



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

**Tioga County Industrial Development Agency
November 5, 2025 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting**

Call to Order and Introductions:

Attendance: IDA Board Members

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

Privilege of the Floor:

Approval of Minutes:

- A. October 1, 2025, regular meeting.

Financials: September/October

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

New Business:

- A. Wunder Lease
- B. Audit RFPs
- C. New PILOT application received
- D. Property Discussion
- E. Equipment Lease Application
- F. NYS Economic Development Council Membership

Old Business:

- A. Corporate Drive railroad crossing - Reaffirm email vote. R.J Corman is waiting for RJ Board of Directors to approve the planned crossing rebuild.
- B. Bowers account cleanup
- C. Tractor Supply – Draft legal work for easement.

Committee Reports:

- A. Public Authority Accountability Act (PAAA)



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1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
2. Governance Committee: J. Ward (Chair), E. Knolles
3. Finance Committee: J. Ward (Chair), K. Gillette
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
 - a. Annual visits to loan recipients – in progress
 - b. Façade Loan Application received – waiting for more documentation
 - c. Second meeting to review Microenterprise grant funds was completed.
 - d. Equipment lease application received.
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet before the tax exemption can be closed out.
 - b. J. Meagher drafting letter Best Bev LLC
 2. Arteast Café LLC - \$18,865 (September)/ Authorized \$24,000
- B. Suneast Solar Pilot – Closing complete.
- C. PILOT payments issued to taxing authorities

Project/Grant Updates:

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
 1. 90% of the project has been completed.
 2. Received ARC reimbursement
 3. Received 1-year extension from USDA
 4. Waiting for harvesting season to end for Geotech to be completed.
- B. USDA IRP Loan Application –
 1. The IDA was awarded \$299,000 in IRP Funds.
 2. IRP Loan Letter of Conditions package to be issued by USDA
- C. USDA RBDG Equipment Lease program
 1. The quarterly report has been completed for the quarter ending 6/30/25.
 2. Received 1-year extension from USDA.

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

Next Meeting: Wednesday December 3, 2025, at 4:30 PM in the Legislative Conference room.

Motion to Adjourn the meeting



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

**Tioga County Industrial Development Agency
October 1, 2025 – 4:00 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Minutes**

Call to Order and Introductions: 4:05 pm

Attendance: IDA Board Members

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

Privilege of the Floor:

Approval of Minutes:

- A. September 3, 2025, regular meeting.

Motion to approve September 3, 2025, regular meeting minutes as written (T. Monell, E. Knolles).

**Aye- 5 Abstain-0
Nay-0 Carried**

Financials: September/October

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

Motion to acknowledge financials as written (M. Sauerbrey, B. Evanek).

**Aye- 5 Abstain-0
Nay-0 Carried**

New Business:

- A. Arteast Café LLC Sales Tax Exemption Extension resolution. Arteast requested to extend the sales tax agreement for 6 months.

Motion to approve Arteast Café LLC Sales Tax Exemption Extension resolution



as written (E. Knolles, T. Monell).

**Aye- 5 Abstain-0
Nay-0 Carried**

- B. CB CD (0158) Renewal. Finance committee agreed to renew the CD at community bank for 6 months with a rate of 3.75%.

Motion to reaffirm Finance committee's email vote to renew CD (0158) for 6 months at 3.57 APR (M. Sauerbrey, T. Monell).

**Aye- 5 Abstain-0
Nay-0 Carried**

- C. TCIDA 2026 Budget. B. Woodburn presented the proposed 2026 budget. The budget listed the Suneast Agency fee as two installment payments, one in 2025 and 2026. Suneast Valley paid their full agency fee in September. The board agreed to modify the budget to record the agency fee in the 2025 budget.

Motion to approve the proposed 2026 budget with the amendment to include Suneast Agency fee to be recorded in 2025 (E. Knolles, B. Evaneck).

**Aye- 5 Abstain-0
Nay-0 Carried**

- D. CDBG HUD Funds. Tioga County was awarded CDBG Small Cities funds in the late 1990's and due to a settlement were able to keep the funds for a revolving loan fund. The IDA administered the loan program, however the agreement between the county and the IDA expired in 2024. In total there are just under \$800,000 in funds. C. Yelverton has been attempting to contact HUD to see what the funds can be used for. If the funds are eligible to be used as a revolving loan fund, the IDA will not accept the USDA IRP funds.
- E. NYSEG Vine Clearing- Stanton Hill Rd. NYSEG is clearing vines on IDA property.

Old Business:

- A. Bowers account cleanup. Bowers is in the process of cleaning up the accounts. B. Woodburn, M. Schnabl and C. Yelverton have been going through all of the IDA's accounts and determining if they need to be removed or modified. There are over 800 accounts to be reviewed.
- B. Owego Gardens Sewer Subsidy - Owego Gardens asked to return to the original proposed 2nd amendment to the PILOT Agreement, in which the IDA agrees to annually reimburse Owego Garden's Associates LLC from the Company's fiscal



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year PILOT payment the amount of \$16,625.00 upon confirmation by the Village of Owego that the Company has paid its quarterly sewer bills in full.

Motion to approve resolution to annually reimburse Owego Garden's Associates LLC from the Company's fiscal year PILOT payment the amount of \$16,625.00 upon confirmation by the Village of Owego that the Company has paid its quarterly sewer bills in full (T. Monell, E. Knolles).

**Aye- 5 Abstain-0
Nay-0 Carried**

- C. Tractor Supply – Draft legal work for easement. No update at this time.
- D. Corporate Drive railroad crossing. Waiting for RJ Corman to provide a proposal to the IDA board to assist with crossing improvement costs.

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
 - 2. Governance Committee: J. Ward (Chair), E. Knolles. A governance committee meeting will need to be scheduled to add Barbara Case to committee.
 - 3. Finance Committee: J. Ward (Chair), K. Gillette
 - a. Finance Committee Meeting recommended the board approve 2026 Budget.
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
 - a. Annual visits to loan recipients – in progress
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet before the tax exemption can be closed out.
 - b. J. Meagher attempting to make contact.
 - 2. Arteast Café LLC - \$18,865 (September)/ Authorized \$24,000- Arteast requested to extend the sales tax exemption.
 - 3. Navo Properties LLC - \$2,607.49 (July)/ Authorized \$2,728 – Expires in October
- B. Suneast Solar Pilot – Construction is planned to begin in October. J. Meagher is working on closing, which is expected to be completed in September.
- C. 2025 School/Village PILOT Invoices. All payments have been received.



Project/Grant Updates:

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
 - 1. 90% of the project has been completed.
 - 2. Received ARC reimbursement
 - 3. Received 1-year extension from USDA
- B. Water Quality Improvement Plan – The IDA was required to match 20% of total project cost. The project cost came below what was estimated. The total project cost was \$132,598.16. IDA was required to contribute \$33,149.54
- C. USDA IRP Loan Application –
 - 1. The IDA was awarded \$299,000 in IRP Funds.
 - 2. IRP Loan Letter of Conditions package to be issued by USDA
- D. USDA RBDG Equipment Lease program
 - 1. The quarterly report has been completed for the quarter ending 6/30/25.
 - 2. Received 1-year extension from USDA.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 – (B. Evanek, T. Monell)

- A. Contract negotiation

Board members J. Ward, B. Evanek, M. Sauerbrey, T. Monell, and E. Knolles, were in attendance along with C. Yelverton, B. Woodburn, M. Schnabl, and J. Meagher. Motion by B. Evanek, and T. Monell to move into Executive Session to discuss contract negotiations at 4:40 p.m. Motion carried. Motion by T. Monell and E. Knolles, to adjourn Executive Session at 4:50 p.m.

Motion to exit executive session (T. Monell, E. Knolles).

Next Meeting: Wednesday November 5, 2025, at 4:30 PM in the Legislative Conference room.

Motion to Adjourn the meeting at 4:50 pm (B. Evanek).

Balance Sheet - copy

Tioga County Industrial Development Agency

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)	\$ CHANGE (PY)
Assets			
Current Assets			
Bank Accounts			
1000 CCTC- CDs			
1001 Land Acquisition (150)	601,961.02	555,596.92	46,364.10
1002 Site Dev 0847	110,608.57	104,439.62	6,168.95
Total for 1000 CCTC- CDs	\$712,569.59	\$660,036.54	\$52,533.05
1003 CD Cap Improvement TSB 1484	345,058.05		345,058.05
1004 CD Site Dev Com Bank 156	110,157.30	103,328.18	6,829.12
1005 CD Site Dev Com Bank 158	110,144.80	103,328.19	6,816.61
1006 Restricted Cash Accounts			
1007 USDA Funds			
1008 CCTC- Loan Loss Reserve	40,525.01	40,512.85	12.16
1009 TSB- IRP 2016 (Formerly IRP 4)	80,305.86	76,395.30	3,910.56
1010 TSB- RBEG	112,516.89	89,826.33	22,690.56
Total for 1007 USDA Funds	\$233,347.76	\$206,734.48	\$26,613.28
Community- Facade Improvement	0.00	248,887.35	-248,887.35
COVID-19	0.00	78.67	-78.67
Total for 1006 Restricted Cash Accounts	\$233,347.76	\$455,700.50	-\$222,352.74
1011 Temporarily Restricted Cash Acc			
1012 TSB- PILOTS (Previously OG)	704,996.29	3,885,509.19	-3,180,512.90
Community- BestBuy PILOT Acct.	369.98	369.98	0.00
TSB-Crown Cork and Seal (deleted)	0.00	100.67	-100.67
Total for 1011 Temporarily Restricted Cash Acc	\$705,366.27	\$3,885,979.84	-\$3,180,613.57
1013 Unrestricted Cash Accounts			
1014 TSB ICS	600,000.00	0.00	600,000.00
1015 TSB- Checking	736,188.89	682,376.23	53,812.66
1016 TSB- General Fund	25,868.89	25,830.12	38.77
Total for 1013 Unrestricted Cash Accounts	\$1,362,057.78	\$708,206.35	\$653,851.43
CD Cap Improvement Com Bank (deleted)	0.00	327,220.11	-327,220.11
Total for Bank Accounts	\$3,578,701.55	\$6,243,799.71	-\$2,665,098.16
Accounts Receivable			

Balance Sheet - copy

Tioga County Industrial Development Agency

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)	\$ CHANGE (PY)
Other Current Assets			
1205 Facade Loan Program			
1206 Loan Rec 2024-01	19,166.66		19,166.66
Total for 1205 Facade Loan Program	\$19,166.66	\$0.00	\$19,166.66
1210 IRP 4	\$0.00	\$0.00	\$0.00
IRP 4 2023-01-A	52,473.53	57,618.04	-5,144.51
Loan Rec 2009-02-A (deleted)	0.00	48,051.58	-48,051.58
Loan Rec 2017-01-A	4,193.15	7,040.91	-2,847.76
Loan Rec 2017-04-A	21,875.24	24,498.48	-2,623.24
Loan Rec 2018-01-A	42,783.96	47,330.69	-4,546.73
Loan Rec - 2019 - 06A	42,242.85	52,479.38	-10,236.53
Loan Rec 2019-07-A	29,396.81	31,647.59	-2,250.78
Loan Rec 2021-01-A	48,422.68	55,519.72	-7,097.04
Loan Rec 2021-02-A	2,828.49	6,147.37	-3,318.88
Total for 1210 IRP 4	\$244,216.71	\$330,333.76	-\$86,117.05
1250 RBEG			
Loan Rec - RBEG 2019 -06	33,794.42	41,983.67	-8,189.25
RBEG 2023-01-A	83,957.48	92,188.79	-8,231.31
Total for 1250 RBEG	\$117,751.90	\$134,172.46	-\$16,420.56
Accounts Receivable 1300.01	453.05	42,453.05	-42,000.00
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Total for Other Current Assets	\$346,588.32	\$471,959.27	-\$125,370.95
Total for Current Assets	\$3,925,289.87	\$6,715,758.98	-\$2,790,469.11
Fixed Assets			
1600 Accumulated Depreciation	-1,308,664.24	-1,279,269.24	-29,395.00
Land 434	376,800.36	376,800.36	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,707.05	601,707.05	0.00
Land-Louns	\$230,932.53	\$230,932.53	\$0.00
Berry	2,452.20	2,452.20	0.00
Hess	259,561.43	259,561.43	0.00
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Total for Land-Louns	\$521,939.19	\$521,939.19	\$0.00
Land-Rizzuto	78,395.16	78,395.16	0.00
Railroad Improvements	1,990,530.50	1,979,330.50	11,200.00
Total for Fixed Assets	\$2,263,208.02	\$2,281,403.02	-\$18,195.00

Balance Sheet - copy

Tioga County Industrial Development Agency

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF SEPTEMBER 30, 2025	AS OF SEPTEMBER 30, 2024 (PY)	\$ CHANGE (PY)
Other Assets			
Total for Assets	\$6,188,497.89	\$8,997,162.00	-\$2,808,664.11
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
Credit Cards			
Other Current Liabilities			
23020 PILOT Payments			
23021 CNYOG	-0.01	3,232,806.78	-3,232,806.79
23022 Crown Cork and Seal	300,000.00	300,000.00	0.00
23023 Gateway Owego, LLC	2,100.00	2,000.00	100.00
23024 Midwestern Pet Foods, Inc.	0.00	38,691.08	-38,691.08
23025 Nichols Cross Dock	224,641.49	190,017.98	34,623.51
23026 Owego Gardens	25,474.99	24,976.00	498.99
Spencer-Tioga Solar	98,926.00	96,986.00	1,940.00
V&S New York Galvanizing	53,822.47	0.00	53,822.47
Total for 23020 PILOT Payments	\$704,964.94	\$3,885,477.84	-\$3,180,512.90
Total for Other Current Liabilities	\$704,964.94	\$3,885,477.84	-\$3,180,512.90
Total for Current Liabilities	\$704,964.94	\$3,885,477.84	-\$3,180,512.90
Long-term Liabilities			
Loan Pay- IRP 1	14,519.81	22,553.42	-8,033.61
Loan Pay- IRP 2	55,116.17	66,787.30	-11,671.13
Loan Pay- IRP 3	138,881.10	138,881.10	0.00
Loan Pay- IRP 4	149,882.61	171,034.68	-21,152.07
Total for Long-term Liabilities	\$358,399.69	\$399,256.50	-\$40,856.81
Total for Liabilities	\$1,063,364.63	\$4,284,734.34	-\$3,221,369.71
Equity			
1110 Retained Earnings	3,420,645.80	3,409,874.23	10,771.57
Net Income	346,236.41	-103,749.20	449,985.61
3000 Opening Bal Equity	-48,051.58	0.00	-48,051.58
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
Total for Equity	\$5,125,133.26	\$4,712,427.66	\$412,705.60
Total for Liabilities and Equity	\$6,188,497.89	\$8,997,162.00	-\$2,808,664.11

