



Tioga County Industrial Development Agency
July 1, 2020 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Agenda

Call to Order and Introductions

Attendance

IDA Board Members

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

Absent:

Excused:

Guests: C. Curtis, C. Haskell, J. Meagher

Privilege of the Floor: None

Approval of Minutes

- A. June 3, 2020 Regular Meeting Minutes

Financials

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

Project Updates: C. Curtis

- A. Owego Gardens II
 - 1. HFA Funding
 - 2. Construction Schedule
 - 3. [Resolution](#)
- B. V&S Water Sewer Extension

New Business: C. Curtis

- A. [Resolution – Nichols Cross Dock – FEM Buck Road LLC](#) (Not CPI Nichols I LLC and CPI Nichols II LLC)
- B. [ABO Policy Guidance No. 20-02](#)
- C. Crown Cork & Seal agency fee installments
5 of 10 Paid to Date; Balance Due \$210,000

12-2015	\$42,000
1-2017	\$42,000
2-2018	\$42,000
5-2019	\$42,000
2-2020	\$42,000



- D. C. Curtis – completed training
 - 1. COVID-19: CARES Act - A Closer Look with IEDC
 - 2. SBA PPP/EIDL update for Local Partners
 - 3. Lunch & Learn with your Binghamton SBDC - SBA Loan Programs
 - 4. Lunch and Learn with Your Binghamton SBDC - COVID-19 Federal Update from Congressman Anthony Brindisi
 - 5. IEDC COVID-19: Rebuilding Municipalities Around the Globe
 - 6. ESD NYFLF (New York Forward Loan Fund)
 - 7. NYSEDC IDA Academy – (Virtual) – New prevailing wage law, OSC oversight & audits, CLCPA/Energy Policies – COVID-19 Response Efforts
 - 8. IEDC - From Farmers to Grocers to Servers, Food Systems Are Changing

Old Business: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report
 - 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Nothing to report
 - 3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. Nothing to report
 - 4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. County COVID-19 Emergency Relief Loan Program
 - 1. Court View Properties LLC - \$60,000 loan approved directly by Tioga County ED&P Legislative Committee; TCIDA Loan Committee recommendation not requested; closed 6/19/20

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
 - 1. V&S New York Galvanizing – \$671,704.94/ Authorized \$771,000
 - 2. Best Buy – \$535,186.83/ Authorized \$1,028,429

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

Next Meeting: Wednesday August 5, 2020

Adjournment

Tioga County Industrial Development Agency
June 3, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827



Regular Meeting Minutes via Zoom Phone Conference

- I. Call to Order and Introductions – Chairwoman J. Ceccherelli called the meeting to order at 4:30 p.m.
II. Attendance – IDA Board Members:
A. Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, M. Sauerbrey T. Monell, J. Ward, E. Knolles
B. Absent: None
C. Excused: None
D. Guests: C. Curtis, L. Tinney, C. Haskell, M. Freeze, D. Griffin

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III. Privilege of the Floor – None

M. Sauerbrey departed the meeting at 4:32 p.m.

IV. Approval of Minutes

A. May 6, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve May 6, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (A. Gowan, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

B. May 22, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve May 22, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (A. Gowan, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

V. Financials – C. Curtis reported she reviewed the financials with A. Gowan and no issues or concerns were noted.

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

Motion to acknowledge financials, as presented. (A. Gowan, K. Gillette)

Aye – 6 Abstain – 0

M. Sauerbrey returned to the meeting at 4:35 p.m.

VI. ED&P Update: L. Tinney

1. **Southern Tier Network Broadband Study** – moving forward.
2. **Economic Development Organization Meetings** – continuing to meet bi-weekly to share information and brainstorm ideas for a unified approach to the phased-in business re-openings.
3. **Tioga County Economic Recovery Advisory Council** – sub-committees are formed identifying different sectors around the County to determine need and develop a plan for moving forward.
4. **Workforce Pipeline Strategy** – moving forward and final plan has been submitted.
5. **Various Presentations** – L. Tinney conducted several presentations in the last couple of weeks as follows:
 - **MWBE Virtual Expo**
 - **Zoom Presentations** – Conducted two Zoom presentations with eligible businesses in relation to Phase 1 re-opening on May 22nd and Phase 2 re-opening on May 29th, which were well attended. As we move closer to the tentative target date for Phase 3 re-opening, another presentation will be scheduled.
6. **2020 Census** – Outreach continues.
7. **DRI – Village of Owego** – Project continues to move forward, however, noted there is no indication at this time whether funding will be available.
8. **Land Bank** – Six properties recently sold with several other properties in the closing process. Recently awarded another disbursement of \$560,000 and TCPDC Board of Directors is currently developing a project/funding plan.
9. **Community Development Update:** Foundation Coalition Emergency Fund was established through various donations. Anticipates this will continue for the next two weeks.
10. **Ag Development Update:** Currently, there are two 8-Year Ag District Reviews underway; one for the Owego/Nichols District, which is just starting the analysis phase and the other for the Spencer/Candor/Barton/Tioga District that is still open.
11. **Grant Update:** ED&P is involved with a total of 42 grants:
 - **7 potential grant opportunities**
 - **13 pending grant applications**
 - **16 active grants**
 - **6 completed grants**

VII. Project Updates: C. Curtis

- A. Owego Gardens II – C. Curtis reported the Department of Health is reviewing plans from Suez Water and Fagan Engineers and anticipates approval soon. Once approval is granted, Fagan Engineers will prepare bid package.

