



Tioga County Industrial Development Agency
October 21, 2020 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Agenda

Call to Order and Introductions

Attendance

IDA Board Members

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

Absent:

Excused:

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

Privilege of the Floor: None

Approval of Minutes

- A. [September 2, 2020 Regular Meeting Minutes](#)

Financials

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

ED&P Update: L. Tinney

Ag Value Chain Study Update: M. Griffiths

Project Updates: C. Curtis

- A. Owego Gardens II
 1. DEC Water Quality Certificate
 2. Stream Location
 3. DOH Approval
 4. Building Permit
 5. Fire Suppression Requirements
 6. Land Bank Pass Through
 7. [Agency Fee – Home Leasing Resolution](#)

Old Business: C. Curtis

- A. Tax Map ID# 85.00-1-35 residence impeding Railroad ROW
 1. [Survey](#)
 2. [Boundary Line Agreement](#)

Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)



1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Nothing to report
3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. [PARIS – TCIDA Budget](#)
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. Nothing to report
5. Railroad Committee: J. Ceccherelli, K. Gillette, T. Monell
 - a. OHRY & RJ Corman sale going forward

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update: C. Curtis
 1. V&S New York Galvanizing – \$677,458.78/ Authorized \$771,000
 2. Best Buy – \$617,634.88/ Authorized \$1,028,429
 3. [Best Buy – Sales Tax Exemption Extension Request](#)
 4. [Resolution](#)
- B. School & Village PILOT invoices disbursed
- C. Town 2021 PILOT Projections disbursed
- D. Annual Agency Fee

Grant Updates: C. Curtis

- A. Ag Value Chain
- B. Broadband Study
- C. Town of Richford FEMA Application – Due Dec. 2, 2020
- D. Monkey Run FEMA Application - Pending

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

Next Meeting: Wednesday November 4, 2020

Adjournment

Tioga County Industrial Development Agency
September 2, 2020 • 4:30 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

DRAFT

**Regular Meeting Minutes via Zoom Phone
Conference**

- I. **Call to Order and Introductions** – Chairwoman J. Ceccherelli called the meeting to order at 4:30 p.m.
- II. **Attendance** –
IDA Board Members:
A. Roll Call: J. Ceccherelli, K. Gillette, A. Gowan, M. Sauerbrey T. Monell,
E. Knolles (*joined meeting at 4:40 p.m.*)
B. Absent: None
C. Excused: J. Ward
D. Guests: C. Curtis, C. Haskell, J. Meagher, M. Freeze
- III. **Privilege of the Floor** – None
- IV. **Approval of Minutes**
A. August 5, 2020 Regular Board Meeting Minutes (Zoom phone conference)
Motion to approve August 5, 2020 Regular Board meeting minutes via Zoom phone conference, as written. (A. Gowan, K. Gillette)
Aye – 5 Abstain – 0
No – 0 Carried
- B. August 21, 2020 Loan Committee Meeting Minutes (Zoom phone conference)
Motion to approve August 21, 2020 Loan Committee meeting minutes via Zoom phone conference, as written. (A. Gowan, K. Gillette)
Aye – 5 Abstain – 0
No – 0 Carried
- V. **Financials** – Mr. Gowan reported he reviewed the financials, as presented and no issues or concerns were noted.
A. Balance Sheet
B. Profit & Loss
C. Transaction Detail –
Motion to acknowledge financials, as presented. (M. Sauerbrey, A. Gowan)
Aye – 5 Abstain – 0
No – 0 Carried

VI. Project Updates: C. Curtis

A. Owego Gardens II – Ms. Curtis reported the DEC Water Quality Certificate is still in process with issuance expected in a few weeks. Ms. Curtis reported Home Leasing continues to pursue closing on their financing.

VII. Old Business: C. Curtis

A. Tax Map ID#85.00-1-35 Residence Impending Railroad Right-of-Way – Attorney Meagher inquired as to the least obtrusive form of conveyance that will be accepted by Mr. Pelling, title agent/seller’s attorney. OHRY consented to release their lease on this part of property underneath the structure. Question remains unanswered as to whether the current structure is on a foundation or slab. During tonight’s meeting, Attorney Meagher received a phone call from Mr. Pelling and they are not seeking a transfer of ownership agreement, but an agreement to allow the structure to remain on the property as is for now. In the event the structure is in need of relocation or removal, the agreement would not allow another replacement structure to be constructed. Attorney Meagher reported Mr. Pelling indicated the pending sale of the property recently fell through, however, they still want to move forward with the agreement for potential future sale of property.

VIII. Committee Reports: C. Curtis

A. Public Authority Accountability Act (PAAA)

1. Audit Committee: A. Gowan, E. Knolles, J. Ward
 - a. Nothing to report.
2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. Annual Review - Ms. Curtis reported the annual review discussion is Executive Session.
 - b. IEDC Virtual Conference – Ms. Curtis requested approval to participate in the IEDC virtual conference from October 13 – 16, 2020 at the fee of \$475.00. Chairwoman Ceccherelli reported the Governance Committee was in favor of Ms. Curtis participating from her home versus the IDA Office to prevent any interruptions.

