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

**Tioga County Industrial Development Agency  
September 3, 2025 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Regular Meeting**

**Call to Order and Introductions:**

**Attendance:** IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles, K. Gillette
2. Excused:
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl

**Privilege of the Floor:**

**Approval of Minutes:**

- A. August 6, 2025, regular meeting.

**Financials:** August/September

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

**New Business:**

- A. Arteast Café LLC Sales Tax Exemption Extension - Ends in October
- B. Hunt Proposal for FAST NY Grant Application
- C. MRB Group Cost Benefit Analysis
- D. Audit RFP
- E. Southern Tier Economic Growth MOU
- F. CCTC CD (0847) -renewal for 6 months at 3.75 APR

**Old Business:**

- A. Owego Gardens Sewer Subsidy
- B. Tractor Supply – Draft legal work for easement
- C. Bower’s Accounting Proposal
- D. Administrative Coordinator for TCIDA / TCPDC
- E. TSB ICS account
- F. Façade Loan checking account
- G. Corporate Drive railroad crossing



### **Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
  - 2. Governance Committee: J. Ward (Chair), E. Knolles
    - a. TCIDA BOD recommends the Tioga County Legislature to appoint Barbara Case to the vacant board position.
    - b. Bi-Annual ABO website review
  - 3. Finance Committee: J. Ward (Chair), K. Gillette
    - a. Finance Committee Meeting is scheduled for October to review Budget
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo.
    - a. Annual visits to loan recipients – in progress
  - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

### **PILOT Updates:**

- A. Sales Tax Exemptions Update:
  - 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
    - a. Waiting on updated Sales Tax Tracking Sheet
  - 2. Arteast Café LLC - \$18,865 (July)/ Authorized \$24,000- Arteast requested to extend the sales tax exemption because project has not been completed and the exemption ends in October.
  - 3. Navo Properties LLC - \$2,607.49 (July)/ Authorized \$2,728 – Expires in October
- B. Suneast Solar Pilot – Construction is planned to begin in September. J. Meagher is working on closing, which is expected to be completed in August.
- C. 2024 PARIS Annual Report updates
- D. 2025 School/Village PILOT Invoices
- E. 2026 Town and County PILOT Projections

### **Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  - 1. 90% of the project has been completed.
  - 2. Received ARC reimbursement
  - 3. Received 1-year extension from USDA
- B. Water Quality Improvement Plan – Blodgett Road in process
- C. USDA IRP Loan Application –
  - 1. The IDA was awarded \$299,000 in IRP Funds.
  - 2. IRP Loan Letter of Conditions package to be issued by USDA
- D. USDA RBDG Equipment Lease program
  - 1. The quarterly report has been completed for the quarter ending 6/30/25.
  - 2. Received 1-year extension from USDA.



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

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

**Next Meeting: Wednesday October 1, 2025, at 4:30 PM in the Legislative Conference room.**

**Motion to Adjourn the meeting**



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

**Tioga County Industrial Development Agency  
August 6, 2025 – 4:30 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Legislative Conference Room, 1<sup>st</sup> Floor  
Minutes**

**Call to Order and Introductions: 4:33 PM**

**Attendance:** IDA Board Members

1. Roll Call: J. Ward, B. Evanek, M. Sauerbrey, T. Monell, E. Knolles; K. Gillette (arrived at 4:39 PM).
2. Excused:
3. Guests: J. Meagher, C. Yelverton, B. Woodburn, M. Schnabl, Matt Freeze

**Privilege of the Floor:**

**Approval of Minutes:**

- A. July 2, 2025, regular meeting. J. Ward and E. Knolles requested the minutes be modified to list the tax levy at 12.3% instead of 18.3%.

**Motion to approve minutes as written with the modification discussed above (M. Sauerbrey, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>

**Financials:** June/July

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

**Motion to acknowledge financials as written (E. Knolles, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>



**New Business:**

- A. Owego Gardens Sewer Subsidy resolution. Owego Gardens has agreed to continue sewer subsidy as written in the proposed resolution. TCIDA will not be responsible for any late fees from late sewer payments by Owego Gardens.

**Motion to approve resolution as written (E. Knolles, T. Monell).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- B. Owego Gardens Excavation project. Owego Gardens is requesting bids for a project to install French drains, and a contracting firm would like to put the fill dirt on the IDA's property. The board agreed to decline the request.
- C. STN Easement – Annual lease payment. The original lease was modified to exclude one of the crossings. The lease now includes 8 instead of 9 crossings and the lease price has been modified.

**Motion to approve modification of previously approved easement to include eight crossings instead of nine (M. Sauerbrey, B. Evanek).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- D. OPRHP EPF – Grant application was submitted. Awards will be announced in December.
- E. New Board Member discussion. Governance committee met to discuss adding Barbara Case to board and recommends the board request permission from the county legislature to appoint her to the IDA board.

**Motion to recommend Barbara Case to the Tioga County Legislature for consideration to be appointed to IDA board of directors (T. Monell, E. Knolles).**

**Aye- 6**      **Abstain-0**  
**Nay-0**      **Carried**

- F. Bower's – QuickBooks Chart of Accounts proposal. B. Woodburn discussed that the Landbank was recommended by their auditing firm to use Bower's for their financials, and they have had a good experience since switching to Bowers. The IDA converted to QuickBooks desktop to QuickBooks online. B. Evanek was involved with the Quickbooks online conversion. The chart of accounts is extensive and needs to be cleaned up. The presented quote presents a \$3,000 onboarding fee, that covers QuickBooks online training, account cleanup and



startup fees. The monthly payment would be \$900 per month for monthly bookkeeping and financial statements. Bower's can train J. Nolis on Quickbooks online. The IDA's current accountant is unable to clean up chart of accounts. A proposal was requested from Bowers CPA's and Advisors. The board agreed to hire Bower's to clean up the chart of accounts and would like to later discuss hiring Bowers for monthly accounting services. A conversation will be had with J. Nolis to discuss the IDA's accounting services. K. Gillette said he would meet and talk to J. Nolis.

**Motion to move forward with hiring Bowers to clean up financial accounts (E. Knolles, T. Monell).**

<b>Aye- 6</b>	<b>Abstain-0</b>
<b>Nay-0</b>	<b>Carried</b>

**Old Business:**

- A. Tractor Supply – Draft legal work for easement. J. Meagher does not have an update and is waiting on Tractor Supply's legal agreement.
- B. FAST NY Grant application – Application still in process. Requested a quote from Hunt Engineers to assist with writing the grant application.
- C. TSB ICS account- Forms have been completed and signed for the account.
- D. Façade Loan checking account- waiting on updated paperwork from Community Bank.

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
  - 2. Governance Committee: J. Ward (Chair), E. Knolles
    - a. The Governance Committee met to discuss a potential new candidate for the board and made a motion to recommend to the TCIDA BOD appointing Barbara Case to the vacant board position.
  - 3. Finance Committee: J. Ward (Chair), K. Gillette
  - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo. C. Yelverton made a marketing flyer for the Façade loan.
  - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

**PILOT Updates:**

- A. Sales Tax Exemptions Update:
  - 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
    - a. Waiting on updated Sales Tax Tracking Sheet. B. Woodburn has attempted to contact Best Bev multiple times and has not received



a response.

