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

Tioga County Industrial Development Agency  
June 8, 2022 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Agenda

## **Call to Order and Introductions**

### **Attendance**

IDA Board Members

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

Excused:

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

**Privilege of the Floor:** James Gensel

### **Approval of Minutes**

- A. [May 4, 2022 Regular Meeting Minutes](#)

### **Financials**

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

**ED&P Update: L. Tinney**

### **Project Updates: L. Tinney & C. Curtis**

- A. Owego Gardens II  
1. [Updated Project Cost Spreadsheet](#)  
2. Change Order  
B. Barn & Silo Asbestos Survey

### **New Business: C. Curtis**

- A. ARC funding  
1. [Larson Design Group proposal](#)  
B. Raymond Hadley

### **Committee Reports: C. Curtis**

- A. Public Authority Accountability Act (PAAA)  
1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward  
a. No report  
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles  
a. No report  
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward  
a. No report



4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
  - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. No report

**PILOT Updates: C. Curtis**

- A. Sales Tax Exemptions Update:
  1. Owego Gardens II – Home Leasing - \$95,181.36/Authorized \$524,194
  2. RB Robinson - \$25,887.79/Authorized \$55,990
  3. Statewide Aquastore Inc. - \$14,350.21/Authorized \$17,856.40
- B. SunEast Valley Solar – Resolution
- C. Best Buy – PILOT release

**Grant Updates: C. Curtis**

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

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

**Next Meeting: Wednesday July 6, 2022**



**DRAFT**

**Tioga County Industrial Development Agency  
May 4, 2022 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor**

**Regular Board Meeting Minutes**

**I. Call to Order and Introductions** – Ms. Ceccherelli called the meeting to order at 4:34 pm

**II. Attendance**

IDA Board Members

Roll Call: J. Ceccherelli, K. Gillette, J. Ward (attended via Zoom), E. Knolles (attended via Zoom), A. Gowan

Excused: T. Monell, M. Sauerbrey

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

**III. Privilege of the Floor:** James Gensel

**IV. Motion to move into Executive Session at 4:35 pm to discuss financial matters pursuant to Public Officers Law Section 105. (K. Gillette, A. Gowan)**

**Motion to adjourn Executive Session at 5:18 pm. (A. Gowan, E. Knolles)**

**V. Approval of Minutes**

A. April 6, 2022 Regular Meeting Minutes

B. April 13, 2022 Loan Committee Meeting Minutes

**Motion to approve April 6, 2022 Regular Meeting Minutes and April 13, 2022 Loan Committee Meeting Minutes, as written. (A. Gowan, E. Knolles)**

**Aye – 5                      Abstain – 0  
No – 0                        Carried**

**VI. Financials**

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail

D. Accounts Receivable

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

**Aye – 5                      Abstain – 0  
No – 0                        Carried**

**VII. ED&P Update: L. Tinney**

Ms. Tinney updated the board on the following items:

- The department is continuing its work on expanding broadband to the unserved and



underserved areas throughout the county:

- The department is waiting to hear about the USDA ReConnect III application to expand broadband in the Town of Nichols. Awards will be announced in June.
- The state has repealed Perm 75, which required a fee when building on Department of Transportation Right of Ways. This will encourage more broadband development.
- The department is working with the Town of Nichols and Southern Tier Network to apply for a Connect All Grant
- The department is working on responding to four manufacturing leads
- The original plan for the Lounsberry Industrial Pocket is no longer in the works, as the developer decided not to move forward. Therefore, Ms. Tinney asked Larson Design Group to rework the development plan for the Buck Road property. Ms. Tinney presented the board with drawings showing a 40,000 square foot building on the property. Ms. Tinney proposed the IDA would build the 30,000-50,000 square foot building, and then sell or lease the building. Ms. Tinney will go back to Larson Design Group to get numbers and additional information on how much a project like this would cost. Ms. Tinney also reported that Engelbert Farms usually plants crop on this property, and has plans to do so again this year. The board agreed that it is allowable for the Engelberts to plant crops on this property again this year.

**VIII. Project Updates: L. Tinney & C. Curtis**

- A. Owego Gardens II
  - 1. Updated Project Cost Spreadsheet

**IX. New Business: C. Curtis**

- A. Harford Mills – Parker Residence
  - 1. Original request letter 2021
  - 2. License Executed 8-2021
  - 3. April 2022 request

Ms. Curtis reported that the Parkers, who reside next to IDA owned land in Harford, have offered to purchase the IDA property adjacent to their home. The Parkers currently store their camper on this IDA property, as the board issued a certificate for them to do so last year. The Parkers wish to own the property because in the winter, the town plows snow and leaves it on the IDA property, blocking their camper. The Parkers have asked to purchase the property for \$2,500, or install cement pillars on the property to prevent snow plows from piling snow there. After board discussion, it was determined that the board is not interested in selling the land since a portion of it is in the railroad right of way. J. Meagher suggested the Parkers talk to the town about the issue. C. Curtis noted that the Parkers intend to speak with the town about the issue. It was decided that C. Curtis will tell the Parkers to report if the town will have an issue with putting cement pillars on the property. The board will decide from there which path to take.

