadband Study

C. Town of Richford FEMA Application – Submitted 12-2-2020-Ms. Curtis reported that FEMA came back and requested a benefit cost analysis that they initially said would not need to be completed until next year. Ms. Curtis will prepare this over the next year and submit in full at the end of next year. She noted that the raising of the railroad in Richford will be put on hold for another year without these grant funds.

D. Monkey Run FEMA Application – Pending-Ms. Curtis reached out for a status update, and will continue to check.

E. ESD – Owego Utilities Capital Project – V&S water/sewer extension

1. Reimbursement request submitted 11-4-2020; reimbursement forthcoming

Ms. Tinney requested to discuss Midwestern Pet Foods. Ms. Curtis reported that she has received a PILOT application from Midwestern Pet Foods. They have been working on purchasing a second building in Waverly to expand their operations. Ms. Curtis asked J. Meagher’s office to prepare an inducement resolution acknowledging the receipt of the PILOT application.

Motion to approve inducement resolution acknowledging the receipt of a PILOT application from Midwestern Pet Foods. (T. Monell, A. Gowan)

Aye-7	Abstain-0
No-0	Carried

Ms. Tinney asked the board to approve the holding of a public hearing for the PILOT application in order to have the board take a vote on the application at the February hearing. J. Meagher suggested authorizing the setting of a public hearing.

Motion to authorize the setting of the public hearing for the Midwestern Pet Foods PILOT application. (A. Gowan, J. Ward)

Aye-7	Abstain-0
No-0	Carried

A. Gowan asked Ms. Tinney if the yearly fee would be applied to this PILOT, to which Ms. Tinney responded yes. The public hearing meeting will be held by Zoom. Ms. Tinney will send out a meeting notice to the board.

XI. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:05 pm to discuss financial matters, property acquisition, and personal matters. (M. Sauerbrey, J. Ward)

Motion to adjourn Executive Session at 5:19 pm (A. Gowan, J. Ward)

Motion to approve half of Ms. Curtis' salary increase for 2021 in the amount of \$1800 be paid by HSA contribution. (A. Gowan, T. Monell)

Aye-7	Abstain-0
No-0	Carried

XII. Next Meeting: Wednesday February 3, 2020

XIII. Adjournment-Mr. Gillette motioned to adjourn the meeting at 5:20 pm.

Tioga County Industrial Development Agency
January 6, 2021 – 4 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827

DRAFT

Annual Meeting Minutes via Zoom

I. **Call to Order and Introductions**-Chairwoman J. Ceccherelli called the meeting to order at 4:05 pm.

II. **Attendance**

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, T. Monell, M. Sauerbrey, E. Knolles, J. Ward

Absent: None

Excused: None

Guests: C. Curtis, M. Griffiths, L. Tinney

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, 56 Main Street, Owego, ED&P Conference Room, 2nd Floor

Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 pm in the Ronald E. Dougherty County Office Building, ED&P Conference Room, 2nd Floor, 56 Main St, Owego, NY. (A. Gowan, E. Knolles)

Aye-7

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. (E. Knolles, T. Monell)

Aye-7

Abstain-0

No-0

Carried

C. Governance Committee Recommendations

1. Slate of Officers 2021 Proposed List of TCIDA Committee Members

a. Chair- Jenny Ceccherelli

b. Vice Chair- Kevin 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

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- c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
 - d. Finance- J. Ceccherelli, A. Gowan, J. Ward
 - e. Loan- S. Thomas, R. Kelsey, K. Dougherty, D. Barton. A. Gowan, J. Ward, E. Knolles
 - f. Public Relations- J. Ceccherelli, L. Tinney, C. Curtis
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 2021 Slate of Officers, Committee Appointments, and Other Appointments, as recommended by the Governance Committee. (E. Knolles, K. Gillette)

Aye-7	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

5. Other Annual Review
- a. Compensation and Benefits of Executive Administrator
 - b. Report on Conflict of Interest Incidents
 - c. [Self-Evaluation of Performance 2020 Governance Committee Self-Evaluation Report](#)

Ms. Curtis noted that the board had previously approved the only two revisions of the year to the by-laws and the procurement policy, and have already previously approved the compensation and benefits of the Executive Administrator, written the report on the conflict of interest incidents, and the self-evaluation of performance for the Governance Committee for 2020.

