



Tioga County Industrial Development Agency  
April 5, 2023 – 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, M. Sauerbrey, T. Monell, J. Ward, E. Knolles, M. Townsend

Excused:

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

### **Privilege of the Floor:**

### **Approval of Minutes**

- A. [March 1, 2023 Regular Meeting Minutes](#)

### **Financials**

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

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

- A. Report

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

- A. Owego Gardens II
- B. Employment Reports
  1. [PILOT Agreements](#)
  2. [IRP/RBEG Loans](#)

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

- A. Contract Renewal – BizLife Social Media Services
  1. [Apr 2023 – Mar 2024 Proposed Contract](#)
  2. <https://www.canva.com/design/DAFe5rcOxPQ/JCJpWUrVlupKM54QQVPggg/view>
- B. Financial Disclosure Form & 2023 Annual Policy Review Attestation
- C. Harford Mills – No Trespassing signs
- D. Blodgett Road
- E. Lounsbury Barns

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

- A. Public Authority Accountability Act (PAAA)



1. Audit Committee Report: M. Townsend, E. Knolles, J. Ward
  - a. [2022 YE Audit – Financial Report](#)
2. Governance Committee: J. Ceccherelli, M. Townsend, E. Knolles
  - a. C. Curtis – REDEC Board of Directors
3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
  - a. No report
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles
  - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. Review in progress; meeting with RJ Corman to be scheduled

**PILOT Updates: C. Curtis**

- A. Sales Tax Exemptions Update:
  1. Owego Gardens II – Home Leasing - \$192,816.17/Authorized \$524,194
  2. RB Robinson - \$36,231.89/Authorized \$55,990
  3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80
- B. Best Buy
- C. [PILOT Payment Summary 2022](#)

**Grant Updates: C. Curtis**

- A. New York State Division of Homeland Security and Emergency Services (DHSES)  
DR-4567 Planning Grant – Richford Railroad
  1. Approved; Contract Executed
- B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings
  1. Grant approved – Contract forthcoming
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
  1. Approved; Contract Executed
- D. ESD Water Tank – ESD AB017
  1. Reimbursement process in progress

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

**Next Meeting: Wednesday May 3, 2023**



**DRAFT**

**Tioga County Industrial Development Agency  
March 1, 2023 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Meeting Minutes**

- I. **Call to Order and Introductions:** Ms. Ceccherelli called the meeting to order at 4:31 pm.
  - II. **Attendance**
    - IDA Board Members
    - Roll Call: J. Ceccherelli, K. Gillette (arrived at 4:36), T. Monell, J. Ward, E. Knolles, M. Townsend
    - Excused: M. Sauerbrey
    - Guests: C. Curtis, M. Schnabl, J. Meagher
  - III. **Privilege of the Floor:** None
  - IV. **Approval of Minutes**
    - A. February 1, 2023 Regular Meeting Minutes
      - Motion to approve February 1, 2023 Regular Meeting Minutes, as written. (J. Ward, E. Knolles)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>
  - V. **Financials**
    - A. Balance Sheet
    - B. Profit & Loss
    - C. Transaction Detail
    - D. Accounts Receivable
    - Motion to acknowledge financials, as presented. (J. Ward, T. Monell)**

<b>Aye – 5</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>
- VI. **ED&P Update: L. Tinney**
  - A. Report: Ms. Tinney provided the following update to the board:
    - The Village of Owego DRI projects continue to move forward. The current call for projects for remaining DRI funds is due March 10.
    - The New York Main Street project on North Ave is nearing completion.
    - The Neighborhood Depot project received bids for construction and demolition.
    - The town houses at Owego Gardens II are complete. Home Leasing has received 175 applications from prospective residents. They are currently vetting them, and some tenants are expected to move in this week. The county has taken over Belva Lockwood Lane.
    - The New York Main Street project in Candor continues to move forward.