VIII. New Business: C. Curtis

- A. V&S New York Galvanizing Sign – C. Curtis received a quote for \$200 and proceeded with the ordering of the sign for installation on Corporate Drive. The IDA is purchasing the sign through

the IDA Industrial Park account.

IX. Old Business: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report.
 - 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Nothing to report.
 - 3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. Nothing to report.
 - 4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. County COVID-19 Emergency Relief Loan Program –
 - 1. TDS Construction – C. Curtis reported \$10,000 loan was approved and closed on 5/29/20.

X. PILOT Update: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
 - 1. V&S New York Galvanizing – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$636,096.86 of their allowable \$771,000 sales tax exemption.
 - 2. Best Buy – C. Curtis reported Best Buy is submitting monthly sales tax reports and, to date, the company has used \$535,006.42 of their allowable \$1,028,429.

XI. Executive Session: An Executive Session was not conducted.

XII. Adjournment: T. Monell motioned to adjourn the meeting at 4:40 p.m.

XIII. Next Meeting: Wednesday, July 1, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant

Tioga County Industrial Development Agency

06/30/20

Balance Sheet

Accrual Basis

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Restricted Cash Accounts			
COVID-19	330,000.00	0.00	330,000.00
Community- Facade Improvement	129,858.08	85,033.50	44,824.58
CCTC- Industrial Park	11,995.37	11,995.37	0.00
USDA Funds			
CCTC- Loan Loss Reserve	40,453.33	40,434.71	18.62
TSB- IRP 2016 (Formerly IRP 4)	118,279.09	122,003.14	-3,724.05
TSB- RBEG	125,284.62	125,587.72	-303.10
TSB- marketing	1,478.07	1,477.66	0.41
Total USDA Funds	285,495.11	289,503.23	-4,008.12
Total Restricted Cash Accounts	757,348.56	386,532.10	370,816.46
CCTC- CDs			
Land Acquisition (879)	540,715.81	534,542.01	6,173.80
Capital Improvement (284)	318,847.13	315,216.99	3,630.14
Total CCTC- CDs	859,562.94	849,759.00	9,803.94
Temporarily Restricted Cash Acc			
TSB-Owego Gardens	112,712.35	22,661.35	90,051.00
TSB-Crown Cork and Seal	300,105.67	300,105.67	0.00
Community- BestBuy PILOT Acct.	570,319.70	570,217.92	101.78
Total Temporarily Restricted Cash Acc	983,137.72	892,984.94	90,152.78
Unrestricted Cash Accounts			
TSB ICS	1,861,576.58	2,141,641.16	-280,064.58
TSB- checking	21,262.16	353,528.50	-332,266.34
TSB- general fund	125,661.24	125,568.73	92.51
Total Unrestricted Cash Accounts	2,008,499.98	2,620,738.39	-612,238.41
Total Checking/Savings	4,608,549.20	4,750,014.43	-141,465.23
Other Current Assets			
COVID-19 ERLP			
C-6-A	60,000.00	0.00	60,000.00
C-5-A	10,000.00	0.00	10,000.00
C-4-A	10,000.00	0.00	10,000.00
C-3-A	25,000.00	0.00	25,000.00
C-2-A	15,000.00	0.00	15,000.00
C-1-A	25,000.00	0.00	25,000.00
Total COVID-19 ERLP	145,000.00	0.00	145,000.00
Accounts Receivable 1300.01	395,041.19	730,888.89	-335,847.70
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Commercial Facade Loan Program			
Loan Rec - 2017-01-C	30,625.00	38,125.00	-7,500.00
Loan Rec - 2018-03-C	15,312.50	18,437.50	-3,125.00
Loan Rec - 2018-02-C	237.75	1,895.25	-1,657.50
Loan Rec - 2018-01-C	5,670.02	7,170.02	-1,500.00
Loan Rec - 2017-03-C	5,570.00	8,570.00	-3,000.00
Loan Rec - 2017-02-C	22,710.88	27,577.45	-4,866.57
Loan Rec - 2016-03-C	7,930.56	10,665.36	-2,734.80
Loan Rec - 2016-02-C	15,972.44	25,000.16	-9,027.72
Loan Rec - 2016-01-C	-0.09	5,044.52	-5,044.61
Loan Rec - 2015-06-C	7,683.00	11,341.60	-3,658.60
Loan Rec - 2014-01-C	338.88	2,373.36	-2,034.48
Loan Rec - 2015-05-C	5,991.36	8,685.15	-2,693.79
Total Commercial Facade Loan Program	118,042.30	164,885.37	-46,843.07
RBEG			
RBEG Loan Rec 2020-01	10,000.00	0.00	10,000.00
Loan Rec - RBEG 2019 -06	73,357.76	80,000.00	-6,642.24
Total RBEG	83,357.76	80,000.00	3,357.76
IRP 4			
Loan Rec 2019-07-A	40,000.00	0.00	40,000.00
Loan Rec - 2019 - 06A	91,699.52	100,000.00	-8,300.48
Loan Rec 2018-02-A	7,654.00	8,778.41	-1,124.41
Loan Rec 2018-01-A	64,676.51	67,350.91	-2,674.40
Loan Rec 2017-05-A	9,511.42	13,877.52	-4,366.10
Loan Rec 2017-04-A	34,421.50	35,984.32	-1,562.82