Motion to approve the annual policy review as recommended by the Governance Committee and to approve the annual compensation and benefits, acceptance of Report on Conflict of Interest Incidents, and Self-evaluation of Performance 2020 Governance Committee Self-Evaluation Report as recommended by the Governance Committee. (M. Sauerbrey, E. Knolles)

Aye-7	Abstain-0
No-0	Carried

D. Audit Committee Recommendations

- 1. Appointments
 - a. Audit Firm- insero&co
 - b. Financial Expert- J. Nolis
- 2. Annual Policy Review
 - a. Audit Committee Charter TCIDA Audit Committee Charter
 - b. [Self-Evaluation of Performance 2020 Audit Committee Self-Evaluation Report](#)

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Motion to approve insert&co as the audit firm and J. Nolis as financial expert as recommended by the audit committee and to accept the reviewed IDA Audit Committee Charter and Self-Evaluation of Performance 2020 Audit Committee Self-Evaluation Report. (A. Gowan, E. Knolles)

Aye-7 **Abstain-0**
No-0 **Carried**

E. Finance Committee Recommendations

1. Official Depositories

- a. Chemung Canal Trust Company
- b. Community Bank
- c. Tioga State Bank

2. Annual Policy Review

- a. Investment Policy
- b. Finance Committee Charter
- c. [Investment Annual Report](#)
- d. [Self-Evaluation of Performance 2020 Finance Committee Self-Evaluation Report](#)

3. Annual Designation of Signors on Bank Accounts

- a. J. Ceccherelli, M. Sauerbrey, A. Gowan, C. Curtis

F. Annual Certifications

- 1. [Internal Controls Certification](#)
- 2. Annual Evaluation of Board Performance
- 3. Fiduciary Responsibilities Certification
- 4. [2020 TCIDA Operations and Accomplishments](#)

Motion to approve Chemung Canal Trust Company, Community Bank, and Tioga State Bank as official depositories for Tioga County IDA as recommended by the Finance Committee, to accept the reviewed policies and Self-evaluation of Performance 2020 Finance Committee Self-evaluation Report as recommended by the Finance Committee, to approve the designated signors on the accounts as M. Sauerbrey, J. Ceccherelli, A. Gowan, and C. Curtis, to authorize the Internal Controls Certification, Annual Evaluation of Board Performance, and Fiduciary Responsibilities Certification for the year. (K. Gillette, M. Sauerbrey)

Aye-6 **Abstain-1 (J. Ward)**
No-0 **Carried**

G. Miscellaneous

- 1. [Contact information 2021 TCIDA Board of Directors & Staff](#)
- 2. [Listing of IDA properties – 2020](#)

Ms. Curtis noted that she has sent the board copies of the contact information for the board of directors and staff for 2021, along with a listing of IDA properties, an annual investment report, 2020 accomplishments, and hard copies of two forms to be filled out and returned to Ms. Curtis.