- The Village of Waverly received \$4.5 million in New York Funding.
- The broadband project in the Town of Nichols continues to move forward.
- The Town of Owego has been in talks with Southern Tier Network about the possibility of extending broadband to the southside of Owego.
- Snowmobile grants are ongoing.
- Leadership Tioga is ongoing.
- The department assisted with the planning of the Chamber’s economic forum event.
- Planning has received two 239 reviews for this month.
- The department has received verbal confirmation that they will be awarded ARC grant funds for the County strategic plan work.
- The department is helping with work on the hazard mitigation plan. A consultant has just been chosen for the project.
- Workforce Development activities continue to move forward. S. Lanning recently helped with the Waverly job far.
- The Land Bank continues to wait for an appraisal on the Temple and Liberty Street properties. Their house rehabilitation project with the Owego Apalachin School District continues to move forward.
- The department is working with potential applicants for the open ESD capital grant, which is due April 14.

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

A. Owego Gardens II: Ms. Curtis reported that she met with Fagan and Veolia regarding the developer agreement finalization. It is anticipated that the IDA will receive an over \$400,000 reimbursement from Veolia, which includes a reimbursement for the meter pit relocation.

1. Updated Project Cost Spreadsheet: A \$40,000 payment was made to Fagan and \$8,000 to IK systems for the security system installation in February. The remaining outstanding items include payments to Robinson for work that will be done in the spring, and payments that need to be made to Veolia.

**VIII. New Business: C. Curtis**

**IX. 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. No report
3. Finance Committee: J. Ceccherelli, M. Townsend, J. Ward
  - a. Authorized Signers

**Motion to approve Mari Townsend as an authorized signer. (T. Monell, J. Ward)**

<b>Aye – 6</b>	<b>Abstain – 0</b>
<b>No – 0</b>	<b>Carried</b>

The finance committee advised that three Certificates of Deposit be cashed in, and open new ones at Community Bank.



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

**X. PILOT Updates: C. Curtis**

**A. Sales Tax Exemptions Update:**

- 1. Owego Gardens II – Home Leasing - \$192,816.17/Authorized \$524,194
- 2. RB Robinson - \$36,231.89/Authorized \$55,990
- 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80

**B. Best Buy**

1. Resolution: The proposed resolution would move 20% annually of Best Buy’s total taxable amount from roll section 8 to roll section 1 over a five-year period. This is being proposed to ease the burden on the Owego Apalachin School District’s large tax levy increase that would happen if all 100% of the taxable amount was moved over to roll section 1 due to the expiration of the Best Buy PILOT. L. Tinney and C. Curtis are working with Best Buy to see if to see if they approve of this agreement.

**Motion to approve the resolution authorizing the moving 20% of Best Buy’s taxable amount from roll section 8 to roll section 1 annually over a five-year period. (T. Monell, E. Knolles)**

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

**XI. Grant Updates: C. Curtis**

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

- 1. Approved; Contract Executed

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

- 1. Grant approved – Contract forthcoming

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

- 1. Approved; Contract Executed

**D. ESD Water Tank – ESD AB017**

- 1. Reimbursement process in progress

**XII. Motion to move into Executive Session at 4:50 pm pursuant to Public Officers Law Section 105 to discuss financial and personnel matters. (K. Gillette, J.Ward)**