Tioga County Industrial Development Agency

06/30/20

Balance Sheet

Accrual Basis

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
Loan Rec 2017-03-A	14,112.23	16,240.67	-2,128.44
Loan Rec 2017-02-A	49,120.99	66,991.22	-17,870.23
Loan Rec 2017-01-A	17,994.50	19,996.60	-2,002.10
Loan Rec 2016-01-A	8,159.86	17,263.19	-9,103.33
Loan Rec 2015-03-A	0.00	4,435.22	-4,435.22
Loan Rec 2009-02-A	50,651.58	51,251.58	-600.00
Total IRP 4	388,002.11	402,169.64	-14,167.53
IRP 3			
Loan Rec 2007-08-A	18,312.75	24,469.33	-6,156.58
Total IRP 3	18,312.75	24,469.33	-6,156.58
IRP 2			
Loan Rec 2011-03-A	21,851.07	30,647.30	-8,796.23
Total IRP 2	21,851.07	30,647.30	-8,796.23
Total Other Current Assets	1,134,607.18	1,398,060.53	-263,453.35
Total Current Assets	5,743,156.38	6,148,074.96	-404,918.58
Fixed Assets			
Land- Mitchell	58,453.51	58,453.51	0.00
Equipment			
2012 computer upgrade	1,436.88	1,436.88	0.00
Equipment - Other	264.00	264.00	0.00
Total Equipment	1,700.88	1,700.88	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,257.05	601,257.05	0.00
Land-Louns			
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Berry	2,452.20	0.00	2,452.20
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	430,619.19	428,166.99	2,452.20
Land 434	376,800.36	376,800.36	0.00
Railroad Improvements	1,979,330.50	1,979,330.50	0.00
Z Accumulated Depreciation	-1,197,077.10	-1,175,790.43	-21,286.67
Total Fixed Assets	2,253,584.39	2,272,418.86	-18,834.47
TOTAL ASSETS	7,996,740.77	8,420,493.82	-423,753.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Accrued Expenses	453.05	462,389.00	-461,935.95
PILOT Payments			
Spencer-Tioga Solar	89,600.00	0.00	89,600.00
Gateway Owego, LLC	1,600.00	1,500.00	100.00
Crown Cork and Seal	300,000.00	299,971.46	28.54
+ · 231 Main Town/County	0.00	-0.01	0.01
Owego Gardens	23,078.00	22,627.00	451.00
School - 231 Main Street	0.00	0.01	-0.01
CNYOG	0.00	274,971.49	-274,971.49
Best Buy PP	570,000.00	570,000.00	0.00
Rynone	0.00	44.08	-44.08
Total PILOT Payments	984,278.00	1,169,114.03	-184,836.03
Total Other Current Liabilities	984,731.05	1,631,503.03	-646,771.98
Total Current Liabilities	984,731.05	1,631,503.03	-646,771.98
Long Term Liabilities			
Tioga County COVID-19 ERLP	475,000.00	0.00	475,000.00
Loan Pay- IRP 4	222,620.13	232,632.80	-10,012.67
Loan Pay- IRP 3	162,859.99	192,027.10	-29,167.11
Loan Pay- IRP 2	123,432.31	123,432.31	0.00
Loan Pay- IRP 1	61,543.98	61,543.98	0.00

Tioga County Industrial Development Agency

Balance Sheet

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
Total Long Term Liabilities	1,045,456.41	609,636.19	435,820.22
Total Liabilities	2,030,187.46	2,241,139.22	-210,951.76
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	4,740,191.06	4,770,371.71	-30,180.65
Net Income	-179,940.38	2,680.26	-182,620.64
Total Equity	5,966,553.31	6,179,354.60	-212,801.29
TOTAL LIABILITIES & EQUITY	7,996,740.77	8,420,493.82	-423,753.05