IV. **Adjourned**-Ms. Ceccherelli motioned to adjourn the meeting at 4:16 pm.

Tioga County Industrial Development Agency

Balance Sheet

As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Restricted Cash Accounts			
COVID-19	394,520.86	0.00	394,520.86
Community- Facade Improvement	153,722.48	110,367.83	43,354.65
CCTC- Industrial Park	9,706.03	11,995.37	-2,289.34
USDA Funds			
CCTC- Loan Loss Reserve	40,465.30	40,446.74	18.56
TSB- IRP 2016 (Formerly IRP 4)	167,709.96	163,823.65	3,886.31
TSB- RBEG	140,995.08	131,222.85	9,772.23
TSB- marketing	1,115.73	1,477.92	-362.19
Total USDA Funds	<u>350,286.07</u>	<u>336,971.16</u>	<u>13,314.91</u>
Total Restricted Cash Accounts	908,235.44	459,334.36	448,901.08
CCTC- CDs			
Land Acquisition (879)	545,414.33	540,715.81	4,698.52
Capital Improvement (284)	318,847.13	318,847.13	0.00
Total CCTC- CDs	864,261.46	859,562.94	4,698.52
Temporarily Restricted Cash Acc			
TSB-Owego Gardens	81.35	84.35	-3.00
TSB-Crown Cork and Seal	105.67	105.67	0.00
Community- BestBuy PILOT Acct.	600,369.98	600,281.23	88.75
Total Temporarily Restricted Cash Acc	600,557.00	600,471.25	85.75
Unrestricted Cash Accounts			
TSB ICS	1,863,622.63	1,857,567.25	6,055.38
TSB- checking	173,994.83	598,188.28	-424,193.45
TSB- general fund	25,693.74	125,627.92	-99,934.18
Total Unrestricted Cash Accounts	<u>2,063,311.20</u>	<u>2,581,383.45</u>	<u>-518,072.25</u>
Total Checking/Savings	4,436,365.10	4,500,752.00	-64,386.90
Other Current Assets			
COVID-19 ERLP			
C-7-A	25,000.00	0.00	25,000.00
C-5-A	9,452.50	0.00	9,452.50
C-4-A	9,195.00	0.00	9,195.00
C-2-A	13,488.22	0.00	13,488.22
C-1-A	23,659.71	0.00	23,659.71
Total COVID-19 ERLP	80,795.43	0.00	80,795.43
Accounts Receivable 1300.01	491,765.01	449,144.81	42,620.20
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Commercial Facade Loan Program			
Loan Rec - 2017-01-C	26,250.00	33,750.00	-7,500.00
Loan Rec - 2018-03-C	13,437.50	16,250.00	-2,812.50
Loan Rec - 2018-02-C	0.00	735.00	-735.00
Loan Rec - 2018-01-C	4,620.02	5,970.02	-1,350.00
Loan Rec - 2017-03-C	3,820.00	6,570.00	-2,750.00
Loan Rec - 2017-02-C	18,925.77	23,792.34	-4,866.57
Loan Rec - 2016-03-C	6,016.20	8,751.00	-2,734.80
Loan Rec - 2016-02-C	12,500.24	20,833.52	-8,333.28
Loan Rec - 2016-01-C	0.00	4,127.36	-4,127.36
Loan Rec - 2015-06-C	5,487.84	8,780.58	-3,292.74
Loan Rec - 2014-01-C	0.00	1,186.58	-1,186.58
Loan Rec - 2015-05-C	3,896.19	6,589.98	-2,693.79
Total Commercial Facade Loan Program	<u>94,953.76</u>	<u>137,336.38</u>	<u>-42,382.62</u>
RBEG			
Loan Rec - RBEG 2019 -06	69,359.98	76,158.72	-6,798.74
Total RBEG	69,359.98	76,158.72	-6,798.74
IRP 4			
Loan Rec 2019-07-A	38,960.59	0.00	38,960.59
Loan Rec - 2019 - 06A	86,702.28	95,198.38	-8,496.10
Loan Rec 2018-02-A	6,755.87	7,906.78	-1,150.91
Loan Rec 2018-01-A	62,273.66	64,978.38	-2,704.72
Loan Rec 2017-05-A	7,099.28	11,124.49	-4,025.21
Loan Rec 2017-04-A	33,039.96	34,597.76	-1,557.80
Loan Rec 2017-03-A	0.00	15,150.94	-15,150.94
Loan Rec 2017-02-A	40,708.71	57,428.89	-16,720.18
Loan Rec 2017-01-A	16,773.09	18,599.51	-1,826.42
Loan Rec 2016-01-A	3,789.46	12,422.58	-8,633.12
Loan Rec 2009-02-A	49,651.58	51,251.58	-1,600.00
Total IRP 4	<u>345,754.48</u>	<u>368,659.29</u>	<u>-22,904.81</u>
IRP 3			
Loan Rec 2007-08-A	13,808.84	19,569.78	-5,760.94
Total IRP 3	13,808.84	19,569.78	-5,760.94
IRP 2			