Motion to authorize Ms. Curtis’ participation in the IEDC Virtual Conference from October 13 – 16, 2020 from her home at the fee of \$475.00. (K. Gillette, A. Gowan)

Aye – 5 Abstain – 0
No – 0 Carried

3. Finance Committee: J. Ceccherelli, A. Gowan, K. Gillette
 - a. Nothing to report.
4. Loan Committee: S. Thomas, A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, J. Ceccherelli
 - a. COVID-19 Emergency Relief Loan –
 - i. Jackpot Richie’s Chicken BBQ – Ms. Curtis reported the Loan Committee reviewed and approved a \$25,000 loan for Jackpot Richie’s Chicken BBQ for construction of a warehouse to store equipment and the purchase of additional equipment.
 - ii. Interest Rate & Repayment Recommendation – Ms. Curtis reported the Loan Committee recommended IDA Board approval for a 2.5 % interest rate and three-year repayment term for all COVID-19 Emergency Relief Loans not repaid in full after six months with final by the ED&P Legislative Committee.

Motion to accept the Loan Committee’s recommendation and approve a 2.5% interest rate and three-year repayment term for all COVID-19 Emergency

Relief Loans not paid in full after six months noting final approval will be through the ED&P Legislative Committee. (A. Gowan, M. Sauerbrey)

Aye – 5 Abstain – 0
No – 0 Carried

IX. PILOT Update: C. Curtis

A. Sales Tax Exemptions Update: C. Curtis

1. V&S New York Galvanizing – C. Curtis reported V&S is submitting monthly sales tax reports and, to date, the company has used \$674,256.38 of their authorized \$771,000 sales tax exemption.
2. Best Buy – C. Curtis reported Best Buy is submitting monthly sales tax reports and, to date, the company has used \$593,469.80 of their authorized \$1,028,429 sales tax exemption.

B. Owego Gardens II PILOT Documents – Ms. Curtis reported the documents are in process with Attorney Meagher’s office noting all official resolutions were previously adopted allowing Chairwoman Ceccherelli to execute documents upon availability.

E. Knolles joined the meeting at 4:40 p.m. via Zoom.

X. Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 4:40 p.m. to discuss financial matters, property acquisition, and personnel matters.

(A. Gowan, M. Sauerbrey)

Aye – 6 Abstain – 0
No – 0 Carried

Mr. Gowan motioned to adjourn Executive Session at 5:11 p.m.

Motion to accept the Governance Committee’s recommendation for an 8% salary increase for Ms. Curtis for an annual salary of \$48,600 effective January 1, 2021. (E. Knolles, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

Motion to accept the Governance Committee’s recommendation to maintain Ms. Tinney’s monthly stipend at the 2020 rate of \$2,125/month for 2021. (E. Knolles, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