Tioga County Industrial Development Agency

Profit & Loss

06/30/20

January through June 2020

Accrual Basis

	Jan - Jun 20	Jan - Jun 19	\$ Change
Ordinary Income/Expense			
Income			
Bank Service Charge Refund	47.50	0.00	47.50
Loan Interest Income			
IRP 4 - 2019 - 06A	1,883.03	0.00	1,883.03
RBEG 2019 -06	1,504.55	0.00	1,504.55
IRP 2			
2011-03-A	297.92	849.36	-551.44
Total IRP 2	297.92	849.36	-551.44
IRP 3			
2007-08-A	305.76	829.53	-523.77
Total IRP 3	305.76	829.53	-523.77
IRP 4			
2018-02-A	52.30	184.13	-131.83
2018-01-A	515.61	812.40	-296.79
2017-04-A	260.14	684.24	-424.10
2017-03-A	124.42	175.27	-50.85
2017-05-A	91.18	191.99	-100.81
2017-01-A	154.16	258.57	-104.41
2017-02-A	797.21	748.44	48.77
2016-01-A	321.06	490.68	-169.62
2015-03-A	0.00	114.74	-114.74
2010-02-A	0.00	148.01	-148.01
Total IRP 4	2,316.08	3,808.47	-1,492.39
Loan Interest Income - Other	0.00	572.27	-572.27
Total Loan Interest Income	6,307.34	6,059.63	247.71
Loan Program Fee			
COVID-19 ERLP	450.00	0.00	450.00
Facade	100.00	0.00	100.00
IRP 4	0.00	1,800.00	-1,800.00
Total Loan Program Fee	550.00	1,800.00	-1,250.00
Loan Late Fee			
2016-02-C	83.32	0.00	83.32
RBEG 2019-16	24.30	0.00	24.30
IRP 4 2019-06-A	30.37	0.00	30.37
2018-01-C	5.00	5.00	0.00
2015-03 - 2015-03-A	0.00	30.00	-30.00
Loan Late Fee - Other	5.00	0.00	5.00
Total Loan Late Fee	147.99	35.00	112.99
Loan Administrative Fee	164.18	0.00	164.18
4110 - Grants			
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
4110 - Grants - Other	232,500.00	465,000.00	-232,500.00
Total 4110 - Grants	232,500.00	475,880.00	-243,380.00
Interest Income-			
Interest Income- TSB ICS	5,709.52	10,593.43	-4,883.91
Community- Facade Improvement	17.47	18.25	-0.78
CCTC Loan Loss Reserve Account	8.31	9.92	-1.61
Community- Lounsberry	49.16	54.68	-5.52
TSB- checking	124.88	225.31	-100.43
TSB-general fund	41.86	49.80	-7.94
TSB- IRP 4	19.76	31.26	-11.50
TSB- RBEG	16.00	28.78	-12.78
TSB- marketing	0.19	0.22	-0.03

Tioga County Industrial Development Agency

Profit & Loss

06/30/20

January through June 2020

Accrual Basis

	Jan - Jun 20	Jan - Jun 19	\$ Change
Total Interest Income-	5,987.15	11,011.65	-5,024.50
Leases/Licenses	7,078.92	10,304.97	-3,226.05
OHRy freight	38,463.55	48,809.70	-10,346.15
Total OHRy	38,463.55	48,809.70	-10,346.15
4170 - PILOT Program Fees			
V&S NY Galvanizing LLC	0.00	84,131.50	-84,131.50
Gateway	0.00	16,416.39	-16,416.39
Owego Garden - Home Leasing	0.00	2,500.00	-2,500.00
Best Buy	0.00	2,500.00	-2,500.00
Total 4170 - PILOT Program Fees	0.00	105,547.89	-105,547.89
Sale of Property	1,000.00	0.00	1,000.00
Total Income	292,246.63	659,448.84	-367,202.21
Expense			
66900 - Reconciliation Discrepancies	0.00	-152.54	152.54
Grant Expense	341,324.22	465,000.00	-123,675.78
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
Tioga Industrial Park	120.00	0.00	120.00
Education			
Haskell	0.00	139.00	-139.00
Curtis	55.00	139.00	-84.00
Total Education	55.00	278.00	-223.00
Loan Admin Fee			
IRP 4	860.07	0.00	860.07
Total Loan Admin Fee	860.07	0.00	860.07
Loan Program Expense			
COVID-19 ERLP	137.30	0.00	137.30
Loan Program Expense - Other	167.40	60.00	107.40
Total Loan Program Expense	304.70	60.00	244.70
6120 - Bank Service Charges			
Check order			
TSB IRP 4	15.00	0.00	15.00
TSB RBEG	25.00	0.00	25.00
Total Check order	40.00	0.00	40.00
6120 - Bank Service Charges - Other	68.50	60.00	8.50
Total 6120 - Bank Service Charges	108.50	60.00	48.50
Copies	0.00	394.15	-394.15
6160 - Dues and Subscriptions	1,060.00	285.00	775.00
Employee benefit			
IRA Company Match	674.96	735.60	-60.64
IRA	0.00	0.00	0.00
Total Employee benefit	674.96	735.60	-60.64
6180 - Insurance			
Travel/Accident (Hartford)	750.00	750.00	0.00
D & O (Philadelphia Ins. Co)	4,203.00	3,292.00	911.00
6190 - Disability (First Rehab Life)	243.27	157.04	86.23
Employee Health (SSA)	2,747.46	2,188.55	558.91
6185 - Property & Liability (Dryden)	10,678.20	9,803.08	875.12
RR Liability (Steadfast)	25,529.80	19,923.84	5,605.96