Profit and Loss

Tioga County Industrial Development Agency

January 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - SEP 30 2025	JAN 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)
Income			
4110 Grants	\$68,650.00		\$68,650.00
DRI-HCR	73,545.56	586,390.65	-512,845.09
Lounsberry Industrial Area Expansion Study	23,445.00		23,445.00
Workforce Coordinator	2,500.00	25,353.64	-22,853.64
Total for 4110 Grants	\$168,140.56	\$611,744.29	-\$443,603.73
4160 RJ Corman freight	135,169.88	97,681.67	37,488.21
Total for 4160 RJ Corman	\$135,169.88	\$97,681.67	\$37,488.21
4170 PILOT Program Fees		\$2,500.00	-\$2,500.00
SunEast Valley Solar	552,379.67		552,379.67
Best Bev		13,571.11	-13,571.11
Total for 4170 PILOT Program Fees	\$552,379.67	\$16,071.11	\$536,308.56
Interest Income-			
CCTC CD Land Acquisition 10 mo	12,486.71		12,486.71
CCTC CD Land Acquisition (879) (deleted)	6,013.64		6,013.64
CCTC CD Site Development (878) (deleted)	1,324.05		1,324.05
CCTC Loan Loss Reserve Account	9.09	9.20	-0.11
CD 156 com bank	2,954.28		2,954.28
CD 158 Site Dev Com Bank	2,941.77		2,941.77
Community- Facade Improvement	15.91	18.52	-2.61
interest income CD Site Dev Com	4,676.92		4,676.92
TSB- checking	1,151.40	1,439.90	-288.50
TSB-general fund	29.00	29.07	-0.07
TSB- IRP 4	14.12	12.23	1.89
TSB- RBEG	64.27	12.31	51.96
CD 155 Site Dev com bank (deleted)		1,224.44	-1,224.44
Interest Income - TSB COVID19 (deleted)		-1.84	1.84
Total for Interest Income-	\$31,681.16	\$2,743.83	\$28,937.33
Leases/Licenses	\$14,505.20	\$16,235.17	-\$1,729.97
First Light	1,336.45		1,336.45
Lounsberry South - Engelbert	900.00		900.00
Swartwood	700.00	400.00	300.00
Total for Leases/Licenses	\$17,441.65	\$16,635.17	\$806.48
Loan Administrative Fee	\$459.89	\$85.07	\$374.82
IRP 4		174.99	-174.99
Total for Loan Administrative Fee	\$459.89	\$260.06	\$199.83

Profit and Loss

Tioga County Industrial Development Agency

January 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - SEP 30 2025	JAN 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)
Loan Interest Income		\$94.26	-\$94.26
IRP 4	\$2.67		\$2.67
2017-01-A	107.81	158.89	-51.08
2017-04-A	686.11	669.25	16.86
2018-01-A	1,601.55	1,760.37	-158.82
2019 - 06A	1,396.46	1,698.49	-302.03
2019-07-A	1,194.86	1,281.58	-86.72
2021-01-A	855.71	972.89	-117.18
2021-02-A	79.13	140.70	-61.57
2023-01-A	1,905.03	2,081.58	-176.55
Total for IRP 4	\$7,829.33	\$8,763.75	-\$934.42
RBEG	\$27.02		\$27.02
2023.01-A	3,048.05	3,330.56	-282.51
Total for RBEG	\$3,075.07	\$3,330.56	-\$255.49
RBEG 2019 -06	1,117.14	1,358.78	-241.64
COVID-19 C-4-A (deleted)		-5.86	5.86
COVID-19 C-5-A (deleted)		-7.19	7.19
COVID-19 C-7-A (deleted)		-27.47	27.47
Total for Loan Interest Income	\$12,021.54	\$13,506.83	-\$1,485.29
4150 Miscellaneous Income		12,418.80	-12,418.80
Loan Commitment Fee		400.00	-400.00
Total for Income	\$917,294.35	\$771,461.76	\$145,832.59
Cost of Goods Sold			
Gross Profit	\$917,294.35	\$771,461.76	\$145,832.59
Expenses			
6120 Bank Service Charges	\$70.00	\$15.00	\$55.00
Check order			
Crown		15.00	-15.00
Total for Check order		\$15.00	-\$15.00
Total for 6120 Bank Service Charges	\$70.00	\$30.00	\$40.00
6160 Dues and Subscriptions	460.00	950.00	-490.00
6180 Insurance			
6185 Property & Liability (Dryden)	13,069.70	12,758.14	311.56
D & O (Philadelphia Ins. Co)	4,090.00	3,866.00	224.00
6190 Disability (First Rehab Life)		344.41	-344.41
Employee Health (SSA)		2,309.00	-2,309.00
WC (Utica)		266.00	-266.00
Total for 6180 Insurance	\$17,159.70	\$19,543.55	-\$2,383.85

Profit and Loss

Tioga County Industrial Development Agency

January 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - SEP 30 2025	JAN 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)
6200 Interest Expense		\$206.97	-\$206.97
6220 Loan Interest			
IRP 1	225.53	305.07	-79.54
IRP 2	667.87	783.43	-115.56
IRP 4	3,525.93	1,815.58	1,710.35
IRP 3		1,497.23	-1,497.23
Total for 6220 Loan Interest	\$4,419.33	\$4,401.31	\$18.02
Total for 6200 Interest Expense	\$4,419.33	\$4,608.28	-\$188.95
6240 Miscellaneous	4,124.13	1,210.00	2,914.13
6250 Postage and Delivery	29.73		29.73
6270 Professional Fees	\$10,000.00	\$25,000.00	-\$15,000.00
6280 Legal Fees	20,735.50	54,947.50	-34,212.00
6650 Accounting	\$4,920.00	\$9,750.00	-\$4,830.00
Jan Nolis		3,975.00	-3,975.00
Total for 6650 Accounting	\$4,920.00	\$13,725.00	-\$8,805.00
Administrative Services	\$51,400.00	\$6,200.00	\$45,200.00
Tinney		22,000.00	-22,000.00
Total for Administrative Services	\$51,400.00	\$28,200.00	\$23,200.00
BiziLife LLC	4,497.40	4,965.85	-468.45
Ec Dev Specialist Position		15,000.00	-15,000.00
Total for 6270 Professional Fees	\$91,552.90	\$141,838.35	-\$50,285.45
6670 Program Expense			
Fa?ade Improvement Loan Program	190.40		190.40
Water Tower		164.05	-164.05
Total for 6670 Program Expense	\$190.40	\$164.05	\$26.35
6770 Supplies	\$1,305.47	\$1,735.77	-\$430.30
6780 Marketing	895.83		895.83
Total for 6770 Supplies	\$2,201.30	\$1,735.77	\$465.53
Grant Expense			
DRI-HCR	81,179.49	586,390.65	-505,211.16
Lounsberry Industrial Area Expansion Study	89,986.50		89,986.50
Richford Railroad	3,800.00	15,899.00	-12,099.00
Workforce Coodinator	10,350.17	12,186.50	-1,836.33
Raymond Hadley Water		48,879.00	-48,879.00
Total for Grant Expense	\$185,316.16	\$663,355.15	-\$478,038.99
IDA Paint Program	1,000.00		1,000.00
Loan Program Expense	60.00	60.00	0.00

Profit and Loss

Tioga County Industrial Development Agency

January 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - SEP 30 2025	JAN 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)
Marketing	2,968.18	540.00	2,428.18
Owego Creek Stabilization	33,149.54		33,149.54
Property Taxes			
540 Stanton Hill	170.49	170.82	-0.33
96 Smith Creek Rd	27.85	27.90	-0.05
Berry Road (312)	102.29	102.49	-0.20
Berry Road (313)	51.15	51.25	-0.10
Berry Road (47)	143.66	143.95	-0.29
Carmichael Road	8.86	7.90	0.96
Glenmary Drive	11.45	10.90	0.55
Metro Road	9.54	9.09	0.45
Smith Creek Road	23.87	23.92	-0.05
Spring St	0.28	0.27	0.01
Stanton Hill 9.64A Town Lot	225.27	225.72	-0.45
Total for Property Taxes	\$774.71	\$774.21	\$0.50
6300 Repairs			
6310 Building Repairs		5,410.00	-5,410.00
Total for 6300 Repairs		\$5,410.00	-\$5,410.00
6350 Travel & Ent			
6380 Travel		129.31	-129.31
Total for 6350 Travel & Ent		\$129.31	-\$129.31
6560 Payroll Expenses		\$24,420.51	-\$24,420.51
Payroll Expenses - HSA		600.00	-600.00
Total for 6560 Payroll Expenses		\$25,020.51	-\$25,020.51
Employee benefit			
IRA Company Match		202.23	-202.23
Total for Employee benefit		\$202.23	-\$202.23
Loan Admin Fee			
IRP 4		260.06	-260.06
Total for Loan Admin Fee		\$260.06	-\$260.06
Lounsberry land		3,200.00	-3,200.00
Property Maintenance		6,179.49	-6,179.49
Total for Expenses	\$343,476.08	\$875,210.96	-\$531,734.88
Net Operating Income	\$573,818.27	-\$103,749.20	\$677,567.47
Other Income			
7010 Interest Income	160.98		160.98
Total for Other Income	\$160.98		\$160.98

Profit and Loss

Tioga County Industrial Development Agency

January 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - SEP 30 2025	JAN 1 - SEP 30 2024 (PY)	\$ CHANGE (PY)
Other Expenses			
Transferred Assets	227,742.84		227,742.84
Total for Other Expenses	\$227,742.84		\$227,742.84
Net Other Income	-\$227,581.86		-\$227,581.86
Net Income	\$346,236.41	-\$103,749.20	\$449,985.61

Transaction List by Date - Correct
Tioga County Industrial Development Agency
September 1-30, 2025

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
09/05/2025	Deposit	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0034 25/09/05 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXX2000034 25/09/05		321.55
09/10/2025	Deposit	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0022 25/09/10 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXX2000022 25/09/10		559.08
09/15/2025	Check	TCIDA	Transfer of account balance from Comm. Bank to TSB	Transferred Assets	-227,742.84
09/15/2025	Check	Thomas, Collison & Meagher			-7,550.00
09/17/2025	Check	Tioga County Soil and Water Conservation	Owego Creek Blodgett Rd. Stream Rehabilitation	Owego Creek Stabilization	-33,149.54
09/17/2025	Deposit		INTEREST ADDED BACK	Interest Income-:CD 158 Site Dev Com Bank	334.85
09/17/2025	Deposit		INTEREST ADDED BACK	Interest Income-:CD 156 com bank	336.27
09/18/2025	Deposit		DEPOSIT		536.18
09/18/2025	Deposit		DEPOSIT		278,463.95
09/21/2025	Deposit		INTEREST	Interest Income-:CCTC CD Land Acquisition 10 mo	6,276.07
09/26/2025	Expense	Tioga State Bank N.A	WIRE TRANSFER FEE	6120 Bank Service Charges	-15.00
09/26/2025	Deposit		Suneast PILOT admin fee WIRE TRANSFER CREDIT YOUNG/SOMMER LLC TROY NY US	4170 PILOT Program Fees:SunEast Valley Solar	552,379.67
09/26/2025	Deposit	Tioga State Bank N.A	INTEREST ADDED BACK-CD interest renewal reimbursement	Interest Income-:TSB CD 1484 Interest income	3,159.45
09/26/2025	Expense		CD INTEREST PAYMENT	Interest Income-:TSB CD 1484 Interest income	-3,159.45
09/29/2025	Check	Casey Yelverton	September 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,200.00
09/29/2025	Check	Brittany Woodburn	September 2025 professional services	6270 Professional Fees:Administrative Services	-1,900.00
09/29/2025	Check	Megan Schnabl	September 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,500.00
09/29/2025	Check	BiziLife LLC	August 2025 social media	6270 Professional Fees:BiziLife LLC	-567.74
09/30/2025	Deposit		INTEREST DEPOSIT	Interest Income-:TSB-general fund	3.19
09/30/2025	Deposit		INTEREST DEPOSIT	Interest Income-:TSB-IRP 4	1.31
09/30/2025	Deposit		INTEREST	Interest Income-:CCTC Loan Loss Reserve Account	1.07
09/30/2025	Deposit		INTEREST DEPOSIT	Interest Income-:TSB-RBEG	13.87
09/30/2025	Deposit		INTEREST DEPOSIT	Interest Income-:TSB-checking	50.29
TOTAL					\$565,652.23

Transaction List by Date - Correct
Tioga County Industrial Development Agency
October 1-31, 2025

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
10/01/2025	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0370 25/10/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000370 25/10/01		670.57
10/01/2025	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0372 25/10/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000372 25/10/01		1,012.45
10/01/2025	Deposit	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0012 25/10/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000012 25/10/01		306.00
10/01/2025	Deposit	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0012 25/10/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000012 25/10/01		1,072.92
10/01/2025	Deposit	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0374 25/10/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000374 25/10/01		809.96
10/02/2025	Deposit		2025 PILOT Payments deposit		3,858,897.03
10/03/2025	Check	Southern Tier Economic Growth, Inc.	Cleantech study contribution	6270 Professional Fees	-1,500.00
10/03/2025	Check	MRB Group DPC	CBA Tool	6270 Professional Fees	-1,500.00
10/03/2025	Check	Tioga County ED&P	3rd Quarter 2025 Admin fees	6270 Professional Fees:Administrative Services	-5,000.00
10/03/2025	Check	BiziLife LLC	September 2025 social media	6270 Professional Fees:BiziLife LLC	-567.74
10/06/2025	Deposit	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0054 25/10/06 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000054 25/10/06		321.55
10/07/2025	Check	TCIDA	Transfer of account balance from Comm. Bank to TSB	Transferred Assets	-369.98
10/10/2025	Deposit	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0028 25/10/10 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXXX0000028 25/10/10		559.08
10/17/2025	Deposit		INTEREST ADDED BACK	Interest Income:-CD 156 com bank	326.40
10/17/2025	Deposit		INTEREST ADDED BACK	Interest Income:-CD 158 Site Dev Com Bank	339.49
10/22/2025	Check	Tioga County	Attn: accounts receivable- ITCS help desk, phone, internet, software		-114,314.91
10/22/2025	Check	Waverly Central School District	2023-24 PILOT - Midwestern		-45,170.10
10/22/2025	Check	Owego Apalachin Central School District	OASD 2024-2025 PILOT disbursement		-
10/22/2025	Check	Spencer VanEtten Central School District		23020 PILOT Payments:Spencer-Tioga Solar	-56,271.39
10/22/2025	Check	Tioga Central School District	2022-23 School PILOT - Tioga Downs Phases 1-4	23020 PILOT Payments:23027 Tioga Downs Racetrack	-575,155.17
10/22/2025	Check	Town of Nichols	2025 Pilot Payment Best Buy	23020 PILOT Payments:23022 Crown Cork and Seal	-18,872.28
10/22/2025	Check	Town of Owego	2024 PILOT - CNYOG-V&S-Owego Gardens II		-254.51
10/22/2025	Check	Town of Spencer	2023-2024 PILOT Spencer-Tioga Solar	23020 PILOT Payments:Spencer-Tioga Solar	-17,435.92
10/22/2025	Check	village of Nichols	2023 Village PILOT - Tioga Downs	23020 PILOT Payments:23027 Tioga Downs Racetrack	-4,256.22
10/22/2025	Check	Village of Owego	Owego Gardens, Gateway Village tax year 2024-25		-3,533.13

Transaction List by Date - Correct
Tioga County Industrial Development Agency
October 1-31, 2025

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
10/24/2025	Journal Entry		Created by QB Online to adjust balance for deletion		
10/24/2025	Journal Entry		Created by QB Online to adjust balance for deletion		
10/29/2025	Deposit		transfer from CB Facade Account	3000 Opening Bal Equity	227,904.45
10/31/2025	Check	Megan Schnabl	October 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,500.00
10/31/2025	Check	Casey Yelverton	October 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,200.00
10/31/2025	Check	Brittany Woodburn	October 2025 professional services	6270 Professional Fees:Administrative Services	-1,900.00
TOTAL					-
					\$468,480.34

LEASE AGREEMENT

File: LL-100552

1. THIS LEASE is dated as of this 1 st. day of January 1995, between TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (Lessor) which has a mailing address of 56 Main Street Owego, NY 13827 and

WILLIAM WUNDER, d/b/a/ WUNDER'S SERVICE (Lessee) having a mailing address at
217 Glenmary Drive, Owego, New York 13827

2. PREMISES: The demised premises (the "Premises"), which Lessor leases to Lessee, are located on North Avenue in the Village of Owego, County of Tioga, State of New York; being a vacant parcel of land having a total area of 40,000 S.F. more or less and as more fully described or depicted on Exhibit A to this Lease.