2. Arteast Café LLC - \$18,750 (May)/ Authorized \$24,000.
  3. Navo Properties LLC - \$2,522.65 (May)/ Authorized \$2,728
- B. Suneast Solar Pilot – Construction is planned to begin in September. J. Meagher is working on closing, which is expected to be completed in August. Waiting to hear back from Suneast.

**Project/Grant Updates:**

- A. USDA RBDG and ARC Grant – Lounsberry Pre-engineering Study
  1. 90% of the project has been completed.
  2. Received ARC reimbursement
  3. Requested 1-year extension from USDA
- B. Water Quality Improvement Plan – Blodgett Road. Waiting for an update regarding project expenses.
- C. USDA IRP Loan Application –
  1. The IDA was awarded \$299,000 in IRP Funds.
  2. IRP Loan Letter of Conditions package to be issued by USDA
- D. USDA RBDG Equipment Lease program
  1. The quarterly report has been completed for the quarter ending 6/30/25.
  2. Requested 1-year extension from USDA.

**Motion to move into Executive Session pursuant to Public Officers Law Section 105 – (K. Gillette) 5:04pm**

- A. Property acquisition
- B. Contract negotiation

Board members J. Ward, K. Gillette, B. Evanek, M. Sauerbrey, T. Monell, and E. Knolles, were in attendance along with C. Yelverton, B. Woodburn, M. Schnabl, and J. Meagher. Motion by K. Gillette, to move into Executive Session to discuss property acquisition and contract negotiations at 5:04 p.m. Motion carried. Motion by E. Knolles, to adjourn Executive Session at 5:38 p.m.

**Motion to approve modified administrative services agreement (E.Knolles, K. Gillette).**

**Next Meeting: Wednesday September 3, 2025, at 4:30 PM in the Legislative Conference room.**

**Motion to Adjourn the meeting 5:40 pm (T. Monell)**

# Profit and Loss

## Tioga County Industrial Development Agency

January 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - JUL 31 2025	JAN 1 - JUL 31 2024 (PY)	\$ CHANGE (PY)
Income			
4090 Membership Dues	-210.00		-210.00
4110 Grants	\$68,650.00	0	\$68,650.00
DRI-HCR	73,545.56	484,858.57	-411,313.01
Lounsberry Industrial Area Expansion Study	23,445.00		23,445.00
Workforce Coordinator	2,500.00	25,353.64	-22,853.64
<b>Total for 4110 Grants</b>	<b>\$168,140.56</b>	<b>\$510,212.21</b>	<b>-\$342,071.65</b>
4160 RJ Corman	0	0	0
freight	109,869.58	79,782.85	30,086.73
<b>Total for 4160 RJ Corman</b>	<b>\$109,869.58</b>	<b>\$79,782.85</b>	<b>\$30,086.73</b>
Interest Income-	0	0	0
CCTC CD Land Acquisition 10 mo	6,210.64		6,210.64
CCTC CD Land Acquisition (879)	6,013.64		6,013.64
CCTC CD Site Development (878)	1,324.05		1,324.05
CCTC Loan Loss Reserve Account	7.05	7.17	-0.12
CD 156 com bank	2,282.76		2,282.76
CD 158 Site Dev Com Bank	2,273.09		2,273.09
Community- Facade Improvement	27.35	14.37	12.98
interest income CD Site Dev Com	3,523.71		3,523.71
TSB CD 1484 Interest income	3,131.05		3,131.05
TSB- checking	1,000.07	1,150.62	-150.55
TSB-general fund	19.22	22.60	-3.38
TSB- IRP 4	11.53	9.78	1.75
TSB- RBEG	22.90	9.35	13.55
CD 155 Site Dev com bank		1,224.44	-1,224.44
Interest Income - TSB COVID19		-1.84	1.84
<b>Total for Interest Income-</b>	<b>\$25,847.06</b>	<b>\$2,436.49</b>	<b>\$23,410.57</b>
Leases/Licenses	\$14,505.20	\$16,235.17	-\$1,729.97
First Light	1,336.45		1,336.45
Lounsberry South - Engelbert	900.00		900.00
Swartwood	700.00		700.00
<b>Total for Leases/Licenses</b>	<b>\$17,441.65</b>	<b>\$16,235.17</b>	<b>\$1,206.48</b>
Loan Administrative Fee	\$459.89	\$85.07	\$374.82
IRP 4		174.99	-174.99
<b>Total for Loan Administrative Fee</b>	<b>\$459.89</b>	<b>\$260.06</b>	<b>\$199.83</b>



# Profit and Loss

## Tioga County Industrial Development Agency

January 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - JUL 31 2025	JAN 1 - JUL 31 2024 (PY)	\$ CHANGE (PY)
Loan Interest Income	0	\$94.26	-\$94.26
IRP 4	\$2.67	0	\$2.67
2017-01-A	87.18	126.93	-39.75
2017-04-A	519.54	483.11	36.43
2018-01-A	1,256.22	1,379.26	-123.04
2019 - 06A	1,106.16	1,340.29	-234.13
2019-07-A	935.12	1,002.28	-67.16
2021-01-A	753.47	737.58	15.89
2021-02-A	65.59	127.32	-61.73
2023-01-A	1,440.13	1,571.96	-131.83
<b>Total for IRP 4</b>	<b>\$6,166.08</b>	<b>\$6,768.73</b>	<b>-\$602.65</b>
RBEG	\$27.02	0	\$27.02
2023.01-A	2,304.21	2,515.17	-210.96
<b>Total for RBEG</b>	<b>\$2,331.23</b>	<b>\$2,515.17</b>	<b>-\$183.94</b>
RBEG 2019 -06	884.91	1,072.22	-187.31
COVID-19 C-4-A		-5.86	5.86
COVID-19 C-5-A		-7.19	7.19
COVID-19 C-7-A		-27.47	27.47
<b>Total for Loan Interest Income</b>	<b>\$9,382.22</b>	<b>\$10,409.86</b>	<b>-\$1,027.64</b>
4150 Miscellaneous Income		12,418.80	-12,418.80
4170 PILOT Program Fees	0	\$2,500.00	-\$2,500.00
Best Bev		13,571.11	-13,571.11
<b>Total for 4170 PILOT Program Fees</b>	<b>0</b>	<b>\$16,071.11</b>	<b>-\$16,071.11</b>
Loan Commitment Fee		400.00	-400.00
<b>Total for Income</b>	<b>\$330,930.96</b>	<b>\$648,226.55</b>	<b>-\$317,295.59</b>
<b>Cost of Goods Sold</b>			
<b>Gross Profit</b>	<b>\$330,930.96</b>	<b>\$648,226.55</b>	<b>-\$317,295.59</b>
<b>Expenses</b>			
6120 Bank Service Charges	40.00	15.00	25.00
6160 Dues and Subscriptions	250.00	950.00	-700.00
6180 Insurance	0	0	0
6185 Property & Liability (Dryden)	13,069.70	12,758.14	311.56
D & O (Philadelphia Ins. Co)	4,090.00	3,866.00	224.00
6190 Disability (First Rehab Life)		344.41	-344.41
Employee Health (SSA)		2,309.00	-2,309.00
WC (Utica)		-325.00	325.00
<b>Total for 6180 Insurance</b>	<b>\$17,159.70</b>	<b>\$18,952.55</b>	<b>-\$1,792.85</b>