XII. Adjournment: Mr. Gowan motioned to adjourn the meeting at 5:13 p.m.

XIII. Next Meeting: Wednesday, October 7, 2020 at 4:30 p.m. Legislative Conference Room.

Respectfully submitted,

Cathy Haskell

IDA Executive Assistant

Tioga County Industrial Development Agency

Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Restricted Cash Accounts			
COVID-19	305,022.46	0.00	305,022.46
Community- Facade Improvement	139,325.88	95,337.65	43,988.23
CCTC- Industrial Park	11,795.37	11,995.37	-200.00
USDA Funds			
CCTC- Loan Loss Reserve	40,458.54	40,439.92	18.62
TSB- IRP 2016 (Formerly IRP 4)	124,226.47	131,207.83	-6,981.36
TSB- RBEG	127,746.17	127,969.92	-223.75
TSB- marketing	1,115.65	1,477.77	-362.12
Total USDA Funds	<u>293,546.83</u>	<u>301,095.44</u>	<u>-7,548.61</u>
Total Restricted Cash Accounts	749,690.54	408,428.46	341,262.08
CCTC- CDs			
Land Acquisition (879)	540,715.81	534,542.01	6,173.80
Capital Improvement (284)	318,847.13	315,216.99	3,630.14
Total CCTC- CDs	859,562.94	849,759.00	9,803.94
Temporarily Restricted Cash Acc			
TSB-Owego Gardens	112,712.35	22,661.35	90,051.00
TSB-Crown Cork and Seal	300,105.67	300,105.67	0.00
Community- BestBuy PILOT Acct.	570,348.37	570,246.66	101.71
Total Temporarily Restricted Cash Acc	983,166.39	893,013.68	90,152.71
Unrestricted Cash Accounts			
TSB ICS	1,862,688.58	2,350,133.61	-487,445.03
TSB- checking	4,049.45	3,277,530.48	-3,273,481.03
TSB- general fund	125,682.31	125,594.06	88.25
Total Unrestricted Cash Accounts	<u>1,992,420.34</u>	<u>5,753,258.15</u>	<u>-3,760,837.81</u>
Total Checking/Savings	4,584,840.21	7,904,459.29	-3,319,619.08
Other Current Assets			
COVID-19 ERLP			
C-7-A	25,000.00	0.00	25,000.00
C-6-A	60,000.00	0.00	60,000.00
C-5-A	10,000.00	0.00	10,000.00
C-4-A	10,000.00	0.00	10,000.00
C-3-A	25,000.00	0.00	25,000.00
C-2-A	15,000.00	0.00	15,000.00
C-1-A	25,000.00	0.00	25,000.00
Total COVID-19 ERLP	170,000.00	0.00	170,000.00
Accounts Receivable 1300.01	395,041.19	730,888.89	-335,847.70
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Commercial Facade Loan Program			
Loan Rec - 2017-01-C	28,750.00	36,250.00	-7,500.00
Loan Rec - 2018-03-C	14,687.50	17,500.00	-2,812.50
Loan Rec - 2018-02-C	0.00	1,398.00	-1,398.00
Loan Rec - 2018-01-C	5,220.02	6,720.02	-1,500.00
Loan Rec - 2017-03-C	4,820.00	7,820.00	-3,000.00
Loan Rec - 2017-02-C	21,088.69	25,955.26	-4,866.57
Loan Rec - 2016-03-C	7,110.12	9,844.92	-2,734.80
Loan Rec - 2016-02-C	14,583.56	22,916.84	-8,333.28
Loan Rec - 2016-01-C	-0.09	4,738.80	-4,738.89
Loan Rec - 2015-06-C	6,951.28	10,244.02	-3,292.74
Loan Rec - 2014-01-C	-0.20	1,864.74	-1,864.94
Loan Rec - 2015-05-C	5,392.74	8,086.53	-2,693.79
Total Commercial Facade Loan Program	<u>108,603.62</u>	<u>153,339.13</u>	<u>-44,735.51</u>
RBEG			
RBEG Loan Rec 2020-01	10,000.00	0.00	10,000.00
Loan Rec - RBEG 2019 -06	71,655.82	78,364.69	-6,708.87
Total RBEG	81,655.82	78,364.69	3,291.13
IRP 4			
Loan Rec 2019-07-A	39,558.42	0.00	39,558.42
Loan Rec - 2019 - 06A	89,572.10	97,955.85	-8,383.75
Loan Rec 2018-02-A	7,271.65	8,407.34	-1,135.69
Loan Rec 2018-01-A	63,507.69	66,469.99	-2,962.30
Loan Rec 2017-05-A	8,710.72	12,702.56	-3,991.84
Loan Rec 2017-04-A	33,759.67	35,469.22	-1,709.55
Loan Rec 2017-03-A	13,793.62	15,775.58	-1,981.96
Loan Rec 2017-02-A	46,328.56	62,910.13	-16,581.57
Loan Rec 2017-01-A	17,589.06	19,599.51	-2,010.45
Loan Rec 2016-01-A	6,715.16	15,205.88	-8,490.72
Loan Rec 2015-03-A	0.00	3,683.26	-3,683.26
Loan Rec 2009-02-A	50,251.58	51,251.58	-1,000.00
Total IRP 4	<u>377,058.23</u>	<u>389,430.90</u>	<u>-12,372.67</u>
IRP 3			

Tioga County Industrial Development Agency

Balance Sheet

As of September 30, 2020

	Sep 30, 20	Sep 30, 19	\$ Change
Loan Rec 2007-08-A	17,042.59	22,655.81	-5,613.22
Total IRP 3	17,042.59	22,655.81	-5,613.22
IRP 2			
Loan Rec 2011-03-A	18,845.08	27,751.72	-8,906.64
Total IRP 2	18,845.08	27,751.72	-8,906.64
Total Other Current Assets	1,133,246.53	1,367,431.14	-234,184.61
Total Current Assets	5,718,086.74	9,271,890.43	-3,553,803.69
Fixed Assets			
Land- Mitchell	58,453.51	58,453.51	0.00
Equipment			
2012 computer upgrade	1,436.88	1,436.88	0.00
Equipment - Other	264.00	264.00	0.00
Total Equipment	1,700.88	1,700.88	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,257.05	601,257.05	0.00
Land-Louns			
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Berry	2,452.20	0.00	2,452.20
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	430,619.19	428,166.99	2,452.20
Land 434	376,800.36	376,800.36	0.00
Railroad Improvements	1,979,330.50	1,979,330.50	0.00
Z Accumulated Depreciation	-1,197,077.10	-1,175,790.43	-21,286.67
Total Fixed Assets	2,253,584.39	2,272,418.86	-18,834.47
TOTAL ASSETS	7,971,671.13	11,544,309.29	-3,572,638.16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Accrued Expenses	453.05	462,389.00	-461,935.95
PILOT Payments			
Spencer-Tioga Solar	89,600.00	0.00	89,600.00
Gateway Owego, LLC	1,600.00	1,500.00	100.00
Crown Cork and Seal	300,000.00	299,971.46	28.54
+ · 231 Main Town/County	0.00	-0.01	0.01
Owego Gardens	23,078.00	22,627.00	451.00
School - 231 Main Street	0.00	0.01	-0.01
CNYOG	0.00	3,409,128.66	-3,409,128.66
Best Buy PP	570,000.00	570,000.00	0.00
Rynone	0.00	44.08	-44.08
Total PILOT Payments	984,278.00	4,303,271.20	-3,318,993.20
Total Other Current Liabilities	984,731.05	4,765,660.20	-3,780,929.15
Total Current Liabilities	984,731.05	4,765,660.20	-3,780,929.15
Long Term Liabilities			
Tioga County COVID-19 ERLP	475,000.00	0.00	475,000.00
Loan Pay- IRP 4	212,507.33	222,620.13	-10,112.80
Loan Pay- IRP 3	162,859.99	192,027.10	-29,167.11
Loan Pay- IRP 2	123,432.31	123,432.31	0.00
Loan Pay- IRP 1	61,543.98	61,543.98	0.00
Total Long Term Liabilities	1,035,343.61	599,623.52	435,720.09
Total Liabilities	2,020,074.66	5,365,283.72	-3,345,209.06
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 · Retained Earnings	4,740,191.06	4,770,371.71	-30,180.65
Net Income	-194,897.22	2,351.23	-197,248.45
Total Equity	5,951,596.47	6,179,025.57	-227,429.10
TOTAL LIABILITIES & EQUITY	7,971,671.13	11,544,309.29	-3,572,638.16

