



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

Call to Order and Introductions

Attendance

IDA Board Members

Roll Call: J. Ward, M. Sauerbrey, T. Monell, E. Knolles, M. Townsend

Excused: K. Gillette

Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney

Privilege of the Floor

Approval of Minutes

- A. [January 3, 2024 Regular Meeting Minutes](#)

Financials

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

ED&P Update: B. Woodburn

New Business: C. Curtis

- A. Enterprise Products Partners (Harford; Gas)

Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
 - a. No report
 - 2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
 - a. Recommend appointing Jim Lavo, VFCU, to TCIDA Loan Committee
 - 3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
 - a. No report
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend
 - a. Affirm TCIDA Board Vote: Approval \$40,000 IRP Loan: Peyper Fields LLC
 - 1. [Loan Summary](#)
 - b. REAP Lease Program
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell



a. No report

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC - \$1,642,065.88/Authorized \$2,242,066.00
 - 2. 231 Main LLC - \$320.85/ Authorized \$34,320
 - 3. SEASON II LLC - \$4,289.94/ Authorized \$17,942
 - 4. Arteast Café LLC - \$0/ Authorized \$24,000
 - 5. Navo Properties LLC - \$874.08/ Authorized \$1,128
- B. Altus Power Renewable Energy – purchased Spencer-Tioga Solar project

Project Updates: C. Curtis

- A. Hydrant agreement dissolution

Grant Updates: C. Curtis

- A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad
 - 1. Larson Design Group contract: April 2024 completion date projected
- B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings
 - 1. [Hunt](#)
 - 2. [Williams & Edsall topographic survey](#)
 - 3. Resolution – Rural Business Development Grant (RBDG) Grant Application – Phase II Study
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 - 1. Larson Design Group contract: April 2024 completion date projected
- E. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23
- F. Blodgett Road – Application submitted by SWCD
- G. USDA IRP Loan Application submitted 1-2-2024
 - 1. USDA Contact: susan.galster@usda.gov

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

Next Meeting: Wednesday March 6, 2024



DRAFT

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

- I. Call to Order and Introductions: Mr. Ward called the meeting to order at 4:35 pm.
II. Attendance
IDA Board Members
Roll Call: J. Ceccherelli, K. Gillette, T. Monell, J. Ward, E. Knolles, M. Townsend
Excused: M. Sauerbrey
Guests: C. Curtis, M. Schnabl, J. Meagher, L. Tinney
III. Privilege of the Floor: None
IV. Approval of Minutes
A. December 6, 2023 Regular Meeting Minutes
Motion to approve December 6, 2023 Regular Meeting Minutes, as written. (T. Monell, K. Gillette)
Aye – 6 Abstain – 0
No – 0 Carried
V. Financials
A. Balance Sheet
B. Profit & Loss
C. Transaction Detail
D. Accounts Receivable
Motion to acknowledge financials, as written. (E. Knolles, T. Monell)
Aye – 6 Abstain – 0
No – 0 Carried
VI. ED&P Update: L. Tinney
A. Report: Ms. Tinney updated the board on the following items:
• The CDBG Neighborhood Depot project in the Village of Owego continues to move forward with construction.
• Several of the DRI projects in the Village of Owego are wrapping up. Ribbon cuttings and a visit with a representative from the Governor’s office are being planned for those projects that are complete.
• The department continues to work with the property owners of Fuddy Duddy’s and Tioga Trails to move their Restore NY projects forward.
• NY Forward in the Village of Waverly is in the final review stages of the investment plan.
• The broadband fiber installation is complete in the Town of Nichols. An event is being planned for January to mark the completion of the project.



- The NY Main Street project in the Village of Candor is complete.
 - The Land Bank has purchased 81 North Ave in the Village of Owego and is exploring rehabilitation possibilities.
 - Education Workforce Coordinator Lanning continues to work with Spencer Van- Etten and Waverly School Districts on their school/career center pilot program, is assisting with the Tioga County specific pop-up job fair, coordinating BT BOCES business tours with local businesses, and acting as a liaison between schools and businesses for Waverly internships.
 - Planning Director Jardine continues to work on updating the FEMA Hazard Mitigation Plan. She is also working Southern Tier 8 on a New Energy New York Tech Hub application for the IDA Buck Road site.
 - Sustainability Manager Pratt is continuing her work on updating the Solid Waste Management Plan.
 - The department worked with real property to send out a letter to landowners in the agricultural district regarding the tax implication of solar PILOTs.
 - The department is still working on backfilling the open Community Development Specialist position.
 - B. Woodburn will be attending the February meeting to share her plan for the department moving forward.
 - Ms. Tinney reported that all IDAs in the region have committed funding for the tech corridor study. Planning for the study will begin soon.
- B. Lounsberry – NYSEG Update: Ms. Tinney reported that NYSEG plans to start infrastructure upgrades in the Lounsberry Industrial area in 2028.
- C. Largest Employers: Ms. Tinney presented the board with data regarding the 10 largest employers in the county.
- D. Largest Tax payers/Employers: Ms. Tinney presented the board with data regarding the 10 largest tax payers in the county.
- E. Property tax cap bill: Ms. Tinney updated the board on the property tax cap bill. She reported that the governor has vetoed the bill. Because of this the board will explore ways to ease PILOT companies back onto the tax rolls when their PILOT agreement expires.

VII. New Business: C. Curtis

- A. Tioga Downs: Mr. Meagher reported that Tioga Downs will be transferring their real estate into a real estate trust. Because of this, the board needs to consent to transfer their current agreements with Tioga Downs to the new owner. There will be no change in the PILOT payments.
1. Request Letter
 2. Consent & Estoppel Certificate
- Motion to authorize the resolution approving the assignment by Tioga Downs Racetrack, LLC to GLP Capital, L.P. of the current leaseback agreements, PILOT agreements and agency agreements held with the IDA, and approving the executive administrator to enter into a consent and estoppel certificate with Tioga Downs Racetrack, LLC and GLP Capital, L.P. (T. Monell, K. Gillette)**

Aye – 6 Abstain – 0
No – 0 Carried

- B. Swartwood lease: Ms. Curtis reported that B. Swartwood has a lease with the IDA for



property in Berkshire, for which he owns a building on. The lease is expiring this year, and the business that he formerly operated in the building has closed. Because of this, he is requesting a decrease in his lease amount. Board discussion ensued regarding the confusion over B. Swartwood owning the building separately from the IDA land on which it is located. Ms. Curtis will find out more information regarding the ownership of the property.

- C. 2024 TCIDA Contribution -Economic Development Specialist: the board agreed to continue its contribution to the Economic Development Specialist position.