3. TERM: The term of this Lease shall be One(1) Year, commencing on the above date. It may continue on a month-to-month basis beyond said term upon mutual agreement of the parties and be terminated thereafter by thirty (30) days written notice by either party.

4. RENT: The base rent shall be THREE HUNDRED Dollars (\$300.00) per year, payable on or before January 1st of each year.

Rent must be sent with File Number shown above to 56 Main Street, Owego, NY 13827, Att'n: IDA Treasurer, Tioga Economic Development Office. Lessor acknowledges the receipt from Lessee of \$ (waived) as security for Lessee's performance of this Lease.

5. USE: Lessee shall use the Premises solely for Storage of Materials and for no other purposes.

6.1 LESSOR RIGHTS: Lessor(or his designated lessee or operator) may operate a railroad and related transportation services on or adjacent to the Premises. "Reserved Facilities" means existing tracks, pipes, conduits, thoroughfares, roads, tunnels, electric communication and signal transmission lines and poles and guys for such lines, and other facilities of similar nature on, above, or below the ground, belonging to any party whatsoever. Lessor reserves the right and easement to operate, maintain, repair, replace, reconstruct, augment, or relocate any Reserved Facilities existing within or adjacent to the Premises. This Lease is subject and subordinate to any right which Lessor or any easement holder, Lessee, or licensee of Lessor may have in the Reserved Facilities. Lessee shall not interfere with the maintenance or operation of the Reserved Facilities, or the rights of Lessor's easement holders, Lessees, or licensees with respect thereto.

6.2 TRACK CLEARANCE: Lessee shall maintain prescribed clearances for all railroad tracks on or adjacent to the Premises. All such clearance areas shall be kept free of any obstruction.

7. PAYMENT OF RENT: Lessee covenants and agrees to pay the rent and all additional rent without prior demand, setoff, or counterclaim. Lessor may apply each payment of rent or additional rent or service charge when received in such order as Lessor may determine, any rule, law, practice between Lessor and Lessee, or custom to the contrary notwithstanding. No payment shall operate as an accord and satisfaction, notwithstanding any statement or endorsement accompanying such payment. Each payment shall be deemed received by Lessor without prejudice to its right to collect any balance of payments due from Lessee.

If Lessee does not pay rent or additional rent for a period of ten (10) days from the day when the same shall have been due and payable, then Lessee shall pay a service charge at the rate of 1.5% per month (or at

the legal maximum in the jurisdiction in which the Premises are located, whichever is greater) on the amount of any such rent for each month or portion of a month that the same shall remain unpaid; however, that such service charge shall, in no event, be less than \$25.00 for any month or portion thereof.

8. **ASSESSMENTS:** Lessee shall pay as additional rent all real estate taxes and all assessments of any nature imposed upon or assessed against the Premises and against any improvements made by Lessee, or any trade fixtures or other property of Lessee, real or personal, located on the Premises. Such payments shall be made by Lessee to Lessor within ten (10) days after receipt of invoices from Lessor, unless Lessor directs payment be made to the taxing or assessing authority. If the Premises are not taxed as a parcel but are taxed as part of a larger parcel, Lessee shall pay an equitable portion, as fixed by the Lessor, of the taxes and the assessments upon the whole tract or parcel of which the Premises are a part.

9. **PERMITS & UTILITIES:** Lessee shall be responsible at its sole cost and expense (including fees for permits and similar documents) for obtaining all utility services required or desired by Lessee, including the installation of meters and submeters if none exist. Lessee shall be responsible for all charges for utilities consumed by, and supplied to, Lessee by the provider thereof. Lessee shall not obtain any utility service from any of Lessor's facilities without first obtaining the consent of Lessor.

10. **PREMISES CONDITION:** Lessee has inspected the Premises and accepts it in its present condition. Lessor makes no implications or representations as to the zoning, condition, utility, or fitness of the Premises for any use. Lessee shall perform all maintenance and repairs of any nature, interior and exterior, ordinary and extraordinary, to the Premises, and to any improvements now or hereafter existing, necessary in good order and in safe condition, including any adjacent walkways, roads, and Lessee parking areas, and including snow and ice removal. Lessor shall have no obligation whatsoever to maintain or repair the Premises.

11. **LESSEE IMPROVEMENTS:** Lessee shall not place any sign, advertising, or improvements on the Premises without the prior consent of lessor. Lessee shall remove completely all improvements made by it upon the Premises within ten (10) days of the expiration or sooner termination of this Lease, and Lessee shall restore the Premises to its condition prior to placing such improvements, or other property, upon same. If Lessee fails to remove completely such improvements, and other property of Lessee and of any other party, Lessor may elect to retain such improvements or property, or enter the Premises and raze or remove same, Lessee hereby waiving any claim or right of action with respect thereto, and Lessee agrees to pay Lessor all its costs related to such razing or removal, including storage and transportation, and to indemnify Lessor against any claim or action by any party brought or asserted against Lessor. Lessee shall not change, or permit any change of, the existing grade or topography of the Premises without the prior approval of Lessor.

12. **LESSEE COMPLIANCE:** Lessee shall, at its own expense, promptly comply with all present and future laws, regulations, and orders of all governmental authorities affecting the Premises under all circumstances, whether or not Lessor shall be responsible primarily for such compliance. Lessee shall indemnify Lessor and shall pay all expenses, damages, penalties, and claims; including reasonable counsel fees, that may in any manner arise from, or be imposed because of, the failure of Lessee to comply with this Section.

Lessee shall not spill, release, or store, or allow others to spill, release, or store materials deemed hazardous by any government agency having jurisdiction over the premises.

Lessee agrees to fully cooperate with Lessor at all times both during the Lease and at the termination of the lease, in regard to any applicable environmental regulations and Lessee shall comply with all regulations, recommendations, rules and requirements of the local board of fire underwriters and any insurance company which insures or participates in insuring the demised premises and Lessee shall not knowingly permit any article to be brought upon or any act to be done upon the premises that will cause cancellation of any policy of insurance thereon or increase rates for such insurance beyond those usually charged for similar properties used for the purpose herein authorized.

13. **ASSIGNABILITY:** Lessee shall not assign, hypothecate, or transfer any portion of Lessee's interest in this Lease or the Premises, in whole or in part, or sublet or license the Premises, or any part thereof, without the prior consent of Lessor, and any attempt to do so shall render same null and void. Lessee shall not permit any security interest in any third party to attach to the Premises, any part thereof, or any improvements or any personal property now or hereafter placed or kept thereon, without the prior consent of Lessor, and any attempt to do so shall render same null and void.

14. **INDEMNIFICATIONS:** Lessee shall relieve, indemnify, and defend Lessor against and from all expenses, damages, actions, fines, penalties, claims, judgments, settlements, and demands of every kind or nature, including reasonable counsel, investigator, and expert fees, arising out of any failure by Lessee to perform any of the agreements, terms, covenants, or conditions of this Lease, and any bodily injury, death, or property loss or damage to or of any person or entity that comes upon the Premises or appurtenances thereto or on or under the walkways, roadways, sidewalks, curbs, or loading areas contiguous thereto, however occurring, and also for any matter growing out of the condition, occupation, maintenance, alteration, repair, use, or operation of the Premises or appurtenances thereto or any part thereof, or of the walkways, roadways, sidewalks, curbing, and loading areas contiguous thereto, unless caused directly by the sole negligence of Lessor. For the purposes of this Section the term "Lessor" shall include not only the Lessor names herein, but also any officer, employee, parent, or subsidiary of Lessor, and its or their agents, employees, and officers.

15.1. **INSURANCE:** Lessee shall maintain continuously in effect a policy of comprehensive general liability insurance, including contractual liability covering the liability assumed by Lessee under the provisions of Section 14 of this Lease. Such insurance shall be in limits of not less than \$1,000,000 for death and bodily injury, and \$1,000,000 property loss and damage for each occurrence. If the Premises consist of a building or other similar improvements owned by Lessor, Lessee shall maintain continuously in effect a commercial all-risk insurance policy insuring such building, improvements, and all major systems therein for full replacement cost or actual cash value, the former if obtainable for the Premises. With respect to general liability, such all-risk policy shall contain the coverages required above in this paragraph. Such insurance shall be in a form acceptable to Lessor and shall be maintained in a solvent company licensed to sell insurance in the state in which the Premises are located. Lessee shall maintain such direct damage coverage as Lessor may request, in amounts, companies and form acceptable to Lessor. Any such insurance on the property of Lessee, or in Lessee's custody, shall contain a waiver of subrogation against Lessor, its officers, employees, and agents, and an endorsement naming Lessor as an additional insured. Lessee must deliver such insurance to Lessor at the time of signing this Lease.

15.2. In the event of any substantial loss, damage to, or destruction of the Premises, or any major system thereof, in the sole judgment of Lessor, by any cause whatsoever, Lessor shall have the option, within thirty (30) days from the date thereof, of terminating this Lease by notice to Lessee, or of requiring Lessee to repair such loss, damage, or destruction. If Lessor elects to terminate this Lease, such termination date shall be set forth in the notice from Lessor as aforesaid, and Lessee shall forthwith endorse all insurance proceeds to Lessor. In the event Lessor elects to have Lessee repair such loss, damage, or destruction, Lessee shall, within thirty (30) days of the date of Lessor's notice as aforesaid, submit plans to Lessor for its approval prior to the commencement of any repair work. If Lessor elects to have such loss, damage, or destruction repaired, and if, but only if, the Premises shall have been rendered wholly untenable by reason thereof, base rent only shall abate from the date of such loss, damage, or destruction, until the date of completion of repairs. In the event the Premises are rendered only partially untenable by such loss, damage, or destruction, base rent and additional rent shall continue in full force and effect for that portion of the Premises which remain tenable, and Lessee shall proceed to repair the Premises after submitting plan therefor to Lessor for its approval within thirty (30) days following such loss, damage, or destruction. Upon approval by Lessor of any repair plans of Lessee, Lessee shall proceed immediately to commence such repairs and to diligently and continuously make same until completed at the earliest practicable date. "Diligently and continuously" shall mean having workmen at the Premises each and every business day, for eight hours each day, weather permitting. In the event of a termination of this Lease by Lessor as aforesaid, all rent shall end as

of the date of such loss, damage, or destruction, and any rent paid beyond such date shall be refunded prorata to Lessee.

16. **EMINENT DOMAIN TAKING:** If all or any part of the Premises shall be acquired or taken on a theory of eminent domain, Lessee shall have no claim for the value of any unexpired term of this Lease and Lessee hereby assigned to Lessor any claim for loss of Lessee's leasehold interest. Lessee may, however, make claims against the condemning authority for moving expenses, loss of fixtures, or other matters which do not affect the award otherwise payable to Lessor, but Lessee shall have no claim against Lessor or no claim against the condemning authority which would reduce the award otherwise payable to Lessor.

17. **DEFAULT:** In the event of default under this Lease, Lessor may terminate this Lease at any time upon ten (10) days' notice. If Lessee shall fail to surrender the Premises upon the date set forth in such termination notice, the rent hereunder shall be increased to 200% of the rent in effect at the time of such termination, plus all charges herein reserved as additional rent, until Lessor notifies Lessee in writing that a lesser rent shall be in effect. However, nothing in this Lease shall limit the availability of the right and remedies of Lessor under law against Lessee in the event of a default by Lessee.

If Lessor terminates this Lease for an event of default by Lessee, Lessor shall have, in addition to any rights in this Lease, all rights available to it at law to regain possession of the Premises and to collect all sums due Lessor, including rent for the balance of the term. Without limiting any such rights, Lessor may seize any property of any party found thereon and sell same to satisfy all indebtedness of Lessee under this Lease, and Lessee waives any claim or right of action against Lessor with respect to such seizure and sale. With respect to such seizure, Lessor may enter the Premises without any liability to Lessee or to the owner of any property found on the Premises, and may change the locks on any improvements on the Premises. With respect to such a sale, and to any levy upon execution of any judgment obtained by Lessor for nonpayment of monies due under this Lease, Lessee hereby waives any right of replevin and its rights under any law which now or hereafter may exempt any such property from sale.

18. **LESSOR PERFORMANCE:** Lessee specifically agrees that its liability for all rent and for all of the other covenants and conditions of this Lease shall not be affected or reduced by the failure of Lessor to perform any of its obligations under this Lease or to supply any service whether specifically required herein or not.

19. **FAILURE TO PAY RENT:** If Lessee fails or is unable to pay rent or additional rent, or if Lessee fails or is unable to perform any nonmonetary agreement, term, covenant, or condition of this Lease, and such default continues for a period within which performance is required to be made by specific provision of this Lease, or if no such period is so provided, for a period of five (5) days after notice thereof by Lessor to Lessee, or, if such performance cannot be reasonably accomplished within such five day period, Lessee does not in good faith commence such performance within such five day period and does not diligently proceed therewith to completion, then Lessor may avail itself of any right or remedy given by this Lease or by law.

20. **IMPLIED WAIVER:** No waiver by Lessor of any breach of Lessee's obligations, agreements, or covenants herein shall be a waiver of any subsequent breach or of any obligation, agreement, or covenant, nor shall any forbearance by Lessor of any rights and remedies with respect to such or any subsequent breach. No failure by Lessor to bill Lessee for any amounts due under this Lease shall be deemed an estoppel or construed as a waiver of the right of Lessor to collect such sums from Lessee.