Tioga County Industrial Development Agency

Profit & Loss

10/05/20

January through September 2020

Accrual Basis

	Jan - Sep 20	Jan - Sep 19	\$ Change
Ordinary Income/Expense			
Income			
Bank Service Charge Refund	47.50	0.00	47.50
Refund of Insurance	0.00	788.00	-788.00
Loan Interest Income			
IRP 4 - 2019 - 06A	2,792.96	993.20	1,799.76
RBEG 2019 -06	2,232.49	794.59	1,437.90
IRP 2			
2011-03-A	558.57	1,220.42	-661.85
Total IRP 2	558.57	1,220.42	-661.85
IRP 3			
2007-08-A	493.22	1,202.44	-709.22
Total IRP 3	493.22	1,202.44	-709.22
IRP 4			
2019-07-A	523.07	0.00	523.07
2018-02-A	127.57	270.68	-143.11
2018-01-A	1,024.03	1,608.72	-584.69
2017-04-A	516.31	1,087.14	-570.83
2017-03-A	182.89	275.80	-92.91
2017-05-A	130.48	277.03	-146.55
2017-01-A	228.72	341.48	-112.76
2017-02-A	998.98	1,158.65	-159.67
2016-01-A	386.06	697.92	-311.86
2015-03-A	0.00	169.54	-169.54
2010-02-A	0.00	148.01	-148.01
Total IRP 4	4,118.11	6,034.97	-1,916.86
Loan Interest Income - Other	0.00	572.27	-572.27
Total Loan Interest Income	10,195.35	10,817.89	-622.54
Loan Program Fee			
COVID-19 ERLP	500.00	0.00	500.00
Facade	100.00	0.00	100.00
IRP 4	0.00	1,950.00	-1,950.00
RBEG	0.00	150.00	-150.00
Total Loan Program Fee	600.00	2,100.00	-1,500.00
Loan Late Fee			
2016-02-C	104.15	0.00	104.15
RBEG 2019-16	48.60	0.00	48.60
IRP 4 2019-06-A	60.74	0.00	60.74
2018-01-C	10.00	5.00	5.00
2015-03 - 2015-03-A	0.00	60.00	-60.00
Loan Late Fee - Other	5.00	0.00	5.00
Total Loan Late Fee	228.49	65.00	163.49
Loan Administrative Fee	295.04	0.00	295.04
4110 - Grants			
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
4110 - Grants - Other	232,500.00	465,000.00	-232,500.00
Total 4110 - Grants	232,500.00	475,880.00	-243,380.00
Interest Income-			
Interest Income- TSB ICS	6,821.52	16,181.65	-9,360.13
Community- Facade Improvement	20.76	29.70	-8.94
CCTC Loan Loss Reserve Account	13.52	15.13	-1.61
Community- Lounsberry	77.83	83.42	-5.59
TSB- checking	126.89	295.43	-168.54
TSB-general fund	62.93	75.13	-12.20
TSB- IRP 4	26.53	40.74	-14.21