- B. Barn & Silo Demo Proposals
  - 1. Proposal Prices
  - 2. LaBella Associates D.P.C.
  - 3. Delta Engineers, Architects, & Surveyors
  - 4. O'Rourke Inc



- 5. Keystone Environmental Services Estimated Price Proposal  
Keystone Environmental Services Not To Exceed Proposal  
Statement of Qualifications

Ms. Curtis presented the board with the four bids for the environmental services for the barn and silo demolition. After board discussion, it was decided to award O’Rourke Inc. with the bid, as they had the “lowest not to exceed” cost.

**Motion to award O’Rourke Inc. with the environmental services bid for the barn and silo demolition on the Buck Road property. (A. Gowan, K. Gillette)**

<b>Aye-5</b>	<b>Abstain-0</b>
<b>No-0</b>	<b>Carried</b>

- C. TEAM Tioga Documentary  
<https://www.deluge.media/teamtioga>

Ms. Curtis shared the documentary created for the TEAM Tioga Breakfast Event with the board.

**X. Committee Reports: C. Curtis**

**A. Public Authority Accountability Act (PAAA)**

- 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
  - a. Insero & Co – annual audit 3-year proposal

Ms. Curtis shared a three year audit proposal from Insero & Co. Ms. Curtis has had a good experience working with them for the past three years, and recommended the board continue to work with them.

**Motion to accept the annual audit 3-year proposal from Insero & Co, and continue using their services for the next three years. (A. Gowan, K. Gillette)**

<b>Aye-5</b>	<b>Abstain-0</b>
<b>No-0</b>	<b>Carried</b>

- 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
  - a. No report
- 3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
  - a. No report
- 4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
  - a. IRP Loan – Vitality Aesthetics & Wellness - Recommend denial
- 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. No report

**XI. PILOT Updates: C. Curtis**

**A. Sales Tax Exemptions Update:**

- 1. Owego Gardens II – Home Leasing - \$95,181.36/Authorized \$524,194
- 2. RB Robinson - \$25,887.79/Authorized \$55,990
- 3. Statewide Aquastore Inc. - \$11,663.61/Authorized \$17,856.40

**XII. Grant Updates: C. Curtis**

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



1. Application pending

**XIII. Resolution**

**Motion to approve the resolution accepting the PILOT application from Sun East Valley Solar, and set the public hearing. (K. Gillette, E. Knolles)**