# Profit and Loss

## Tioga County Industrial Development Agency

January 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - JUL 31 2025	JAN 1 - JUL 31 2024 (PY)	\$ CHANGE (PY)
6200 Interest Expense	\$3,131.05	\$206.97	\$2,924.08
6220 Loan Interest	0	0	0
IRP 1	225.53	305.07	-79.54
IRP 2	667.87	783.43	-115.56
IRP 4	3,525.93	1,815.58	1,710.35
IRP 3		1,497.23	-1,497.23
<b>Total for 6220 Loan Interest</b>	<b>\$4,419.33</b>	<b>\$4,401.31</b>	<b>\$18.02</b>
<b>Total for 6200 Interest Expense</b>	<b>\$7,550.38</b>	<b>\$4,608.28</b>	<b>\$2,942.10</b>
6240 Miscellaneous	4,124.13	1,210.00	2,914.13
6270 Professional Fees	\$10,000.00	\$25,000.00	-\$15,000.00
6280 Legal Fees	13,185.50	38,511.50	-25,326.00
6650 Accounting	\$3,060.00	\$9,750.00	-\$6,690.00
Jan Nolis		2,475.00	-2,475.00
<b>Total for 6650 Accounting</b>	<b>\$3,060.00</b>	<b>\$12,225.00</b>	<b>-\$9,165.00</b>
Administrative Services	\$42,200.00	\$1,400.00	\$40,800.00
Tinney		14,875.00	-14,875.00
<b>Total for Administrative Services</b>	<b>\$42,200.00</b>	<b>\$16,275.00</b>	<b>\$25,925.00</b>
BiziLife LLC	3,929.66	3,852.63	77.03
Ec Dev Specialist Position		10,000.00	-10,000.00
<b>Total for 6270 Professional Fees</b>	<b>\$72,375.16</b>	<b>\$105,864.13</b>	<b>-\$33,488.97</b>
6670 Program Expense	0	0	0
Fa?ade Improvement Loan Program	190.40		190.40
Water Tower		164.05	-164.05
<b>Total for 6670 Program Expense</b>	<b>\$190.40</b>	<b>\$164.05</b>	<b>\$26.35</b>
6770 Supplies	\$1,305.47	\$1,735.77	-\$430.30
6780 Marketing	895.83		895.83
<b>Total for 6770 Supplies</b>	<b>\$2,201.30</b>	<b>\$1,735.77</b>	<b>\$465.53</b>
Grant Expense	0	0	0
DRI-HCR	81,179.49	484,858.57	-403,679.08
Lounsberry Industrial Area Expansion Study	89,986.50		89,986.50
Richford Railroad	3,800.00	-1,385.00	5,185.00
Workforce Coodinator	10,350.17	12,186.50	-1,836.33
Raymond Hadley Water		48,879.00	-48,879.00
<b>Total for Grant Expense</b>	<b>\$185,316.16</b>	<b>\$544,539.07</b>	<b>-\$359,222.91</b>
Loan Program Expense	60.00	60.00	
Marketing	2,968.18	402.50	2,565.68

# Profit and Loss

## Tioga County Industrial Development Agency

January 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - JUL 31 2025	JAN 1 - JUL 31 2024 (PY)	\$ CHANGE (PY)
Property Taxes	0	0	0
540 Stanton Hill	170.49	170.82	-0.33
96 Smith Creek Rd	27.85	27.90	-0.05
Berry Road (312)	102.29	102.49	-0.20
Berry Road (313)	51.15	51.25	-0.10
Berry Road (47)	143.66	143.95	-0.29
Carmichael Road	8.86	7.90	0.96
Glenmary Drive	11.45	10.90	0.55
Metro Road	9.54	9.09	0.45
Smith Creek Road	23.87	23.92	-0.05
Spring St	0.28	0.27	0.01
Stanton Hill 9.64A Town Lot	225.27	225.72	-0.45
<b>Total for Property Taxes</b>	<b>\$774.71</b>	<b>\$774.21</b>	<b>\$0.50</b>
6300 Repairs	0	0	0
6310 Building Repairs		5,410.00	-5,410.00
<b>Total for 6300 Repairs</b>	<b>0</b>	<b>\$5,410.00</b>	<b>-\$5,410.00</b>
6350 Travel & Ent	0	0	0
6380 Travel		129.31	-129.31
<b>Total for 6350 Travel &amp; Ent</b>	<b>0</b>	<b>\$129.31</b>	<b>-\$129.31</b>
6560 Payroll Expenses	0	\$24,420.51	-\$24,420.51
Payroll Expenses - HSA		600.00	-600.00
<b>Total for 6560 Payroll Expenses</b>	<b>0</b>	<b>\$25,020.51</b>	<b>-\$25,020.51</b>
Employee benefit	0	0	0
IRA Company Match		202.23	-202.23
<b>Total for Employee benefit</b>	<b>0</b>	<b>\$202.23</b>	<b>-\$202.23</b>
Loan Admin Fee	0	0	0
IRP 4		260.06	-260.06
<b>Total for Loan Admin Fee</b>	<b>0</b>	<b>\$260.06</b>	<b>-\$260.06</b>
Lounsberry land		3,200.00	-3,200.00
Property Maintenance		5,075.49	-5,075.49
<b>Total for Expenses</b>	<b>\$293,010.12</b>	<b>\$718,573.16</b>	<b>-\$425,563.04</b>
<b>Net Operating Income</b>	<b>\$37,920.84</b>	<b>-\$70,346.61</b>	<b>\$108,267.45</b>
Other Income			
7010 Interest Income	160.98		160.98
<b>Total for Other Income</b>	<b>\$160.98</b>	<b>0</b>	<b>\$160.98</b>

Profit and Loss

Tioga County Industrial Development Agency

January 1-July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - JUL 31 2025	JAN 1 - JUL 31 2024 (PY)	\$ CHANGE (PY)
Other Expenses			
Net Other Income	\$160.98	0	\$160.98
Net Income	\$38,081.82	-\$70,346.61	\$108,428.43