Tioga County Industrial Development Agency

Profit & Loss

10/05/20

January through September 2020

Accrual Basis

	Jan - Sep 20	Jan - Sep 19	\$ Change
TSB- RBEG	23.37	38.38	-15.01
TSB- marketing	0.27	0.33	-0.06
Total Interest Income-	7,173.62	16,759.91	-9,586.29
Leases/Licenses	12,813.40	11,307.00	1,506.40
4150 · Miscellaneous Income	237.50	0.00	237.50
OHRy			
freight	70,125.25	76,140.20	-6,014.95
Total OHRy	70,125.25	76,140.20	-6,014.95
4170 · PILOT Program Fees			
V&S NY Galvanizing LLC	0.00	84,131.50	-84,131.50
Gateway	0.00	16,416.39	-16,416.39
Owego Garden - Home Leasing	0.00	2,500.00	-2,500.00
Best Buy	0.00	2,500.00	-2,500.00
Total 4170 · PILOT Program Fees	0.00	105,547.89	-105,547.89
Sale of Property	1,000.00	0.00	1,000.00
Total Income	335,216.15	699,405.89	-364,189.74
Expense			
IDA Paint Program			
2019 · 2019	0.00	1,253.54	-1,253.54
Total IDA Paint Program	0.00	1,253.54	-1,253.54
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
Grant Expense			
Ag Value Chain	8,745.00	0.00	8,745.00
Grant Expense - Other	341,392.42	465,000.00	-123,607.58
Total Grant Expense	350,137.42	465,000.00	-114,862.58
Marketing	600.00	0.00	600.00
Waverly Trade Center DOT Grant	0.00	10,880.00	-10,880.00
Tioga Industrial Park	200.00	0.00	200.00
Education			
Haskell	0.00	139.00	-139.00
Curtis	530.00	139.00	391.00
Education - Other	0.00	50.00	-50.00
Total Education	530.00	328.00	202.00
Loan Admin Fee			
IRP 4	990.93	0.00	990.93
Total Loan Admin Fee	990.93	0.00	990.93
Loan Program Expense			
COVID-19 ERLP	137.30	0.00	137.30
Loan Program Expense - Other	203.50	60.00	143.50
Total Loan Program Expense	340.80	60.00	280.80
6120 · Bank Service Charges			
Check order			
TSB IRP 4	15.00	57.30	-42.30
TSB RBEG	25.00	57.30	-32.30
Total Check order	40.00	114.60	-74.60
6120 · Bank Service Charges - Other	68.50	60.00	8.50
Total 6120 · Bank Service Charges	108.50	174.60	-66.10
Copies	0.00	489.40	-489.40

Tioga County Industrial Development Agency

Profit & Loss

10/05/20

January through September 2020

Accrual Basis

	Jan - Sep 20	Jan - Sep 19	\$ Change
6160 · Dues and Subscriptions	1,060.00	1,710.00	-650.00
Employee benefit			
IRA Company Match	1,038.40	1,029.84	8.56
IRA	0.00	0.00	0.00
Total Employee benefit	1,038.40	1,029.84	8.56
6180 · Insurance			
WC (Utica)	622.00	663.00	-41.00
Travel/Accident (Hartford)	750.00	750.00	0.00
D & O (Philadelphia Ins. Co)	4,203.00	3,292.00	911.00
6190 · Disability (First Rehab Life)	243.27	157.04	86.23
Employee Health (SSA)	4,133.31	3,501.68	631.63
6185 · Property & Liability (Dryden)	10,678.20	9,803.08	875.12
RR Liability (Steadfast)	25,529.80	19,923.84	5,605.96
WC (Amtrust)	0.00	788.00	-788.00
Total 6180 · Insurance	46,159.58	38,878.64	7,280.94
6200 · Interest Expense	5,996.23	6,385.15	-388.92
6240 · Miscellaneous	0.00	602.66	-602.66
6550 · Office Supplies			
other	0.00	173.32	-173.32
6550 · Office Supplies - Other	0.00	861.26	-861.26
Total 6550 · Office Supplies	0.00	1,034.58	-1,034.58
6560 · Payroll Expenses			
Payroll Expenses - HSA	1,350.00	900.00	450.00
6560 · Payroll Expenses - Other	35,925.28	31,270.38	4,654.90
Total 6560 · Payroll Expenses	37,275.28	32,170.38	5,104.90
6250 · Postage and Delivery	27.45	110.04	-82.59
6270 · Professional Fees			
Ag Ec Dev Specialist Position	15,000.00	4,131.00	10,869.00
Administrative Services			
Tinney, M	1,800.00	2,300.00	-500.00
Haskell	6,975.00	6,200.00	775.00
Tinney	19,125.00	17,000.00	2,125.00
Total Administrative Services	27,900.00	25,500.00	2,400.00
6650 · Accounting			
Jan Nolis	2,190.00	3,291.25	-1,101.25
6650 · Accounting - Other	7,000.00	12,500.00	-5,500.00
Total 6650 · Accounting	9,190.00	15,791.25	-6,601.25
6280 · Legal Fees			
Special Project Fees	0.00	18,000.00	-18,000.00
6280 · Legal Fees - Other	21,922.45	30,868.50	-8,946.05
Total 6280 · Legal Fees	21,922.45	48,868.50	-26,946.05
6270 · Professional Fees - Other	0.00	8,744.94	-8,744.94
Total 6270 · Professional Fees	74,012.45	103,035.69	-29,023.24
6670 · Program Expense			
Water Tower	8,640.79	30,547.25	-21,906.46
Total 6670 · Program Expense	8,640.79	30,547.25	-21,906.46
Property Taxes			
Stanton Hill 9.64A Town Lot	234.97	0.00	234.97
96 · Smith Creek Rd	256.00	181.63	74.37
540 · Stanton Hill	177.83	21.03	156.80