Motion to approve the continuation of the \$20,000 annual contribution towards the Economic Development Specialist position. (E. Knolles, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

VIII. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

- 1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
 - a. YE Audit – Jan 8th
- 2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
 - a. No report
- 3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
 - a. No report
- 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend
 - a. STREDC façade loan funds - Agreement: Ms. Curtis reported that the Southern Tier Regional Economic Development Corporation is agreeable to allowing the STREDC façade loan funds to be used for IDA small business loans.

Motion to authorize the agreement with STREDC allowing the use of STREDC façade loan funds for IDA small business loan funds. (T. Monell, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. Ag crossing Request: A property owner who owns land surrounding the IDA railroad property in Richford is requesting a lease to allow for a crossing for agricultural equipment. RJ Corman has reviewed the property owner’s plan and is agreeable.

Motion to approve lease agreement with landowner Nick Emmick at a rate of \$150 per year for the use of IDA land for an agricultural crossing. (T. Monell, E. Knolles)

Aye – 6 Abstain – 0
No – 0 Carried

IX. PILOT Updates: C. Curtis

A. Sales Tax Exemptions Update: All entities are within their authorized limits.

- 1. Best Bev LLC - \$1,642,065.88/Authorized \$2,242,066.00
- 2. 231 Main LLC – \$320.85/ Authorized \$34,320
- 3. SEASON II LLC - \$4,289.94/ Authorized \$17,942
- 4. Arteast Café LLC - \$0/ Authorized \$24,000



5. Navo Properties LLC - \$874.08/ Authorized \$1,128

B. Best Buy PILOT Agreement update: Ms. Curtis reported that moving forward, taxes for the Best Buy property will be billed 20% by the school district, and 80% by way of PILOT payments.

X. Project Updates: C. Curtis

A. USDA IRP Loan Application submitted 1-2-2024: Ms. Curtis reported that she completed the USDA IRP Loan Application, where she requested a loan in the amount of \$299,999. The USDA will take 30 days to review the application. There is a 10% match requirement, and the agency can reapply once per year.

1. USDA Contact: susan.galster@usda.gov

XI. Grant Updates: C. Curtis

A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567 Planning Grant – Richford Railroad

1. Larson Design Group contract

B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings

1. Hunt contract

2. Potential funding

C. ESD Grant Application – Municipal Water Extension to Raymond Hadley

1. Larson Design Group contract

D. Local Meat Capacity Grant – Reed Brook Meats application submitted 7-14-23

F. Blodgett Road – Application submitted by SWCD

XII. Motion to move into Executive Session at 5:20 pm pursuant to Public Officers Law Section 105 to discuss financial matters. (K. Gillette, T. Monell)

Motion to adjourn Executive Session at 5:44 pm.

Motion to approve the contract with ServPro to provide cleanup services for the encampment on IDA property (K. Gillette, E. Knolles)

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

Motion to approve the contract with LCP Group for the asbestos abatement at the Buck Road property, contingent upon clarification of the air quality monitoring requirements. (E. Knolles, K. Gillette)

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

XIII. Next Meeting: Wednesday February 7, 2024

XIV. Adjournment: Mr. Monell motion to adjourn the meeting at 5:45 pm.



DRAFT

**Tioga County Industrial Development Agency
January 3, 2024 – 4:15 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Annual Meeting Minutes**

I. **Call to Order and Introductions:** Ms. Ceccherelli called the meeting to order at 4:16 pm.

II. **Attendance: IDA Board Members**

J. Ceccherelli, K. Gillette, T. Monell, J. Ward, M. Townsend, E. Knolles
Excused: M. Sauerbrey
Guests: C. Curtis, M. Schnabl, L. Tinney

III. **New Business**

A. Monthly Meeting Designation

1. Date- first Wednesday of each month
2. Time- 4:30 p.m.
3. Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st Floor

B. Media Designation

1. Press & Sun Bulletin
Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 pm in the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st floor, and to designate the Press & Sun Bulletin as the official media source for the purposes of publishing all notices and other matters as required by law. (T. Monell, J. Ward)

| | |
|----------------|--------------------|
| Aye – 6 | Abstain – 0 |
| No – 0 | Carried |

C. Governance Committee Recommendations

1. Slate of Officers 2024 Proposed List of TCIDA Committee Members
 - a. Chair- Jon Ward
 - b. Vice Chair- Kevin Gillette
 - c. Secretary- Mari Townsend
 - d. Treasurer- Eric Knolles

Motion to approve 2024 Slate of Officers, as proposed. (T. Monell, J. Ward)

| | |
|----------------|--------------------|
| Aye – 6 | Abstain - 0 |
| No – 0 | Carried |

2. Committee Appointments

- a. Governance- J. Ward, M. Townsend, E. Knolles
- b. Audit- E. Knolles, M. Townsend, J. Ward
- c. Railroad- T. Monell, K. Gillette, M. Sauerbrey



- d. Finance- E. Knolles, M. Townsend, J. Ward
 - e. Loan- K. Dougherty, D. Barton. J. Ward, E. Knolles, M. Townsend
 - f. Public Relations- J. Ceccherelli, L. Tinney, C. Curtis
- Motion to approve 2024 Committee Appointments, as proposed. (E. Knolles, K. Gillette)**

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

3. Other Appointments

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

Motion to approve 2024 appointments, as proposed. (E. Knolles, K. Gillette)

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

4. Annual Policy Review

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

Motion to approve the annual policy review, as proposed. (E. Knolles, M. Townsend)

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

5. Other Annual Review

- a. Compensation and Benefits of Executive Administrator
- b. Report on Conflict of Interest Incidents
- c. Self-Evaluation of Performance 2023 Governance Committee Self-Evaluation Report

Motion to approve the annual compensation and benefits, acceptance of Report of Conflict of Interest Incidents, and Self-Evaluation of



Performance 2023 Governance Committee Self-Evaluation Reports, as proposed.