Tioga County Industrial Development Agency

Balance Sheet

As of January 31, 2021

02/01/21

Accrual Basis

	Jan 31, 21	Jan 31, 20	\$ Change
Loan Rec 2011-03-A	14,778.31	23,834.33	-9,056.02
Total IRP 2	14,778.31	23,834.33	-9,056.02
Total Other Current Assets	1,076,215.81	1,039,703.31	36,512.50
Total Current Assets	5,512,580.91	5,540,455.31	-27,874.40
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	601,257.05	0.00
Land-Louns			
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Berry	2,452.20	0.00	2,452.20
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	430,619.19	428,166.99	2,452.20
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	-1,218,048.34	-1,197,077.10	-20,971.24
Total Fixed Assets	2,232,613.15	2,251,132.19	-18,519.04
TOTAL ASSETS	7,745,194.06	7,791,587.50	-46,393.44
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
PILOT Payments			
Spencer-Tioga Solar			
School	-45,284.51	0.00	-45,284.51
County	-26,526.09	0.00	-26,526.09
Town	-17,789.40	0.00	-17,789.40
Spencer-Tioga Solar - Other	89,600.00	0.00	89,600.00
Total Spencer-Tioga Solar	0.00	0.00	0.00
Gateway Owego, LLC			
Village	-505.41	0.00	-505.41
County	-323.33	0.00	-323.33
School	-744.23	0.00	-744.23
Town	-27.72	0.00	-27.72
Gateway Owego, LLC - Other	1,600.69	0.00	1,600.69
Total Gateway Owego, LLC	0.00	0.00	0.00
Midwestern Pet Foods, Inc.	0.00	10,111.98	-10,111.98
Crown Cork and Seal			
School	-193,696.44	0.00	-193,696.44
County & Recycle	-89,725.36	0.00	-89,725.36
Town	-16,578.20	0.00	-16,578.20
Crown Cork and Seal - Other	300,000.00	300,000.00	0.00
Total Crown Cork and Seal	0.00	300,000.00	-300,000.00
+ 231 Main Town/County	0.00	4,865.53	-4,865.53
Owego Gardens			
County & Recycle	-1,293.37	0.00	-1,293.37
Town	-110.90	0.00	-110.90
Village	-2,021.72	0.00	-2,021.72
School	-2,977.01	0.00	-2,977.01
Owego Gardens - Other	6,453.00	50.00	6,403.00
Total Owego Gardens	50.00	50.00	0.00
Tioga Downs Racetrack	0.00	136,990.40	-136,990.40
Best Buy PP	600,000.00	600,000.00	0.00
Total PILOT Payments	600,050.00	1,052,017.91	-451,967.91
Total Other Current Liabilities	600,050.00	1,052,017.91	-451,967.91
Total Current Liabilities	600,050.00	1,052,017.91	-451,967.91
Long Term Liabilities			
Tioga County COVID-19 ERLP	475,000.00	0.00	475,000.00
Loan Pay- IRP 4	212,507.33	222,620.13	-10,112.80
Loan Pay- IRP 3	181,608.37	192,027.10	-10,418.73
Loan Pay- IRP 2	112,327.63	123,432.31	-11,104.68
Loan Pay- IRP 1	53,900.28	61,543.98	-7,643.70

Tioga County Industrial Development Agency

Balance Sheet

As of January 31, 2021

	Jan 31, 21	Jan 31, 20	\$ Change
Total Long Term Liabilities	1,035,343.61	599,623.52	435,720.09
Total Liabilities	1,635,393.61	1,651,641.43	-16,247.82
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	4,724,944.51	4,740,191.06	-15,246.55
Net Income	-21,446.69	-6,547.62	-14,899.07
Total Equity	6,109,800.45	6,139,946.07	-30,145.62
TOTAL LIABILITIES & EQUITY	7,745,194.06	7,791,587.50	-46,393.44