Tioga County Industrial Development Agency

Profit & Loss

06/30/20

January through June 2020

Accrual Basis

	Jan - Jun 20	Jan - Jun 19	\$ Change
Total 6180 · Insurance	44,151.73	36,114.51	8,037.22
6200 · Interest Expense	3,770.03	4,058.82	-288.79
6240 · Miscellaneous	0.00	102.66	-102.66
6550 · Office Supplies	0.00	558.86	-558.86
6560 · Payroll Expenses			
Payroll Expenses - HSA	750.00	0.00	750.00
6560 · Payroll Expenses - Other	24,546.40	20,958.20	3,588.20
Total 6560 · Payroll Expenses	25,296.40	20,958.20	4,338.20
6250 · Postage and Delivery	27.45	36.37	-8.92
6270 · Professional Fees			
Ag Ec Dev Specialist Position	10,000.00	4,131.00	5,869.00
Administrative Services			
Tinney, M	1,500.00	1,700.00	-200.00
Haskell	4,650.00	4,650.00	0.00
Tinney	12,750.00	12,750.00	0.00
Total Administrative Services	18,900.00	19,100.00	-200.00
6650 · Accounting			
Jan Nolis	1,885.00	2,627.50	-742.50
6650 · Accounting - Other	7,000.00	12,500.00	-5,500.00
Total 6650 · Accounting	8,885.00	15,127.50	-6,242.50
6280 · Legal Fees			
Special Project Fees	0.00	18,000.00	-18,000.00
6280 · Legal Fees - Other	13,524.45	20,985.50	-7,461.05
Total 6280 · Legal Fees	13,524.45	38,985.50	-25,461.05
6270 · Professional Fees - Other	0.00	6,671.64	-6,671.64
Total 6270 · Professional Fees	51,309.45	84,015.64	-32,706.19
6670 · Program Expense			
Water Tower	504.00	30,547.25	-30,043.25
Total 6670 · Program Expense	504.00	30,547.25	-30,043.25
Property Taxes			
Stanton Hill 9.64A Town Lot	234.97	0.00	234.97
96 · Smith Creek Rd	256.00	181.63	74.37
540 · Stanton Hill	177.83	21.03	156.80
Spring St	0.26	0.25	0.01
Berry Road (47)	149.85	106.32	43.53
Carmichael Road	4.43	3.95	0.48
Smith Creek Road	24.90	17.66	7.24
Glenmary Drive	10.49	11.03	-0.54
Metro Road	8.74	9.19	-0.45
Total Property Taxes	867.47	351.06	516.41
Real Estate Taxes	0.00	2,357.00	-2,357.00
6770 · Supplies	361.51	0.00	361.51
6340 · Telephone	0.00	40.01	-40.01
6350 · Travel & Ent			
6380 · Travel	0.00	87.99	-87.99
6350 · Travel & Ent - Other	1,391.52	0.00	1,391.52
Total 6350 · Travel & Ent	1,391.52	87.99	1,303.53
Total Expense	472,187.01	656,768.58	-184,581.57
Net Ordinary Income	-179,940.38	2,680.26	-182,620.64

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Tioga County Industrial Development Agency

Profit & Loss

06/30/20

January through June 2020

Accrual Basis

	<u>Jan - Jun 20</u>	<u>Jan - Jun 19</u>	<u>\$ Change</u>
Net Income	<u>-179,940.38</u>	<u>2,680.26</u>	<u>-182,620.64</u>