# Tioga County Industrial Development Agency

## Balance Sheet As of July 31, 2025

	TOTAL		
	AS OF JUL 31, 2025	AS OF JUL 31, 2024 (PY)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
CCTC- CDs			
Land Acquisition (150)	595,684.95	555,596.92	40,088.03
Site Dev 0847	109,455.36	104,439.62	5,015.74
<b>Total CCTC- CDs</b>	<b>705,140.31</b>	<b>660,036.54</b>	<b>45,103.77</b>
CD Cap Improvement Com Bank (deleted)	0.00	327,220.11	-327,220.11
CD Cap Improvement TSB 1484	345,058.05		345,058.05
CD Site Dev Com Bank 156	109,485.78	103,328.18	6,157.60
CD Site Dev Com Bank 158	109,476.12	103,328.19	6,147.93
Restricted Cash Accounts			
Community- Facade Improvement	228,463.12	248,883.20	-20,420.08
COVID-19	0.00	78.67	-78.67
USDA Funds			
CCTC- Loan Loss Reserve	40,522.97	40,510.82	12.15
TSB- IRP 2016 (Formerly IRP 4)	72,277.56	68,359.05	3,918.51
TSB- RBEG	108,723.14	86,057.61	22,665.53
<b>Total USDA Funds</b>	<b>221,523.67</b>	<b>194,927.48</b>	<b>26,596.19</b>
<b>Total Restricted Cash Accounts</b>	<b>449,986.79</b>	<b>443,889.35</b>	<b>6,097.44</b>
Temporarily Restricted Cash Acc			
Community- BestBuy PILOT Acct.	369.98	369.98	0.00
TSB- PILOTS (Previously OG)	426,532.34	423,993.35	2,538.99
TSB-Crown Cork and Seal (deleted)	0.00	100.67	-100.67
<b>Total Temporarily Restricted Cash Acc</b>	<b>426,902.32</b>	<b>424,464.00</b>	<b>2,438.32</b>
Unrestricted Cash Accounts			
TSB- checking	761,570.56	676,893.85	84,676.71
TSB- general fund	25,859.11	25,823.65	35.46
<b>Total Unrestricted Cash Accounts</b>	<b>787,429.67</b>	<b>702,717.50</b>	<b>84,712.17</b>
<b>Total Bank Accounts</b>	<b>\$2,933,479.04</b>	<b>\$2,764,983.87</b>	<b>\$168,495.17</b>

# Tioga County Industrial Development Agency

## Balance Sheet As of July 31, 2025

	TOTAL		
	AS OF JUL 31, 2025	AS OF JUL 31, 2024 (PY)	CHANGE
Other Current Assets			
Accounts Receivable 1300.01	42,453.05	84,453.05	-42,000.00
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Facade Loan Program			
Loan Rec 2024-01	19,444.44		19,444.44
<b>Total Facade Loan Program</b>	<b>19,444.44</b>		<b>19,444.44</b>
IRP 4	0.00	0.00	0.00
IRP 4 2023-01-A	53,349.77	58,449.56	-5,099.79
Loan Rec - 2019 - 06A	43,977.45	54,146.08	-10,168.63
Loan Rec 2009-02-A	0.00	48,051.58	-48,051.58
Loan Rec 2017-01-A	-477.46	7,508.95	-7,986.41
Loan Rec 2017-04-A	22,320.67	24,924.34	-2,603.67
Loan Rec 2018-01-A	43,556.79	48,067.74	-4,510.95
Loan Rec 2019-07-A	29,780.17	32,011.39	-2,231.22
Loan Rec 2021-01-A	49,074.60	56,792.73	-7,718.13
Loan Rec 2021-02-A	3,387.31	6,420.17	-3,032.86
<b>Total IRP 4</b>	<b>244,969.30</b>	<b>336,372.54</b>	<b>-91,403.24</b>
RBEG			
Loan Rec - RBEG 2019 -06	35,182.11	43,317.03	-8,134.92
RBEG 2023-01-A	85,359.48	93,519.24	-8,159.76
<b>Total RBEG</b>	<b>120,541.59</b>	<b>136,836.27</b>	<b>-16,294.68</b>
<b>Total Other Current Assets</b>	<b>\$392,408.38</b>	<b>\$522,661.86</b>	<b>\$ -130,253.48</b>
<b>Total Current Assets</b>	<b>\$3,325,887.42</b>	<b>\$3,287,645.73</b>	<b>\$38,241.69</b>
Fixed Assets			
Land 434	376,800.36	376,800.36	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,707.05	601,707.05	0.00
Land-Louns	230,932.53	230,932.53	0.00
Berry	2,452.20	2,452.20	0.00
Hess	259,561.43	259,561.43	0.00
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
<b>Total Land-Louns</b>	<b>521,939.19</b>	<b>521,939.19</b>	<b>0.00</b>
Land-Rizzuto	78,395.16	78,395.16	0.00
Railroad Improvements	1,990,530.50	1,979,330.50	11,200.00
Z Accumulated Depreciation	-1,308,664.24	-1,279,269.24	-29,395.00
<b>Total Fixed Assets</b>	<b>\$2,263,208.02</b>	<b>\$2,281,403.02</b>	<b>\$ -18,195.00</b>
<b>TOTAL ASSETS</b>	<b>\$5,589,095.44</b>	<b>\$5,569,048.75</b>	<b>\$20,046.69</b>

# Tioga County Industrial Development Agency

## Balance Sheet As of July 31, 2025

	TOTAL		
	AS OF JUL 31, 2025	AS OF JUL 31, 2024 (PY)	CHANGE
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
PILOT Payments			
CNYOG	-0.01	0.00	-0.01
Crown Cork and Seal	300,000.00	300,000.00	0.00
Gateway Owego, LLC	2,100.00	2,000.00	100.00
Nichols Cross Dock	0.01	0.00	0.01
Owego Gardens	42,099.99	24,976.00	17,123.99
Sewer Subsidy	-16,625.00		-16,625.00
<b>Total Owego Gardens</b>	<b>25,474.99</b>	<b>24,976.00</b>	<b>498.99</b>
Spencer-Tioga Solar	98,926.00	96,986.00	1,940.00
<b>Total PILOT Payments</b>	<b>426,500.99</b>	<b>423,962.00</b>	<b>2,538.99</b>
<b>Total Other Current Liabilities</b>	<b>\$426,500.99</b>	<b>\$423,962.00</b>	<b>\$2,538.99</b>
<b>Total Current Liabilities</b>	<b>\$426,500.99</b>	<b>\$423,962.00</b>	<b>\$2,538.99</b>
Long-Term Liabilities			
Loan Pay- IRP 1	14,519.81	22,553.42	-8,033.61
Loan Pay- IRP 2	55,116.17	66,787.30	-11,671.13
Loan Pay- IRP 3	138,881.10	138,881.10	0.00
Loan Pay- IRP 4	149,882.61	171,034.68	-21,152.07
<b>Total Long-Term Liabilities</b>	<b>\$358,399.69</b>	<b>\$399,256.50</b>	<b>\$ -40,856.81</b>
<b>Total Liabilities</b>	<b>\$784,900.68</b>	<b>\$823,218.50</b>	<b>\$ -38,317.82</b>
Equity			
1110 Retained Earnings	3,413,011.87	3,409,874.23	3,137.64
3000 Opening Bal Equity	-53,201.56	0.00	-53,201.56
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
Net Income	38,081.82	-70,346.61	108,428.43
<b>Total Equity</b>	<b>\$4,804,194.76</b>	<b>\$4,745,830.25</b>	<b>\$58,364.51</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,589,095.44</b>	<b>\$5,569,048.75</b>	<b>\$20,046.69</b>