**Aye – 5**

**Abstain – 0**

**No – 0**

**Carried**

**XIV. Next Meeting: Wednesday June 1, 2022**

**XV. Adjournment – Mr. Gillette motioned to adjourn the meeting at 5:56 pm.**

## Tioga County Industrial Development Agency

06/06/22

## Balance Sheet

Accrual Basis

As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Restricted Cash Accounts</b>			
COVID-19	313,019.10	313,762.13	-743.03
Community- Facade Improvement	210,723.04	170,362.64	40,360.40
CCTC- Industrial Park	0.00	9,706.03	-9,706.03
<b>USDA Funds</b>			
CCTC- Loan Loss Reserve	40,483.38	40,472.22	11.16
TSB- IRP 2016 (Formerly IRP 4)	146,562.91	82,887.74	63,675.17
TSB- RBEG	153,993.48	144,246.71	9,746.77
TSB- marketing	0.00	1,115.82	-1,115.82
<b>Total USDA Funds</b>	<u>341,039.77</u>	<u>268,722.49</u>	<u>72,317.28</u>
<b>Total Restricted Cash Accounts</b>	864,781.91	762,553.29	102,228.62
<b>CCTC- CDs</b>			
<b>Site Development</b>			
Site Development 2441	100,262.00	100,000.00	262.00
Site Development 2440	100,149.67	100,000.00	149.67
Site Development 2439	100,149.67	100,000.00	149.67
<b>Total Site Development</b>	<u>300,561.34</u>	<u>300,000.00</u>	<u>561.34</u>
<b>Land Acquisition (879)</b>	549,763.55	545,414.33	4,349.22
<b>Capital Improvement (284)</b>	<u>323,406.76</u>	<u>318,847.13</u>	<u>4,559.63</u>
<b>Total CCTC- CDs</b>	1,173,731.65	1,164,261.46	9,470.19
<b>Temporarily Restricted Cash Acc</b>			
TSB-Owego Gardens	989,060.35	116,562.35	872,498.00
TSB-Crown Cork and Seal	105.67	300,105.67	-300,000.00
Community- BestBuy PILOT Acct.	369.98	570,369.98	-570,000.00
<b>Total Temporarily Restricted Cash Acc</b>	989,536.00	987,038.00	2,498.00
<b>Unrestricted Cash Accounts</b>			
TSB ICS	1,000,454.44	1,564,531.27	-564,076.83
TSB- checking	67,071.72	313,033.03	-245,961.31
TSB- general fund	25,758.64	125,710.29	-99,951.65
<b>Total Unrestricted Cash Accounts</b>	<u>1,093,284.80</u>	<u>2,003,274.59</u>	<u>-909,989.79</u>
<b>Total Checking/Savings</b>	4,121,334.36	4,917,127.34	-795,792.98
<b>Other Current Assets</b>			
<b>COVID-19 ERLP</b>			
C-7-A	13,773.46	22,898.71	-9,125.25
C-5-A	4,898.64	8,328.00	-3,429.36
C-4-A	4,815.71	8,113.81	-3,298.10
C-2-A	6,910.03	11,863.99	-4,953.96
C-1-A	13,274.38	20,885.06	-7,610.68
<b>Total COVID-19 ERLP</b>	<u>43,672.22</u>	<u>72,089.57</u>	<u>-28,417.35</u>
<b>Accounts Receivable 1300.01</b>	746,453.05	168,453.05	578,000.00
<b>Allowance for Doubtful Accounts</b>	<u>-35,000.00</u>	<u>-35,000.00</u>	<u>0.00</u>
<b>Commercial Facade Loan Program</b>			
Loan Rec - 2017-01-C	16,250.00	23,750.00	-7,500.00
Loan Rec - 2018-03-C	8,437.50	12,187.50	-3,750.00
Loan Rec - 2018-01-C	2,220.02	4,020.02	-1,800.00
Loan Rec - 2017-02-C	10,274.09	16,762.85	-6,488.76
Loan Rec - 2016-03-C	0.00	4,922.28	-4,922.28
Loan Rec - 2016-02-C	694.76	9,722.48	-9,027.72
Loan Rec - 2015-06-C	-0.06	4,024.40	-4,024.46
Loan Rec - 2015-05-C	0.00	2,998.26	-2,998.26
<b>Total Commercial Facade Loan Program</b>	<u>37,876.31</u>	<u>78,387.79</u>	<u>-40,511.48</u>
<b>RBEG</b>			
Loan Rec - RBEG 2019 -06	59,866.80	67,033.37	-7,166.57
<b>Total RBEG</b>	59,866.80	67,033.37	-7,166.57
<b>IRP 4</b>			
Loan Rec 2021-02-A	13,317.42	0.00	13,317.42
Loan Rec 2021-01-A	72,266.33	80,000.00	-7,733.67
Loan Rec 2019-07-A	36,462.06	38,352.22	-1,890.16
Loan Rec - 2019 - 06A	74,833.28	83,794.02	-8,960.74
Loan Rec 2018-02-A	4,622.73	6,233.19	-1,610.46

## Tioga County Industrial Development Agency

## Balance Sheet

As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
Loan Rec 2018-01-A	57,137.84	61,019.97	-3,882.13
Loan Rec 2017-05-A	497.01	5,474.38	-4,977.37
Loan Rec 2017-04-A	30,179.99	32,438.47	-2,258.48
Loan Rec 2017-02-A	0.00	35,041.87	-35,041.87
Loan Rec 2017-01-A	13,390.43	15,950.30	-2,559.87
Loan Rec 2016-01-A	0.00	814.69	-814.69
Loan Rec 2009-02-A	49,051.58	49,451.58	-400.00
<b>Total IRP 4</b>	<b>351,758.67</b>	<b>408,570.69</b>	<b>-56,812.02</b>
<b>IRP 3</b>			
Loan Rec 2007-08-A	3,588.03	11,827.89	-8,239.86
<b>Total IRP 3</b>	<b>3,588.03</b>	<b>11,827.89</b>	<b>-8,239.86</b>
<b>IRP 2</b>			
Loan Rec 2011-03-A	0.00	10,643.35	-10,643.35
<b>Total IRP 2</b>	<b>0.00</b>	<b>10,643.35</b>	<b>-10,643.35</b>
<b>Total Other Current Assets</b>	<b>1,208,215.08</b>	<b>782,005.71</b>	<b>426,209.37</b>
<b>Total Current Assets</b>	<b>5,329,549.44</b>	<b>5,699,133.05</b>	<b>-369,583.61</b>
<b>Fixed Assets</b>			
Land-Rizzuto	78,395.16	0.00	78,395.16
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,707.05	601,257.05	450.00
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
<b>Total Land-Louns</b>	<b>430,619.19</b>	<b>430,619.19</b>	<b>0.00</b>
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	-1,237,003.24	-1,216,347.46	-20,655.78
<b>Total Fixed Assets</b>	<b>2,232,349.02</b>	<b>2,174,159.64</b>	<b>58,189.38</b>
<b>TOTAL ASSETS</b>	<b>7,561,898.46</b>	<b>7,873,292.69</b>	<b>-311,394.23</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
<b>PILOT Payments</b>			
Spencer-Tioga Solar	93,220.00	91,392.00	1,828.00
Gateway Owego, LLC	1,800.00	1,600.00	200.00
Crown Cork and Seal	300,000.00	300,000.00	0.00
Owego Gardens	24,009.00	23,539.00	470.00
Best Buy PP	570,000.00	570,000.00	0.00
<b>Total PILOT Payments</b>	<b>989,029.00</b>	<b>986,531.00</b>	<b>2,498.00</b>
<b>Total Other Current Liabilities</b>	<b>989,029.00</b>	<b>986,531.00</b>	<b>2,498.00</b>
<b>Total Current Liabilities</b>	<b>989,029.00</b>	<b>986,531.00</b>	<b>2,498.00</b>
<b>Long Term Liabilities</b>			
Tioga County COVID-19 ERLP	356,137.07	385,110.10	-28,973.03
Loan Pay- IRP 4	202,293.40	212,507.33	-10,213.93
Loan Pay- IRP 3	160,457.30	171,085.45	-10,628.15
Loan Pay- IRP 2	101,111.91	101,111.91	0.00
Loan Pay- IRP 1	46,180.14	46,180.14	0.00
<b>Total Long Term Liabilities</b>	<b>866,179.82</b>	<b>915,994.93</b>	<b>-49,815.11</b>
<b>Total Liabilities</b>	<b>1,855,208.82</b>	<b>1,902,525.93</b>	<b>-47,317.11</b>
<b>Equity</b>			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	4,536,718.32	4,725,073.59	-188,355.27
Net Income	-236,331.31	-160,609.46	-75,721.85