21. **NOTICES:** Every notice, approval, consent, or other communication desired or required under this lease shall be effective only if the same shall be in writing and sent postage prepaid by United States registered or certified mail (or a similar mail service available at the time), directed to the other party at its address indicated in Section 1 of this Lease, or such other address as either party may designate by notice given from time to time in accordance with this Section.

22. **SUCCESSOR INTERESTS:** The covenants and agreements herein contained shall inure to the benefit of and be binding upon the successors, heirs, personal representatives, and assigns of the parties hereto, subject, however, to Section 13 of this Lease.

23. Nothing herein contained shall imply or import a covenant on the part of Lessor for quiet enjoyment.

24. To the extent required by law, this Lease shall be subject to the approval of any governmental entity.

25. The entire agreement between Lessor and Lessee is set forth in this Lease, and there are no understandings, agreements, or representations of any kind between the parties, verbal or otherwise, other than as set forth in this Lease. No change or modification of any of the covenants, terms, or provisions hereof shall be valid unless in writing and signed by the parties hereto.

26. The rent provided in Section 4 at the current base rent shall, on an annual basis, be changed by the same percentage change as reflected in the "Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) (1967 = 100)" specified for "All Items - United States" compiled by the Bureau of Labor Statistics of the United States Department of Labor.

27. The provisions added to this page and any exhibit or addendum to this Lease shall be deemed a part hereof.

IN WITNESS WHEREOF,


Witness


Lessee

12/19/94
Date


Witness


Lessor

7/5/91
Date

To Fort Haven

1/4/22

LANE ERECTION

More than 1/2

to 1/2

NORTH

AVENUE

leased to
SHELDON KERRING CO.

DRIVE

LEASE
TO
W. Wunder
200' x 220' ±

LEHIGH VALLEY RAILROAD
BUFFALO DIVISION
LAND TO BE LEASED

OWING, N.Y.

DEAN 1st CO

OWNER'S DIVISION

LEASING

Rev. 8-19-51

F-7-201 Rev. 8-19-51

IDA# 100552

Attachment A

Audit Services Evaluation Form

FIRM NAME:

DATE:

Required Submissions	YES	NO
• EEO / MWBE Policy Statement		
• Non-Collusive Bidding Certificate		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Qualifications and experience of the firm and staff		25	
• Depth of firm's specialized resources for unique accounting and tax situations		15	
• Firm's experience in providing auditing services to municipalities, other public authorities		20	
• Meets GAO/AICPA standards, NYS licensing		15	
• Fee Proposal		25	

TOTAL:

EVALUATOR NAME:

Bonadio & Co., LLP
Accounting, Consulting & More

Proposal To Provide Independent Auditing Services

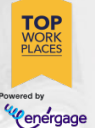
September 30, 2025

**Tioga County Property Development
Corporation**

**Tioga County Industrial Development
Agency**

**Tioga County Local Development
Corporation**

877.917.3077 | bonadio.com |    



Submitted to:

Attn: Sara Zubalsky-Peer
TCPDC Executive Administrator
Tioga County Property
Development Corporation
Tioga County Industrial
Development Agency
Tioga County Local Development
Corporation
56 Main Street
Owego, NY 13827

Submitted by:

Keeley Ann Hines, CPA
Engagement Partner
The Bonadio Group
432 North Franklin St. Suite 60
Syracuse, NY 13204
(315) 214-2769
khines@bonadio.com



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September 30, 2025

Sara Zubalsky-Peer
Executive Administrator
Tioga County Property Development Corporation
Tioga County Industrial Development Agency
Tioga County Local Development Corporation
56 Main Street
Owego, NY 13827

RE: Proposal to Provide Independent Auditing Services

Dear Ms. Zubalsky-Peer:

It is The Bonadio Group's (Bonadio) pleasure to submit this proposal to provide independent auditing services to the Tioga County Property Development Corporation (TCPDC), Tioga County Industrial Development Agency (TCIDA), and Tioga County Local Development Corporation (TCLDC), collectively designated in this proposal as the "Organizations" for the fiscal years ending December 31, 2025, 2026, and 2027.

Bonadio provides a wide variety of accounting, audit and consulting services to many governments, authorities, and corporations throughout New York State.

This is why Bonadio is the right decision:

We know the complex landscape of governmental entities. We are, hands down, an expert in governmental entities in New York State. Our government experience is second to none. Bonadio is one of the leading accounting, audit and advisory firms to government organizations in New York State, and we currently provide accounting and auditing services to over 300 government entities, including a variety of New York State Agencies, cities, public authorities, counties, school districts, and other local governments.

We have a wealth of experience in working with many authorities throughout the state (including water and/or sewer), delivering services ranging from financial statement audits to specialty financial consulting projects. Our breadth of resources allows us to keep you abreast of all critical financial and regulatory matters impacting the Organizations.

We're specialists. The Organizations will be served, at all levels, by professional staff who understand the complex nature of the Organizations. In addition, Bonadio has the bench strength to ensure that the Organizations' engagement is not reliant or dependent on any single individual. Our depth of resources includes 10 partners and 15 principals who have devoted their entire careers to working in the government sector. These individuals are supported by a related complement of managers and staff-level resources that have specific government experience.

As the largest independent audit firm in Upstate New York, we have the necessary resources to serve you at fees you will find very competitive and reflective of our desire to serve as your accountants.

We will perform the services in a timely and responsive fashion, with a responsive schedule in accordance with your timelines; we will work with you to meet all requirements. Our overarching principles are centered around no surprises.

432 North Franklin Street, #60
Syracuse, NY 13204
p (315) 476-4004
f (315) 254-2384

www.bonadio.com

We want to work for you!

The opportunity to serve as your auditors and advisors is important to us. We are committed to demonstrating that Bonadio is a high-quality audit firm that adds value to the audit process. What's more, our team has proven, in-depth experience performing specialized work for government entities across New York State. We understand complex organizations and always approach our work from your perspective.

If you have any questions regarding the information contained in this proposal or on any other matter, please contact Keeley Ann Hines at **(315) 214-2769** or **khines@bonadio.com**. We are available, at your convenience, to meet with you to discuss any questions you may have and to demonstrate our interest in serving the Organization.

Firm and Irrevocable Offer

The Bonadio Group's agreement to all of the requirements, conditions and contract terms are subject to the review and approval of Bonadio's in-house counsel upon awarding of the bid. Keeley Ann Hines is duly authorized to sign this proposal on behalf of The Bonadio Group. This proposal is firm and irrevocable for 90 days after the submission date. After this time, if no award is made, Bonadio may elect to modify the quoted fees to meet the factors in place at that time. We are not obligated to honor the fees listed in this proposal after the irrevocable offer period.

Very truly yours,

THE BONADIO GROUP

A handwritten signature in blue ink, reading "Keeley Ann Hines". The signature is fluid and cursive, with the first name "Keeley" being the most prominent.

Keeley Ann Hines, CPA
Partner

01

INDEPENDENCE

License to Practice in New York State

Bonadio & Co. LLP is registered to practice in New York State. Bonadio & Co. LLP currently employs approximately 343 certified public accountants who are licensed by the State of New York and registered by the State Education Department. All partners and all key professional staff assigned to the Organizations' client service team are licensed to practice public accountancy in New York State.

All government team members have exceeded the minimum 24 hours of biennial CPE required by Government Auditing Standards; in fact, many of our team members receive 30 or more governmental hours on an annual basis. Our commitment and dedication to continuing professional education is second to none among our competitors.

Independence

Bonadio & Co. LLP is independent with respect to Tioga County Property Development Corporation (TCPDC), Tioga County Industrial Development Agency (TCIDA), and Tioga County Local Development Corporation (TCLDC), collectively referred to as the "Organizations" in accordance with Rule 101 of the AICPA's Code of Professional Conduct, and its interpretations and rulings, and in accordance with *Government Auditing Standards* Sections 3.02 through 3.15 (2007 revision), as published by the United States Government Accountability Office.

In order to ensure that we are independent with all existing and new attest clients, we have an annual process of surveying all employees and obtaining a response in writing as to any potential conflicts, which are then reviewed in detail and resolved. This process involves an individual, detailed review of our full firm client list and answering a questionnaire with specific independence-related issues. In addition, on an ongoing basis, we inform our people of proposal opportunities to identify any potential conflicts that arise throughout the year.

Conflict of Interest

Bonadio affirms that our engagement with the Organizations will not create any potential conflict of interest or appearance of impropriety relating to other clients/customers of Bonadio or former officers and employees of the Organizations. Each of our engagement letters includes the following language regarding confidentiality:

We may from time to time and depending on the circumstances, use third-party service providers to serve your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

Conflict of Interest (Continued)

If we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Peer Review

Our quality assurance program is complemented by independent periodic peer reviews, the most recent of which was executed in September 2023 (Appendix E). **Bonadio's peer review resulted in the best that can be earned, and no letter of comments.** We are proud of that achievement as it validates our commitment to quality.

Federal or State Desk Reviews

Because of the significant number of governmental agencies to whose regulations and standards we and our clients are subject, we periodically undergo routine inspections of various aspects of our professional practice. Should you engage us to provide services for you, we will discuss the nature and results of these inspections, to the extent appropriate in the circumstances. However, no state (or federal) regulatory agencies or professional organizations have taken any disciplinary action (nor is there any pending) against our firm during the past five years.

Our dedicated government team performs greater than 100 audits under the Uniform Grant Guidance, including the new Uniform Guidance procurement policies for schools, towns, counties, and cities across New York State. The expertise of our team and our firm is unmatched in New York and available to serve the Organizations.

Disciplinary Actions and Litigation

Bonadio and its partners and employees have not been disciplined or censured by any regulatory body within the last 5 years.

In the normal course of Bonadio's business as a large regional accounting firm, Bonadio may be made a party to litigation alleging various common law and statutory violations. While Bonadio expects to resolve all pending matters without any material detrimental impact to the firm, like most accounting firms of any size, Bonadio does not disclose or discuss its litigation. Litigation is generally disposed of in the normal course of business and under any applicable professional liability insurance.



02

EXECUTIVE SUMMARY

About The Bonadio Group

Big Firm Capability. Small Firm Personality.

Bonadio was founded in 1978 and has grown to be the one of largest providers of accounting, business advisory and financial services in New York State.

We serve organizations that desire quality professional accounting and other services at a reasonable cost and who need personalized and timely delivery. Bonadio provides an environment where creative, people-oriented professionals practice accounting and consulting services without some of the constraints inherent in large, bureaucratic firms. We believe that our size reflects the outstanding service level we provide to all of our clients. It is this combination that has made us successful and is responsible for our continued growth.

We provide a highly technical and quality service commensurate with that of the largest certified public accounting firms. However, we are able to respond quickly and personally to the needs of our clients because we are structured to service our clients in this way. As you are aware, you will interact regularly with our most experienced personnel, i.e., our partners, principals and managers. This is in sharp contrast to most accounting firms where the quality involvement of their most experienced personnel is limited. In fact, most firms rarely spend time on-site and try to complete the audit through email and phone calls.

Bonadio is a diversified professional services firm offering accounting and auditing, business advisory and financial services to clients around the world.

- A Top 100 CPA Firm in the U.S. by *Public Accounting Report* and *Inside Public Accounting*.
 - Ranked 40th in 2025 on Accounting Today's list of Top 100 Firms
- Identified by *Practical Accountant* as a CPA Innovative Firm.
- Identified by *Accounting & Financial Women's Alliance (AFWA)* and the *American Women's Society of Certified Public Accountants (AWSCPA)* as a Best Accounting Firm for Women.
- Named as one of the *2025 Best Companies to Work for in New York* by *FORTUNE* and Great Place to Work®
- Ranked in *Forbes* as one of America's Best Tax and Accounting Firms in 2023.



THE BONADIO GROUP

Nationally
Ranked, IPA
Top 40
Accounting
Firm



OVERVIEW

- More than 1,000 employees
- More than \$175 million/year in firm revenues
- 200+ Partners/ Principals
- 135+ managers

LOCATIONS

- Albany
- Buffalo
- Dallas, TX
- East Aurora, Buffalo
- New York City
- Rochester
- Sarasota, FL
- **Syracuse**
- Utica
- Rutland, VT
- Virginia Beach, VA
- Wilmington, DE

WHAT WE DO

- **Accounting and Auditing**
- Business Advisory
- Employee Benefit Plans
- Healthcare Consulting
- IT Consulting
- Internal Audit Services
- Outsourced Quality Control Function
- Outsourced Accounting
- Outsourced Training
- Peer Reviews
- Risk Management
- Tax Planning and Preparation

WHO WE SERVE

- Arts and Cultural
- Foundations
- Colleges and Universities
- Broker-dealers
- Financial Institutions
- **Governments**
- Healthcare
- Human Service Providers
- Individuals Labor
- Privately-Held Businesses
- Private School K-12
- Public Companies
- Small Businesses
- Tax-Exempt Entities

FIRM QUALIFICATIONS & EXPERIENCE

Prior Experience with Government Entities

When it comes to the business of government, Bonadio is all business. Whether it's performing an annual financial statement audit, analyzing cost containment and savings opportunities, or attacking Medicaid fraud and abuse, Bonadio is prepared to deliver outstanding results for remarkably reasonable fees.

On an annual basis, Bonadio conducts hundreds of different types of audits for a variety of governmental entities. We audit financial statements, perform compliance and operational audits, help our clients assess and remediate risk, & More. Our auditors are charged with understanding and applying the most recent *Government Accounting Standards Board (GASB)*, *Government Auditing Standards* ("Yellow Book"), and other auditing standards, and are known for their responsiveness, dedication to detail, insightful management reports, and ability to communicate findings in an understandable manner.

Beyond audits, Bonadio works with governmental entities to find ways to cut operational costs, streamline operations, eliminate waste, and uncover fraud. Our CPAs and MBAs bring real world, hands-on experience backed by academic and professional credentials in internal auditing, information systems auditing, forensic accounting, integrated resource management, and purchasing management, among other services.

Bonadio provides a comprehensive array of services to its clients. Our current divisions include assurance, tax, consulting (including both systems and operational review capabilities, health care consulting, business advisory services, personal and family finance). The breadth of services we are able to provide ensures that your needs are met both timely and effectively by your client service team.