# Transaction Detail by Account

## Tioga County Industrial Development Agency

July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
CD Site Dev Com Bank 156					
07/17/2025		INTEREST ADDED BACK	Interest Income-:CD 156 com bank	323.45	323.45
<b>Total for CD Site Dev Com Bank 156</b>				<b>\$323.45</b>	
CD Site Dev Com Bank 158					
07/17/2025		INTEREST ADDED BACK	Interest Income-:CD 158 Site Dev Com Bank	322.10	322.10
<b>Total for CD Site Dev Com Bank 158</b>				<b>\$322.10</b>	
Loan Pay- IRP 4					
07/22/2025		USDA principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-10,628.65	- 10,628.65
<b>Total for Loan Pay- IRP 4</b>					<b>-</b>
				<b>\$10,628.65</b>	
6160 Dues and Subscriptions					
07/31/2025	NYS Economic Development Council	2025 NYSEDC training	Unrestricted Cash Accounts:TSB-checking	250.00	250.00
<b>Total for 6160 Dues and Subscriptions</b>				<b>\$250.00</b>	
7010 Interest Income					
07/31/2025		INTEREST DEPOSIT	Unrestricted Cash Accounts:TSB-checking	160.98	160.98
<b>Total for 7010 Interest Income</b>				<b>\$160.98</b>	
Restricted Cash Accounts					
Community- Facade Improvement					
07/16/2025	Coughlin and Gerhart LLP	DEPOSIT	Facade Loan Program:Loan Rec 2024-01	277.78	277.78
07/31/2025		INTEREST DEPOSIT	Interest Income-:Community-Facade Improvement	1.94	279.72
<b>Total for Community- Facade Improvement</b>				<b>\$279.72</b>	
USDA Funds					
CCTC- Loan Loss Reserve					
07/31/2025		INTEREST	Interest Income-:CCTC Loan Loss Reserve Account	1.03	1.03
<b>Total for CCTC- Loan Loss Reserve</b>				<b>\$1.03</b>	
TSB- IRP 2016 (Formerly IRP 4)					
07/01/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0378 25/07/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000378 25/07/01		670.57	670.57
07/01/2025	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0024 25/07/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000024 25/07/01		306.00	976.57
07/01/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0380 25/07/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000380 25/07/01		1,012.45	1,989.02
07/03/2025	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0078 25/07/03 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000078 25/07/03		321.55	2,310.57
07/10/2025	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0038 25/07/10 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000038 25/07/10		559.08	2,869.65
07/16/2025	Jessica Jobbman	DEPOSIT		250.00	3,119.65
07/22/2025		PAYMENT USDA RD RUS CCD		-12,339.00	-9,219.35
07/31/2025		INTEREST DEPOSIT	Loan Interest Income:IRP 4	1.36	-9,217.99
<b>Total for TSB- IRP 2016 (Formerly IRP 4)</b>				<b>-\$9,217.99</b>	
TSB- RBEG					
07/01/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0012 25/07/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000012 25/07/01		1,072.92	1,072.92
07/01/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0382 25/07/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000382 25/07/01		809.96	1,882.88
07/31/2025		INTEREST DEPOSIT	Loan Interest Income:RBEG	13.85	1,896.73
<b>Total for TSB- RBEG</b>				<b>\$1,896.73</b>	
<b>Total for USDA Funds with sub-accounts</b>				<b>-\$7,320.23</b>	
<b>Total for Restricted Cash Accounts with sub-accounts</b>				<b>-\$7,040.51</b>	



Transaction Detail by Account

Tioga County Industrial Development Agency

July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
Temporarily Restricted Cash Acc					
TSB- PILOTS (Previously OG)					
07/16/2025	Town of Owego	Reimbursement of overpayment to Town of Owego	PILOT Payments:V&S New York Galvanizing	50.61	50.61
Total for TSB- PILOTS (Previously OG)				\$50.61	
Total for Temporarily Restricted Cash Acc with sub-accounts				\$50.61	
Unrestricted Cash Accounts					
TSB- checking					
07/01/2025	BiziLife LLC	June 2025 social media	6270 Professional Fees:BiziLife LLC	-567.74	-567.74
07/14/2025	Appalachian Regional Commission	ARC Grant Reimbursement MISC PAY GSA TREAS 310 CCD RMR*IV*ARC23C21025P1*PI*23445. 00 MISC PAY GSA TREAS 310 CCD RMR*IV*ARC23C21025P1*PI*23445. 00\	4110 Grants:Lounsberry Industrial Area Expansion Study	23,445.00	22,877.26
07/16/2025	RJ Corman	RJ Corman May June Revenue	4160 RJ Corman:freight	18,068.10	40,945.36
07/31/2025		INTEREST DEPOSIT	7010 Interest Income	160.98	41,106.34
07/31/2025	Megan Schnabl	July 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,500.00	39,606.34

Transaction Detail by Account  
Tioga County Industrial Development Agency  
July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
07/31/2025	Casey Yelverton	July 2025 Professional Services	6270 Professional Fees:Administrative Services	-1,200.00	38,406.34
07/31/2025	Brittany Woodburn	July 2025 professional services	6270 Professional Fees:Administrative Services	-1,900.00	36,506.34
07/31/2025	NYS Economic Development Council	2025 NYSEDC training	6160 Dues and Subscriptions	-250.00	36,256.34
<b>Total for TSB- checking</b>				<b>\$36,256.34</b>	
TSB- general fund					
07/31/2025		INTEREST DEPOSIT	Interest Income-:TSB-general fund	3.29	3.29
<b>Total for TSB- general fund</b>				<b>\$3.29</b>	
<b>Total for Unrestricted Cash Accounts with sub-accounts</b>				<b>\$36,259.63</b>	
Facade Loan Program					
Loan Rec 2024-01					
07/16/2025	Coughlin and Gerhart LLP	July Principle Payment	Restricted Cash Accounts:Community- Facade Improvement	-277.78	-277.78
<b>Total for Loan Rec 2024-01</b>				<b>-\$277.78</b>	
<b>Total for Facade Loan Program with sub-accounts</b>				<b>-\$277.78</b>	
IRP 4					
IRP 4 2023-01-A					
07/01/2025	HeaHea Retreat	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-435.26	-435.26
<b>Total for IRP 4 2023-01-A</b>				<b>-\$435.26</b>	
Loan Rec 2017-01-A					
07/16/2025	Jessica Jobbman	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-238.97	-238.97
<b>Total for Loan Rec 2017-01-A</b>				<b>-\$238.97</b>	
Loan Rec 2017-04-A					
07/01/2025	R&C Auto	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-221.47	-221.47
<b>Total for Loan Rec 2017-04-A</b>				<b>-\$221.47</b>	
Loan Rec 2018-01-A					
07/10/2025	Broad Street Barber Shop	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-384.13	-384.13
<b>Total for Loan Rec 2018-01-A</b>				<b>-\$384.13</b>	
Loan Rec - 2019 - 06A					
07/01/2025	Pristine Vision, LLC	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-862.98	-862.98
<b>Total for Loan Rec - 2019 - 06A</b>				<b>-\$862.98</b>	
Loan Rec 2019-07-A					
07/03/2025	Patrick Elston	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	-190.43	-190.43
<b>Total for Loan Rec 2019-07-A</b>				<b>-\$190.43</b>	
<b>Total for IRP 4 with sub-accounts</b>				<b>-\$2,333.24</b>	
RBEG					
Loan Rec - RBEG 2019 -06					
07/01/2025	Pristine Vision, LLC	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- RBEG	-690.39	-690.39
<b>Total for Loan Rec - RBEG 2019 -06</b>				<b>-\$690.39</b>	
RBEG 2023-01-A					
07/01/2025	HeaHea Retreat	July principle pymt	Restricted Cash Accounts:USDA Funds:TSB- RBEG	-696.43	-696.43
<b>Total for RBEG 2023-01-A</b>				<b>-\$696.43</b>	
<b>Total for RBEG with sub-accounts</b>				<b>-\$1,386.82</b>	
PILOT Payments					
V&S New York Galvanizing					