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

D. Audit Committee Recommendations

- 1. Appointments
 - a. Audit Firm- insero&co
 - b. Financial Expert- J. Nolis
- 2. Annual Policy Review
 - a. Audit Committee Charter TCIDA Audit Committee Charter
 - b. [Self-Evaluation of Performance 2023 Audit Committee Self-Evaluation Report](#)

Motion to approve Insero & Co as the audit firm and J. Nolis as financial expert as proposed, to accept the review IDA Audit Committee Charter and Self-Evaluation of Performance of the 2023 Audit Committee Self-Evaluation Report. (E. Knolles, T. Monell)

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

E. Finance Committee Recommendations

- 1. Official Depositories
 - a. Chemung Canal Trust Company
 - b. Community Bank
 - c. Tioga State Bank
- 2. Annual Policy Review
 - a. Investment Policy
 - b. Finance Committee Charter
 - c. Investment Annual Report
 - d. Self-Evaluation of Performance 2023 Finance Committee Self-Evaluation Report

- 3. Annual Designation of Signors on Bank Accounts
 - a. J. Ward, M. Townsend, E. Knolles, M. Sauerbrey, C. Curtis
Motion to approve Chemung Canal Trust Company, Community Bank, and Tioga State Bank as official depositories for Tioga County IDA as proposed, to approve the designated signors on the accounts as J. Ward, M. Townsend, E. Knolles, M. Sauerbrey, C. Curtis, to authorize the investment policy, finance committee charter, the investment annual report, and self-evaluation of performance 2023 finance committee self-evaluation report. (E. Knolles, T. Monell)

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

F. Annual Certifications



1. Internal Controls Certification
2. Annual Evaluation of Board Performance
3. Fiduciary Responsibilities Certification
4. 2023 TCIDA Operations and Accomplishments

Motion to authorize internal controls certification, annual evaluation of board performance, and fiduciary responsibilities certification for the year. (E. Knolles, T. Monell)

Aye – 6

Abstain – 0

No – 0

Carried

G. Miscellaneous

1. Contact information 2024 TCIDA Board of Directors & Staff
2. Listing of IDA properties – 2024

IV. Adjourned: Mr. Ward motioned to adjourn the meeting at 4:35 pm.

Tioga County Industrial Development Agency

Balance Sheet

02/06/24

As of January 31, 2024

Accrual Basis

| | Jan 31, 24 | Jan 31, 23 | \$ Change |
|--|---------------------|---------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| CD Cap Improvement Com Bank | 327,220.11 | 0.00 | 327,220.11 |
| CD Site Dev Com Bank 158 | 103,328.19 | 0.00 | 103,328.19 |
| CD Site Dev Com Bank 156 | 103,328.18 | 0.00 | 103,328.18 |
| CD Site Dev Com Bank 155 | 103,215.18 | 0.00 | 103,215.18 |
| Restricted Cash Accounts | | | |
| COVID-19 | 326.24 | 9,633.41 | -9,307.17 |
| Community- Facade Improvement | 244,493.83 | 230,423.78 | 14,070.05 |
| USDA Funds | | | |
| CCTC- Loan Loss Reserve | 40,503.65 | 40,492.59 | 11.06 |
| TSB- IRP 2016 (Formerly IRP 4) | 88,127.89 | 145,990.32 | -57,862.43 |
| TSB- RBEG | 74,750.98 | 160,532.76 | -85,781.78 |
| Total USDA Funds | 203,382.52 | 347,015.67 | -143,633.15 |
| Total Restricted Cash Accounts | 448,202.59 | 587,072.86 | -138,870.27 |
| CCTC- CDs | | | |
| Land Acquisition (150) | 555,596.92 | 0.00 | 555,596.92 |
| Site Development | | | |
| Site Development 2441 | 0.00 | 100,462.52 | -100,462.52 |
| Site Development 2440 | 0.00 | 100,350.12 | -100,350.12 |
| Site Development 2439 | 0.00 | 100,350.12 | -100,350.12 |
| Total Site Development | 0.00 | 301,162.76 | -301,162.76 |
| Land Acquisition (879) | 0.00 | 553,069.56 | -553,069.56 |
| Capital Improvement (284) | 0.00 | 325,351.58 | -325,351.58 |
| Total CCTC- CDs | 555,596.92 | 1,179,583.90 | -623,986.98 |
| Temporarily Restricted Cash Acc | | | |
| TSB-Owego Gardens | 102,672.43 | 46,581.35 | 56,091.08 |
| TSB-Crown Cork and Seal | 100.67 | 105.67 | -5.00 |
| Community- BestBuy PILOT Acct. | 369.98 | 369.98 | 0.00 |
| Total Temporarily Restricted Cash Acc | 103,143.08 | 47,057.00 | 56,086.08 |
| Unrestricted Cash Accounts | | | |
| TSB ICS | 0.00 | 5.33 | -5.33 |
| TSB- checking | 821,559.07 | 274,498.00 | 547,061.07 |
| TSB- general fund | 25,801.05 | 25,770.60 | 30.45 |
| Total Unrestricted Cash Accounts | 847,360.12 | 300,273.93 | 547,086.19 |
| Total Checking/Savings | 2,591,394.37 | 2,113,987.69 | 477,406.68 |
| Other Current Assets | | | |
| COVID-19 ERLP | | | |
| C-7-A | 0.00 | 7,569.03 | -7,569.03 |
| C-5-A | 0.00 | 2,564.92 | -2,564.92 |
| C-4-A | 0.00 | 2,570.76 | -2,570.76 |
| C-1-A | 0.00 | 9,756.71 | -9,756.71 |
| Total COVID-19 ERLP | 0.00 | 22,461.42 | -22,461.42 |
| Accounts Receivable 1300.01 | 84,453.05 | 746,453.05 | -662,000.00 |
| Allowance for Doubtful Accounts | -35,000.00 | -35,000.00 | 0.00 |
| Commercial Facade Loan Program | | | |
| Loan Rec - 2017-01-C | 4,375.00 | 11,250.00 | -6,875.00 |
| Loan Rec - 2018-01-C | 0.00 | 1,015.02 | -1,015.02 |
| Loan Rec - 2017-02-C | 0.00 | 5,948.25 | -5,948.25 |
| Total Commercial Facade Loan Program | 4,375.00 | 18,213.27 | -13,838.27 |
| RBEG | | | |
| RBEG 2023-01-A | 97,441.59 | 0.00 | 97,441.59 |
| Loan Rec - RBEG 2019 -06 | 47,264.28 | 54,926.22 | -7,661.94 |
| Total RBEG | 144,705.87 | 54,926.22 | 89,779.65 |
| IRP 4 | | | |
| IRP 4 2023-01-A | 60,901.02 | 0.00 | 60,901.02 |
| Loan Rec 2021-02-A | 8,313.99 | 11,497.03 | -3,183.04 |
| Loan Rec 2021-01-A | 59,952.16 | 68,014.49 | -8,062.33 |
| Loan Rec 2019-07-A | 33,259.96 | 35,146.52 | -1,886.56 |
| Loan Rec - 2019 - 06A | 59,080.13 | 68,657.54 | -9,577.41 |
| Loan Rec 2018-02-A | 0.00 | 3,512.79 | -3,512.79 |
| Loan Rec 2018-01-A | 50,602.03 | 54,445.59 | -3,843.56 |