Types of Bonadio's Government Clients

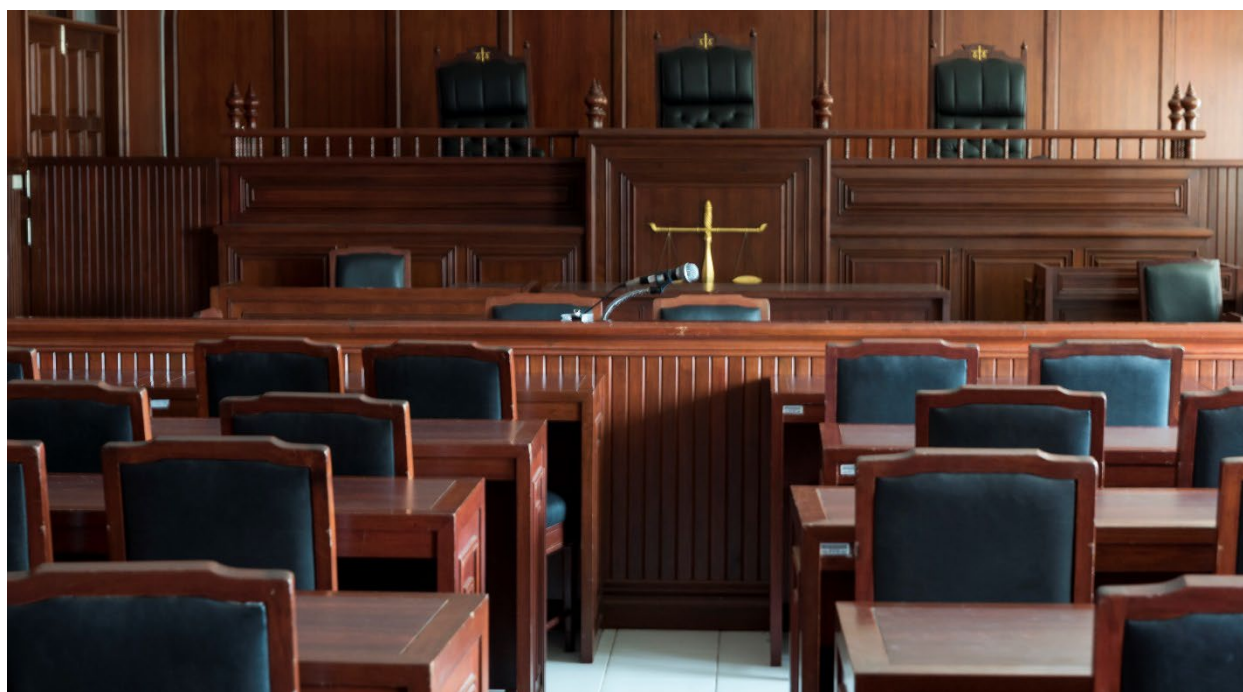
- State of New York Public Authorities
- Local Public Authorities Including:
 - Land Banks
 - Industrial Development Agencies
 - Local Development Corporations
- Counties
- Cities
- Towns
- Villages
- Boards of Election
- School Districts and BOCES

Prior Experience with Government Entities (Continued)

In addition to core audit services, examples of special projects where we have assisted government clients include:

- PILOT studies (Industrial Development Agencies & Municipalities)
- Analysis of workforce needs
- Recommendations on rates to be charged for municipal services
- Developing cash receipts procedures and the related training of staff
- Various internal control analyses, including financial and operational
- Procedures documentation
- Health services delivery models
- Project audits related to grant reimbursement submissions
- Public Authority Accountability Act Mandatory training
- Construction audits
- Contract audits
- Justice Court audits
- Town Clerk audits
- County Foster Care consulting
- Evidence room audits

This experience directly benefits you and the Organizations as we understand the multitude of issues you could face. We are also able to help deliver the financial messages to your Organizations' Board and address the questions they have in a clear, understandable manner. We know that Board members have a wide range of backgrounds, and we work to ensure they are comfortable with the material we present.



New York State County Experience



NYSAC
Excelsior Partner

Bonadio audits 11 of the 57 New York State Counties and performs some type of service (audit or consulting) for an additional 30 Counties. This audit and consulting experience allows us to know how a county operates within New York State and provides your team with the knowledge and support to undertake organizations of your size. Further, we

have the resources of a firm with over 1,000 professionals to ensure that your audit is completed within your expectations.

Partial Listing of Previous/Current Government Clients

- County of Chautauqua
- County of Columbia
- County of Erie
- County of Essex
- County of Greene
- County of Livingston
- County of Monroe
- County of Montgomery
- County of Madison
- County of Nassau
- County of Onondaga
- County of Schoharie
- County of Steuben
- County of Sullivan
- County of Wayne
- City of Binghamton
- City of Lockport
- City of Long Beach
- City of New Rochelle
- City of Niagara Falls
- City of Port Jervis
- City of Syracuse
- City of Troy
- City of Utica
- City of Yonkers
- Town of Albion
- Town of Canandaigua
- Town of Clarkstown
- Town of Glennville
- Town of Hastings
- Town of Grand Island
- Town of Irondequoit
- Town of Mexico
- Town of North Castle
- Town of Penfield
- Town of Pittsford
- Town of Perry
- Town of Schodack
- Town of Windham
- Village of Central Square
- Eastern Suffolk BOCES
- Haverstraw – Stony Point Central School District
- Irvington Union Free School District
- Nassau BOCES
- Newburgh Enlarged City School District
- New York Convention Center Operating Corporation, operating the Jacob K. Javits Convention Center
- Orange Ulster BOCES
- Putnam Northern Westchester BOCES
- Rochester-Genesee Regional Transportation Authority
- Southern Westchester BOCES
- Suffolk Community College
- Monroe County Airport Authority
- Monroe County Water Authority
- Western Regional Off-Track Betting Corporation
- Western Suffolk BOCES
- 60 + Other School Districts

Representative List of Previous/Current Public Authorities

In addition, we serve over 300 governmental clients through several different service offerings. This emphasizes our commitment to the public sector and is evidenced by the growth of personnel and expertise at Bonadio to serve this industry.

Albany Land Bank	Monroe Security & Safety Systems Local Development Corporation
Albany Municipal Water Finance Authority	Monroe Tobacco Asset Corporation
Albany Water Board	New Rochelle Corporation for Local Development
Amherst Industrial Development Agency	NFC Development Corporation
Binghamton Local Development Corporation	Niagara Falls Urban Renewal Agency
Binghamton Urban Renewal Agency	Niagara Falls Water Board
Broome County Industrial Development Agency	New York Convention Center Operating Corporation
Capital District Youth Center, Inc.	New York State Energy Research and Development Authority
Cayuga County Development Corporation	Olympic Regional Development Authority
Central New York Enterprise Development Corporation	Onondaga Convention Center Hotel Development Corporation
Central New York Regional Transportation Authority	Onondaga County Industrial Development Agency
Central New York Regional Planning and Development Board	Onondaga County Resource Recovery Agency
City of New Rochelle Industrial Development Agency	Onondaga Tobacco Asset Securitization Corporation
City of Port Jervis Community Development Agency	Rochester – Genesee Regional Transportation Authority
City of Port Jervis Industrial Development Agency	Seneca County Land Bank
County of Monroe Industrial Development Agency	Seneca Tobacco Asset Securitization Corporation
Development Authority of the North Country	Steuben County Land Bank Corporation
Finger Lakes Regional Telecommunications Development Corporation	Steuben Tobacco Asset Securitization Corporation
Essex County Land Bank	Syracuse Regional Airport Authority
Finger Lakes Regional Land Bank	Syracuse Urban Renewal Agency
Genesee Valley Regional Market Authority	Tioga County Land Bank
Greater Rochester Outdoor Sports Facility Corporation	Troy Community Land Bank
Greater Syracuse Property Development Corporation	Utica Industrial Development Agency, Inc.
Greater Syracuse Soundstage Development Corporation	Utica Urban Renewal Agency
Livingston County Capital Resource Corporation	Village of Chittenango Local Development Corporation
Livingston County Industrial Development Agency	Village of Fairport Industrial Development Agency
Livingston County Water and Sewer Authority	Village of Fairport Local Development Corporation
Livingston Tobacco Asset Securitization Corporation	Village of Fairport Urban Renewal Agency
Madison County Industrial Development Agency	Warren Tobacco Asset Securitization Corporation
Monroe County Airport Authority	Yates County Industrial Development Agency
Monroe County Water Authority	
Monroe NewPower Corporation	

Industry Involvement

The firm and/or individuals are members of the following organizations (not all inclusive):

- Governmental Finance Officers Association (GFOA)
- Association of Government Accountants (AGA)
- American Institute of Certified Public Accountants (AICPA) (includes AICPA Government Quality Center and AICPA Employee Benefit Plan Quality Audit Center)
- New York State Society of CPAs Public Schools Committee
- New York State Society of CPAs Government Audit and Accounting Committee
- New York State Association of Counties
- Association of School Business Officials
- Association of Certified Fraud Examiners

Through our memberships, we are able to stay on the cutting edge of the issues that affect municipalities and provide our clients with timely and well-informed insight. Our involvement in these organizations helps us to see our government clients through the perspective of management and/or elected officials. We believe understanding the differing perspectives of our clients enables us to serve them more effectively.

Audit Quality Center Participation



We are also a member of AICPA's Government Audit Quality Center. We are proud of the quality of our work. In order to ensure that this high level of quality is maintained, we have established a comprehensive quality assurance program. This program starts with hiring the best people available and continues with extensive training - 40 hours annually, per person, on average. We are also members of the AICPA Center for Public Company Audit Firms and Moore Stephens International. We annually attend the AICPA

National Government Conference, and all managers, seniors and staff are required to attend annual in-house training on audits of government agencies.

Of most importance to us is our commitment to the AICPA Government Audit Quality Center. Involvement in this is optional but indicates a level of commitment above all other non-member CPA firms. Our participation requires that our firm and personnel attain additional continuing professional education on an annual basis.

We have an established program which ensures that all audit engagement personnel possess current knowledge, appropriate to their level of involvement in the engagement, of applicable professional standards, rules, and regulations. Our clients all benefit from Bonadio's commitment to quality. Quality is not an add-on process at Bonadio. Rather, it is engrained in our professional culture and is integral to all aspects of our client service.

Excellence & Quality Control

Bonadio has a strong and continual commitment to quality and education and dedicates significant professional resources necessary to ensure that our clients receive the highest possible quality of attestation services and deliverables.

We have an entire team within our firm dedicated to ensuring that all of the firm's quality control processes and procedures are in accordance with Professional Standards. This team is known as the Excellence and Quality Division. This team consists of partners, principals and managers who consult with firm engagement teams on technical matters. The Excellence and Quality Division's expertise covers all industries serviced by the firm. Additionally, the Excellence and Quality Division is well-versed in highly technical arenas, such as Uniform Guidance audits and employee benefit plan engagements, which provides yet another resource for you.

In addition, this team is responsible for a number of different areas, including:

- Performing all second partner quality reviews for (all offices), including on PCAOB engagements.
- Researching all new technical accounting and auditing pronouncements and providing appropriate communication (technical memoranda, training sessions, etc.) on how they impact your engagement.
- Performing inspections of income tax returns to ensure quality and compliance with IRS regulations.
- Developing and delivering a comprehensive training curriculum for all personnel of the firm (all divisions and offices).
- Facilitating outside continuing professional education seminars, on a variety of topics.
- Peer review responsibilities, including internal monitoring of attest engagements on an annual and on-going basis.
- Assisting clients with the implementation of accounting pronouncements, including the new revenue recognition and leasing standards.

Bonadio has a strong and continual commitment to quality and education and dedicates significant professional resources necessary to ensure that our clients receive the highest possible quality of attestation services and deliverables.

In addition to the above responsibilities, the Excellence and Quality Division is available to consult with you and your engagement team on a real-time basis. We work with you to ensure that you receive real-time advice on issues that you are experiencing. We believe that this is a benefit that you will not find with other accounting firms and sets us further apart from our competition.

The firm has a policy that requires every attest report issued by us to be reviewed and approved by the Excellence and Quality Division. Finally, yet importantly, our quality assurance program is complemented by a triennial peer review, the most recent of which was executed in September 2023. See Appendix E.

04 ENGAGEMENT PERSONNEL

Government Expertise

Our firm continues to experience long-term growth and success because we've built a team of people that are experts in governmental auditing. With almost twenty partners and principals specializing in this area, all of our expertise and knowledge is not concentrated with a few individuals. This is key to helping our clients grow and to helping develop our staff to better understand and excel in the government arena.

We believe that our people make the difference. The primary personnel assigned to serve you have a unique blend of governmental audit and consulting experience. The people identified will be the key contacts for you.

Keeley Ann Hines, CPA—Engagement Partner (khines@bonadio.com)



Keeley is an Assurance Partner in the Public Sector Not-For-Profit (PSNFP) Industry. Serving as an Industry Cabinet Member, she plays a key role in the strategic planning and growth of the industry, as well as in the development and delivery of curriculum to ensure compliance with relevant accounting and auditing standards, and the advancement of the firm's professional staff.

With 20 years of professional experience, Keeley provides auditing and accounting services to a wide range of tax-exempt entities, including not-for-profit organizations, foundations, municipalities, public authorities, and school districts. She has extensive knowledge of Government Accounting Standards Board (GASB) pronouncements, Government Auditing Standards, and federal compliance requirements, and specializes in single audits in accordance with Uniform Guidance.

Keeley is also an experienced presenter of continuing professional education courses, both internally and at external conferences such as the NYS Land Bank Association, NYS Conference of Mayors, NYS Association of Counties, and the CNY School Board Association. Her published work includes articles on the impact of COVID-19 on governments, implementation guidance on GASB 84, cash flow management strategies, and participation in a New York State Association of Counties podcast on GASB 87 and 96.

Keeley previously served on the board of directors for the Syracuse office of the American Heart Association and is the former chair of the Community Action Committee. She is a past committee member of the Career Opportunities in the Accounting Profession program and past finance chair of the Most Holy Rosary School. She was a member of the Red Shoe Society of the CNY Ronald McDonald House in 2019–2020 and is a 2017 recipient of the Central New York 40 Under Forty Award. Keeley currently serves as board member and Treasurer of both On Point for College and the Liverpool Youth Lacrosse Association.

She received her B.S. in Accounting from Le Moyne College and is a member of the American Institute of Certified Public Accountants (AICPA), the New York State Society of CPAs (NYSSCPA), and the New York State Government Finance Officers' Association (NYSGFOA).

Jacob Skeval, CPA—Engagement Principal
(jskeval@bonadio.com)



Jacob is a principal in the Public Sector & Not-for-Profit Service Line in our Syracuse office. He has experience providing audit and accounting services to municipalities, public authorities, school districts and not-for-profits. Jacob plays an instrumental role in our firm; serving as our firm wide GASB product owner, frequently developing tools and materials and conducting training for our government assistants and supervisory staff and seniors. Jacob has extensive knowledge and expertise with Government Accounting Standards Board & Uniform Guidance. He has most recently presented before the CNY School Board Association and is a past presenter at the NYS Land Bank Association.

Jacob received his bachelor's in accounting from St. John Fisher College and his MBA from SUNY Oswego.

Ashley Westover, CPA—Senior Accountant
(awestover@bonadio.com)



Ashley works as a Senior Accountant in our Assurance practice in the Public Sector & Not-for-Profit Service Line at our Syracuse office. She has experience providing audit and accounting services to municipalities, public authorities, school districts and not-for-profits.

Ashley earned a Bachelor of Science in Accounting, and a Master of Science in Information Systems from Le Moyne College.

CPE Requirements

Please note that each member of the staff assigned to this engagement has met or exceeded all of the continuing education requirements necessary to satisfy the Single Audit Act and the GAO standards for the last 3 years.

