

**Tioga County IDA Executive Administrator**  
**List of Accomplishments**  
**Year: 2015**

- ❖ Completed the PARIS report to the NYS Comptroller prior to deadline
- ❖ Assisted Piaker & Lyons to complete the annual audit prior to deadline
- ❖ Ongoing assistance to project owners with completing required ST-60s paperwork accurately for sales tax benefits
- ❖ Work closely with the ED&P department regarding prospects and potential new development projects: Owego Gardens, Nichols Cross Dock, Midwestern Pet Foods, Tioga Downs Expansion, Crown Cork and Seal USA
- ❖ Ongoing administration of the NYS DOT Grant on behalf of Waverly Trade Center
- ❖ Ongoing administration of the ESD Grant for mixed use site design for the E-Site
- ❖ Ongoing administration of the loan programs
- ❖ Ongoing outreach of the loan programs
- ❖ Update the loan brochure
- ❖ Maintain Agency's website
- ❖ Participated in the Tioga County Chamber Business Show (10/08/2015)
- ❖ Participated in the Tioga County Women Celebrating Business Show (11/05/2015)
- ❖ Participated in Webinars: Communicating Limited Budgets - 8/17/2015; Office of State Comptroller – Industrial Development Agencies – 8/26/2015; Office Politics: A Woman's Guide to Playing the Game – 8/27/2015; Dealing with Conflict in the Workplace – 9/14/2015; Handling inappropriate, Hot Button & Controversial Conversations – 9/17/2015; Communication through Emails: Dos & Don'ts – 9/18/2015
- ❖ Attended the 2016 Economic Development Conference in Albany, NY (1/21/2015)
- ❖ Attended Seminars: Leadership & Management Skills for Women – 8/31/2015;
- ❖ VEDA (Valley Economic Development Association) Board Member – 4/14/2015 - current
- ❖ Assisted VEDA (Valley Economic Development Association) with loan reviews when necessary
- ❖ IDA Loans: Charles Cornell – Mr. Bill's Carpet Cleaning, \$14,250 - Closed on 8/28/2015
- ❖ VEDA Loans: Charles Cornell – Mr. Bill's Carpet Cleaning, \$14,250 – Closed on 8/28/2015
- ❖ IDA/VEDA Pending Loans: Granite Works, LLC, \$40,000 each; approved in November 2014; waiting to close
- ❖ Assist with Commercial Façade Improvement Loans: William Millhollen & David Foster – The Loom (\$5,346.28 – Closed on 8/21/2015); June Esler – Good Shepard Bed &

Breakfast (\$2,250 – Closed on 9/2/2015); Becky & Coby Young (\$18,314.11); Five Star Realty Development (\$50,000); Ike & Julie Lovelass (\$25,119)

- ❖ \$350,000 Upstate Revitalization Initiative Grant Received for water improvements to the E-Site
- ❖ \$800,000 STREDC Shovel Ready Funds transfer completed and accepted for the Town of Nichols Waste Water Treatment Plant upgrades