**Motion to adjourn executive session at 5:25 pm. (K. Gillette)**

**Motion to adjust L. Tinney’s stipend to \$2,125 monthly, effective immediately. (E. Knolles, K. Gillette)**

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

**XIII. Next Meeting: Wednesday April 5, 2023**



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

**XIV. Adjournment: Mr. Monell motioned to adjourn the meeting at 5:30 pm.**

## Tioga County Industrial Development Agency

## Balance Sheet

As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>Restricted Cash Accounts</b>			
COVID-19	5,111.04	316,262.18	-311,151.14
Community- Facade Improvement	233,057.02	204,874.04	28,182.98
<b>USDA Funds</b>			
CCTC- Loan Loss Reserve	40,493.52	40,482.42	11.10
TSB- IRP 2016 (Formerly IRP 4)	145,443.22	137,710.37	7,732.85
TSB- RBEG	162,171.22	152,371.04	9,800.18
<b>Total USDA Funds</b>	348,107.96	330,563.83	17,544.13
<b>Total Restricted Cash Accounts</b>	586,276.02	851,700.05	-265,424.03
<b>CCTC- CDs</b>			
<b>Site Development</b>			
Site Development 2441	100,462.52	100,262.00	200.52
Site Development 2440	100,350.12	100,149.67	200.45
Site Development 2439	100,350.12	100,149.67	200.45
<b>Total Site Development</b>	301,162.76	300,561.34	601.42
<b>Land Acquisition (879)</b>	553,069.56	549,763.55	3,306.01
<b>Capital Improvement (284)</b>	325,351.58	323,406.76	1,944.82
<b>Total CCTC- CDs</b>	1,179,583.90	1,173,731.65	5,852.25
<b>Temporarily Restricted Cash Acc</b>			
TSB-Owego Gardens	426,225.25	895,840.35	-469,615.10
TSB-Crown Cork and Seal	105.67	105.67	0.00
Community- BestBuy PILOT Acct.	369.98	369.98	0.00
<b>Total Temporarily Restricted Cash Acc</b>	426,700.90	896,316.00	-469,615.10
<b>Unrestricted Cash Accounts</b>			
TSB ICS	5.33	1,000,388.67	-1,000,383.34
TSB- checking	162,822.96	115,988.22	46,834.74
TSB- general fund	25,772.58	25,757.58	15.00
<b>Total Unrestricted Cash Accounts</b>	188,600.87	1,142,134.47	-953,533.60
<b>Total Checking/Savings</b>	2,381,161.69	4,063,882.17	-1,682,720.48
<b>Other Current Assets</b>			
<b>COVID-19 ERLP</b>			
C-7-A	6,003.35	15,310.12	-9,306.77
C-5-A	1,975.63	5,476.26	-3,500.63
C-4-A	2,003.67	5,371.13	-3,367.46
C-2-A	0.00	7,744.47	-7,744.47
C-1-A	9,756.71	13,973.58	-4,216.87
<b>Total COVID-19 ERLP</b>	19,739.36	47,875.56	-28,136.20
<b>Accounts Receivable 1300.01</b>	746,453.05	746,453.05	0.00
<b>Allowance for Doubtful Accounts</b>	-35,000.00	-35,000.00	0.00
<b>Commercial Facade Loan Program</b>			
Loan Rec - 2017-01-C	10,000.00	17,500.00	-7,500.00
Loan Rec - 2018-03-C	0.00	9,062.50	-9,062.50
Loan Rec - 2018-01-C	715.02	2,520.02	-1,805.00
Loan Rec - 2017-02-C	4,866.79	11,355.55	-6,488.76
Loan Rec - 2016-02-C	0.00	2,778.08	-2,778.08
Loan Rec - 2015-06-C	0.00	365.80	-365.80
<b>Total Commercial Facade Loan Program</b>	15,581.81	43,581.95	-28,000.14
<b>RBEG</b>			
Loan Rec - RBEG 2019 -06	53,670.39	61,079.52	-7,409.13
<b>Total RBEG</b>	53,670.39	61,079.52	-7,409.13
<b>IRP 4</b>			
Loan Rec 2021-02-A	10,972.03	13,832.68	-2,860.65
Loan Rec 2021-01-A	66,173.25	73,469.82	-7,296.57
Loan Rec 2019-07-A	34,810.21	36,784.00	-1,973.79
Loan Rec - 2019 - 06A	67,087.75	76,351.69	-9,263.94
Loan Rec 2018-02-A	0.00	4,759.41	-4,759.41
Loan Rec 2018-01-A	53,759.13	57,797.71	-4,038.58
Loan Rec 2017-05-A	0.00	1,332.32	-1,332.32
Loan Rec 2017-04-A	28,018.70	30,563.48	-2,544.78
Loan Rec 2017-01-A	11,150.45	13,833.11	-2,682.66