Each of our government team members have exceeded the minimum 24 hours of biennial CPE required by *Government Auditing Standards*; in fact, many of our team members receive 30 or more governmental hours on an annual basis. Our commitment and dedication to continuing professional education is second to none among our competitors.



Public Sector & Not-for-Profit

Staff Continuity

As a professional service firm, we understand that a primary concern of most clients is the continuity of the people assigned. We are extremely sensitive to this issue and assure you that we will make every effort to maintain continuity of personnel on your engagement to ensure that you will be served by the individuals most familiar with your account.

We are noted for staff continuity. As a regional firm, we are better able to serve our clients. Unlike the national firms who ship people from all over just to get the job done, our staff live, work, and pay taxes in Upstate New York!

Bonadio's current staff turnover rate is approximately 15% per year, well below the accounting industry norms of up to 30%. We are committed to driving our retention rate up to ensure staff continuity for our clients.

To this end, we have installed a set of core values called "The Promise" that represents commitments between the firm and our staff.

We strive to maintain continuity of staff including partners, principals, and managers. However, should team members change during our engagement, new team members will receive a package of background materials and attend a team orientation session before starting fieldwork at the Organizations. We understand that the Organizations retains the right to approve or reject replacements and that the request must be in writing. The firm does not have a partner/manager rotation policy. We will, however, accommodate client requests for rotation.



SERVICE APPROACH

Our audit approach is intended to accomplish the audit objectives in an efficient, cost-effective manner for both the Organizations and Bonadio. We understand that time is valuable to you – as it is for us.

As such we've developed a process that results in increased satisfaction and better recommendations for our clients.

Our approach is simple:

Planning	Performance	Presentation
• Timely, relevant communication at the start of audit cycle • Clear, concise requests for information for all phases of the audit • Use of on-line portal for file sharing	• Completion of preliminary and final audit procedures based on pre-determined timelines • Communication with key personnel throughout audit • Assignment of qualified staff to your engagement • Onsite involvement of manager and partner on engagement	• Deliverables provided on a timely basis and in an understandable format. • Keeping the Organizations, management, and those charged with governance apprised of key items impacting the Organizations (industry, GASB, etc.). • Attendance by partner or principal level personnel at meetings.

Audit Approach

Our approach is designed to provide you with efficient, high-quality service at a reasonable cost. This information is discussed with you in advance and used as a basis to target our work to high-risk areas rather than utilizing a “shotgun” approach. It also allows us to identify issues at the beginning of our work, prior to year-end. This approach provides the opportunity for you to address issues while action is still possible.

Overview of Audit Methodology

Our overall audit methodology employs a risk-based approach in order to maximize efficiency and effectiveness. In addition, our approach to providing audit and other professional services is based on a methodology that minimizes the disruption to your staff and results in the most efficient audit effort. Our methodology centers on a well-conceived and planned approach to providing service. For example, we will provide you with a written list of all schedules and analyses we require. We make every effort to utilize information in the format already available internally in your office.

Extent of Use of Technology

Bonadio uses a number of technology tools to streamline the audit process and to enhance client service efficiency. The following are some of the ways that we enlist the power of information technology on a daily basis:

- **Checkpoint Research Online Library** - A state-of-the-art library of technical accounting and auditing information, which includes authoritative audit and accounting pronouncements, as well as industry specific guidance, disclosure manuals, and emerging task force issues. Checkpoint facilitates appropriate interpretation of even the most obscure accounting and auditing issues. This research tool is updated daily, and all Checkpoint members receive a weekly summarization of accounting and auditing updates.
- **Practitioners Publishing Company (PPC) Auditing** - Provides guidance, programs, and practice aids to help minimize risk with on-line, state-of-the-art practices and audit processes.
- **ProSystems Engagement** - Fully integrated electronic workpapers.

Overview of Our Audit Approach

Perform General Planning and Identify Areas of Audit Significance

- Establish client service and other planning objectives.
- Obtain an understanding of any changes in your business
- Perform overall assessment of the control environment.
- Make preliminary judgments regarding materiality.
- Determine significant account or groups of accounts.
- Identify the sources of information that affect these accounts.
- Prepare the audit-planning memorandum.
- Determine appropriate timing for performing each phase of the audit.

Understand and Evaluate the Significant Sources of Information

- Identify the significant information and data processes.
- Gain an understanding of the processes.
- Consider what could go wrong (i.e., the types of errors).
- Identify and evaluate the relevant internal controls.

Perform Risk Assessments

- Assess the likelihood of errors of audit significance in related accounts.

Develop and Execute Audit Plan

- Develop the audit approach including timing and scope of work for each significant account or group of accounts.
- Prepare programs for tests of controls and substantive tests.
- Perform tests of the relevant controls.
- Perform substantive tests of account balances.
- Make final evaluations based on the results of the tests

Extent of Use of Technology (Continued)

- **myPortal** - Secure document storage website providing auditor and client access to a website created specifically for your engagement. Documents are uploaded to this website in a secure manner and the website creates a document storage system that can be utilized throughout the year to track and retain audit documents and client information.
- **IDEA** - Data extraction software which allows us to perform analysis and testing on a larger subset of data.
- **Axxess Tax** - Fully automated tax preparation software, including e-filing capabilities.
- **myPortal** - Secure document storage website providing auditor and client access to a website created specifically for your engagement. Documents are uploaded to this website in a secure manner and the website creates a document storage system that can be utilized throughout the year to track and retain audit documents and client information.

Approach to be taken to document and test internal controls

To document our client's internal controls, we employ:

- efficient, practical and proven interview techniques, including interviews with key personnel outside the finance area,
- review of existing policies and procedures documentation, and questionnaires, flowcharting and memoranda.

After we have documented our understanding of the Organizations' internal controls, we will assess which controls we will test for the purpose of reliance on the systems they support. This assessment will be based on how effective we deem certain processes to be as designed coupled with the efficiencies to be gained by reducing substantive testing in certain areas.

Approach to be taken to determine laws and regulations subject to audit and test for each entity

To determine the laws and regulations subject to audit, we will obtain and review copies of all material contracts, grants and other agreements into which the Organizations have entered. In addition, we will discuss and confirm additional information with respect to laws and regulations, as deemed appropriate with the Organizations' internal and external legal counsel. Similarly, we will review various relevant laws and regulations to which the Organizations are subject by virtue of its relationship with New York State and the Federal government.

Sample sizes for tests of controls, compliance and substantive work to be performed at each entity

In determining sample sizes for our testing of internal controls as well as compliance with provisions of laws, regulations, contracts and grants, our sample size will be dependent on the number and dollar amounts of transactions comprising the area to be tested. We will also consider the frequency of manual intervention in the account or area being tested in determining sample size. For substantive tests, which will focus primarily on balance sheet accounts, we will consider materiality thresholds calculated at the opinion unit level, and the risk associated with a particular account or financial statement line item.

Ongoing Communication

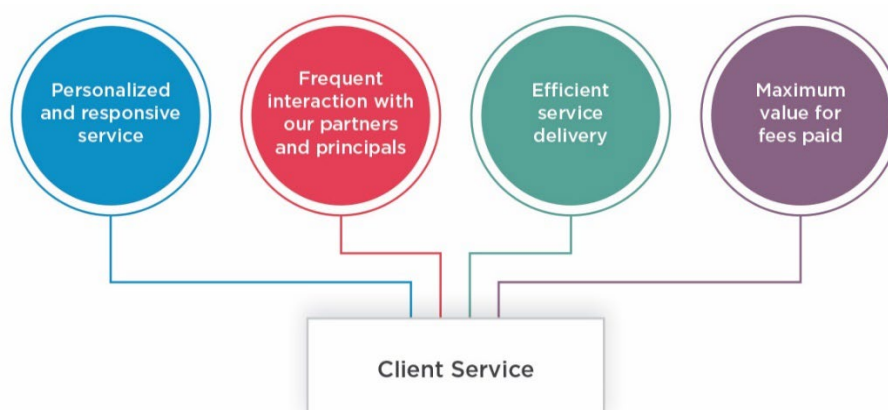
To properly serve our clients, we need to know what issues are affecting them. We realize, however, that clients are sometimes hesitant to call us as they may be “nickel and dimed” with fees for these services. To encourage regular contact with our clients, we offer ongoing support throughout the year. Because we will provide ongoing access to the accounting, auditing, and business advice you need on a fixed-price basis, you need not feel inhibited from seeking timely advice for fear of “the meter endlessly running”. We want to offer you access to the accumulated wisdom of our firm through CPAs that have substantial community college experience, who can help you achieve your financial reporting requirements and goals.

All of the members of our engagement team are available to all of the members of your management team on an as-needed basis. We expect that you will view us as business partners and that you will keep us apprised of any significant events affecting the Organizations. We encourage ongoing communication, and it is our policy to return phone calls and e-mails within a 24-hour timeframe.

Bonadio provides a variety of thought leadership pieces, using a variety of means and media.

Resolving Technical Questions

Since Bonadio has no national office hierarchy to contend with, any technical questions requiring consultation will be dealt with here in our Syracuse office. If necessary, the engagement partner will discuss technical issues with the Excellence & Quality partner, as well as other members of our Public Sector and Not-for-Profit team, as appropriate. The engagement partner has final authority, however, regarding technical decisions.



The foundation of our service plan is our high standards of quality and responsiveness; the depth and diversity of services we can deliver; and the partner, principal and manager expertise that we bring. It is these attributes that differentiate us from other firms. Ultimately, we want you to view us as a business asset, not an overhead cost.

Our typical audit timeline is as follows:

The following timeframe ensures year-round communication, significant Partner involvement, and sufficient hours to fulfill your needs and expectations. We have prepared our best estimate of the timing of the engagement; however, we will work with the Organizations to establish a timeframe that is appropriate. We are committed to meeting your deadlines.

As soon as practical after appointment

- Conduct meetings with the Organizations to discuss audit process, timing, and further clarify the Organizations' needs and expectations.
- Understand, assist, prioritize, and plan for current-year issues affecting the Organizations:
 - Impact of new and proposed accounting and auditing standards.
 - Impact of new and proposed governmental accounting and audit standards.
 - Regulatory developments.
 - Government developments.
- Prepare engagement letter.
- Develop a summary of audit requirements and client assistance list and provide to the Organizations' finance personnel and various departments using our on-line file portal.
- Meet with the key personnel to review audit strategy and timing.

Interim Testing once timing is set

- Complete review of internal accounting controls and operating, financial, information systems and compliance processes. This will be accomplished through interviews and testing of procedures.
- Perform interim testing of significant accounts as necessary.
- Prepare preliminary detailed audit plan.
- Perform preliminary analytical procedures.
- Identify accounts for which confirmations will be required.
- Conduct progress meetings.
- Provide detailed list of schedules needed.

Fieldwork

- Perform year-end audit fieldwork.
- Perform final analytical procedures.
- Perform audit partner and quality assurance review.
- Conduct progress meetings.
- Review draft of financial statements, management letter, financial highlights, and reporting package with management and those charged with governance.

Final Issuance

- Final reports issued.
- Conduct closing meetings.

06

REFERENCES

Similar Engagements with other Public Authorities

We believe that the best judges of our service level quality are our existing clients. ***We strongly encourage you to contact any of our clients regarding their satisfaction level, especially those who have transitioned to Bonadio over the past few years.*** We have provided a sample of these clients and their contact information below.

Madison County Industrial Development Agency

- **Scope:** Financial Statement Audit
- **Client Contact:**
Kipp Hicks, *Executive Director*
(315) 697-9817
ida@madisoncountyida.com

Greater Syracuse Property Development Corporation

- **Scope:** Financial Statement Audit
- **Client Contact:**
Katelyn Wright, *Executive Director*
(315) 422-2301
kwrightsyracuselandsbank.org

Steuben County Land Bank Corporation

- **Scope:** Financial Statement Audit
- **Client Contact:**
Mitch Alger, *Commissioner of Finance*
(607) 664-2488
malger@steubencountyny.gov

07

FEE PROPOSAL

Fees and Services

Our fees are designed to deliver value to you in the form of continued year-round support, education, and proactive discussions on new standards and industry developments, without having to worry about significant incremental billing for on-going interaction within the scope of the audit. Our on-going commitment is to assist the Organizations even if your needs change in the short or medium term. We will provide steady counsel as the Organizations continues to grow in ways both traditional and new.

Fee Commitment

We commit that our subsequent year fees will not increase substantially from the amounts on the next page unless there is a significant change in the scope of work, such as:

- A significant transaction (such as an acquisition/ merger) or material new subsidiary investment.
- Turnover in a key management position (such as Executive Director, Bookkeeper, etc.), if such turnover will significantly impact the Organizations' level of preparedness and audit timeline,
- A significant change in audit or accounting requirements dictated by the GASB, the AICPA, New York State or another funding source/ regulator could be a scope change that would result in reconsideration of fees if significant additional work were required.
- Circumstances such as unusually high inflation rates and factors driven by unprecedented market demands for professional services may warrant a fee conversation only to the extent, they are critical to our ability to ensure staff continuity and the ability for the Organizations to be served by our top performers.

In all cases, we would discuss any changes with you and obtain your approval in advance.

Ongoing Consulting

No cost ongoing consultation is a hallmark of our service philosophy. We interact with you on any questions regarding the project, final report, assessment, comments, recommendations, or next steps; those interactions will be provided as requested as part of normal communications surrounding the engagement and we do not bill for those items. We want to hear from you outside of the typical audit timeline, to support any questions, changes, or just to talk about what is transpiring in our industry.

Proposed Professional Services and Fees

Our proposed fee structure as well as the services you have requested to be included in the fee quote are as follows:

Audit of December 31 Financial Statements	2025	2026	2027
Tioga County Property Development Corporation	\$ 9,000	\$ 9,270	\$ 9,550
Tioga County Industrial Development Agency	\$ 9,000	\$ 9,270	\$ 9,550
Tioga County Local Development Corporation	\$ 9,000	\$ 9,270	\$ 9,550
Year-round access to Bonadio's professionals to assist with any question that arises related to accounting, auditing, financial reporting, cybersecurity, internal controls, or other items	Included	Included	Included
Two meetings annually with the Finance Committee/ Board, as desired	Included	Included	Included
Management letter (if necessary)	Included	Included	Included
We will not charge for out-of-pocket expenses.	None	None	None
Total	<u>\$ 27,000</u>	<u>\$ 27,810</u>	<u>\$ 28,650</u>
Less Multi-Engagement Discount	(500)	(500)	(500)
Total for Multi-Engagement Discount	<u>\$ 26,500</u>	<u>\$ 27,310</u>	<u>\$ 28,150</u>

We believe based upon Internal Revenue Service (IRS) Procedure 95-48, the collective organizations qualify as a governmental unit or affiliate of a governmental unit and therefore are not required to file IRS Form 990. As such fees for preparation and/or assistance with Federal Form 990 have not been provided. In the event any of the Organizations have been filing Federal Form 990, we can assist obtaining a waiver and saving the Organizations between \$1,500 - \$2,000 per year indefinitely.