Tioga County Industrial Development Agency

Profit & Loss

02/01/21

January 2021

Accrual Basis

	Jan 21	Jan 20	\$ Change
Ordinary Income/Expense			
Income			
Refund of Insurance	239.00	0.00	239.00
Loan Interest Income			
COVID-19 C-5-A	20.28	0.00	20.28
COVID-19 C-2-A	28.92	0.00	28.92
COVID-19 C-4-A	19.72	0.00	19.72
IRP 4 - 2019 - 06A	291.41	319.64	-28.23
RBEG 2019 -06	233.13	255.71	-22.58
IRP 2			
2011-03-A	65.84	103.42	-37.58
Total IRP 2	65.84	103.42	-37.58
IRP 3			
2007-08-A	75.32	105.17	-29.85
Total IRP 3	75.32	105.17	-29.85
IRP 4			
2019-07-A	171.11	0.00	171.11
2018-02-A	22.95	0.00	22.95
2018-01-A	248.74	258.40	-9.66
2017-04-A	0.00	130.40	-130.40
2017-03-A	0.00	31.89	-31.89
2017-05-A	15.88	24.25	-8.37
2017-01-A	35.37	39.17	-3.80
2017-02-A	87.75	122.51	-34.76
2016-01-A	18.86	54.68	-35.82
Total IRP 4	600.66	661.30	-60.64
Total Loan Interest Income	1,335.28	1,445.24	-109.96
Loan Program Fee			
IRP 4	150.00	0.00	150.00
Total Loan Program Fee	150.00	0.00	150.00
Loan Late Fee			
2018-01-C	0.00	5.00	-5.00
Loan Late Fee - Other	0.00	5.00	-5.00
Total Loan Late Fee	0.00	10.00	-10.00
Interest Income-			
Interest Income- TSB ICS	0.00	1,700.19	-1,700.19
Community- Facade Improvement	0.00	4.62	-4.62
CCTC Loan Loss Reserve Account	0.00	1.72	-1.72
Community- Lounsberry	0.00	10.69	-10.69
TSB-general fund	0.00	8.54	-8.54
TSB- IRP 4	0.00	4.10	-4.10
TSB- RBEG	0.00	3.33	-3.33
TSB- marketing	0.00	0.04	-0.04
Total Interest Income-	0.00	1,733.23	-1,733.23
Leases/Licenses	437.56	437.56	0.00
Total Income	2,161.84	3,626.03	-1,464.19
Expense			
Grant Expense			
Ag Value Chain	10,000.00	0.00	10,000.00
Total Grant Expense	10,000.00	0.00	10,000.00
Loan Admin Fee			
IRP 4	0.00	695.89	-695.89

Tioga County Industrial Development Agency

Profit & Loss

02/01/21

January 2021

Accrual Basis

	Jan 21	Jan 20	\$ Change
Total Loan Admin Fee	0.00	695.89	-695.89
6120 · Bank Service Charges	0.00	15.00	-15.00
6160 · Dues and Subscriptions	850.00	850.00	0.00
Employee benefit			
IRA Company Match	108.00	103.84	4.16
Total Employee benefit	108.00	103.84	4.16
6180 · Insurance			
6190 · Disability (First Rehab Life)	313.03	243.27	69.76
Total 6180 · Insurance	313.03	243.27	69.76
6560 · Payroll Expenses			
Payroll Expenses - HSA	300.00	0.00	300.00
6560 · Payroll Expenses - Other	3,793.46	4,502.17	-708.71
Total 6560 · Payroll Expenses	4,093.46	4,502.17	-408.71
6250 · Postage and Delivery	0.00	27.45	-27.45
6270 · Professional Fees			
Administrative Services			
Tinney	2,125.00	2,125.00	0.00
Total Administrative Services	2,125.00	2,125.00	0.00
6650 · Accounting			
Jan Nolis	330.00	655.00	-325.00
6650 · Accounting - Other	5,000.00	0.00	5,000.00
Total 6650 · Accounting	5,330.00	655.00	4,675.00
Total 6270 · Professional Fees	7,455.00	2,780.00	4,675.00
Property Taxes			
Stanton Hill 9.64A Town Lot	226.20	234.97	-8.77
96 · Smith Creek Rd	27.96	256.00	-228.04
540 · Stanton Hill	171.19	177.83	-6.64
Spring St	0.26	0.26	0.00
Berry Road (47)	144.26	149.85	-5.59
Carmichael Road	4.47	4.43	0.04
Smith Creek Road	23.97	24.90	-0.93
Glenmary Drive	10.74	10.49	0.25
Metro Road	8.95	8.74	0.21
Total Property Taxes	618.00	867.47	-249.47
6770 · Supplies	95.17	88.56	6.61
Total Expense	23,532.66	10,173.65	13,359.01
Net Ordinary Income	-21,370.82	-6,547.62	-14,823.20
Other Income/Expense			
Other Income			
Interest Income - TSB COVID19	-75.87	0.00	-75.87
Total Other Income	-75.87	0.00	-75.87
Net Other Income	-75.87	0.00	-75.87
Net Income	-21,446.69	-6,547.62	-14,899.07