Transaction Detail by Account

Tioga County Industrial Development Agency

July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
07/16/2025	Town of Owego	Reimbursement of overpayment to Town of Owego	Temporarily Restricted Cash Acc:TSB- PILOTS (Previously OG)	50.61	50.61
Total for V&S New York Galvanizing				\$50.61	
Total for PILOT Payments with sub-accounts				\$50.61	
4110 Grants					
Lounsberry Industrial Area Expansion Study					
07/14/2025	Appalachian Regional Commission	ARC Grant Reimbursement MISC PAY GSA TREAS 310 CCD RMRIVARC23C21025P1PI23445. 00 MISC PAY GSA TREAS 310 CCD RMR*IV*ARC23C21025P1*PI*23445. 00\	Unrestricted Cash Accounts:TSB- checking	23,445.00	23,445.00
Total for Lounsberry Industrial Area Expansion Study				\$23,445.00	
Total for 4110 Grants with sub-accounts				\$23,445.00	

# Transaction Detail by Account

## Tioga County Industrial Development Agency

July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
4160 RJ Corman					
freight					
07/16/2025	RJ Corman	RJ Corman May June Revenue	Unrestricted Cash Accounts:TSB- checking	18,068.10	18,068.10
<b>Total for freight</b>				<b>\$18,068.10</b>	
<b>Total for 4160 RJ Corman with sub-accounts</b>				<b>\$18,068.10</b>	
Interest Income-					
CCTC Loan Loss Reserve Account					
07/31/2025		INTEREST	Restricted Cash Accounts:USDA Funds:CCTC- Loan Loss Reserve	1.03	1.03
<b>Total for CCTC Loan Loss Reserve Account</b>				<b>\$1.03</b>	
CD 156 com bank					
07/17/2025		INTEREST ADDED BACK	CD Site Dev Com Bank 156	323.45	323.45
<b>Total for CD 156 com bank</b>				<b>\$323.45</b>	
CD 158 Site Dev Com Bank					
07/17/2025		INTEREST ADDED BACK	CD Site Dev Com Bank 158	322.10	322.10
<b>Total for CD 158 Site Dev Com Bank</b>				<b>\$322.10</b>	
Community- Facade Improvement					
07/31/2025		INTEREST DEPOSIT	Restricted Cash Accounts:Community- Facade Improvement	1.94	1.94
<b>Total for Community- Facade Improvement</b>				<b>\$1.94</b>	
TSB-general fund					
07/31/2025		INTEREST DEPOSIT	Unrestricted Cash Accounts:TSB- general fund	3.29	3.29
<b>Total for TSB-general fund</b>				<b>\$3.29</b>	
<b>Total for Interest Income- with sub-accounts</b>				<b>\$651.81</b>	
Loan Interest Income					
IRP 4					
07/31/2025		INTEREST DEPOSIT	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	1.36	1.36
<b>Total for IRP 4</b>				<b>\$1.36</b>	
2017-01-A					
07/16/2025	Jessica Jobbman	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	11.03	11.03
<b>Total for 2017-01-A</b>				<b>\$11.03</b>	
2017-04-A					
07/01/2025	R&C Auto	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	84.53	84.53
<b>Total for 2017-04-A</b>				<b>\$84.53</b>	
2018-01-A					
07/10/2025	Broad Street Barber Shop	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	174.95	174.95
<b>Total for 2018-01-A</b>				<b>\$174.95</b>	
2019 - 06A					
07/01/2025	Pristine Vision, LLC	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	149.47	149.47
<b>Total for 2019 - 06A</b>				<b>\$149.47</b>	
2019-07-A					
07/03/2025	Patrick Elston	July Interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	131.12	131.12
<b>Total for 2019-07-A</b>				<b>\$131.12</b>	
2023-01-A					
07/01/2025	HeaHea Retreat	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	235.31	235.31
<b>Total for 2023-01-A</b>				<b>\$235.31</b>	
<b>Total for IRP 4 with sub-accounts</b>				<b>\$787.77</b>	
RBEG					
07/31/2025		INTEREST DEPOSIT	Restricted Cash Accounts:USDA Funds:TSB- RBEG	13.85	13.85
<b>Total for RBEG</b>				<b>\$13.85</b>	
2023.01-A					
07/01/2025	HeaHea Retreat	July interest pymt	Restricted Cash Accounts:USDA Funds:TSB- RBEG	376.49	376.49
<b>Total for 2023.01-A</b>				<b>\$376.49</b>	
<b>Total for RBEG with sub-accounts</b>				<b>\$390.34</b>	

Transaction Detail by Account

Tioga County Industrial Development Agency

July 1-31, 2025

TRANSACTION DATE	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT	BALANCE
RBEG 2019 -06					
07/01/2025	Pristine Vision, LLC	July inertest pymt	Restricted Cash Accounts:USDA Funds:TSB- RBEG	119.57	119.57
Total for RBEG 2019 -06				\$119.57	
Total for Loan Interest Income with sub-accounts				\$1,297.68	
6270 Professional Fees					
Administrative Services					
07/31/2025	Megan Schnabl	July 2025 Professional Services	Unrestricted Cash Accounts:TSB- checking	1,500.00	1,500.00
07/31/2025	Casey Yelverton	July 2025 Professional Services	Unrestricted Cash Accounts:TSB- checking	1,200.00	2,700.00
07/31/2025	Brittany Woodburn	July 2025 professional services	Unrestricted Cash Accounts:TSB- checking	1,900.00	4,600.00
Total for Administrative Services				\$4,600.00	
BiziLife LLC					
07/01/2025	BiziLife LLC	June 2025 social media	Unrestricted Cash Accounts:TSB- checking	567.74	567.74
Total for BiziLife LLC				\$567.74	
Total for 6270 Professional Fees with sub-accounts				\$5,167.74	
6200 Interest Expense					
6220 Loan Interest					
IRP 4					
07/22/2025		USDA interest pymt	Restricted Cash Accounts:USDA Funds:TSB- IRP 2016 (Formerly IRP 4)	1,710.35	1,710.35
Total for IRP 4				\$1,710.35	
Total for 6220 Loan Interest with sub-accounts				\$1,710.35	
Total for 6200 Interest Expense with sub-accounts				\$1,710.35	
TOTAL				\$66,091.06	