Tioga County Industrial Development Agency

Profit & Loss

10/05/20

January through September 2020

Accrual Basis

	Jan - Sep 20	Jan - Sep 19	\$ Change
Spring St	0.26	0.25	0.01
Berry Road (47)	149.85	106.32	43.53
Carmichael Road	4.43	3.95	0.48
Smith Creek Road	24.90	17.66	7.24
Glenmary Drive	10.49	11.03	-0.54
Metro Road	8.74	9.19	-0.45
Total Property Taxes	867.47	351.06	516.41
Real Estate Taxes	0.00	2,357.00	-2,357.00
6770 · Supplies	637.01	127.70	509.31
6340 · Telephone	0.00	160.04	-160.04
6350 · Travel & Ent	0.00	188.25	-188.25
6380 · Travel	1,513.52	180.84	1,332.68
6350 · Travel & Ent - Other			
Total 6350 · Travel & Ent	1,513.52	369.09	1,144.43
Total Expense	530,135.83	697,054.66	-166,918.83
Net Ordinary Income	-194,919.68	2,351.23	-197,270.91
Other Income/Expense			
Other Income			
Interest Income - TSB COVID19	22.46	0.00	22.46
Total Other Income	22.46	0.00	22.46
Net Other Income	22.46	0.00	22.46
Net Income	-194,897.22	2,351.23	-197,248.45

Tioga County Industrial Development Agency

Transaction Detail

September 2020

Type	Date	Num	Name	Memo	Amount
Restricted Cash Accounts					
Community- Facade Improvement					
Deposit	09/01/2020			Loan Pmt	299.31
Deposit	09/01/2020			Loan pmt	250.00
Deposit	09/03/2020			Loan Pmt	625.00
Deposit	09/09/2020			Loan pmts	2,700.80
Deposit	09/22/2020			Loan Pmts	696.96
Total Community- Facade Improvement					4,572.07
USDA Funds					
TSB- IRP 2016 (Formerly IRP 4)					
Deposit	09/01/2020			Loan Pmt	306.00
Deposit	09/02/2020			Loan pmt	240.00
Deposit	09/04/2020			Loan Pmt	321.55
Deposit	09/09/2020			Loan Pmts	2,101.33
Deposit	09/10/2020			Loan Pmt	559.08
Check	09/28/2020	1081	TCIDA	2020 2nd QTR Loan Admin Fee	-130.86
Deposit	09/28/2020			Loan Pmt	200.00
Total TSB- IRP 2016 (Formerly IRP 4)					3,597.10
TSB- RBEG					
Deposit	09/09/2020			Loan Pmt	809.96
Total TSB- RBEG					809.96
TSB- marketing					
Transfer	09/22/2020			Rfnd marketing expense ck # 6536	-125.00
Total TSB- marketing					-125.00
Total USDA Funds					4,282.06
Total Restricted Cash Accounts					8,854.13
Unrestricted Cash Accounts					
TSB- checking					
Check	09/02/2020	6532	Christine E Curtis	Pay Period: 8/16/2020-8/29/2020	-1,311.44
Check	09/08/2020	6533	LeeAnn Tinney	Sep 2020 Professional Services	-2,125.00
Check	09/08/2020	6534	International Economic Dev Council	IEDC 2020 Annual Conference - C.Curtis Registration	-475.00
Check	09/21/2020	6535	Factual Data	Inv 1643159 Customer No 837909996	-18.05
Check	09/21/2020	6536	Tioga County ED&P	loan programs ad - 2020 Valley Guide - split cost w ED&P	-125.00
Check	09/21/2020	6537	Thomas, Collison & Meagher	Services Sep 2020	-2,767.50
Check	09/21/2020	6538	Christine E Curtis	Pay Period: 8/30/2020-9/12/2020	-1,311.44
Deposit	09/22/2020			OHRF	12,382.90
Transfer	09/22/2020			Rfnd marketing expense ck # 6536	125.00
Check	09/25/2020	6539	Christine Curtis	September HSA	-150.00
Check	09/25/2020	6540	Excellus Health Plan	Oct 2020 Inv 26083701	-461.95
Check	09/25/2020	6541	Tioga County	IT Inv 3369 Verizon September	-40.01
Check	09/25/2020	6542	Tioga County ED&P	3rd QTR Ag Dev Specialist Contribution	-5,000.00
Deposit	09/28/2020			Loan Admin Fee	130.86
Check	09/30/2020	6543	Cathy Haskell	Sep 2020 Invoice # 142 Administrative Assistance	-775.00
Check	09/30/2020	6544	Christine E Curtis	Pay Period: 9/13/2020-9/26/2020	-1,311.43
Check	09/30/2020	6545	Franklin Templeton	Sep 2020 Simple IRA - C. Curtis	-311.52
Check	09/30/2020	6546	Tioga County ED&P	Curcio Printing Inv56542 - Reimburse - Business Cards Ceccherelli	-85.00
Check	09/30/2020	6547	Press & Sun-Bulletin	Acct BGM-087051 Public Notice - DEC - Owego Gardens II	-87.29
Check	09/30/2020	6548	Fagan Engineers and Land Surveyors, ...	Inv 31637 Prof Svcs E-Site Water System	-8,049.50
Total TSB- checking					-11,766.37
Total Unrestricted Cash Accounts					-11,766.37
TOTAL					-2,912.24