Tioga County Industrial Development Agency

Balance Sheet

02/06/24

As of January 31, 2024

Accrual Basis

| | Jan 31, 24 | Jan 31, 23 | \$ Change |
|--|---------------------|---------------------|--------------------|
| Loan Rec 2017-04-A | 26,182.97 | 28,617.00 | -2,434.03 |
| Loan Rec 2017-01-A | 8,911.47 | 11,602.02 | -2,690.55 |
| Loan Rec 2009-02-A | 48,251.58 | 48,651.58 | -400.00 |
| Total IRP 4 | 355,455.31 | 330,144.56 | 25,310.75 |
| Total Other Current Assets | 553,989.23 | 1,137,198.52 | -583,209.29 |
| Total Current Assets | 3,145,383.60 | 3,251,186.21 | -105,802.61 |
| Fixed Assets | | | |
| Land-Rizzuto | 78,395.16 | 78,395.16 | 0.00 |
| Land- Cavataio | 2,500.00 | 2,500.00 | 0.00 |
| Land-general | 601,707.05 | 601,707.05 | 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 | 2,452.20 | 0.00 |
| Hess | 259,561.43 | 259,561.43 | 0.00 |
| Land-Louns - Other | 139,612.53 | 139,612.53 | 0.00 |
| Total Land-Louns | 430,619.19 | 430,619.19 | 0.00 |
| Land 434 | 376,800.36 | 376,800.36 | 0.00 |
| Railroad Improvements | 1,979,330.50 | 1,979,330.50 | 0.00 |
| Z Accumulated Depreciation | -1,279,269.24 | -1,257,126.24 | -22,143.00 |
| Total Fixed Assets | 2,190,083.02 | 2,212,226.02 | -22,143.00 |
| TOTAL ASSETS | 5,335,466.62 | 5,463,412.23 | -127,945.61 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 20000 · Accounts Payable | 111.50 | 0.00 | 111.50 |
| Total Accounts Payable | 111.50 | 0.00 | 111.50 |
| Other Current Liabilities | | | |
| PILOT Payments | | | |
| Owego Gardens II | 0.00 | 46,500.00 | -46,500.00 |
| V&S New York Galvanizing | 20,061.29 | 0.00 | 20,061.29 |
| Nichols Cross Dock | 82,529.79 | 0.00 | 82,529.79 |
| Owego Gardens | | | |
| Sewer Subsidy | -16,625.00 | 0.00 | -16,625.00 |
| Owego Gardens - Other | 16,675.00 | 50.00 | 16,625.00 |
| Total Owego Gardens | 50.00 | 50.00 | 0.00 |
| Total PILOT Payments | 102,641.08 | 46,550.00 | 56,091.08 |
| Total Other Current Liabilities | 102,641.08 | 46,550.00 | 56,091.08 |
| Total Current Liabilities | 102,752.58 | 46,550.00 | 56,202.58 |
| Long Term Liabilities | | | |
| Tioga County COVID-19 ERLP | -111.50 | 31,503.66 | -31,615.16 |
| Loan Pay- IRP 4 | 181,558.10 | 191,977.33 | -10,419.23 |
| Loan Pay- IRP 3 | 149,722.87 | 160,457.30 | -10,734.43 |
| Loan Pay- IRP 2 | 78,342.87 | 89,784.03 | -11,441.16 |
| Loan Pay- IRP 1 | 30,507.49 | 38,382.80 | -7,875.31 |
| Total Long Term Liabilities | 440,019.83 | 512,105.12 | -72,085.29 |
| Total Liabilities | 542,772.41 | 558,655.12 | -15,882.71 |
| Equity | | | |
| Board Designated Funds | 1,406,302.63 | 1,406,302.63 | 0.00 |
| 1110 · Retained Earnings | 3,409,854.62 | 3,694,570.69 | -284,716.07 |
| Net Income | -23,463.04 | -196,116.21 | 172,653.17 |
| Total Equity | 4,792,694.21 | 4,904,757.11 | -112,062.90 |
| TOTAL LIABILITIES & EQUITY | 5,335,466.62 | 5,463,412.23 | -127,945.61 |

Tioga County Industrial Development Agency

Profit & Loss

02/06/24

January 2024

Accrual Basis

| | Jan 24 | Jan 23 | \$ Change |
|--------------------------------------|-------------------|-----------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Loan Commitment Fee | 400.00 | 0.00 | 400.00 |
| DRI-HCR Admin Fee 5% | -3,130.86 | 0.00 | -3,130.86 |
| Loan Interest Income | | | |
| COVID-19 C-7-A | 0.00 | 19.36 | -19.36 |
| COVID-19 C-5-A | 0.00 | 6.24 | -6.24 |
| COVID-19 C-1-A | 0.00 | 21.91 | -21.91 |
| COVID-19 C-4-A | 0.00 | 5.94 | -5.94 |
| RBEG 2019 -06 | 159.71 | 185.17 | -25.46 |
| IRP 4 | | | |
| 2019 - 06A | 199.64 | 231.46 | -31.82 |
| 2021-02-A | 17.88 | 24.50 | -6.62 |
| 2021-01-A | 126.21 | 142.97 | -16.76 |
| 2019-07-A | 0.00 | 154.49 | -154.49 |
| 2018-02-A | 0.00 | 12.18 | -12.18 |
| 2018-01-A | 0.00 | 217.88 | -217.88 |
| 2017-04-A | 0.00 | 108.06 | -108.06 |
| 2017-01-A | 19.45 | 24.89 | -5.44 |
| Total IRP 4 | 363.18 | 916.43 | -553.25 |
| Total Loan Interest Income | 522.89 | 1,155.05 | -632.16 |
| Loan Late Fee | | | |
| COVID-19 C-1-A | 0.00 | 21.65 | -21.65 |
| Total Loan Late Fee | 0.00 | 21.65 | -21.65 |
| Loan Administrative Fee | | | |
| IRP 4 | 174.99 | 0.00 | 174.99 |
| Loan Administrative Fee - Other | 0.00 | 453.26 | -453.26 |
| Total Loan Administrative Fee | 174.99 | 453.26 | -278.27 |
| 4110 · Grants | | | |
| DRI-HCR | 182,869.06 | 0.00 | 182,869.06 |
| Total 4110 · Grants | 182,869.06 | 0.00 | 182,869.06 |
| Interest Income- | | | |
| Interest Income - TSB COVID19 | -2.08 | 0.20 | -2.28 |
| Community- Facade Improvement | 0.00 | 1.95 | -1.95 |
| CCTC Loan Loss Reserve Account | 0.00 | 1.06 | -1.06 |
| TSB- checking | 0.00 | 82.83 | -82.83 |
| TSB-general fund | 0.00 | 2.19 | -2.19 |
| TSB- IRP 4 | 0.00 | 18.47 | -18.47 |
| TSB- RBEG | 0.00 | 20.40 | -20.40 |
| Total Interest Income- | -2.08 | 127.10 | -129.18 |
| Leases/Licenses | 530.00 | 530.00 | 0.00 |
| OHRy | | | |
| freight | 0.00 | 3,311.89 | -3,311.89 |
| Total OHRy | 0.00 | 3,311.89 | -3,311.89 |
| Total Income | 181,364.00 | 5,598.95 | 175,765.05 |
| Expense | | | |
| Grant Expense | | | |
| Richford Railroad | 982.00 | 0.00 | 982.00 |
| Raymond Hadley Water | 1,896.00 | 250.00 | 1,646.00 |
| DRI-HCR | 179,738.20 | 0.00 | 179,738.20 |
| Total Grant Expense | 182,616.20 | 250.00 | 182,366.20 |
| Loan Admin Fee | | | |