# Profit and Loss

## Tioga County Industrial Development Agency

August 1-28, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AUG 1 - AUG 28 2025	AUG 1 - AUG 28 2024 (PY)	\$ CHANGE (PY)
Income			
4160 RJ Corman	0	0	0
freight	25,300.30	17,898.82	7,401.48
<b>Total for 4160 RJ Corman</b>	<b>\$25,300.30</b>	<b>\$17,898.82</b>	<b>\$7,401.48</b>
Interest Income-	0	0	0
CD 156 com bank	335.25		335.25
CD 158 Site Dev Com Bank	333.83		333.83
interest income CD Site Dev Com	1,153.21		1,153.21
CCTC Loan Loss Reserve Account		1.00	-1.00
Community- Facade Improvement		2.11	-2.11
<b>Total for Interest Income-</b>	<b>\$1,822.29</b>	<b>\$3.11</b>	<b>\$1,819.18</b>
Loan Interest Income	0	0	0
IRP 4	0	0	0
2017-01-A	10.55	16.21	-5.66
2017-04-A	83.70	93.47	-9.77
2018-01-A	173.43	191.28	-17.85
2019 - 06A	146.59	180.49	-33.90
2019-07-A	130.29	140.05	-9.76
2021-01-A	102.24	118.32	-16.08
2021-02-A	7.06		7.06
2023-01-A	233.41	255.72	-22.31
<b>Total for IRP 4</b>	<b>\$887.27</b>	<b>\$995.54</b>	<b>-\$108.27</b>
RBEG 2019 -06	117.27	144.39	-27.12
RBEG	0	0	0
2023.01-A	373.45	409.15	-35.70
<b>Total for RBEG</b>	<b>\$373.45</b>	<b>\$409.15</b>	<b>-\$35.70</b>
<b>Total for Loan Interest Income</b>	<b>\$1,377.99</b>	<b>\$1,549.08</b>	<b>-\$171.09</b>
4110 Grants	0	0	0
DRI-HCR		101,532.08	-101,532.08
<b>Total for 4110 Grants</b>	<b>0</b>	<b>\$101,532.08</b>	<b>-\$101,532.08</b>
Leases/Licenses	0	0	0
Swartwood		200.00	-200.00
<b>Total for Leases/Licenses</b>	<b>0</b>	<b>\$200.00</b>	<b>-\$200.00</b>
<b>Total for Income</b>	<b>\$28,500.58</b>	<b>\$121,183.09</b>	<b>-\$92,682.51</b>
Cost of Goods Sold			
<b>Gross Profit</b>	<b>\$28,500.58</b>	<b>\$121,183.09</b>	<b>-\$92,682.51</b>
Expenses			
6250 Postage and Delivery	29.73		29.73

# Profit and Loss

## Tioga County Industrial Development Agency

August 1-28, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AUG 1 - AUG 28 2025	AUG 1 - AUG 28 2024 (PY)	\$ CHANGE (PY)
6270 Professional Fees	0	0	0
6650 Accounting	\$1,860.00	0	\$1,860.00
Jan Nolis		1,080.00	-1,080.00
<b>Total for 6650 Accounting</b>	<b>\$1,860.00</b>	<b>\$1,080.00</b>	<b>\$780.00</b>
6280 Legal Fees		12,236.00	-12,236.00
Administrative Services	0	\$700.00	-\$700.00
Tinney		2,125.00	-2,125.00
<b>Total for Administrative Services</b>	<b>0</b>	<b>\$2,825.00</b>	<b>-\$2,825.00</b>
BiziLife LLC		556.61	-556.61
<b>Total for 6270 Professional Fees</b>	<b>\$1,860.00</b>	<b>\$16,697.61</b>	<b>-\$14,837.61</b>
IDA Paint Program	1,000.00		1,000.00
Grant Expense	0	0	0
DRI-HCR		101,532.08	-101,532.08
Richford Railroad		8,951.00	-8,951.00
<b>Total for Grant Expense</b>	<b>0</b>	<b>\$110,483.08</b>	<b>-\$110,483.08</b>
<b>Total for Expenses</b>	<b>\$2,889.73</b>	<b>\$127,180.69</b>	<b>-\$124,290.96</b>
<b>Net Operating Income</b>	<b>\$25,610.85</b>	<b>-\$5,997.60</b>	<b>\$31,608.45</b>
Other Income			
Other Expenses			
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income</b>	<b>\$25,610.85</b>	<b>-\$5,997.60</b>	<b>\$31,608.45</b>

## Broome County IDA Project Matrix

### Criteria, Material Terms & Evaluative Criteria

State Required Criteria	Project Type	Material Terms	Evaluative Criteria
<ol style="list-style-type: none"> <li>1. Extent to which a project will create or retain permanent jobs</li> <li>2. Estimated value of tax exemptions</li> <li>3. Amount of private sector investment</li> <li>4. Likelihood of project being accomplished in a timely fashion</li> <li>5. Extent of new revenue provided to local taxing jurisdictions</li> <li>6. Any other misc. public benefits</li> </ol>	<u><b>Manufacturing, Warehouse, Distribution</b></u>	<ol style="list-style-type: none"> <li>1. Create or Retain Jobs</li> <li>2. Private Sector Investment</li> <li>3. Wage Rates above Median Wage for Area</li> </ol>	<ol style="list-style-type: none"> <li>1. Wage Rates (above Median Wage for Area)</li> <li>2. Regional Wealth Creation (% Sales/Customers Outside Area)</li> <li>3. Research and Development Activities</li> <li>4. Locational Land Use Factors, Brownfields or Locally Designated Development Areas</li> <li>5. Retention/Flight Risk</li> </ol>
	<u><b>Agricultural, Food Processing</b></u>	<ol style="list-style-type: none"> <li>1. Create or Retain Jobs</li> <li>2. Private Sector Investment</li> <li>3. Wage Rates above Median Wage for Area</li> </ol>	<ol style="list-style-type: none"> <li>1. Wage Rates (above Median Wage for Area)</li> <li>2. Regional Wealth Creation (% Sales/Customers Outside Area)</li> <li>3. In Region Purchases (% of overall Purchases, from Local Growers)</li> <li>4. Research and Development Activities</li> <li>5. Locational Land Use Factors, Proximity to Local Ag. Production</li> <li>6. Retention/Flight Risk</li> </ol>