**Tioga County Industrial Development Agency
Transaction Detail**

June 2020

Type	Date	Num	Name	Memo	Amount
Restricted Cash Accounts					
COVID-19					
Check	06/19/2020	1006	Court View Properties LLC	COVID-19 Emergency Relief Loan	-60,000.00
Total COVID-19					-60,000.00
Community- Facade Improvement					
Deposit	06/01/2020			Loan Pmt	250.00
Deposit	06/02/2020			Loan Pmt	1,528.83
Deposit	06/03/2020			Loan Pmt	625.00
Deposit	06/08/2020			Loan Pmt	169.54
Deposit	06/09/2020			Loan Balance Paid	1,987.18
Deposit	06/19/2020			Loan Pmts	844.11
Deposit	06/23/2020			Loan Pmt	273.48
Deposit	06/26/2020			Loan Pmts	1,409.71
Deposit	06/30/2020			Loan Pmt	299.31
Total Community- Facade Improvement					7,387.16
USDA Funds					
TSB- IRP 2016 (Formerly IRP 4)					
Deposit	06/01/2020			Deferred loan pmt to be refunded	306.00
Deposit	06/02/2020			Loan Pmt	2,251.95
Check	06/02/2020	X	R&C Auto	Refund two deferred loan pmts paid by error	-612.00
Deposit	06/04/2020			Loan Pmt	1,012.45
Deposit	06/04/2020			Loan Pmt	420.00
Deposit	06/04/2020			Loan Pmt	565.62
Deposit	06/26/2020			Loan Pmt	420.00
Deposit	06/29/2020			Loan Pmt	240.00
Deposit	06/30/2020			Loan Pmts	3,169.30
Total TSB- IRP 2016 (Formerly IRP 4)					7,773.32
TSB- RBEG					
Deposit	06/04/2020			Loan Pmt	809.96
Total TSB- RBEG					809.96
Total USDA Funds					8,583.28
Total Restricted Cash Accounts					-44,029.56
Unrestricted Cash Accounts					
TSB- checking					
Check	06/03/2020	6486	Madison Tinney.	May 2020 Invoice # 2020-12	-300.00
Check	06/03/2020	6487	Christine Curtis	Reimburse IEDC Webinar Fee	-10.00
Check	06/03/2020	6488	The Research Foundation for SUNY	Inv 1994010; Inv No 4 Berry Archaeo Study	-249.89
Deposit	06/05/2020			COVID-19 Loan App Fee	50.00
Deposit	06/08/2020			Lease Pmt Lindhorst	250.00
Check	06/09/2020	6489	Procon Contracting	V&S Tioga Industrial Park Sewer & Water Extension - Pmt App No 3	-6,369.51
Check	06/09/2020	6490	Christine Curtis	Reimburse NYSED IDA Academy Registration	-45.00
Check	06/10/2020	6491	Christine E Curtis	Pay Period: 5/24/20-6/6/20	-1,311.44
Check	06/17/2020	6492	Factual Data	Inv 1479488 Customer No 837909996	-39.35
Check	06/17/2020	6493	Tioga County	IT Inv 3265 Verizon Wireless	-40.01
Deposit	06/17/2020			OHRV	7,446.50
Check	06/18/2020	6494	Tioga County ED&P	2nd QTR 2020 Ag Dev Specialist Contribution	-5,000.00
Deposit	06/19/2020			COVID Loan App Fee	50.00
Deposit	06/22/2020			Down Pmt Owego Gardens II Purchase Agreement	1,000.00
Check	06/23/2020	6495	Anything Artistic	Industrial Park Sign - V&S	-120.00
Check	06/23/2020	6496	Excellus Health Plan	July 2020 Inv 25263708	-461.95
Check	06/24/2020	6497	Christine E Curtis	Pay Period: 6/7/20-6/20/20	-1,311.44
Check	06/24/2020	6498	Franklin Templeton	June 2020 Simple IRA - C. Curtis	-207.68
Check	06/30/2020	X	EFTPS	June 2020 Federal Tax Deposit	-781.96
Check	06/30/2020	X	NYS Division of the Treasury	June 2020 State Tax Deposit	-135.72
Check	06/30/2020	6499	Thomas, Collison & Meagher	Services Apr 2020	-3,380.50
Check	06/30/2020	6500	Thomas, Collison & Meagher	Services May 2020	-2,542.50
Check	06/30/2020	6501	Cathy Haskell	June 2020 Invoice # 139 Administrative Assistance	-775.00
Total TSB- checking					-14,285.45
Total Unrestricted Cash Accounts					-14,285.45
TOTAL					-58,315.01

A regular meeting of the Tioga County Industrial Development Agency (the "Agency") was convened in public session via a telephone conference held on Wednesday, July 1, 2020, at 4:30 o'clock p.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT:	Jenny Ceccherelli	Chairwoman
	Kevin Gillette	Vice Chairman
	Martha Sauerbrey	Secretary
	Aaron Gowan	Treasurer
	Tracy Monell	Member
	Jonathan Ward	Member
	Eric Knolles	Member

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Christine Curtis	Executive Administrator
Joseph B. Meagher, Esq.	Agency Counsel
LeeAnn Tinney	Economic Development & Planning

The following resolution was offered by _____ and seconded by _____, to wit:

RESOLUTION AUTHORIZING THE TRANSFER OF THE PREMISES AS DESCRIBED IN EXHIBIT "A" ATTACHED HERETO TO SUEZ WATER OWEGO-NICHOLS INC. FOR A WATER TANK IN CONNECTION WITH THE OWEGO GARDENS ASSOCIATES II LLC PROJECT.