October 2, 2020

Tioga County Industrial Development Agency
56 Main Street
Owego, NY 13827

Re: Owego Gardens II

To Whom it May Concern,

On behalf of Home Leasing, LLC, the sole member of the managing member of Owego Gardens II Associates LLC, we formerly request a reduction in the Tioga County IDA's Agency Fee for Owego Gardens II. In February 2019, our application was submitted for a PILOT and Sales and Mortgage Tax Exemption. At the time of submission, an Agency fee of \$100,088 was included in our budget and has subsequently been carried in the underwritten numbers presented to M&T Bank, Enterprise Community Partners, and the New York State Housing Finance Agency.

The proposed Agency fee was based on our prior experience at Owego Gardens. As we've worked through the construction financing closing process, it has been brought to our attention that the IDA's policy has changed since our submission and approval at Owego Gardens and is now 1% of total development costs. This change would add an additional \$140,000 to our total project cost, which is not accounted for in our financing sources.

We have carefully reviewed our budget and request a deviation from the IDA's current policy. As such, we propose a \$150,000 Agency fee, an increase of \$50,000 from what was proposed at the time of submission.

In addition to the increase in the Agency's fee, the team is working to minimize other unexpected costs that are limiting funds for the project. These include unforeseen costs associated with water storage during construction to meet the National Fire Protection Agency's recommendations and higher than anticipated costs associated with the builder's risk policy due to the current climate.

If you require any additional information on the subject, please do not hesitate to ask. We greatly appreciate your consideration of our request as well as all your support to finally bring this project to fruition.

Sincerely,



Megan Houppert

BOUNDARY LINE AGREEMENT

Made this _____ day of September, 2020, by and between the TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY, hereinafter "The Agency" and GLORIA PRICE, hereinafter "Price", collectively "the Parties";

WHEREAS, The Agency is the owner of a certain railroad line extending from the Village of Owego through the Town of Owego and to the Town of Hartford; and

WHEREAS, Price is the owner of premises located at 4133 State Route 38 in the Town of Owego, known as Tax Map No. 85.00-1-35, which is improved by a double-wide manufactured home situated on a concrete base and cinderblocks; and

WHEREAS, a land survey prepared by Williams & Edsall Land Surveyors, PC dated July 1, 2020, a copy of which is attached hereto as Exhibit "A", indicates that the Price manufactured home encroaches on the railroad line owned by The Agency; and

WHEREAS, the parties now wish to resolve and set forth their respective rights in connection with this encroachment.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties do hereby agree as follows:


1. Price makes no claim, by adverse possession or otherwise, to that portion of the premises owned by The Agency and upon which her manufactured home encroaches.
2. The parties agree that the boundary line between the premises owned by Price and the premises owned by The Agency shall be as set forth in the attached survey.
3. Price's manufactured home may remain in its current location for so long as it shall stand but in the event that it is moved or otherwise displaced, it shall be replaced solely and exclusively on the premises owned by Price, as established herein.
4. Price's use and occupation of the encroachment premises shall at all times be deemed permissive.
5. This agreement shall be deemed to run with the land and shall be binding upon and/or to the benefit of the parties hereto, their respective assigns, Executors, Administrators, personal representatives and successors.

IN WITNESS WHEREOF, the parties have set their hands and seals all as of the day and year first above written.

Tioga County Industrial Development Agency

By: _____ L.S.

Christine Curtis, Executive Administrator



Gloria Price L.S.

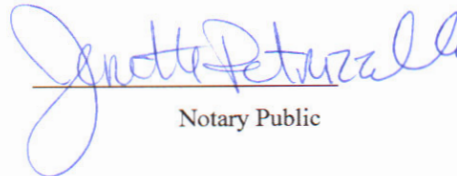
On this _____ day of _____, 2020, the undersigned, a Notary Public in and for said State, personally appeared CHRISTINE CURTIS, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)

COUNTY OF TIOGA) ss.:

On this 25th day of September, 2020, the undersigned, a Notary Public in and for said State, personally appeared GLORIA PRICE, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.


Notary Public

JENETTE PETRUZZELLI
NOTARY PUBLIC-STATE OF NEW YORK
No. 01PE6298259
Qualified in Tioga County
My Commission Expires 03-10-2022



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit
<https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by Christopher P. Kuhlman (print name of Real Estate Salesperson/
Broker) of Century 21 Jackson Real Estate (print name of Real Estate company, firm or brokerage)

(I)(We) Gloria Price

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature Gloria Price Date: 9-25-20

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.