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06/06/22

Accrual Basis

**Tioga County Industrial Development Agency**

**Balance Sheet**

As of May 31, 2022

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	<u>May 31, 22</u>	<u>May 31, 21</u>	<u>\$ Change</u>
Total Equity	5,706,689.64	5,970,766.76	-264,077.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,561,898.46</u></b>	<b><u>7,873,292.69</u></b>	<b><u>-311,394.23</u></b>

## Tioga County Industrial Development Agency

## Profit &amp; Loss

06/06/22

January through May 2022

Accrual Basis

	Jan - May 22	Jan - May 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Gain/Loss on Sale of Asset	0.00	-58,453.51	58,453.51
<b>Loan Interest Income</b>			
COVID-19 C-7-A	169.09	152.06	17.03
COVID-19 C-5-A	60.27	95.78	-35.51
COVID-19 C-1-A	125.23	188.75	-63.52
COVID-19 C-2-A	85.00	136.37	-51.37
COVID-19 C-4-A	58.83	92.97	-34.14
RBEQ 2019 -06	1,030.08	1,146.36	-116.28
IRP 2			
2011-03-A	27.05	286.40	-259.35
<b>Total IRP 2</b>	<b>27.05</b>	<b>286.40</b>	<b>-259.35</b>
IRP 3			
2007-08-A	148.25	280.80	-132.55
<b>Total IRP 3</b>	<b>148.25</b>	<b>280.80</b>	<b>-132.55</b>
IRP 4			
2019 - 06A	1,285.07	1,432.95	-147.88
2021-02-A	117.41	0.00	117.41
2021-01-A	929.59	0.00	929.59
2019-07-A	808.14	848.94	-40.80
2018-02-A	83.84	110.43	-26.59
2018-01-A	1,155.45	1,231.37	-75.92
2017-04-A	576.63	493.43	83.20
2017-05-A	18.21	70.98	-52.77
2017-01-A	146.60	172.58	-25.98
2017-02-A	0.00	409.31	-409.31
2016-01-A	0.00	63.49	-63.49
<b>Total IRP 4</b>	<b>5,120.94</b>	<b>4,833.48</b>	<b>287.46</b>
<b>Loan Interest Income - Other</b>	<b>29.35</b>	<b>0.00</b>	<b>29.35</b>
<b>Total Loan Interest Income</b>	<b>6,854.09</b>	<b>7,212.97</b>	<b>-358.88</b>
<b>Loan Program Fee</b>			
COVID-19 ERLP	0.00	50.00	-50.00
Facade	300.00	0.00	300.00
IRP 4	150.00	1,261.25	-1,111.25
<b>Total Loan Program Fee</b>	<b>450.00</b>	<b>1,311.25</b>	<b>-861.25</b>
<b>Loan Late Fee</b>			
COVID-19 C-7-A	0.00	21.65	-21.65
COVID-19 C-1-A	86.60	86.60	0.00
2016-02-C	83.32	62.49	20.83
2018-02-A	0.00	5.00	-5.00
2018-01-C	0.00	5.00	-5.00
<b>Total Loan Late Fee</b>	<b>169.92</b>	<b>180.74</b>	<b>-10.82</b>
<b>Loan Administrative Fee</b>	<b>134.37</b>	<b>499.71</b>	<b>-365.34</b>
<b>4110 - Grants</b>			
Broadband Study	0.00	65,397.00	-65,397.00
Ag Value Chain	0.00	20,000.00	-20,000.00
4110 - Grants - Other	0.00	6,671.53	-6,671.53
<b>Total 4110 - Grants</b>	<b>0.00</b>	<b>92,068.53</b>	<b>-92,068.53</b>
<b>Interest Income-</b>			
Interest Income- TSB ICS	263.03	908.64	-645.61
Community- Facade Improvement	6.65	6.70	-0.05
CCTC Loan Loss Reserve Account	3.95	6.92	-2.97
TSB- checking	18.84	77.45	-58.61
TSB-general fund	9.44	16.55	-7.11