## Tioga County Industrial Development Agency

## Balance Sheet

As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change
Loan Rec 2009-02-A	48,451.58	49,051.58	-600.00
Total IRP 4	320,423.10	357,775.80	-37,352.70
IRP 3			
Loan Rec 2007-08-A	0.00	4,294.47	-4,294.47
Total IRP 3	0.00	4,294.47	-4,294.47
Total Other Current Assets	1,120,867.71	1,226,060.35	-105,192.64
Total Current Assets	3,502,029.40	5,289,942.52	-1,787,913.12
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	-1,257,126.24	-1,237,003.24	-20,123.00
Total Fixed Assets	2,212,226.02	2,232,349.02	-20,123.00
<b>TOTAL ASSETS</b>	<b>5,714,255.42</b>	<b>7,522,291.54</b>	<b>-1,808,036.12</b>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
PILOT Payments			
Spencer-Tioga Solar	95,084.00	0.00	95,084.00
Gateway Owego, LLC	1,900.00	1,800.00	100.00
Midwestern Pet Foods, Inc.	4,721.90	0.00	4,721.90
Crown Cork and Seal	300,000.00	300,000.00	0.00
Owego Gardens	24,488.00	24,009.00	479.00
Best Buy PP	0.00	570,000.00	-570,000.00
Total PILOT Payments	426,193.90	895,809.00	-469,615.10
Total Other Current Liabilities	426,193.90	895,809.00	-469,615.10
Total Current Liabilities	426,193.90	895,809.00	-469,615.10
Long Term Liabilities			
Tioga County COVID-19 ERLP	24,413.43	363,456.36	-339,042.93
Loan Pay- IRP 4	191,977.33	202,293.40	-10,316.07
Loan Pay- IRP 3	149,722.87	160,457.30	-10,734.43
Loan Pay- IRP 2	89,784.03	101,111.91	-11,327.88
Loan Pay- IRP 1	38,382.80	46,180.14	-7,797.34
Total Long Term Liabilities	494,280.46	873,499.11	-379,218.65
Total Liabilities	920,474.36	1,769,308.11	-848,833.75
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	3,694,570.69	4,536,718.32	-842,147.63
Net Income	-307,092.26	-190,037.52	-117,054.74
Total Equity	4,793,781.06	5,752,983.43	-959,202.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,714,255.42</b>	<b>7,522,291.54</b>	<b>-1,808,036.12</b>



## Tioga County Industrial Development Agency

## Profit &amp; Loss

04/03/23

January through March 2023

Accrual Basis

	Jan - Mar 23	Jan - Mar 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Loan Interest Income</b>			
COVID-19 C-7-A	53.68	105.75	-52.07
COVID-19 C-5-A	16.95	37.89	-20.94
COVID-19 C-1-A	21.91	96.08	-74.17
COVID-19 C-2-A	0.00	53.60	-53.60
COVID-19 C-4-A	16.07	37.03	-20.96
RBEG 2019 -06	549.26	622.88	-73.62
<b>IRP 2</b>			
2011-03-A	0.00	27.05	-27.05
<b>Total IRP 2</b>	0.00	27.05	-27.05
<b>IRP 3</b>			
2007-08-A	0.00	125.88	-125.88
<b>Total IRP 3</b>	0.00	125.88	-125.88
<b>IRP 4</b>			
2019 - 06A	686.57	778.58	-92.01
2021-02-A	95.85	60.31	35.54
2021-01-A	564.23	624.72	-60.49
2019-07-A	461.28	486.98	-25.70
2018-02-A	35.13	67.98	-32.85
2018-01-A	649.58	697.16	-47.58
2017-04-A	427.76	348.12	79.64
2017-05-A	0.00	13.52	-13.52
2017-01-A	49.33	89.28	-39.95
<b>Total IRP 4</b>	2,969.73	3,166.65	-196.92
<b>Loan Interest Income - Other</b>	0.00	29.35	-29.35
<b>Total Loan Interest Income</b>	3,627.60	4,302.16	-674.56
<b>Loan Program Fee</b>			
Facade	0.00	200.00	-200.00
<b>Total Loan Program Fee</b>	0.00	200.00	-200.00
<b>Loan Late Fee</b>			
COVID-19 C-1-A	21.65	64.95	-43.30
2016-02-C	0.00	41.66	-41.66
<b>Total Loan Late Fee</b>	21.65	106.61	-84.96
<b>Loan Administrative Fee</b>	453.26	134.37	318.89
<b>4110 - Grants</b>			
DRI-HCR	35,446.51	0.00	35,446.51
<b>Total 4110 - Grants</b>	35,446.51	0.00	35,446.51
<b>Interest Income-</b>			
Interest Income - TSB COVID19	0.36	38.71	-38.35
Interest Income- TSB ICS	0.00	197.26	-197.26
Community- Facade Improvement	3.73	4.95	-1.22
CCTC Loan Loss Reserve Account	1.99	2.99	-1.00
TSB- checking	150.96	16.91	134.05
TSB-general fund	4.17	8.38	-4.21
TSB- IRP 4	35.61	6.93	28.68
TSB- RBEG	38.94	7.46	31.48
TSB- marketing	0.00	0.04	-0.04
<b>Total Interest Income-</b>	235.76	283.63	-47.87
<b>Leases/Licenses</b>	7,234.41	8,364.46	-1,130.05
<b>OHRy</b>			