New York State Comptroller
 THOMAS P. DiNAPOLI

Tioga County Industrial Development Agency (0585)
 Fiscal Year End Date: 12/31/2021
 Status: UNSUBMITTED

* This page has been modified successfully.

Budget & Financial Plan

Budgeted Revenues, Expenditures, and Changes in Current Net Assets

You must enter Budget & Financial Plan information prior to submittal.

	Last Year (Actual) 2019	Current Year (Estimated) 2020	Next Year (Adopted) 2021	Proposed 2022	Proposed 2023	Proposed 2024
	Modify Delete	Modify Delete	Modify Delete	Modify Delete	Modify Delete	Modify Delete

Revenue & Financial Sources

Operating Revenues

Charges for Services	\$14,615.00	\$14,248.00	\$14,476.00	\$14,738.00	\$15,005.00	\$15,277.00
Rentals & Financing Income	112,570.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00
Other Operating Revenues	182,275.00	202,400.00	47,000.00	47,000.00	47,000.00	47,000.00

Non-Operating Revenues

Investment Earnings	32,208.00	17,395.00	12,000.00	12,000.00	12,000.00	12,000.00
State Subsidies / Grants	475,880.00	532,500.00	667,842.00	0.00	0.00	0.00

New York State Comptroller
THOMAS P. DiNAPOLI

	Last Year (Actual) 2019	Current Year (Estimated) 2020	Next Year (Adopted) 2021	Proposed 2022	Proposed 2023	Proposed 2024
Federal Subsidies / Grants	0.00	0.00	0.00	0.00	0.00	0.00
Municipal Subsidies / Grants	0.00	0.00	0.00	0.00	0.00	0.00
Public Authority Subsidies	0.00	0.00	0.00	0.00	0.00	0.00
Other Non-Operating Revenues	16,227.00	0.00	13,250.00	13,250.00	13,250.00	13,250.00
Proceeds from the Issuance of Debt	\$0.00	\$13,116.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues & Financing Sources	\$833,775.00	\$899,659.00	\$874,568.00	\$206,988.00	\$207,255.00	\$207,527.00
Expenditures						
Operating Expenditures						
Salaries and Wages	42,443.00	45,000.00	48,600.00	48,600.00	48,600.00	48,600.00
Other Employee Benefits	7,589.00	8,686.00	8,960.00	9,131.00	9,308.00	9,489.00
Professional Services Contracts	124,948.00	98,388.00	101,400.00	103,900.00	105,900.00	107,900.00
Supplies and Materials	35,433.00	42,025.00	43,283.00	44,582.00	45,919.00	47,297.00
Other Operating Expenditures	7,391.00	5,180.00	5,184.00	5,202.00	5,220.00	5,238.00
Non-Operating Expenditures						
Payment of Principal on Bonds and Financing Arrangements	0.00	0.00	0.00	0.00	0.00	0.00
Interest and other Financing Charges	6,385.00	5,996.00	5,603.00	5,204.00	4,803.00	4,504.00
Subsidies to Other Public Authorities	0.00	0.00	0.00	0.00	0.00	0.00
Capital Asset Outlay	68,163.00	311,292.00	678,360.00	0.00	0.00	0.00
Grants and Donations	475,880.00	241,245.00	359,097.00	0.00	0.00	0.00
Other Non-Operating Expenditures	2,948.00	1,677.00	6,647.00	1,400.00	1,400.00	1,400.00
Total Expenditures	\$771,180.00	\$759,489.00	\$1,257,134.00	\$218,019.00	\$221,150.00	\$224,428.00
Capital Contributions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

New York State Comptroller
THOMAS P. DiNAPOLI

Last Year (Actual)	Current Year (Estimated)	Next Year (Adopted)	Proposed	Proposed	Proposed
2019	2020	2021	2022	2023	2024

Excess (Deficiency) of Revenues and Capital Contributions Over Expenditures	\$62,595.00	\$140,170.00	\$(382,566.00)	\$(11,031.00)	\$(13,895.00)	\$(16,901.00)
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Definitions



Best Buy
Tax – C6-967
Phone: 612-291-3032
Jeffrey.kahn2@bestbuy.com

September 22, 2020

VIA EMAIL

Tioga County Industrial Development Agency
56 Main Street
Owego, NY 13827

RE: Nichols Distribution LLC (IDA project number 4901 19 02 B – Sales Tax Exemption Agreement)

Dear Tioga County, Industrial Development Agency Board Members:

On behalf of Nichols Distribution, LLC, I am writing to you to respectfully request an extension of the Nichols Distribution LLC Sales Tax Exemption Agreement (IDA project number 4901 19 02 B) that expired on September 4, 2020. Respectfully, can you kindly extend the Sales Tax Exemption Agreement from September 4, 2020 to December 31, 2020? We are requesting an extension of our Sales Tax Exemption Agreement because our project was delayed due to circumstances related to the COVID-19 pandemic.

Best Buy and Nichols Distribution, LLC appreciate the continued partnership with Tioga County Industrial Development Agency and community. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Kahn".

Jeffrey Kahn
Associate Director, Tax Credits & Incentives