While fees may not be the primary basis of your decision, differences in proposed fees many times are not clearly understandable. If our proposed fees are not consistent with your expectations, please let us know and we will attempt to resolve any differences to your satisfaction.

Unlimited Phone Support

To properly serve our clients, we need to know what the issues affecting them are. We realize, however, that clients are sometimes hesitant to call us as they are afraid that they will be billed for phone calls. To encourage regular contact with our clients, we offer unlimited phone support throughout the year. Because we will provide ongoing access to the accounting, auditing, and business advice you need on a fixed-price basis, you will not be inhibited from seeking timely advice by fear of the meter endlessly running. We want to offer you access to the accumulated wisdom of the firm through CPAs with substantial experience who can help you achieve your financial goals.

Our goal is to provide the Organizations with a better audit experience, and we believe we are the best firm to do that. As part of that better experience, we want you to experience more value for the fees that are charged. In the chart below, we summarize your scope of services requested and the additional value we bring to enhance your overall audit experience. We are confident that only Bonadio can bring this level of value to you.

Hourly Rates By Staff Level

Should the Organizations require other services, we have included our current rates in the table below. These rates will remain in effect for one year and will be used on the Organizations projects, if requested.

Partner	Principal	Manager	Senior	Staff
\$425	\$375	\$295	\$215	\$165



The background of the page is a light gray, semi-transparent image of a person's hands working at a desk. One hand holds a tablet, while the other uses a pen to write on a notepad. In the foreground, a pie chart is visible on a document. The overall aesthetic is professional and business-oriented.

APPENDIX

BID SHEET

In response to this bid solicitation, please bid a total price that covers each organization. Firms should also provide a separate fee schedule which includes all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

Organization	2025	2026	2027
TCPDC	\$9,000	\$9,270	\$9,550
TCIDA	\$9,000	\$9,270	\$9,550
TCLDC	\$9,000	\$9,270	\$9,550
TOTAL	\$27,000	\$27,810	\$28,650

***Please view Multi-Engagement Discount Total located on pg. 21 of the "Fee Proposal" section.

If awarded all of these jobs, the total of the prices bid above will be discounted by \$500 in aggregate %.

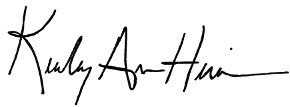
Company Name: Bonadio & Co. LLP

Address: 432 North Franklin Street, Suite #60, Syracuse, NY 13204

Telephone Number: (315) 476-4004

Cell Number: (315) 214-2769

Email Address: khines@bonadio.com



Signature
Keeley Anne Hines, CPA - Partner

Print Name, Title

9/22/2025

Date

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION
TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of Bonadio & Co. (name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

M/WBE PARTICIPATION

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.

Documentation shall include:

- a. Copies of solicitations to M/WBE firms and copies of any responses.
 - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.

3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this 25 day of September, 2025

By:

(Signature)

Print Name:

Keeley Ann Hines, CPA

Title:

Partner

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

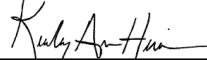
In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
 - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

Keeley Anne Hines, CPA

NAME OF BIDDER



SIGNATURE OF SIGNER

Partner

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

NON-COLLUSIVE AFFIDAVIT

STATE OF NEW YORK

)ss.

COUNTY OF

Onondaga
Keelen Ann Hines, CPA
being first duly sworn, deposes and says that:

- A. He/She is owner, partner, officer, representative or agent of:
Bonadio & Co.
the Bidder that has submitted the attached Quotation.
- B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;
- C. Such quotation is genuine and is not a collusive or sham Quotation;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Proposal, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;
- E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

(Signed): [Signature]

Subscribed and sworn to before me

this 25 day of September 2025

Kim D Gow

My Commission expires: August 24 2027



Appendix E – Peer Review Report



EisnerAmper LLP
8550 United Plaza Blvd.
Suite 1001
Baton Rouge, LA 70809
T 225.922.4600
F 225.922.4611
www.eisneramper.com

Report on the Firm's System of Quality Control

September 18, 2023

To the Partners of Bonadio & Co., LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bonadio & Co., LLP has received a peer review rating of *pass*.

A stylized, handwritten signature of "EisnerAmper LLP" in dark ink.

EisnerAmper LLP
Baton Rouge, Louisiana

"EisnerAmper" is the brand name under which EisnerAmper LLP and Eisner Advisory Group LLC and its subsidiary entities provide professional services. EisnerAmper LLP and Eisner Advisory Group LLC are independently owned firms that practice in an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. EisnerAmper LLP is a licensed CPA firm that provides attest services, and Eisner Advisory Group LLC and its subsidiary entities provide tax and business consulting services. Eisner Advisory Group LLC and its subsidiary entities are not licensed CPA firms.



Proposal to provide services to

Tioga County Property Development Corporation, Tioga County Industrial Development Agency, and Tioga County Local Development Corporation

September 29, 2025

www.inseroadvisors.com





September 29, 2025

Sara Zubalsky-Peer
TCPDC Executive Administrator
Tioga County Property Development Corporation
Corporation 56 Main Street
Owego, NY 13827

We are pleased to present our proposal to serve as independent accountants and auditors for Tioga County Property Development Corporation, Tioga County Industrial Development Agency, and Tioga County Local Development Corporation (TCPDC, TCIDA, and TCLDC). You can be confident we have the governmental experience, along with the professional resources, to provide you with proactive attention delivered through our client service model. We have reviewed the criteria presented in your Request for Proposal and we hereby accept all conditions detailed therein, including our commitment to perform all work in the required time period. We acknowledge that our proposal is a firm and irrevocable offer. Our proposal covers the fiscal years ending 2025, 2026, and 2027.

We are a well-known firm and recognized leader in the practice of municipal audit and advisory services, and we are proud of our involvement with the New York State Society of Certified Public Accountants Government Accounting and Auditing and Public School Committees and the New York State Government Finance Officers Association. Our offices have over 40 team members with a strong governmental and Uniform Guidance background. We are currently the auditors of record for over 80 counties, cities, towns, villages, school districts, BOCES, and other government entities. Additionally, two of our partners have achieved Certificates of Educational Achievement in Governmental Auditing and Accounting awarded by the American Institute of Certified Public Accountants.

We have attempted to keep this summary as brief and concise as possible. Therefore, if you should require any additional information, please do not hesitate to contact me at 607-216-1909 or visit us at www.inseroadvisors.com.

Sincerely,

Duane Shoen, CPA
Partner

Insero Advisors, LLC
Insero & Co. CPAs, LLP

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I. Executive Summary for TCPDC, TCIDA, and TCLDC

Your Needs

Based on our discussions, we understand that your organization is in need of:

- **Financial Statement Audit**
- **Business Advisory Services**

We will tailor our services to fit your specific requirements, and we won't take a one-size-fits-all approach to client service.

98%
of clients
*replied they would recommend Insero
in a recent survey*

Focus on the County

TCPDC, TCIDA, and TCLDC need to work with a firm that understands the unique challenges of organizations like yours. Our experience affords you specialized industry knowledge, insights, and advice.

Focus on the Future

As your organization continues to evolve and change, rest assured that Insero can grow with you. If needed, we offer additional services including tax preparation and planning, performance improvement, technical accounting, transaction advisory services, estate and trust planning, and recruiting services. You will have access to a deep bench with a knowledgeable and experienced team.

Our Promise

We will perform your services with quality, meaningful communication, fair prices, and competent professionals who demonstrate passion and concern for your organization. Every client is treated to *The Highest Standard* of client service.

On Time

We provide every client with timely access to our people and services **delivered on time**.

On Budget

Our rates are competitive and fair. We will work diligently to maintain our relationship while maintaining a **cost-effective fee structure**.

No Disruptions

Our clients expect a **seamless transition**, and we make certain they experience one.

Year-Round Communication

Ongoing communication throughout the year is important for us to understand your current situation and anticipate future needs. We encourage **frequent routine discussion and check-ins** at no additional cost.

No Surprises

Staff continuity is as important to us as it is to our clients. Our award-winning culture is proof that we invest in our people and demonstrates why our turnover rate is well below the industry average. **You will work with the same people regularly.**

*You will be totally satisfied with
everything we do together. This is The
Highest Standard.*

II. Our Value Statement

We are enthusiastic about the prospect of serving your organization and pleased to present our qualifications for your consideration.

The graphic on this page represents our service model, which is driven by our core values and our three equal focus areas: our clients, our people, and our community - together allowing us to achieve *The Highest Standard* in everything we do.

While we recognize that it may be difficult to effectively compare the capabilities and services of potential service providers, we believe that the following differentiators clearly separate us from other firms:

- Passionate about people and committed to transforming our culture beyond industry standards
- One firm responsibility, accountability, and autonomy
- A strong reputation of success
- Integrity guides everything we do
- Client-centered to solve evolving client needs



Trusted

over
150
team members

over
50
years in business

doing business in
39
states

Innovative

Our commitment to continuous innovation leads to improved outcomes for our clients. That's why we've collaborated with top technology providers to elevate your experience and deliver better results:

Sage Intacct	CaseWare IDEA	SurePrep
SafeSend	DataSnipper	BILL
Citrix ShareFile	Microsoft Power BI	Bloomberg
Automation Anywhere	Suralink	Wolters Kluwer

Award-Winning Workplace

“

*I am proud to work for
this organization*

98% of employees
agreed with this statement in
a recent survey

accountingTODAY

**2024 Best Firms
to Work For**



recognized as a
top workplace
every year since

2012

III. Scope of Services

Our approach is designed to limit business and financial risk associated with the audit process in the following ways:

- Our client acceptance policies permit relationships only with clients whose management has a high degree of integrity and competence.
- Audit engagements are staffed at the proper level of experience in relation to the complexity of the client engagement and experience in the client's industry.
- Our audit approach places heavy emphasis on thorough planning and client involvement to ensure the timely identification of key business and accounting issues and resulting audit strategies.

Client Approach



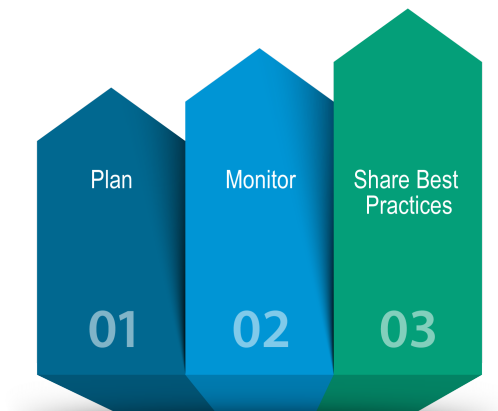
Service Delivery Model

The audit process involves planning an overall audit strategy for the expected conduct, organization, and staffing of the audit. Although many planning activities are performed prior to the commencement of field work, planning is not a discrete phase of the audit – rather, it is an iterative process that begins with engagement acceptance and continues throughout the audit.

Step 1 – Understanding the Client: We must first obtain a broad and deep understanding of the nature of the TCPDC, TCIDA, and TCLDC in order to understand the account balances, classes of transactions, key systems, and disclosures relevant to its activities. Our understanding also encompasses relevant industry and other external factors.

Step 2 – Risk Assessment: We use the knowledge and understanding we have gathered, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement of the financial statements. We then decide whether the identified risks of material misstatement pertain to specific account balances or whether they relate to the financial statements taken as a whole.

Step 3 – Further Audit Procedures: We then determine the nature, timing, and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them. If audit evidence from further audit procedures contradicts the audit evidence from risk assessment procedures upon which we based the planned further audit procedures, we will revise the assessment and plan and perform additional or different audit procedures to reduce the risk of material misstatement related to those assertions to an acceptable level.



Step 4 – Evaluation: At the conclusion of the audit, we evaluate the sufficiency and appropriateness of the audit evidence obtained and whether the assessments of the risks of material misstatement at the relevant assertion level remain appropriate.

Step 5 – Delivery: Our audit will culminate with the issuance of our report on the financial statements, our report to management, and our communications of material weaknesses and significant deficiencies (if any). All matters identified in the audit process will be discussed with management as part of our ongoing meetings throughout the audit process to ensure that there is agreement as to the facts and to provide management with the opportunity to comment before any comments are formally completed for presentation to the TCPDC, TCIDA, and TCLDC's Board of Directors.

Internal Controls Structures and Our Risk Assessment Approach

Internal control is a process, affected by management and other personnel, designed to provide reasonable assurance of achieving objectives. Our assessment of internal control uses the following process:

- Inquiries of appropriate entity personnel
- Inspection of documents and/or reports
- Observation by the auditor of the performance of the relevant policy or procedure
- Re-performing the application of the policy or procedure by the auditor

Our audit approach is based on our gaining a thorough understanding of your internal control systems. Our approach will go beyond completing checklists and forms. We believe it is critical that we interview your staff members who serve in different departments to fully understand the controls that are in place at your organization.

Consolidated Fiscal Reports

Our firm has extensive experience in performing examination and agreed-upon-procedure engagements associated with Consolidated Fiscal Reports in accordance with the New York State Consolidated Fiscal Reporting and Claiming Manual (the Manual). We have successfully completed engagements for a variety of local governments and nonprofits, ensuring that all reports meet the requirements outlined in the Manual. Our understanding of both the technical and procedural aspects of the Manual allow us to deliver comprehensive, reliable engagements that align with New York State's fiscal reporting standards.

Additional Services

To learn more about additional service offerings, visit our website at www.inseroadvisors.com or click on the links below:

**Employee Benefit Plan
Audits**

**Technical Accounting
Services**

**Advisory and Consulting
Services**

Quality Standards

Our firm is committed to upholding the standards of the American Institute of Certified Public Accountants (AICPA) and we undergo a peer review by an outside public accounting firm every three years. We are registered with the AICPA Government Audit Quality Center. We are also registered with the Public Company Accounting Oversight Board (PCAOB) and the AICPA Employee Benefit Plan Audit Quality Center.

Our peer review opinions are "clean" and without any comments. Routine examinations by the DOL have resulted in no audit findings. Our most recent quality control review can be found at the conclusion of this proposal.



AICPA[®]
Members



AICPA[®]
GAQC Member



AICPA[®]
EBPAQC Member

IV. Frequently Asked Questions and Proposed Fees

Firm Qualifications and Experience

Detail your firm's experience in providing auditing services to municipalities, other public authorities and/or public benefit corporations in the State or New York.

Insero & Co. CPAs, LLP is a regional accounting firm with over 150 professionals throughout New York State. Our governmental audit team consists of 40 members that have extensive experience in the intricacies of governmental auditing practices and procedures and who are well versed in both current and upcoming Governmental Accounting Standards Board pronouncements. Our Ithaca office in particular has a large municipal client base. The TCPDC, TCIDA, and TCLDC audit will be serviced primarily out of the Ithaca office. A Representative Client List can be found in **Section VI** of our proposal.