This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Jenny Ceccherelli	voting	_____
Kevin Gillette	voting	_____
Martha Sauerbrey	voting	_____
Aaron Gowan	voting	_____
Tracy Monell	voting	_____
Jonathan Ward	voting	_____
Eric Knolles	voting	_____

The foregoing Resolution was thereon declared duly adopted.

STATE OF NEW YORK:

: ss.:

COUNTY OF TIOGA :

I, the undersigned Secretary of the Tioga County Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on July 1, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution set forth therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting, (B) said meeting was in all respects duly held, (C) pursuant to Executive Order No. 202.1 dated March 7, 2020 regarding the suspension of Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was held remotely by telephone conference call and that the general public had the ability to listen to the proceeding, that such meeting has been transcribed and is available upon request, and that due notice of the date and telephone conference call-in instructions were duly provided to the public in accordance with Executive Order No. 202.1 and such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this _____ day of _____, 2020.

Martha Sauerbrey
Secretary

(SEAL)

EXHIBIT "A"

TANK PARCEL:

BEGINNING at a point which is S 01°19'33" W, 1821.87 feet from a rebar found lying on the southern boundary of New York State Route 434 and also being the Northeast corner of Owego Southside Properties, LLC (Inst.# 187264-001).

THENCE S 55°22'28" W, 76.60 feet to a point.

THENCE following a curve to the left having a radius of 113.00 feet, a length of 330.73 feet, and a chord of S 28°28'17.62" E, 224.70 feet to a point

THENCE N 67°40'57" E, 197.27 feet to a point.

THENCE following a curve to the right having a radius of 33.00 feet, a length of 16.36 feet, and a chord of N 81°53'10.94" E, 16.19 feet to a point.

THENCE S 83°54'35" E, 89.00 feet to a point.

THENCE following a curve to the right having a radius of 3.00 feet, a length of 3.14 feet, and a chord of S 53°54'35.34" E, 3.00 feet to a point.

THENCE following a curve to the left having a radius of 53.00 feet, a length of 55.50 feet, and a chord of S 53°54'35.34" E, 53.00 feet to a point.

THENCE S 83°54'35" E, 106.00 feet to a point.

THENCE following a curve to the left having a radius of 53.00 feet, a length of 166.50 feet, and a chord of N 06°05'24.66" E, 106.00 feet to a point

THENCE N 83°54'35" W, 106.00 feet to a point.

THENCE following a curve to the left having a radius of 53.00 feet, a length of 55.50 feet, and a chord of S 66°05'24.66" W, 53.00 feet to a point.

THENCE following a curve to the right having a radius of 3.00 feet, a length of 3.14 feet, and a chord of S 66°05'24.66" W, 3.00 feet to a point.

April 16, 2019

THENCE N 83°54'35" W, 89.00 feet to a point.

THENCE following a curve to the left having a radius of 83.00 feet, a length of 41.15 feet, and a chord of S 81°53'10.94" E, 40.73 feet to a point.

THENCE S 67°40'57" W, 197.27 feet to a point.

THENCE following a curve to the right having a radius of 63.00 feet, a length of 184.39 feet, and a chord of N 28°28'17.62" W, 125.27 feet to a point.

THENCE N 55°22'28" E, 101.13 feet to a point.

THENCE N 34°37'32" W, 14.76 feet to a point.

THENCE following a curve to the right having a radius of 54.00 feet, a length of 44.16 feet, and a chord of N 69°28'00.80" W, 42.94 feet to the point of beginning.

CONTAINING 1.22 acres of land as shown on a map labeled as Owego Gardens 2 by Fagan Engineers & Land Surveyors, PC dated July 5, 2018.

A regular meeting of the Tioga County Industrial Development Agency (the "Agency") was convened in public session via a telephone conference held on Wednesday, July 1, 2020, at 4:30 o'clock p.m., local time.