## Tioga County Industrial Development Agency

## Profit &amp; Loss

04/03/23

January through March 2023

Accrual Basis

	Jan - Mar 23	Jan - Mar 22	\$ Change
freight	9,141.34	21,628.73	-12,487.39
<b>Total OHRy</b>	<b>9,141.34</b>	<b>21,628.73</b>	<b>-12,487.39</b>
<b>Total Income</b>	<b>56,160.53</b>	<b>35,019.96</b>	<b>21,140.57</b>
<b>Expense</b>			
<b>Grant Expense</b>			
Raymond Hadley Water	250.00	0.00	250.00
DRI-HCR	35,446.51	0.00	35,446.51
<b>Total Grant Expense</b>	<b>35,696.51</b>	<b>0.00</b>	<b>35,696.51</b>
<b>Marketing</b>	<b>0.00</b>	<b>294.50</b>	<b>-294.50</b>
<b>Education</b>			
Curtis	0.00	100.00	-100.00
<b>Total Education</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>
<b>Loan Admin Fee</b>			
IRP 4	0.00	134.37	-134.37
<b>Total Loan Admin Fee</b>	<b>0.00</b>	<b>134.37</b>	<b>-134.37</b>
<b>6120 · Bank Service Charges</b>	<b>71.80</b>	<b>0.00</b>	<b>71.80</b>
<b>6160 · Dues and Subscriptions</b>	<b>970.00</b>	<b>850.00</b>	<b>120.00</b>
<b>Employee benefit</b>			
IRA Company Match	148.40	412.16	-263.76
<b>Total Employee benefit</b>	<b>148.40</b>	<b>412.16</b>	<b>-263.76</b>
<b>6180 · Insurance</b>			
Crime (Smith Brothers)	636.00	0.00	636.00
WC (Utica)	-327.00	0.00	-327.00
D & O (Philadelphia Ins. Co)	3,696.00	3,483.00	213.00
6190 · Disability (First Rehab Life)	375.29	388.80	-13.51
Employee Health (SSA)	2,114.86	1,499.61	615.25
6185 · Property & Liability (Dryden)	12,458.71	11,224.42	1,234.29
RR Liability (Steadfast)	28,017.90	29,055.60	-1,037.70
<b>Total 6180 · Insurance</b>	<b>46,971.76</b>	<b>45,651.43</b>	<b>1,320.33</b>
<b>6200 · Interest Expense</b>			
6205 · Loan Int Exp Covid	435.24	0.00	435.24
6220 · Loan Interest			
IRP 3	1,604.57	0.00	1,604.57
<b>Total 6220 · Loan Interest</b>	<b>1,604.57</b>	<b>0.00</b>	<b>1,604.57</b>
6200 · Interest Expense - Other	0.00	1,710.85	-1,710.85
<b>Total 6200 · Interest Expense</b>	<b>2,039.81</b>	<b>1,710.85</b>	<b>328.96</b>
<b>6240 · Miscellaneous</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>6550 · Office Supplies</b>	<b>549.90</b>	<b>0.00</b>	<b>549.90</b>
<b>6560 · Payroll Expenses</b>			
Payroll Expenses - HSA	518.44	900.00	-381.56
6560 · Payroll Expenses - Other	13,979.26	13,668.97	310.29
<b>Total 6560 · Payroll Expenses</b>	<b>14,497.70</b>	<b>14,568.97</b>	<b>-71.27</b>
<b>6270 · Professional Fees</b>			
BiziLife LLC	1,605.00	1,500.00	105.00
Ag Ec Dev Specialist Position	5,000.00	5,000.00	0.00
Administrative Services			
Tinney	5,125.00	6,375.00	-1,250.00
<b>Total Administrative Services</b>	<b>5,125.00</b>	<b>6,375.00</b>	<b>-1,250.00</b>