Tioga County Industrial Development Agency

Profit & Loss

January 2024

02/06/24

Accrual Basis

| | Jan 24 | Jan 23 | \$ Change |
|---------------------------------------|-----------|------------|-------------|
| IRP 4 | 174.99 | 0.00 | 174.99 |
| Total Loan Admin Fee | 174.99 | 0.00 | 174.99 |
| 6160 · Dues and Subscriptions | 850.00 | 925.00 | -75.00 |
| Employee benefit | | | |
| IRA Company Match | 67.41 | 42.40 | 25.01 |
| Total Employee benefit | 67.41 | 42.40 | 25.01 |
| 6180 · Insurance | | | |
| WC (Utica) | -325.00 | 0.00 | -325.00 |
| 6190 · Disability (First Rehab Life) | 344.41 | 375.29 | -30.88 |
| Employee Health (SSA) | 1,086.60 | 1,028.26 | 58.34 |
| Total 6180 · Insurance | 1,106.01 | 1,403.55 | -297.54 |
| 6200 · Interest Expense | | | |
| 6205 · Loan Int Exp Covid | 0.00 | 225.72 | -225.72 |
| Total 6200 · Interest Expense | 0.00 | 225.72 | -225.72 |
| 6550 · Office Supplies | 0.00 | 549.90 | -549.90 |
| 6560 · Payroll Expenses | | | |
| Payroll Expenses - HSA | 300.00 | 150.00 | 150.00 |
| 6560 · Payroll Expenses - Other | 6,633.41 | 4,395.37 | 2,238.04 |
| Total 6560 · Payroll Expenses | 6,933.41 | 4,545.37 | 2,388.04 |
| PILOT Best Buy | | | |
| Pilot Administrative Fee | -2,500.00 | 0.00 | -2,500.00 |
| Total PILOT Best Buy | -2,500.00 | 0.00 | -2,500.00 |
| 6270 · Professional Fees | | | |
| BiziLife LLC | 545.70 | 535.00 | 10.70 |
| Administrative Services | | | |
| Tinney | 2,125.00 | 1,500.00 | 625.00 |
| Total Administrative Services | 2,125.00 | 1,500.00 | 625.00 |
| 6650 · Accounting | | | |
| Jan Nolis | 705.00 | 565.00 | 140.00 |
| Total 6650 · Accounting | 705.00 | 565.00 | 140.00 |
| 6280 · Legal Fees | 12,225.00 | 0.00 | 12,225.00 |
| Total 6270 · Professional Fees | 15,600.70 | 2,600.00 | 13,000.70 |
| 6670 · Program Expense | | | |
| Water Tower | -1,455.94 | 190,412.41 | -191,868.35 |
| Total 6670 · Program Expense | -1,455.94 | 190,412.41 | -191,868.35 |
| Property Taxes | | | |
| Berry Road (313) | 51.25 | 0.00 | 51.25 |
| Berry Road (312) | 102.49 | 0.00 | 102.49 |
| Stanton Hill 9.64A Town Lot | 225.72 | 222.30 | 3.42 |
| 96 · Smith Creek Rd | 27.90 | 27.48 | 0.42 |
| 540 · Stanton Hill | 170.82 | 168.24 | 2.58 |
| Spring St | 0.27 | 0.28 | -0.01 |
| Berry Road (47) | 143.95 | 141.77 | 2.18 |
| Carmichael Road | 7.90 | 7.78 | 0.12 |
| Smith Creek Road | 23.92 | 23.55 | 0.37 |
| Glenmary Drive | 10.90 | 10.81 | 0.09 |
| Metro Road | 9.09 | 9.01 | 0.08 |
| Total Property Taxes | 774.21 | 611.22 | 162.99 |

Tioga County Industrial Development Agency

Profit & Loss

January 2024

| | Jan 24 | Jan 23 | \$ Change |
|---------------------------|-------------------|--------------------|-------------------|
| 6770 · Supplies | 660.05 | 95.90 | 564.15 |
| 6350 · Travel & Ent | | | |
| 6380 · Travel | 0.00 | 53.69 | -53.69 |
| Total 6350 · Travel & Ent | 0.00 | 53.69 | -53.69 |
| Total Expense | 204,827.04 | 201,715.16 | 3,111.88 |
| Net Ordinary Income | -23,463.04 | -196,116.21 | 172,653.17 |
| Net Income | -23,463.04 | -196,116.21 | 172,653.17 |