Prior or current engagements pursuant to the Amended Single Audit Act and Office of Management and Budget Circular A-133 and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) can be found in Section VI of our proposal. Most of our governmental clients are subject to Single Audit requirements. Our partners, managers, and senior staff have extensive experience and training with Single Audit and are well versed in the Uniform Guidance audit requirements.

Partner, Supervisory, and Staff Qualifications and Experience

Identify the Partner, Manager and in-charge accountant who will be assigned to this engagement and provide biographies.

The number and nature of the professional staff to be employed on the engagement on a full-time basis and the number and nature of staff to be employed on a part-time basis consist of the following:

Partner	1 (part-time)
Manager/Supervisor	1 (part-time)
Staff Accountant	1 (full-time)

Biographies for your proposed Client Service Team can be found at the end of our proposal. Our audit team has extensive training and experience in governmental auditing, as we specialize in this niche market and pride ourselves on our level of skill and expertise. All staff members are current and maintain relevant continuing professional education including required training in government auditing standards.

Our client service team has been designed to provide a team of individuals able to respond to your needs on a year-round basis, but more importantly, they are ready to begin serving you immediately. The responsibility for all final decisions regarding technical matters rests with your engagement partner. We have an impressive group of experienced partners in our practice and, accordingly, we do not need to go outside our office for final approval.

Indicate the breadth and depth of the firm's specialized resources for unique accounting or tax situations.

Insero & Co. provides the depth and breadth of resources typically available only through national firms and the service-oriented perspective you expect from your local service providers.

Indicate whether the firm has alliances or affiliations with other firms or organizations to share knowledge and resources.

Insero is not currently in an alliance or affiliation, but we are expecting to join one in the next several months.

Independence

Indicate whether the firm complies with independence requirements as required by the US Government Accountability Office's Government Auditing Standards and the Public Authorities law, adheres to the AICPA's Code of Professional Conduct and is licensed to practice public accounting/auditing in New York State.

We warrant that we are independent of the TCPDC, TCIDA, and TCLDC. Additionally, we certify that we hold applicable insurance coverage as expected for the work to be performed. An insurance certificate can be provided on request. All work under this contract shall be executed in accordance with all applicable federal, state, and village laws, ordinances, rules and regulations which may in any manner affect the performance of this contract. Insero & Co. CPAs, LLP agrees to comply with the civil rights standards set forth in Title VII of the Civil Rights Act as mandated in Executive Order No. 11246, U.S.C.A. Section 2000e n.114.

Insero & Co. complies with independence requirements as required by the U.S. Government Accountability Office's Government Auditing Standards and the Public Authorities Law.

Similar Engagements with other Government Entities

Provide the names and contact information for other, similar clients of the partner and/or manager that will be assigned to our organization for reference purposes.

Similar Client	Scope of Work	Date	Engagement Partners	Principal Client Contact (Name/Phone)
Tioga IDA	Auditing Services	Year-end 12/31	Duane Shoen	Jon Ward 607-687-8259
Schuyler County IDA	Auditing Services	Year-end 12/31	Evan Cleveland	Judy Cherry 607-535-4341
Cortland County IDA/LDC	Auditing Services	Year-end 12/31	Ben Owens	Andrea Skeels 607-756-5005

License to Practice in NYS

The firm and all assigned key professional staff are properly licensed to practice in the State of New York.

Quality Control Review

Our firm undergoes an external quality control review every three years. Due to the number of municipal and nonprofit audits the firm conducts, a specially trained technical review team was selected to perform our quality review on our governmental and nonprofit practice. We continually monitor our system to ensure the highest possible quality control system is in place. No disciplinary action has ever been considered or taken against the firm by State regulatory bodies or professional organizations. Our peer review opinions are “clean” and without any comments. Our most recent peer review letters can be found in **Section VII** of this proposal.

During the past (3) three years our firm has not had any federal or state desk review or field reviews of its audits. No disciplinary action has been taken or is pending against our firm.

Over the past 40 years, we have grown into a premier public accounting firm with over 150 professionals throughout New York State.

Staff Continuity

One of the core values at Insero is our passion for our people. We have focused a significant effort on ensuring our team members have the best experience and opportunities to fulfill their career goals. The Insero model believes the best way to ensure superior client service is to have a happy and dedicated team; as a result, our turnover is well below industry standards. We are proud to have been named one of the Best Accounting Firms to Work for by Accounting Today and Best Companies Group. This annual list recognizes 100 top firms across the U.S., and we are the only firm in New York State to have made the list each of the last ten years. We have also been named one of Rochester’s Top Workplaces by the Democrat and Chronicle and Energage and are the only accounting firm to have been recognized for each of the last eight years. We have also been ranked as one of Central New York’s Best Places to Work by the Central New York Business Journal and BizEventz for the fourth year in a row.

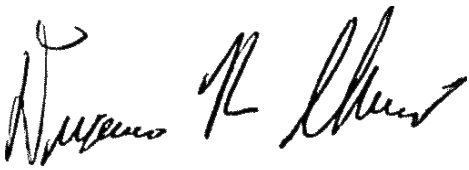
We are committed to staff development and to providing an enjoyable workplace. While there are no guarantees, we will do everything we can to provide staff continuity on your engagement.

Bid Sheet

In response to this bid solicitation, please bid a total price that covers each organization. Firms should also provide a separate fee schedule which includes all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

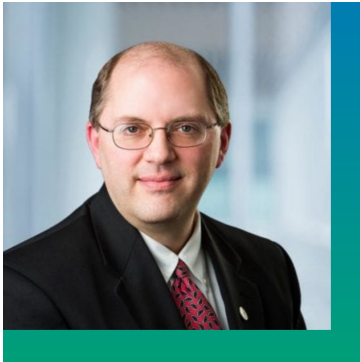
Organization	2025	2026	2027
TCPDC	\$8,500	\$8,900	\$9,400
TCIDA	\$10,500	\$11,000	\$11,600
TCLDC	\$9,000	\$9,400	\$9,900
TOTAL	\$28,000	\$29,300	\$30,900

If awarded all of these jobs, the total of the prices bid above will be discounted by 10 %.

Company Name:	Insero & Co. CPAs
Address:	20 Thornwood Drive, Suite 200, Ithaca, NY 14850
Telephone Number:	(607) 216-1909
Cell Number:	
Email Address:	duane.shoen@inseroadvisors.com
Signature	
Print Name, Title	Duane Shoen, CPA, Partner
Date	September 29, 2025

Routine telephone calls and electronic communication are expected and encouraged. We do not bill for ongoing communication and normal consultation. In the event your questions result in a significant effort, we would expect to meet with you to reach a mutually agreeable fee. You can be assured of a *no surprises, no excuses* approach to service. Any out-of-pocket charges are included in the quoted fees above. If travel is necessary, this cost is also included.

V. Client Service Team



(607) 216-1909

duane.shoen@inseroadvisors.com

Duane Shoen, CPA

Partner, Inero & Co. CPAs, LLP

Partner, Inero Advisors, LLC

AREAS OF SPECIALTY

Nonprofit and governmental entities
Internal control matters and compliance

Duane Shoen is a partner in Inero's Audit Department with over 33 years of hands-on experience in taxation and financial reporting. Duane's areas of specialization include auditing and accounting for nonprofit organizations and governmental entities and consulting with these organizations concerning policies and procedures, internal control issues, and compliance matters. Duane also has experience with accounting for small businesses and individual taxation.

EDUCATION

Clarkson University, Bachelor of Science in Accounting

CERTIFICATIONS

Certified Public Accountant – New York

PROFESSIONAL ORGANIZATIONS

Association of International Certified Public Accountants
New York State Society of Certified Public Accountants
Leadership Tioga, 2005
Leadership Tompkins, 1998

BOARD/COMMUNITY INVOLVEMENT

Tioga County Historical Society, Treasurer
Greater Owego Swim Team, Treasurer
Owego Apalachin Booster Club, Co-Treasurer

PERSONAL SIDE

Duane resides in Owego with his wife and family. In his free time, he enjoys the varied activities his daughters are involved in, including swim team, track, and musical studies.



Rita King

Supervisor

AREAS OF SPECIALTY

Government and nonprofit organizations
Auditing and financial reporting

Rita King is a supervisor in our Audit Department and has been with Insero since 2013, spending two summers as an intern prior to joining the firm full-time. She has experience with financial statement audits for a variety of clients including nonprofit organizations, government agencies, school districts, and municipalities. Rita is interested in nonprofit and governmental audit processes, and she is focused on increasing professional knowledge and acumen via continuing education and hands-on experience.

(607) 216-1939

rita.king@inseroadvisors.com

[LinkedIn](#)

EDUCATION

St. Bonaventure University, Master of Business Administration in Accounting
St. Bonaventure University, Bachelor of Science in Accounting

BOARD/COMMUNITY INVOLVEMENT

Volunteer, Walk A Mile In My Shoes

PERSONAL SIDE

Rita resides in Elmira, NY, and enjoys spending time outdoors, boating, and rooting for the Bonnies.

VI. Representative Client List

TOWN GOVERNMENTS

Aurelius
Barton
* Campbell
Caroline
Chemung
Cortlandville
Dryden
Elbridge
Fenton
Fleming
Groton
Hector
Lansing
Newark Valley
Newfield
Sennett
Skaneateles
Southport
Ulysses

CITY GOVERNMENTS

* Corning
* Elmira
* Ithaca
* Oswego

GOVERNMENT BENEFIT PLANS

Cayuga-Onondaga Area Schools Employees Healthcare Plan
Greater Southern Tier Area Schools Self-Insured Workers Compensation Plan
Greater Tompkins County Municipal Health Insurance Consortium
Steuben Area Schools Employee Benefit Plan
TST BOCES Health Insurance Cooperative
TST BOCES Workers Compensation Cooperative

* Single Audit

VILLAGE GOVERNMENTS

Cayuga
Cayuga Heights
Dryden
Groton
Lansing
Oxford
Trumansburg
Waverly

COUNTY GOVERNMENTS

* Chenango
* Otsego
* Schuyler
* Tioga
* Tompkins

INDUSTRIAL DEVELOPMENT AGENCIES

Broome County IDA
Chemung County IDA
Cortland County IDA
Schuyler County IDA
Tioga County IDA
Tompkins County IDA

SCHOOL DISTRICTS

- * Bainbridge-Guilford Central School District
Chemung Valley Montessori School
- * Chenango Forks Central School District
- * Chenango Valley Central School District
- * Deposit Central School District
Elizabeth Ann Clune Montessori School
- * Elmira City School District
- * Elmira Heights Central School District
George Junior Union Free School District
- * Groton Central School District
- * Homer Central School District
- * Ithaca City School District
- * Lansing Central School District
- * Maine-Endwell Central School District
- * Mexico Academy & Central Schools
New Roots Charter School
- * Newark Valley Central School District
- * Newfield Central School District
- * Norwich City School District
- * Odessa-Montour Central School District
- * Port Byron Central School District
- * South Seneca Central School District
- * Spencer Van Etten Central School District
- * Susquehanna Valley Central School District
- * Tioga Central School District
- * Vestal Central School District
- * Watkins Glen Central School District
- * Waverly Central School District
- * West Genesee Central School District
- * Whitney Point Central School District

BOCES

- * Cayuga Onondaga BOCES
- * Greater Southern Tier BOCES
Tompkins-Seneca-Tioga BOCES

COMMUNITY COLLEGE

- * Corning Community College

* Single Audit

VII. Quality Control Review



National Peer
Review Committee

December 01, 2023

Nancy Catarisano
Insero & Co. CPAs, LLP
2 State St Ste 300
Rochester, NY 14614-1329

Dear Nancy Catarisano:

It is my pleasure to notify you that on November 29, 2023, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is October 31, 2026. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Wagner'.

Michael Wagner
Chair, National PRC

+1.919.402.4502

cc: James Ruitenberg, Timothy McLaughlin

Firm Number: 900010008382

Review Number: 602173

220 Leigh Farm Road, Durham, NC 27707-8110
T: +1.919.402.4502 F: +1.919.419.4713
aicpaglobal.com | cimaglobal.com | aicpa.org | cima.org

Report on the Firm's System of Quality Control

October 25, 2023

To the Partners of Insero & Co. CPAs, LLP and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Insero & Co. CPAs, (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Insero & Co. CPAs, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Insero & Co. CPAs, LLP has received a peer review rating of *pass*.

Bederson LLP

100 Passaic Avenue, Suite 310, Fairfield, New Jersey 07004
973.736.3333 · www.bederson.com

Non-Collusive Bidding Certification

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:

- a. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
- b. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
- c. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

By:



Name (typed):

Duane Shoen, CPA

Title:

Partner

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the afore going certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

Non-Collusive Affidavit

STATE OF NEW YORK _____)

COUNTY OF ^{ss.} Tompkins)

Duane Shoen

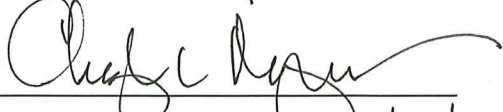
being first duly sworn, deposes and says that:

- a. He/She is owner, partner, officer, representative or agent of:
Insero & Co.
the Bidder that has submitted the attached Quotation.
- b. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;
- c. Such quotation is genuine and is not a collusive or sham Quotation;
- d. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Proposal, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;
- e. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

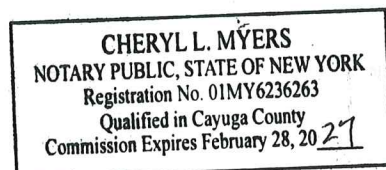
(Signed): 

Subscribed and sworn to before me this

29th day of September, 2025



My Commission expires: 2/28/2027





The Highest Standard

The Highest Standard is not about being the largest or the most visible. It's not a vague promise or merely a tagline.

Uncompromising commitment to deliver unparalleled heights.
This is the highest standard.

"Insero" is the brand name under which Insero & Co. CPAs, LLP and Insero Advisors, LLC and its subsidiary entities provide professional services. Insero & Co. CPAs, LLP and Insero Advisors, LLC (and its subsidiary entities) practice as an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. Insero & Co. CPAs, LLP is a licensed independent CPA firm that provides attest services to its clients, and Insero Advisors, LLC and its subsidiary entities provide tax and business consulting services to their clients. Insero Advisors, LLC and its subsidiary entities are not licensed CPA firms.

**New York State Economic Development
Council**
111 Washington Avenue, 4th Floor
Albany, NY 12210 US
(518) 426-4058
silva@nysedc.org
www.nysedc.org

Invoice



BILL TO

Ms. Megan Schnabl
Tioga County IDA
56 Main Street
Owego, NY 13827-1544

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
15646	01/01/2025	\$1,000.00	01/31/2025	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
2025 Membership Renewal Dues - EDO Level 1 (Membership Dues cover 2025 Calendar year January 1st through December 31st) * * In compliance with The Omnibus Budget Reconciliation Act of 1993, 65% of your NYSEDC membership dues are deductible as a business expense. Further information on this new law should be obtained from your tax advisor. * * *	1	1,000.00	1,000.00

BALANCE DUE

\$1,000.00