## Tioga County Industrial Development Agency

## Profit &amp; Loss

06/06/22

January through May 2022

Accrual Basis

	Jan - May 22	Jan - May 21	\$ Change
TSB- IRP 4	9.24	13.40	-4.16
TSB- RBEG	9.98	11.79	-1.81
TSB- marketing	0.04	0.09	-0.05
<b>Total Interest Income-</b>	<b>321.17</b>	<b>1,041.54</b>	<b>-720.37</b>
Leases/Licenses	11,634.17	7,165.56	4,468.61
OHRy freight	35,593.57	78,860.46	-43,266.89
<b>Total OHRy</b>	<b>35,593.57</b>	<b>78,860.46</b>	<b>-43,266.89</b>
4170 · PILOT Program Fees			
SunEast Valley Solar	2,500.00	0.00	2,500.00
Tioga Downs	0.00	0.00	0.00
4170 · PILOT Program Fees - Other	0.00	2,500.00	-2,500.00
<b>Total 4170 · PILOT Program Fees</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>
Sale of Property	0.00	3,800.00	-3,800.00
<b>Total Income</b>	<b>57,657.29</b>	<b>136,187.25</b>	<b>-78,529.96</b>
<b>Expense</b>			
Grant Expense			
Ag Value Chain	0.00	20,000.00	-20,000.00
<b>Total Grant Expense</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>
Marketing	294.50	463.50	-169.00
Education			
Curtis	100.00	0.00	100.00
<b>Total Education</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
Loan Admin Fee			
IRP 4	134.37	499.71	-365.34
<b>Total Loan Admin Fee</b>	<b>134.37</b>	<b>499.71</b>	<b>-365.34</b>
Loan Program Expense			
Marketing	237.50	112.50	125.00
Loan Program Expense - Other	211.85	88.70	123.15
<b>Total Loan Program Expense</b>	<b>449.35</b>	<b>201.20</b>	<b>248.15</b>
6120 · Bank Service Charges	0.00	35.00	-35.00
6160 · Dues and Subscriptions	1,060.00	1,060.00	0.00
Employee benefit			
IRA Company Match	529.93	594.00	-64.07
<b>Total Employee benefit</b>	<b>529.93</b>	<b>594.00</b>	<b>-64.07</b>
6180 · Insurance			
WC (Utica)	0.00	-239.00	239.00
Travel/Accident (Hartford)	750.00	750.00	0.00
D & O (Philadelphia Ins. Co)	3,483.00	4,201.00	-718.00
6190 · Disability (First Rehab Life)	388.80	357.83	30.97
Employee Health (SSA)	2,527.87	2,347.35	180.52
6185 · Property & Liability (Dryden)	11,224.42	10,947.28	277.14
RR Liability (Steadfast)	29,055.60	26,648.14	2,407.46
<b>Total 6180 · Insurance</b>	<b>47,429.69</b>	<b>45,012.60</b>	<b>2,417.09</b>
6200 · Interest Expense			
6205 · Loan Int Exp Covid	330.35	350.19	-19.84
6200 · Interest Expense - Other	1,710.85	3,478.36	-1,767.51

## Tioga County Industrial Development Agency

## Profit &amp; Loss

06/06/22

January through May 2022

Accrual Basis

	Jan - May 22	Jan - May 21	\$ Change
Total 6200 · Interest Expense	2,041.20	3,828.55	-1,787.35
6560 · Payroll Expenses			
Payroll Expenses - HSA	1,500.00	1,500.00	0.00
6560 · Payroll Expenses - Other	22,327.29	19,902.95	2,424.34
Total 6560 · Payroll Expenses	23,827.29	21,402.95	2,424.34
6270 · Professional Fees			
BiziLife LLC	3,070.00	750.00	2,320.00
Ag Ec Dev Specialist Position	5,000.00	5,000.00	0.00
Administrative Services			
Tinney	10,625.00	10,625.00	0.00
Total Administrative Services	10,625.00	10,625.00	0.00
6650 · Accounting			
Jan Nolis	1,070.00	510.00	560.00
6650 · Accounting - Other	7,600.00	7,300.00	300.00
Total 6650 · Accounting	8,670.00	7,810.00	860.00
6280 · Legal Fees			
Loan Program Fees	0.00	83.89	-83.89
6280 · Legal Fees - Other	8,435.00	17,886.02	-9,451.02
Total 6280 · Legal Fees	8,435.00	17,969.91	-9,534.91
6270 · Professional Fees - Other	3,848.00	0.00	3,848.00
Total 6270 · Professional Fees	39,648.00	42,154.91	-2,506.91
6670 · Program Expense			
Water Tower	174,530.84	159,944.30	14,586.54
Total 6670 · Program Expense	174,530.84	159,944.30	14,586.54
Property Taxes			
Stanton Hill 9.64A Town Lot	206.68	226.20	-19.52
96 · Smith Creek Rd	25.55	27.96	-2.41
540 · Stanton Hill	156.42	171.19	-14.77
Spring St	0.27	0.26	0.01
Berry Road (47)	131.81	144.26	-12.45
Carmichael Road	6.94	4.47	2.47
Smith Creek Road	21.90	23.97	-2.07
Glenmary Drive	10.10	10.74	-0.64
Metro Road	8.42	8.95	-0.53
Total Property Taxes	568.09	618.00	-49.91
Recording fees	0.00	385.50	-385.50
6770 · Supplies	802.56	481.41	321.15
6350 · Travel & Ent			
6380 · Travel	0.00	109.45	-109.45
6350 · Travel & Ent - Other	2,624.99	0.00	2,624.99
Total 6350 · Travel & Ent	2,624.99	109.45	2,515.54
Total Expense	294,040.81	296,791.08	-2,750.27
Net Ordinary Income	-236,383.52	-160,603.83	-75,779.69
Other Income/Expense			
Other Income			
Interest Income - TSB COVID19	52.21	-5.63	57.84
Total Other Income	52.21	-5.63	57.84
Net Other Income	52.21	-5.63	57.84