Tioga County Industrial Development Agency Transaction Detail

January 2024

| Type | Date | Num | Name | Memo | Amount |
|--|------------|------|---|---|------------------|
| Restricted Cash Accounts | | | | | |
| COVID-19 | | | | | |
| Check | 01/30/2024 | 1027 | Tioga County Treasurer | Jan-Dec 2023 bank interest COVID 19 ERLP - HUD funds | -2.08 |
| Total COVID-19 | | | | | -2.08 |
| USDA Funds | | | | | |
| TSB- IRP 2016 (Formerly IRP 4) | | | | | |
| Check | 01/05/2024 | 1095 | TCIDA | 2023 3rd & 4th QTR Admin Fee | -174.99 |
| Deposit | 01/10/2024 | | | Loan pmts | 1,538.63 |
| Deposit | 01/31/2024 | | | Loan pmt | 754.16 |
| Total TSB- IRP 2016 (Formerly IRP 4) | | | | | 2,117.80 |
| TSB- RBEG | | | | | |
| Deposit | 01/10/2024 | | | Loan pmt | 809.96 |
| Total TSB- RBEG | | | | | 809.96 |
| Total USDA Funds | | | | | 2,927.76 |
| Total Restricted Cash Accounts | | | | | 2,925.68 |
| Temporarily Restricted Cash Acc | | | | | |
| TSB-Owego Gardens | | | | | |
| Deposit | 01/19/2024 | | | Best Buy 2023 School PILOT balance due | 1,050.60 |
| Check | 01/24/2024 | | Owego Apalachin Central School Distr... | Best Buy 2023 PILOT balance due | -1,050.60 |
| Deposit | 01/29/2024 | | | FedEx PILOT Payment Town & County | 82,529.79 |
| Deposit | 01/31/2024 | | | V&S NY Galv PILOT 2024 Town & County | 20,061.29 |
| Total TSB-Owego Gardens | | | | | 102,591.08 |
| Total Temporarily Restricted Cash Acc | | | | | 102,591.08 |
| Unrestricted Cash Accounts | | | | | |
| TSB- checking | | | | | |
| Check | 01/03/2024 | 7189 | NYS Economic Development Council | 2024 NYSEDC Dues | -850.00 |
| Check | 01/03/2024 | 7190 | Zoom Video Communications Inc | INV231754001 12/16/2023-12/15/2024 | -549.90 |
| Check | 01/03/2024 | 7191 | LeeAnn Tinney | Jan 2024 Professional Services | -2,125.00 |
| Check | 01/03/2024 | 7192 | BiziLife LLC | Dec social media | -545.70 |
| Check | 01/03/2024 | 7193 | Thomas, Collison & Meagher | June 2023 | -3,550.00 |
| Check | 01/03/2024 | 7194 | Excellus Health Plan | Jan 2024 Inv#37499610 | -543.30 |
| Check | 01/03/2024 | 7195 | Christine E Curtis | Pay Period: 12/17/2023-12/30/2023 | -1,765.41 |
| Check | 01/05/2024 | X | NYS Division of the Treasury | State Tax | -192.22 |
| Deposit | 01/10/2024 | | | insurance rfnd-lease pmt-3rd/4th QTR loan admin fee | 1,029.99 |
| Check | 01/15/2024 | X | EFTPS 941 Tax Payment | Dec 2023 Federal Tax Deposit | -1,077.54 |
| Check | 01/16/2024 | 7196 | Shelter Point Life | Policy # D391876 2024 DBL/PFL Insurance | -344.41 |
| Check | 01/16/2024 | 7197 | Thomas, Collison & Meagher | July 2023 | -3,875.00 |
| Check | 01/16/2024 | 7198 | Thomas, Collison & Meagher | Aug 2023 | -4,800.00 |
| Check | 01/16/2024 | 7199 | Christine Curtis | C. Curtis HSA Dec 2023 & Jan 2024 | -300.00 |
| Check | 01/16/2024 | 7200 | Tioga County Treasurer | Q4 2023 postage | -34.17 |
| Check | 01/16/2024 | 7201 | Tioga County Treasurer | 2024 Fire Tax IDA owned property | -774.21 |
| Check | 01/16/2024 | 7202 | Christine E Curtis | Pay Period: 12/31/2023-1/13/2024 | -1,765.42 |
| Deposit | 01/19/2024 | | | DRI-HCR | 182,869.06 |
| Check | 01/19/2024 | 7203 | Robert Layman | DRI-HCR Reimbursement - The Cellar - Support the Business Communit... | -105,122.99 |
| Check | 01/19/2024 | 7204 | Owego's Parkview Restaurant | DRI-HCR Reimbursement - Parkview | -49,605.00 |
| Check | 01/19/2024 | 7205 | Bradford Noble | DRI-HCR Reimbursement - Bradford Noble | -28,141.07 |
| Check | 01/23/2024 | 7206 | Jan Nolis, CPA | Prof Svcs | -705.00 |
| Check | 01/23/2024 | 7207 | Excellus Health Plan | Feb 2024 Inv#37833474 | -543.30 |
| Check | 01/23/2024 | 7208 | Tioga County | IT Inv 5484 November wireless | -37.99 |
| Deposit | 01/29/2024 | | | Veolia refunds: NYSEG bills & clerk recording fee | 1,509.99 |
| Check | 01/30/2024 | 7211 | Veolia Water New York Inc - VWON | Acc# 04603888034716 - 140 Belva Lockwood Lane Hydrants Owego NY | -54.05 |
| Check | 01/30/2024 | 7212 | Tioga County | IT Inv 5613 December wireless | -37.99 |
| Check | 01/30/2024 | 7209 | Christine E Curtis | Pay Period: 1/14/2024-1/27/2024 | -1,765.41 |
| Check | 01/31/2024 | 7213 | Christine E Curtis | VOID: Pay Period: 1/14/2024-1/27/2024 | 0.00 |
| Check | 01/31/2024 | 7210 | Franklin Templeton | Jan 2024 Simple IRA - C. Curtis | -134.82 |
| Check | 01/31/2024 | 7214 | Larson Design Group | Inv#127819 & 127820 | -2,878.00 |
| Deposit | 01/31/2024 | | | Tioga Downs Property Sale Admin Fee & Loan Commitment Fee | 2,900.00 |
| Total TSB- checking | | | | | -23,808.86 |
| Total Unrestricted Cash Accounts | | | | | -23,808.86 |
| TOTAL | | | | | 81,707.90 |

ACCOUNTS RECEIVABLE - OUTSTANDING ITEMS

| | | |
|---------------------|-------------------|--|
| \$ 84,000.00 | Crown Cork & Seal | Agency fee - annual installments of \$42,000 (2 remaining) |
| \$ 453.05 | NYS DOT | Waverly Trade Center's final pass-thru grant disbursement |
| \$ 84,453.05 | Total | |

1/2/2024

**TCIDA
LOAN APPLICATION SUMMARY**

Date: January 22, 2024

Loan Request:

\$40,000 IRP 7 years, 7.5% Fixed Monthly Payment \$ 613.53

Loan Applicant:

Peyper Fields LLC
73 Whig Street Newark Valley 13811

Summary:

Peyper Fields LLC is a startup company located in Newark Valley, NY that will provide “glamping”, on-site glamorous camping facilities, bathhouse, and general store.

The total project cost is estimated at \$342,896. Owner cash equity invested as of September 21, 2023 was \$177,896.

This funding request is to assist equipment installation for the bathhouse and 10 yurt campsites including platforms and furnishings.