## Tioga County Industrial Development Agency

## Profit &amp; Loss

04/03/23

January through March 2023

Accrual Basis

	Jan - Mar 23	Jan - Mar 22	\$ Change
6650 · Accounting			
Jan Nolis	565.00	880.00	-315.00
6650 · Accounting - Other	8,500.00	7,600.00	900.00
<b>Total 6650 · Accounting</b>	<b>9,065.00</b>	<b>8,480.00</b>	<b>585.00</b>
6270 · Professional Fees - Other	0.00	3,848.00	-3,848.00
<b>Total 6270 · Professional Fees</b>	<b>20,795.00</b>	<b>25,203.00</b>	<b>-4,408.00</b>
6670 · Program Expense			
Water Tower	239,545.13	134,512.09	105,033.04
<b>Total 6670 · Program Expense</b>	<b>239,545.13</b>	<b>134,512.09</b>	<b>105,033.04</b>
Property Taxes			
Stanton Hill 9.64A Town Lot	222.30	206.68	15.62
96 · Smith Creek Rd	27.48	25.55	1.93
540 · Stanton Hill	168.24	156.42	11.82
Spring St	0.28	0.27	0.01
Berry Road (47)	141.77	131.81	9.96
Carmichael Road	7.78	6.94	0.84
Smith Creek Road	23.55	21.90	1.65
Glenmary Drive	10.81	10.10	0.71
Metro Road	9.01	8.42	0.59
<b>Total Property Taxes</b>	<b>611.22</b>	<b>568.09</b>	<b>43.13</b>
6770 · Supplies	301.87	696.36	-394.49
6350 · Travel & Ent			
6380 · Travel	53.69	0.00	53.69
6350 · Travel & Ent - Other	0.00	355.66	-355.66
<b>Total 6350 · Travel &amp; Ent</b>	<b>53.69</b>	<b>355.66</b>	<b>-301.97</b>
<b>Total Expense</b>	<b>363,252.79</b>	<b>225,057.48</b>	<b>138,195.31</b>
<b>Net Ordinary Income</b>	<b>-307,092.26</b>	<b>-190,037.52</b>	<b>-117,054.74</b>
<b>Net Income</b>	<b>-307,092.26</b>	<b>-190,037.52</b>	<b>-117,054.74</b>