Tioga County Industrial Development Agency

Transaction Detail

January 2021

Type	Date	Num	Name	Memo	Amount
Restricted Cash Accounts					
COVID-19					
Deposit	01/06/2021			Loan pmts	1,011.98
Check	01/29/2021	1008	Tioga County Treasurer	2020 HUD interest accrued - for submission to US Treasury	-75.87
Total COVID-19					936.11
Community- Facade Improvement					
Deposit	01/04/2021			Loan pmt	250.00
Deposit	01/05/2021			Loan pmt	625.00
Deposit	01/22/2021			Loan Pmts	814.21
Deposit	01/28/2021			Loan pmt	299.31
Total Community- Facade Improvement					1,988.52
USDA Funds					
TSB- IRP 2016 (Formerly IRP 4)					
Deposit	01/06/2021			Loan pmts	4,076.94
Deposit	01/06/2021			Loan pmt	321.55
Deposit	01/08/2021			Loan pmt	559.08
Deposit	01/21/2021			Loan Pmts & App Fee	1,438.88
Deposit	01/28/2021			Loan pmt	728.81
Total TSB- IRP 2016 (Formerly IRP 4)					7,125.26
TSB- RBEG					
Deposit	01/06/2021			Loan pmt	809.96
Total TSB- RBEG					809.96
Total USDA Funds					7,935.22
Total Restricted Cash Accounts					10,859.85
Unrestricted Cash Accounts					
TSB- checking					
Check	01/04/2021	6608	NYS Economic Development Council	2021 NYSEDC Dues	-850.00
Check	01/04/2021	6609	LeeAnn Tinney	Dec 2020 Professional Services	-2,125.00
Check	01/04/2021	6610	Christine E Curtis	Pay Period: 12/20/20-1/2/2021	-1,362.20
Deposit	01/06/2021			Lease pmt	437.56
Check	01/20/2021	6611	Shelter Point Life	Policy # D391876 2021 DBL/PFL Insurance	-313.03
Check	01/20/2021	6612	Christine E Curtis	Pay Period: 1/3/2021-1/16/2021	-1,362.20
Check	01/20/2021	6613	Franklin Templeton	Jan 2021 Simple IRA - C. Curtis	-216.00
Check	01/20/2021	6614	Tioga County Treasurer	2021 IDA Fire Tax Bills	-618.00
Check	01/20/2021	6615	Tioga County Treasurer	4th QTR 2020 Postage - DSS	-35.10
Check	01/20/2021	6616	Tioga County	IT Inv#3548 Copies	-2.46
Check	01/20/2021	6617	Jan Nolis, CPA	Prof Svcs	-180.00
Deposit	01/22/2021			Nov OHRY & Tioga Downs Agency Fee	32,100.40
Deposit	01/28/2021			Insurance Rfnd	239.00
Check	01/28/2021	6618	Tioga County	Personnel Inv 3648 Copies	-17.60
Check	01/28/2021	6619	Tioga County	January Verizon IT Inv 3618	-40.01
Check	01/28/2021	6620	KK&P	Ag Value Chain Consultation Invoice 4000	-10,000.00
Check	01/28/2021	6621	Insero&Co	Invoice 111766; 2020 YE Audit	-5,000.00
Check	01/28/2021	6622	Jan Nolis, CPA	Prof Svcs	-150.00
Check	01/28/2021	6623	Christine Curtis	Jan 2021 HSA	-300.00
Check	01/31/2021	X	EFTPS 941 Tax Payment	Jan 2021 Federal Tax Deposit	-817.16
Check	01/31/2021	X	NYS Division of the Treasury	Jan 2021 State Tax Deposit	-143.90
Total TSB- checking					9,244.30
Total Unrestricted Cash Accounts					9,244.30
TOTAL					20,104.15