Sources:

Owner Cash Equity: \$232,896

TCIDA IRP Loan: \$40,000

TSB Loan: \$70,000

Uses:

| | |
|--------------------------|-----------|
| Land/ House Acquisition | \$51,000 |
| Bathhouse | \$50,000 |
| Shed, Mower, Electric | \$27,800 |
| Yurts & Platforms | \$75,000 |
| Working Capital | \$10,000 |
| Land/ House Improvements | \$119,096 |
| Closing Costs/soft costs | \$10,000 |
| Total | \$342,896 |

Collateral:

2nd lien position on real estate and equipment

| Peyper Fields LLC | Owner % | Credit Score |
|--------------------------|----------------|---------------------|
| Jennifer Peyton | 34% | 812 |
| Zoe Wasserlauf | 33% | 780 |
| Jakob Pepper | 33% | 745 |

Jennifer Peyton resides at 473 Perkins Pond Road, Beach Lake, PA 18405. Jennifer is the Chief Executive Officer of Peyper Fields LLC. She is the mother of Zoe, and mother in law of Jakob. She will be present physically to assist with Peyper Fields LLC operations May-October annually. She will manage reservation bookings year round. She owned and managed Delaware River Trading Company in Barryville NY from 1999-2005. She stopped running this business because she sold the real estate for a profit when property values were at an increase. She has experience in food sales from 1995-1999.

Zoe Wasserlauf and **Jakob Pepper** reside at 22 Brook Street, Newark Valley, NY 13811. The married couple's residence is a two-minute drive from Peyper Fields LLC.

Jakob Pepper is the Chief Operating Officer of Peyper Fields LLC. He is currently employed at Redhouse Arts Center, in Syracuse NY, as the Technical Director, constructing theatrical sets and maintaining general safety. Previously he ran a handyman service. He is a well versed craftsman who will assist in components of the construction and maintenance of Peyper Fields LLC.

Zoe Wasserlauf is the Marketing Director of Peyper Fields LLC. She is currently employed at Cornell University, in Ithaca NY, as a Lab Technician III working on dairy microbiology research projects, data management, scientific publications, and managing social media. She is pursuing her M.S. in Food Science and anticipates graduating in December 2024.

Loan Application Strengths:

Meets loan criteria and is an appropriate use of funding
Continued W2 income
Experience operating leisure/nature oriented business
Bank participation

Loan Application Weaknesses:

Projection based – no historical projections for Peyper Fields LLC

Proposed Loan Term & Conditions:

- IRP Loan \$40,000, 7 year term, 7.5% fixed interest rate, \$613.53/month payment
- Jennifer Peyton, Zoe Wasserlauf, and Jakob Pepper will provide unconditional personal guarantees.
- All applicable local, state, and federal requirements to apply.
- Key person life insurance on Jennifer Peyton, Zoe Wasserlauf, and Jakob Pepper at least in the amount of the outstanding debt and assigned to the TCIDA shall be provided. A provision can be made for the insurance to decline as the loan is repaid, retaining an insured amount on the policy to equal the amount of the declining loan balance.

January 19, 2024

Christine E Curtis
Executive Director
Tioga County Industrial Development Agency
curtisc@co.tioga.ny.us

Re: Proposal to Develop Study for Manufacturing Facilities at Buck Road Site, Nichols, NY

Dear Christine Curtis:

Hunt Engineers, Architects, Land Surveyors, and Landscape Architect DPC (HUNT) is pleased to present this proposal to develop an engineering design study for the construction of two 40,000 sf pre-engineered metal buildings at the site owned by the Tioga County Industrial Development Agency (TCIDA) on Buck Road in Nichols, NY. Ultimately, the design and construction of these two buildings are to be funded through the TCIDA and proposed to be available opportunities for light manufacturing companies to conduct business.

As a result of the conference call on January 4, 2024, amongst Tioga County Economic Development, TCIDA, and Hunt, it was determined that a study is needed by the Tioga County entities to further define a scope of work and estimated costs to advance the project for funding opportunities, design, and construction.

Project Description

The proposed site is vacant farmland located on Buck Road in Nichols, NY. The proposed buildings are to be pre-engineered metal buildings (PEMB) predominately used for light manufacturing purposes, but other uses are possible.

In general, the purpose of this study is to further clarify the scope of work, identify design options, construction implications, and the associated costs with a potential construction project.

This study is to be considered a stand-alone document that details important aspects of the project. It will include the project objective, space/accessibility issues, functional requirements, site considerations, architectural/engineering features, preliminary code review, possible environmental permits, consideration of hazardous material requirements and testing, options, recommendations, estimated construction costs, scheduling concerns, and potential constructability issues.

It is understood that the Study will be a primary design reference for TCIDA for the continued development of the project. The following are elements to be included in the Study:

- a. Clear and concise project intent - include the original project intent in the Study and any additional scope items determined during development of the report.
- b. Clear recommendation: If options are presented, recommend the preferred option and summarize the criteria used to select the recommended option.

- c. Project Cost estimate: TCIDA will use the estimate for capital planning purposes. Include/account for design contingency, escalation, and soft costs, etc.

Scope of Services

A. Architectural Programming and Scope

- a. The following are items and requirements to be developed through the programming process culminating in a proposed site plan and general floor plan that meet the intended project scope:
 - Establish General Project Information and Objectives
 - General Program: Function/Purpose of the Building and Spaces, and Needs
 - Physical/Site Parameters (Form): Topographic and Boundary Survey and Mapping, Building Size, Number of Stories, Construction Materials, Traffic Pattern/Flow, Parking, Security/Fencing
 - Budget
 - Timeline (Schedule)
 - Available Utility Infrastructure: Power, Gas, Domestic Water Supply, Fire Protection Water Supply, Sewer, Storm, Tele/Data
 - Building Use(s) (Offices, Retail, Manufacturing, Storage, Conference, etc.)
 - Develop Preliminary Building Code Review
- b. Develop a floor plan for the proposed buildings showing the information as developed during the programming process. This floor plan will be used for cost estimating and planning purposes.

B. Stormwater Pollution Prevention Plan (SWPPP) Assessment

A fully developed SWPPP is not included as part of this scope of services, however, assessments will be made to determine general SWPPP requirements for cost estimating purposes.

- a. Review information about the project that includes the topographic survey, geotechnical report, aerial maps, USGS topographic maps and any other related information.
- b. Visit the site to gather the necessary information for the SWPPP. Identify stormwater drainage patterns and verify the accuracy of the topographic survey.
- c. Contact the regional DEC permitting office to discuss the project and the requirements for the SWPPP.
- d. Obtain the County soils maps from the Soil and Water Conservation District (SWCD) and review the maps for the soil content and makeup of the site.
- e. Coordinate with sub-surface investigation to perform infiltration testing to determine the feasibility of infiltration practices for stormwater mitigation.
- f. Evaluate the stormwater mitigation options and how they relate to the soils and determine the best option for stormwater mitigation.
- g. Recommend construction stormwater quality and quantity measures.