## Tioga County Industrial Development Agency Transaction Detail

March 2023

Type	Date	Num	Name	Memo	Amount
<b>Restricted Cash Accounts</b>					
<b>COVID-19</b>					
Deposit	03/09/2023			Loan pmts	1,088.61
Deposit	03/10/2023			Loan pmt	300.00
Total COVID-19					1,388.61
<b>Community- Facade Improvement</b>					
Deposit	03/01/2023			Loan pmt	300.00
Deposit	03/03/2023			Loan pmt	625.00
Deposit	03/09/2023			Loan pmt	540.73
Total Community- Facade Improvement					1,465.73
<b>USDA Funds</b>					
<b>TSB- IRP 2016 (Formerly IRP 4)</b>					
Deposit	03/01/2023			Loan pmts	906.70
Deposit	03/01/2023			Loan pmt	306.00
Deposit	03/06/2023			Loan pmt	321.55
Deposit	03/09/2023			Loan pmt	4,384.41
Deposit	03/10/2023			Loan pmt	536.18
Deposit	03/10/2023			Loan pmt	559.08
Check	03/17/2023	1091	William MillHollen - The Loom	Rfnd overpayment - Loom - IRP4 2018-02-A	-141.30
Deposit	03/28/2023			Loan pmt	754.16
Check	03/28/2023	X	USDA	IRP 3 USDA Annual Payment	-12,339.00
Deposit	03/30/2023			Loan pmt	200.00
Deposit	03/31/2023			Loan pmt	306.00
Total TSB- IRP 2016 (Formerly IRP 4)					-4,206.22
<b>TSB- RBEG</b>					
Deposit	03/09/2023			Loan pmt	809.96
Total TSB- RBEG					809.96
Total USDA Funds					-3,396.26
Total Restricted Cash Accounts					-541.92
<b>Temporarily Restricted Cash Acc</b>					
<b>TSB-Owego Gardens</b>					
Transfer	03/06/2023			Crown Cork & Seal 2023 PILOT	300,000.00
Transfer	03/06/2023			Funds Transfer - Rfnd deposit slip order	56.80
Deposit	03/20/2023			V&S PILOT 2023 Town & County	13,554.28
Check	03/22/2023	2080	Town of Owego	2023 PILOT - CNYOG-V&S-Owego Gardens II	-503,652.47
Check	03/22/2023	2081	Town of Nichols	2023 PILOT - Tioga Downs-FedEx-Best Buy	-112,031.36
Check	03/22/2023	2082	Tioga County Treasurer	2023 PILOT - CNYOG-Tioga Downs-FedEx-V&S-OGII-Best Buy	-2,030,194.99
Check	03/22/2023	2083	Village of Owego	Year 1 Owego Gardens II PILOT - 2022-23 Village PILOT	-14,792.27
Check	03/22/2023	2084	Owego Apalachin Central School Distr...	Year 1 Owego Gardens II PILOT - 2022-23 School PILOT	-20,990.18
Check	03/22/2023	2085	Town of Barton	2023 Midwestern PILOT	-4,163.41
Deposit	03/30/2023			2023 PILOT Spencer-Tioga Solar	95,084.00
Total TSB-Owego Gardens					-2,277,129.60
Total Temporarily Restricted Cash Acc					-2,277,129.60
<b>Unrestricted Cash Accounts</b>					
<b>TSB- checking</b>					
Deposit	03/01/2023			Jan RJ Corman & '23 Southern Tier Network Lease	3,541.21
Check	03/01/2023	7017	Excellus Health Plan	Mar 2023 Inv#34414545	-543.30
Check	03/01/2023	7018	Insero&Co	Inv134464; 2022 YE Audit	-8,500.00
Check	03/01/2023	7019	Smith Brothers Insurance	Inv#54302 Acc#TIOGCO1-CL Railroad Liability	-28,017.90
Check	03/01/2023	7020	Tioga County	IT Inv 4968 Jan Wireless	-37.99
Check	03/01/2023	7021	LeeAnn Tinney	VOID: Mar 2023 Professional Services	0.00
Check	03/01/2023	7022	Christine E Curtis	Pay Period: 2/12/23-2/25/23	-1,668.16
Check	03/01/2023	7023	Bizilife LLC	Feb social media	-535.00
Check	03/02/2023	7024	LeeAnn Tinney	Mar 2023 Professional Services	-2,125.00
Transfer	03/06/2023			Crown Cork & Seal 2023 PILOT	-300,000.00
Transfer	03/06/2023			Funds Transfer - Rfnd deposit slip order	-56.80
Check	03/09/2023	7025	Christine Curtis	March 2023 H S A	-150.00
Check	03/09/2023	7026	Christine Curtis	Mileage 1-25-23 to 3-3-23	-68.44
Deposit	03/09/2023			2023 Lease Pmt	264.63
Deposit	03/14/2023			DRI Reimbursement - Riverrow Center LLC	35,446.51
Check	03/15/2023	7027	Christine E Curtis	Pay Period: 2/26/23-3/11/23	-1,668.17
Check	03/16/2023	7028	Tioga County ED&P	1st QTR Contribution - Economic Dev Specialist Position	-5,000.00
Check	03/16/2023	7029	Riverrow Center LLC & Tioga State B...	DRI-HCR Reimbursement - The Cellar - Support the Business Communit...	-35,446.51
Deposit	03/22/2023			2023 Lease	5,747.34
Deposit	03/28/2023			2023 Lease Pmt	250.00
Check	03/28/2023	7030	Tioga County	IT Inv 5020 Feb Wireless	-37.99
Check	03/28/2023	7031	Philadelphia Insurance Company	D&O Policy # PHSD1780131 Invoice #2005479835	-3,696.00
Check	03/28/2023	7032	NYSEG	Acc#1005-1629-557 - 140 Belva Lockwood Lane Water tank	-204.44
Check	03/28/2023	7033	Excellus Health Plan	Apr 2023 Inv#34715178	-543.30
Check	03/29/2023	7034	Christine E Curtis	Pay Period: 3/12/23-3/25/23	-1,668.16
Check	03/29/2023	7035	Franklin Templeton	Mar 2023 Simple IRA - C. Curtis	-127.20
Deposit	03/30/2023			2023 Lease	206.49
Total TSB- checking					-344,638.18
Total Unrestricted Cash Accounts					-344,638.18
<b>TOTAL</b>					<b>-2,622,309.70</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>	