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**Tioga County Industrial Development Agency**

**Profit & Loss**

06/06/22

January through May 2022

Accrual Basis

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	Jan - May 22	Jan - May 21	\$ Change
Net Income	<u>-236,331.31</u>	<u>-160,609.46</u>	<u>-75,721.85</u>

## Tioga County Industrial Development Agency

## Transaction Detail

May 2022

Type	Date	Num	Name	Memo	Amount
<b>Restricted Cash Accounts</b>					
<b>COVID-19</b>					
Deposit	05/05/2022			Covid Loan Payment	750.00
Deposit	05/05/2022			Jackpot Richies Covid Loan	800.00
Deposit	05/05/2022			Belva Lockwood Covid Loan	432.92
Check	05/06/2022	1017	Tioga County Treasurer	1st QTR 2022 Loan Principal & Interest Repayment	-7,649.64
Deposit	05/09/2022			Loan pmt	300.00
Deposit	05/10/2022			Loan pmt	288.61
Total COVID-19					-5,078.11
<b>Community- Facade Improvement</b>					
Deposit	05/03/2022			Loan pmt	625.00
Deposit	05/05/2022			May Belva Facade Loan Payment	312.50
Deposit	05/09/2022			Loan pmts	2,665.71
Total Community- Facade Improvement					3,603.21
<b>USDA Funds</b>					
<b>TSB- IRP 2016 (Formerly IRP 4)</b>					
Deposit	05/05/2022			The LOOM May Loan Payment	152.54
Deposit	05/05/2022			Pristine Vision May Loan Payment	1,012.45
Deposit	05/05/2022			Becky's Diner May Loan Payment	728.81
Deposit	05/06/2022			Loan pmt	321.55
Deposit	05/09/2022			Loan pmt	420.00
Deposit	05/10/2022			Loan pmt	559.08
Deposit	05/13/2022			Loan pmt	250.00
Deposit	05/31/2022			Loan Pmt	754.18
Total TSB- IRP 2016 (Formerly IRP 4)					4,198.61
<b>TSB- RBEG</b>					
Deposit	05/05/2022			Pristine Vision May RBEG Loan Payment	809.96
Total TSB- RBEG					809.96
Total USDA Funds					5,008.57
Total Restricted Cash Accounts					3,533.67
<b>Unrestricted Cash Accounts</b>					
<b>TSB- checking</b>					
Check	05/04/2022	6866	Bizilife LLC	Apr social media	-535.00
Check	05/04/2022	6867	Statewide Aquastore	E-Site Water Main & Water Tank - Contractor Project #1645	-40,018.75
Check	05/04/2022	6868	Christine Curtis	May HSA	-300.00
Deposit	05/05/2022			Lease Payment	19.71
Check	05/05/2022	6869	LeeAnn Tinney	May 2022 Professional Services	-2,125.00
Check	05/07/2022	X	NYS Division of the Treasury	April 2022 State Tax Deposit	-158.21
Check	05/09/2022	6871	Tioga County ED&P	2022 TEAM Tioga Breakfast contribution	-2,164.70
Deposit	05/10/2022			RJ Corman March Pmt	8,059.64
Check	05/11/2022	6870	Christine E Curtis	Pay Period: 4/24/22-5/7/22	-1,491.73
Check	05/16/2022	X	EFTPS 941 Tax Payment	April 2022 Federal Tax Deposit	-888.40
Check	05/19/2022	6873	Factual Data	Inv 2832681 Customer No 837909996	-12.00
Check	05/19/2022	6874	Christine E Curtis	Mileage Reimbursement 3/2-5/12	-104.63
Check	05/19/2022	6875	Tioga County	April wireless IT Inv#4455	-37.99
Check	05/19/2022	6876	Economic Development & Planning	Morning Times Reimbursement	-237.50
Check	05/25/2022	6872	Christine E Curtis	Pay Period: 5/8/22-5/21/22	-1,491.73
Check	05/25/2022	6877	Franklin Templeton	Apr 2022 Simple IRA - C. Curtis	-78.52
Check	05/25/2022	6878	Bizilife LLC	May social media	-535.00
Check	05/25/2022	6879	Excellus Health Plan	June 2022 Inv# 31755888	-514.13
Deposit	05/31/2022			PILOT App Fee SunEast Valley Solar	2,500.00
Total TSB- checking					-40,113.94
Total Unrestricted Cash Accounts					-40,113.94
<b>TOTAL</b>					<b>-36,580.27</b>