Village of Owego: Downtown Revitalization Initiative

2020 Progress Report: Department of State Projects

Project	Contract	Design/Engineering Services	Environmental Review	Local Reviews	Construction	Notes
Village of Owego DRI Projects						
Enhance Waterfront Accessibility and Recreational Opportunities	100%	25%				
Enhance Recreation Amenities and Drainage Infrastructure at Marvin Park	100%	25%				
Transform a Vacant Lot into the North Avenue Art Park	100%	25%				
Enhance Downtown Parking Options	100%	25%				
Upgrade Lake Street Infrastructure to Support Mixed Uses	100%	25%				
Enhance Lighting along Southside Drive	100%	25%				
Restore the Owego Central Fire Station	100%	25%				
Support the Creative Community with Marketing, Public Realm Amenities, and Improvements to the Tioga Arts Council Facility	90%					
Improve Accessibility at the Coburn Free Library	100%	100%	100%	100%	90%	

TIOGA COUNTY ECONOMIC DEVELOPMENT & PLANNING

RONALD E. DOUGHERTY COUNTY OFFICE BUILDING,
56 MAIN STREET, OWEGO, NY 13827 / (607) 687-8255
WWW.TIOGACOUNTYNY.COM





Village of Owego: Downtown Revitalization Initiative

2020 Progress Report: Homes & Community Renewal Projects

Project	Contract	Design/Engineering Services	Environmental Review	Local Reviews	Construction	Notes
Expand the Tioga County Historical Society Museum	25%	25%				Project Sponsor is in process of securing matching funds
Expand the Ti-Ahwaga Performing Arts Center's Facility and Capacity	25%					
Support the Development of a Diverse Business Community:						
Shear Paradise/127 McMaster Street	100%	90%	50%	50%		
Parkview Restaurant and Hotel/145 Front St	100%	50%	100%			
Home Central/151 Central Ave	100%	50%	50%			
Field Afar LLC/171 Front Street/2 Court Street	25%					
The Cellar Restaurant/196 Front St	100%	25%	50%			
A New Hope Center Building/20 Church Street	25%					
Gallery 41/37-41 Lake Street	25%					
Ice Cream Works/14 George St						Project Sponsor declined award
Improve Key Facades as Cornerstones of Revitalization:						
Former Tioga Trails Building/50 Lake Street	100%	25%				
The Rainbow Trail/132-134 North Avenue	25%					
Local Utopia Building/32-34 Lake Street	100%	100%	75%			
The Left Bank Building/194 Front Street	100%	100%	75%	50%		
Dynamic Cleaning Building/53-55 North Avenue	100%	25%	50%			
Confection Connection Building/57-59 North Avenue	100%	25%	50%			
D. Smith Building/62-64 North Avenue						Building listed for sale
The Community Shop/100-106 North Avenue						Project Sponsor declined award
Early Owego Antique Center/43-45 Lake St						Project Sponsor declined award