CONSULTING SERVICES AGREEMENT

THIS CONSULTING SERVICES AGREEMENT (the “Agreement”) dated as April \_\_\_\_\_, 2023 is by and between the TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (the “Agency”) and KATHRYN FLETCHER, BIZILIFE LLC (“Fletcher”), collectively, the “Parties”.

W I T N E S S E T H :

WHEREAS, the Agency is a public benefit corporation organized under the laws of the State of New York

WHEREAS, the Agency is charged with the responsibility for directing economic development in and for the County of Tioga; and

WHEREAS, Fletcher has considerable experience in the field of consulting on social media outreach; and

WHEREAS, the Agency wishes to retain the services of Fletcher on a contractual basis to assist the Agency its efforts to enhance their social media presence;

NOW, THEREFORE, IN CONSIDERATION of the mutual promises and covenants hereinafter set forth, the Parties do hereby agree as follows:

1. Fletcher agrees to provide professional consulting services to the Agency from the period of April 1, 2023 through March 31, 2024, including, but not limited to the following: See Exhibit “A” attached hereto.

2. The above services, including telephone/zoom conferences and e-mail correspondence, shall be rendered by Fletcher at such times and places as, in her best professional judgment, shall be convenient and productive to the efforts of the Agency.

3. Fletcher shall be compensated for services rendered under this Agreement at the rate of \$545.70 per month payable in monthly installments.

4. Fletcher shall be deemed to be an independent contractor, not an employee of the Agency, and shall receive an IRS Form 1099 for the purpose of reporting income under this Agreement. Fletcher shall be responsible for payment of all New York State and Federal income taxes, FICA, and Medicare taxes based upon payments made to her by the Agency under this Agreement.

5. Either Party may terminate this Agreement upon not less than seven (7) days' written notice to the other by first class mail. In the event of such termination, Fletcher shall be compensated for services rendered pro-rata until, and including, the date of termination. All notices hereunder shall be provided at the following addresses:

To the Agency: Tioga County Industrial Development Agency  
56 Main Street  
Owego, New York 13827

To Fletcher: Kathryn Fletcher  
BiziLife LLC  
161 Nowlan Rd  
Binghamton, NY 13904

6. All information, correspondence, contracts, and documents of the Agency shall be deemed confidential and shall not be disclosed by Fletcher to any other person or entity, except in the performance of her duties under the terms of this Agreement.

7. This Agreement may not be assigned by either Party.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals the  
day first above written

BIZILIFE LLC

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Kathryn Fletcher

TIOGA COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY

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Jenny Ceccherelli, Chair



EXHIBIT "A"

Services to be rendered by Kathryn Fletcher pursuant to consulting services agreement with Tioga County Industrial Development Agency dated as of April 1, 2023, including, but not limited to, the following:

Freelance Social Media Manager

- Publish minimum of 8 posts per platform
- Regularly engage with social media users and their content
- Monitor social engagement
- Provide monthly performance report