ACCOUNTS RECEIVABLE - OUTSTANDING ITEMS

\$ 126,000.00	Crown Cork & Seal	Agency fee - annual installments of \$42,000 (3 remaining)
\$ 453.05	NYS DOT	Waverly Trade Center's final pass-thru grant disbursement
\$ 350,000.00	ESD	Water tank grant: Project AB017 Tioga County IDA E-Site Water System Capital
\$ 270,000.00	Suez	Water tank - installation refund
<b>\$ 746,453.05</b>	<b>Total</b>	



June 7, 2022

LeeAnn Tinney, Director  
Tioga County Department of Economic Development & Planning  
56 Main Street  
Owego, NY 13827

Re: Scope of Services – Lounsberry Industrial Pocket: PEMB Buildings  
Buck Road, Nichols, NY

Dear LeeAnn:

Larson Design Group (LDG) is pleased to propose the following Agreement for providing Engineering services for the above-referenced project. This proposal will remain open for acceptance for thirty (30) days from the date above.

### **Description of Project**

TCEDP has requested a proposal to provide civil, architectural, structural and electrical engineering design services for two (2) 40,000SF warehouse buildings on property owned by the Tioga County IDA on Buck Road, Nichols, NY. The buildings will be a pre-engineered metal building with steel superstructure design to be provided by the building manufacturer. LDG will provide civil, architectural coordination, foundation design and electrical design documents for use in obtaining a building permit. This proposal is based on the site concept plan provided on May 3, 2022

### **Scope of Services**

The Basic Services to be provided are described below and in the attached Terms and Conditions (Exhibit A).

1. LDG will facilitate a kickoff meeting via videoconference with the Client to review project scope, schedule, and expectations.
2. LDG will perform structural and electrical code review and develop design criteria.
3. LDG will coordinate with a preferred PEMB manufacturer for a PEMB drawing package including anchor bolt layout and reactions from the manufacturer which LDG will rely on to be accurate for the design requirements of the foundation system.
4. LDG will perform structural design calculations for the foundation system and slab on grade.
5. LDG will provide structural permitting/construction drawings of the approved building arrangement to include:
  - a. Foundation plan
  - b. Sections and Details as required
6. LDG will begin coordination with the electric utility. It is assumed all coordination can be done remote. If the utility company requires a meeting on site, it will be an additional fee.
7. LDG will perform electrical design calculations to determine the following:
  - a. Connected and demand load for service and equipment sizing
  - b. Short Circuit calculations to determine equipment bracing
  - c. ComCheck calculations to confirm energy code compliance

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**Larson Design Group**

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701  
570.323.6603 | [larsondesigngroup.com](http://larsondesigngroup.com)





8. LDG will provide electrical permitting/construction drawings of the approved building arrangement to include:
  - a. Power Plans showing circuiting for all electrical outlets, HVAC equipment, Fire Alarm panel, and miscellaneous equipment.
  - b. Lighting Plans showing lighting controls, wiring, and conduit routing
  - c. Fire alarm plan with notes dictating system requirements and device locations
  - d. Panel schedules, one-line and details
9. LDG will provide Site/Civil Engineering Services required to provide conceptual site plan and design elements (i.e. site layout, site grading, stormwater drainage design, parking lot design, lighting layout design, utility line design, and site notes.)
10. LDG will prepare a conceptual site plan design package, that will illustrate, but not be limited to, the following: setbacks, circulation, layout of the pedestrian access route, parking areas, driveways, edge of paving/sidewalk, dumpster enclosure, buildings, and landscaping. Additionally, it will identify grades and slopes necessary to achieve accessibility from parking areas and building(s). The following drawings will be prepared as part of the conceptual site plan design package:
  - a. Existing Site Conditions Plan
  - b. General Notes
  - c. Site Layout Plan
  - d. Site Details
  - e. Site Grading and Drainage Plan
  - f. Soil Erosion and Sediment Control Plan
  - g. Erosion Control Details
  - h. Erosion Control Notes
11. LDG will review the Town of Nichols and Tioga County ordinances to confirm the proposed development is in conformance with the requirements for building and parking setbacks, parking spaces, stormwater management, lighting design, and landscaping/screening.
12. LDG will prepare specifications as required in the form of notes on drawings. No technical specification manual will be provided.
13. LDG will prepare one submission for Client review at approximately 90% completion.
14. A final submission will be prepared for the purpose of permitting and construction. This submission will be sealed by an Engineer licensed in the Commonwealth of Pennsylvania.
15. LDG will respond to one round of comments from the Building Code Official following submission for building permit.