C. Civil/Site Scope

- a. Develop a site plan of the proposed construction showing preliminary grades and setbacks using the topographic and boundary survey mapping provided by the Owner. All utilities entering the site from the public way will be shown, assuming the information is available. Review potential impacts to the site such as storm water management, SWPPP requirements, and underground drainage structures.
 - b. Estimate quantity for earth cuts and earth fills where applicable.
 - c. Descriptions of the various paving systems where applicable.
 - d. Existing and anticipated loads on utilities.
 - e. Stormwater impacts, including methods of erosion and sediment control and post construction water quality and water quantity controls.
- D. Structural Scope
- a. Provide a written description of the basic structural systems to be used on the project.
 - Include general description of foundations, superstructure, and other critical design elements.
 - Reference the Geotechnical Report as Developed by the Sub-Surface Investigation Consultant
- E. Mechanical (HVAC) Scope
- a. Provide a narrative of the scope of HVAC work including the system design intent.
 - Include general descriptions of all major building HVAC components and systems to be incorporated into the project and why they were selected as well as the types of energy plants considered and reasons for selection.
 - Determine requirements for fire suppression system and associated need.
- F. Electrical/Security/Data Scope
- a. Provide a written description of proposed electrical systems including:
 - Electrical service and distribution.
 - Emergency and standby power.
 - A general description of interior and exterior lighting to be used, lighting levels, and controls.
 - Lightning protection and transient voltage surge protection (TVSS)
 - Electrical requirements for telecommunications (voice, data, and CATV) outlets, pathways, backbones, and cable types.
 - Security
 - CCTV
 - Electric on-site generation.
 - Energy conservation/efficiency opportunities.
 - b. Estimate the anticipated electrical demand for the building.
 - a. Clearly describe the utility service connection points and how each service will be obtained from the electric, data, and CATV utilities.
- G. Plumbing Scope

- a. Provide a written description of proposed plumbing systems and design criteria.
 - Delineate design intent for domestic water and manufacturing water.
 - Determine preliminary sewer/sanitary needs and assess current availability.
 - Determine preliminary gas needs and assess current availability.
 - Identify performance criteria and parameters (water quality, treatment needs, water and gas volume and pressure).
- b. Assess existing sanitary systems near the site.
- c. Define points of connection relative to site.

Deliverable

- a. Compiled Narrative
 - Provide a written description of the overall scope and extent of the project.
 - General description of project indicating project goals, use, architectural concept, conformance to requirements, zoning, lot coverage, codes followed, and material and methods of construction.
 - Include general descriptions of all major building components and systems to be incorporated into the project as defined in each specific discipline section.
- b. Drawings
 - Architectural and Civil/Site, as applicable.
- c. Estimate Cost of Construction

Exemptions

- Geotechnical Engineering and Reporting, and Sub-Surface Investigation.
- Survey: Survey will be required for site plan development and site plan approval.
- Utility design to extend public water or sewer to provide a connection to this development.
- Applications are not included in this proposal fees.
- Zoning board of appeal application and associated hearing are not included in this proposal.
- Additional planning board meetings.
- Traffic Studies and NYS DOT permitting.
- Additional geotechnical testing due to unfavorable results or major change in scope.
- Environmental assessments, environmental impact statement (EIS), etc. beyond desktop review and Phase 1, such as items relating to endangered species/habitat investigations, traffic impact studies, noise analysis, viewshed analysis, and archaeological investigations. These items, if required, can be discussed with Tioga County IDA and a fee agreed upon.
- Soil and hazardous material testing.

Parameters

- All design criteria will be in accordance with the 2020 Building Code of New York State and applicable local codes and zoning.
- TCIDA will provide any existing information on the site that is pertinent to this design study.
- TCIDA will be available for and responsive to any questions pertaining to design parameters.

Proposed Fee

HUNT proposes to provide the scope of services outlined above for a lump sum of **Forty-Five Thousand Dollars (\$45,000)**. These fees include reimbursable costs for printing and mileage, etc.

Additional Services Needed, but not included in this scope of work:

- | | |
|--|---------------------|
| 1. Boundary and Topographic Survey and Mapping | \$18,000 |
| a. Services can be provided by HUNT | |
| 2. Geotechnical Report (Estimated) | \$25,000 - \$30,000 |
| a. Infiltration Tests and Building Borings | |
| b. Third Party contract with Owner | |

Additional services, beyond the Scope of Services, will be considered extra work and will necessitate additional compensation and schedule.

If the above scope of services and the associated fees are acceptable, please let us know and we will develop a contract for the work.

Should you have any questions or want to further discuss this proposal in greater detail, please do not hesitate to call contact me at (607) 358-1035 or binnsn@hunt-eas.com.

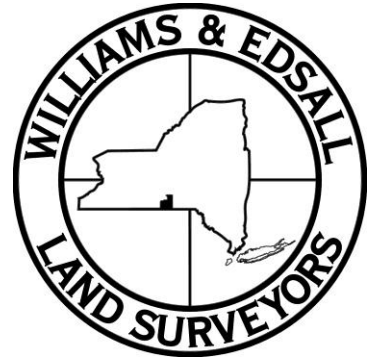
Sincerely,



Nathan G Binns, PE
Director of Structural Engineering

WILLIAMS & EDSALL LAND SURVEYORS, P.C.

The Turner House, Suite 101
24 NYS Rte. 96 Owego, NY 13827
Telephone: (607) 687-8953
E-Mail: er@williamsandedsall.com



CONTRACT FOR PROFESSIONAL SERVICES

Date: February 3, 2024

Location of Job Site: **9.64 acres on Stanton Hill Road, Nichols**

Client Name & contact: Brittany Woodburn – Executive Director
Tioga County Property Development Corporation
56 Main Street, Owego, NY 13827
(607) 687-8256
woodburnb@tiogacountyny.gov

Boundary Survey proposal:

Provide topographic survey of 9.644 acre parcel of land on Stanton Hill Road (tax parcel 138.00-1-44.1). Deliverables to include stamped & signed survey maps, PDF and CAD file of the survey. Completion date within 4-6 weeks of authorization to proceed.

SURVEYING FEE: \$4,200.00

TERMS OF FEE PAYMENTS

- *Contract is required to schedule project
- *All payments are due within 30 days of receipt of invoice to avoid finance charges
- *Williams & Edsall, PC reserves the right to stop work due to delinquent payment

IMPORTANT PLEASE TAKE NOTE

- *This agreement does not guarantee the granting of approvals by any involved public agencies.
- *Completion date is estimated and is subject to variation unless otherwise stated.
- *Contract price is valid for 60 days, change in scope of service will result in an additional fee.

Authorization to proceed by Date
Party responsible for payment

Edward Ripic, Jr., L.S. February 3, 2024
Williams & Edsall Land Surveyors, P.C. Date
Edward D. Ripic, Jr. (P)