2020 Progress Report: Empire State Development Projects

Project	Contract	Design/Engineering Services	Environmental Review	Local Reviews	Construction	Notes
Complete the Restoration of a Prominent Mixed-Use Building/167-169 Main Street	50%	100%	100%	100%	90%	
The Neighborhood Depot: Create a Neighborhood Non-Profit Hub and Emergency Shelter	75%	50%				Project Sponsor is in process of securing matching funds
Create a Mixed-Use Brewery as a Gateway to North Avenue/The Public Well	100%	100%	100%	100%		
Create a Modern Industrial Employment Hub/Applied Technology Manufacturing Corporation	50%	75%	100%	100%		

NOTE:

On March 7, 2020 New York State Governor Andrew Cuomo declared a state of emergency with regard to the COVID-19 pandemic health crisis. Across the State, non-essential businesses closed Sunday March 22nd, when Governor Cuomo announced the “New York State on PAUSE” executive order, a 10-point policy to assure uniform safety for everyone.

New York State allowed non-essential businesses to reopen on a regional and industry specific basis, as each region met the criteria necessary to protect public health. The State’s plan focused on getting New Yorkers back to work- without triggering renewed spread of the COVID-19 virus or overwhelming the local hospital systems and medical community.

New York State has not provided notification that D.R.I. funding has been impacted. However, this unprecedented challenge has had a direct impact on the businesses and organizations selected for grant funding. Increased supply costs, contract delays, limitations to in-person site visits, financial consequences of business closures, postponed fundraising efforts, etc. have resulted in necessary changes made to the scope, timeline, and budgets of several projects.

TEAM Tioga
c/o Tioga County Industrial Development Agency
56 Main Street
Owego, NY 13827
Christine Curtis, CurtisC@tiogacountyny.gov / (607) 687-8259

TEAM Tioga Freelance Social Media Manager
1/27/2021

Introduction

TEAM Tioga is in need of a Freelance Social Media Manager. We are accepting proposals in response to this request for proposal (RFP). TEAM Tioga is comprised of Tioga County Economic Development & Planning Department, Tioga County Industrial Development Agency, & Tioga County Tourism. We strive to advance the economic well-being of Tioga County by encouraging and assisting construction, job opportunities, general health and prosperity, tourism, and recreation activities.

The target audience for the TEAM Tioga social media feeds include business owners, prospective business owners, residents, and visitors to Tioga County.

Current social media assets

<https://www.tiogacountyny.com/departments/economic-development-planning/>

<https://www.tiogacountyny.com/programs-agencies/industrial-development-agency/>

Facebook: <https://www.facebook.com/experiencetioga>

Instagram: <https://www.instagram.com/experiencetioga>

Facebook: <https://www.facebook.com/TiogaCountyAgDev>

IDA YouTube: https://www.youtube.com/channel/UC_Mlywb9zo7PBN93fbsWanA

The bidder would be responsible for managing the following initiatives:

Facebook: <https://www.facebook.com/teamtioga>

Instagram: <https://www.instagram.com/teamtioga>

Project description

This project requires:

- Conceptualize and design regular posts (minimum 8 per month) for the Agency's Facebook and Instagram social media platforms
- Monitor conversations and comments surrounding the social media updates and respond to feedback

- Engage with other social media users' profiles through likes and comments in order to show public support of Tioga County businesses and organizations
- Summarize monthly analytics to demonstrate the success of the social media strategy and show areas for improvement

Our goals are to:

- Build upon TEAM Tioga brand awareness
- Communicate project updates, highlights, and pertinent information
- Outreach to site selectors

Proposal guidelines

In order to be considered, all bidders/bidding agencies must:

- Include a price proposal for the work
- Reference and outline relevant work/project experience in social media marketing
- Provide 5-10 examples of existing social media marketing posts and/or successful social media campaign
- Provide a list of all personnel who will be working on the project—include resumes for each individual

Request for proposal timeline

Proposals in response to this RFP are due by 2/17/2021.

Evaluation of proposals will be conducted from 2/17/2021 until 3/3/2021. Bidders will be notified during this time if any information or discussions are needed.

The winning proposal will be chosen no later than 3/10/2021.

Notifications to bidders who were not selected will be completed by 3/10/2021.