### **Conditions**

1. This proposal is limited to Civil, Architectural Coordination, Foundation Design and Electrical Design. Mechanical, Plumbing, and Structural frame submissions may be required by the authority having jurisdiction and will be provided by others, if required.
2. All Drawings shall be 2D and drawn in AutoCad format. All submissions are expected to be electronic. If hard copy submissions are required, reimbursable expenses will apply.
3. Foundation design will be strictly based upon the anchor configuration and column reactions provided by the Owner. It is the Owner's responsibility to ensure that the provided reactions are compliant with the building use, site design criteria, and building codes for the location in which it is being constructed.
4. Client shall provide engineer with a geotechnical report indicating recommended foundation system, allowable soil bearing capacity and seismic site classification. LDG can subcontractor this service for an additional fee if requested.



5. Foundations will be shallow spread footings for the purposes of this proposal. Should deep foundations such as caissons or pile foundations or a structural floor slab be required this will be considered an additional service requiring an additional fee.
6. The building shell is to be a pre-engineered metal building designed by the pre-engineered building manufacturer. If a building shell is other than a pre-engineered metal building additional structural engineering services will be required and will be considered an additional service. Final engineered design of the steel structure will be "Delegated Design" through the Contractor's PEMB provider during construction.
7. Bidding and Construction phase services are not included.
8. Services required to make changes resulting from value-engineering review or project peer review shall be considered an Additional Service and will require an additional fee.
9. Redesign of any portions of the work due to hidden conditions or inaccurate information provided by the client will be considered an Additional Service requiring an additional fee.
10. Review and design of alternate or substitute structural systems or materials is considered an Additional Service and will require an additional fee.
11. Services rendered for special foundations when the discovery of poor or unexpected soil conditions is made after execution of the Agreement shall be considered an Additional Service and will require an additional fee.
12. Services required to make changes requiring redesign of previously accepted work as the result of Client request or redirection may result in additional services requiring additional fees.
13. As-built record drawings are not included but are available as an additional service.
14. TCEDP will be responsible for any determination of environmental impacts and compliance with the SEQR requirements.
15. A stormwater pollution prevention plan (SWPPP) will be required prior to any sitework involving soil disturbance. This proposal does not include the cost associated with development of a project SWPPP. LDG can provide the fee for this effort at the appropriate time in the project development process.

**Schedule**

We estimate it will take approximately eight (8) weeks to complete our Scope of Services after receiving written Notice to Proceed. The schedule will be revised if the Scope of Services changes or if information we need to finish our work is not forthcoming from you.

**Engineering Compensation**

Compensation for our services shall be a lump sum fee of \$32,400.00 (Thirty-two Thousand Four Hundred Dollars).

Additional Services shall be charged at our standard hourly rates or billed at a mutually agreed upon fee.

**Reimbursable Expenses**

In addition to the engineering compensation as noted above, Reimbursable Expenses, as described in the Terms and Conditions, shall be billed as listed below:

- Postage, Shipping .....At Cost
- Reproductions ..... At Cost + 10% Service Fee
- Mileage..... IRS Standard Rate



**Additional Provisions**

The Client agrees that the scope, methods, details, techniques, and pricing data contained in this proposal shall be considered confidential and proprietary and shall not be released or otherwise made available to any third party without the express written consent of the Engineer. Client hereby agrees to allow Engineer to utilize Client’s name and brief Project description in marketing material.

We trust the above to be satisfactory. Please return a signed copy of this proposal as acceptance. upon receipt of the signed proposal, a short form agreement will be developed and sent to your office for approval and signature to serve as our authorization to proceed with this work. If Basic Services covered by this Agreement have not commenced within 120 days of the date of an Agreement, through no fault of LDG, the amounts of compensation set forth in the Agreement shall be equitably adjusted.

The costs of services, other than those specifically included and described above in this Letter of Agreement, have not been estimated. If Additional Services are requested, LDG will provide an estimate of our costs as required. No out of scope services will be provided without your written authorization.

*At LDG we know that client service excellence is fundamentally linked to project outcomes. Our commitment to client-focused expectations is supported by our use of a third-party service that monitors our performance through direct client feedback during the project process. This monitoring will either be through web-based feedback surveys or direct conversations by the third party service.*

Thank you for considering Larson Design Group for this work. If the Scope of Services is not correct, or if you have any questions regarding other aspects of the Agreement, please call us immediately.

We are looking forward to working with you on this Project.

Sincerely,

LARSON DESIGN GROUP, INC.  
(D/B/A Larson Design Group and/or LDG)

Agreed to and Accepted by:

Jason L. Bellis, PE  
Project Manager – Site Engineering

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Printed Name/Title)

\_\_\_\_\_  
(For)

cc: File 7557-005