The meeting was called to order by the Chairman and, upon roll being called, the following members of the Agency were:

PRESENT:	Jenny Ceccherelli	Chairwoman
	Kevin Gillette	Vice Chairman
	Martha Sauerbrey	Secretary
	Aaron Gowan	Treasurer
	Tracy Monell	Member
	Jonathan Ward	Member
	Eric Knolles	Member

ABSENT:

THE FOLLOWING PERSONS WERE ALSO PRESENT:

Christine Curtis	Executive Administrator
Joseph B. Meagher, Esq.	Agency Counsel
LeeAnn Tinney	Economic Development & Planning

The following resolution was offered by _____ and seconded by _____, to wit:

RESOLUTION AUTHORIZING THE CHAIRWOMAN, ON BEHALF OF THE AGENCY, TO ENTER INTO AN IDA CONSENT AND ESTOPPEL AND A MEMORANDUM OF ASSIGNMENTS OF AGREEMENTS WITH NORMAN CROSS-NICHOLS LLC, ALLOWING NORMAN CROSS-NICHOLS LLC TO TRANSFER ITS INTERESTS IN THE JUNE 30, 2016 NICHOLS CROSS DOCK, LLC LEASE/LEASEBACK TRANSACTION, AND ALL CLOSING DOCUMENTS THEREOF, TO FEM BUCK ROAD LLC.

This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Jenny Ceccherelli	voting	_____
Kevin Gillette	voting	_____
Martha Sauerbrey	voting	_____
Aaron Gowan	voting	_____
Tracy Monell	voting	_____
Jonathan Ward	voting	_____
Eric Knolles	voting	_____

The foregoing Resolution was thereon declared duly adopted.

STATE OF NEW YORK:

: ss.:

COUNTY OF TIOGA :

I, the undersigned Secretary of the Tioga County Industrial Development Agency (the "Agency"), do hereby certify that I have compared the foregoing extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on July 1, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution set forth therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting, (B) said meeting was in all respects duly held, (C) pursuant to Executive Order No. 202.1 dated March 7, 2020 regarding the suspension of Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was held remotely by telephone conference call and that the general public had the ability to listen to the proceeding, that such meeting has been transcribed and is available upon request, and that due notice of the date and telephone conference call-in instructions were duly provided to the public in accordance with Executive Order No. 202.1 and such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this _____ day of _____, 2020.

Martha Sauerbrey
Secretary

(SEAL)

Authorities Budget Office Policy Guidance



No. 20-02

Date Issued: June 18, 2020

Supercedes: New

Subject: Industrial Development Agency State Disaster Emergency Loan Program Reporting Guidelines

Statutory Citation: Article 18-A, Title 1, Sections 858 and 859-c of General Municipal Law (GML); Section 2800 of Public Authorities Law (PAL)

Provision: Pursuant to Chapter 109 of the Laws of 2020, Section 858 of GML allows for an Industrial Development Agency (IDA) to provide grants to small businesses or not-for-profits for the purposes of purchasing personal protective equipment (PPE) and other fixtures needed to help prevent the spread of COVID-19. Section 859-c establishes the State disaster emergency loan program to allow IDAs to make loans to small businesses and not-for-profits up to \$25,000. IDAs that administer a state disaster emergency loan program should maintain detailed records related to the program and report such information to the Authorities Budget Office (ABO) as required by Section 859-c (6)(a) of GML.

Authorities Budget Office Policy Guidance: The mission of the Authorities Budget Office is to make public authorities more accountable and transparent, and to act in the public interest consistent with their intended purpose. IDAs that choose to provide funding to eligible entities should only do so in accordance with this guidance. IDAs that do not follow this guidance when providing such funding are subject to the enforcement powers of the Authorities Budget Office (ABO) and other oversight agencies.

GML 859-c (6) requires each IDA to maintain certain records related to the state disaster emergency loan program, including a record of loans issued and of payments received. Such information would be required to be filed in the IDA's annual report pursuant to requirements in the public authorities law.

The following information is to be reported to the ABO within 90 days of the end of the respective IDA's fiscal year ([see attached form for instructions](#)):

- Name and address of each grant and loan recipient
- The amount of the grant provided
- The original amount of the loan
- Date the grant or loan was awarded
- Length of loan (repayment period)
- Amount of loan principal repaid as of the end of the fiscal year
- Specific use of grant or loan funds

The IDA shall be solely responsible for all reporting related to the grants and loans program described herein. In addition, IDAs should post all respective board adopted policies and approved grant and loan applications to the IDAs web site.

Other criteria the board shall consider include the following:

1. No IDA should issue debt to fund the creation of a state disaster emergency grant or loan fund.
2. IDA funding may only be provided to eligible entities by completing an application, which should be conspicuously posted on the IDA website.
 - a. An eligible entity should provide the IDA with its financials as of December 31, 2019.
 - b. Eligible loan uses should be memorialized in a written agreement between the IDA. Any agreement should provide for the recapture of funds loaned or granted in any instance where the funds used are not for authorized purposes.
 - c. An eligible entity should provide the IDA with a listing of all other loans and grants it has received or applied for a similar purpose.
3. The IDA board must review any application in a public meeting that is consistent with the provisions of Public Officers Law Article 7 and EO 202.1, et seq. and the board shall allow for public comment.
4. Minutes of these meetings are to be posted on the IDA's public web site as soon as is practicable or within 5 days of the meeting.