## Broome County IDA Project Matrix

### Criteria, Material Terms & Evaluative Criteria

State Required Criteria	Project Type	Material Terms	Evaluative Criteria
<ol style="list-style-type: none"> <li>1. Extent to which a project will create or retain permanent jobs</li> <li>2. Estimated value of tax exemptions</li> <li>3. Amount of private sector investment</li> <li>4. Likelihood of project being accomplished in a timely fashion</li> <li>5. Extent of new revenue provided to local taxing jurisdictions</li> <li>6. Any other misc. public benefits</li> </ol>	<u><b>Adaptive Reuse, Community Development</b></u>	<ol style="list-style-type: none"> <li>1. Private Sector Investment</li> <li>2. Retain or Create Jobs (if applicable)</li> <li>3. Increased Property Value</li> <li>4. Increased Revenue to Local Taxing Jurisdictions</li> </ol>	<ol style="list-style-type: none"> <li>1. Distressed Census Tracts</li> <li>2. Age of Structure</li> <li>3. Elimination of Slum and Blight</li> <li>4. Building or Facility Vacancy</li> <li>5. Redevelopment Supports Local Community Development Plan</li> <li>6. Environmental or Safety Issues</li> <li>7. Building or site has Historic designation</li> <li>8. Project/Developer's Return on Investment</li> <li>9. Impediments to Conventionally Finance Project</li> </ol>
	<u><b>Tourism</b></u>	<ol style="list-style-type: none"> <li>1. Private Sector Investment</li> <li>2. Create or Retain Jobs (if applicable)</li> <li>3. Regional Wealth Creation (% Sales/Customers Outside Area)</li> </ol>	<ol style="list-style-type: none"> <li>1. Market Study (Document Demand and Impact on Existing Operators)</li> <li>2. Regional Wealth Creation</li> <li>3. Proximity/Support of Regional Tourism Attractions/Facilities</li> <li>4. Local Official(s), Convention Visitors Bureau Support</li> <li>5. Generation of Local Revenues (i.e. Hotel Bed Taxes)</li> </ol>

## Broome County IDA Project Matrix

### Criteria, Material Terms & Evaluative Criteria

State Required Criteria	Project Type	Material Terms (Suggested)	Evaluative Criteria (Suggested)
<ol style="list-style-type: none"> <li>Extent to which a project will create or retain permanent jobs</li> <li>Estimated value of tax exemptions</li> <li>Amount of private sector investment</li> <li>Likelihood of project being accomplished in a timely fashion</li> <li>Extent of new revenue provided to local taxing jurisdictions</li> <li>Any other misc. public benefits</li> </ol>	<b><u>Retail</u></b>	<ol style="list-style-type: none"> <li>Private Sector Investment</li> <li>Create or Retain Jobs (if applicable)</li> <li>Regional Wealth Creation (% Sales/Customers Outside Area)</li> </ol>	<ol style="list-style-type: none"> <li>Market Study/Goods or Services Not Readily Available, Impact on Existing Businesses (Municipal CEO approval)</li> <li>Regional Wealth Creation</li> <li>Highly Distressed Census Tracts</li> <li>Urban or Town Center Location</li> <li>Elimination of Slum and Blight</li> <li>Alignment with Local Planning and Development Efforts</li> </ol>
	<b><u>Back Office, Data, Call Centers</u></b>	<ol style="list-style-type: none"> <li>Private Sector Investment</li> <li>Create or Retain Jobs (if applicable)</li> <li>Wage Rates above Median Wage for Area</li> </ol>	<ol style="list-style-type: none"> <li>Wage Rates (above Median Wage for Area)</li> <li>Regional Wealth Creation (% Sales/Customers Outside Area)</li> <li>Retention/Flight Risk</li> </ol>

## Broome County IDA Project Matrix

### Criteria, Material Terms & Evaluative Criteria

State Required Criteria	Project Type	Material Terms (Suggested)	Evaluative Criteria (Suggested)
<ol style="list-style-type: none"> <li>1. Extent to which a project will create or retain permanent jobs</li> <li>2. Estimated value of tax exemptions</li> <li>3. Amount of private sector investment</li> <li>4. Likelihood of project being accomplished in a timely fashion</li> <li>5. Extent of new revenue provided to local taxing jurisdictions</li> <li>6. Any other misc. public benefits</li> </ol>	<b><u>Energy Production</u></b>	<ol style="list-style-type: none"> <li>1. Private Sector Investment</li> <li>2. Create or Retain Jobs (if applicable)</li> <li>3. Wage Rates above Median Wage for Area</li> </ol>	<ol style="list-style-type: none"> <li>1. Wage Rates (above Median Wage for Area)</li> <li>2. Advances State Renewable Energy Production/Transmission Goals</li> </ol>
	<b><u>Housing</u></b>	<ol style="list-style-type: none"> <li>1. Private Sector Investment</li> <li>2. Create or Retain Jobs (if applicable)</li> </ol>	<ol style="list-style-type: none"> <li>1. Market Study (Document Need and Impact on Existing Facilities)</li> <li>2. Highly Distressed Census Tract</li> <li>3. Alignment with Local Planning and Development Efforts</li> <li>4. Urban, Town/Village Center Location</li> <li>5. Local Official(s) Support</li> <li>6. Is There a Financial Gap</li> </ol>



# **TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

**607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827**

## **Request for Proposal for Independent Auditing Services Fiscal Years 2025, 2026, 2027 Dated: August 8, 2025**

### **Purpose of Request**

The Tioga County Property Development Corporation (TCPDC), Tioga County Industrial Development Agency (TCIDA), and Tioga County Local Development Corporation (TCLDC) are soliciting proposals from qualified Independent Certified Public Accountants for the purpose of conducting an annual audit of the TCPDC's, TCIDA's and TCLDC's financial statements. The audit period shall cover the fiscal years 2025, 2026, 2027.

### **Background**

The Tioga County Property Development Corporation was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, the TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse.

The Tioga County Industrial Development Agency was created in 1971 and is a public authority chartered by the State of New York overseen by a seven-member board. Authorized under McKinney's General Municipal Law § 912, the TCIDA's mission is to promote, develop, encourage and assist in acquiring, constructing, maintaining, equipping and furnishing certain types of projects and facilities, to advance the job opportunities, health, general prosperity, economic welfare and recreation opportunities of the citizens of Tioga County.

The Tioga County Local Development Corporation (TCLDC) is directly responsible for the support, guidance, and oversight of the Tioga County Tourism Office, the official designated Tourism Promotion Agency (TPA) for Tioga County. The Tioga County Tourism Office's mission is dedicated to growing the tourism industry of Tioga County by promoting its attractions, the rural character, quality of life, and charm of the County to attract out-of-county visitors.

Through Administrative Services Agreements between the TCPDC and Tioga County and the TCIDA and Tioga County, the TCPDC and TCIDA are located within the County Office Building at 56 Main Street, Owego, NY and receive administrative services and assets from the County. TCLDC is located at

204 Front Street, Owego. TCPDC, TCIDA, and TCLDC records are maintained by staff and are formatted using a QuickBooks accounting system. The TCPDC, TCIDA, and TCLDC are exempt from federal and state income taxes, as well as sales tax.

### **Scope of Services**

- Conduct the annual audit of the general-purpose financial statements in accordance with Generally Accepted Auditing Standards issued by the Comptroller General of the United States and in accordance with the Statutory Requirements prescribed by the Office of New York State Comptroller and the NYS Authorities Budget Office.

### **Audit Report Requirements**

The following reports are required at the completion of each fiscal year audit engagement:

- The auditor's opinion as to whether the general-purpose financial statements present fairly the financial position and results of financial operations of the TCPDC and IDA in accordance with the generally accepted accounting principles for public authorities.
- Reports on compliance with laws, regulations and the provision of contracts and grant agreements. Reports on any non-compliance, which could have a material effect on the financial statements, and any non-compliance, which could have a direct and material effect on any aspect of the statements.
- Schedule of findings and questioned costs.
- An auditor's statement as to whether an internal system of control exists.
- A management letter to the Board of advisory including comments or recommendations relative to improving financial and/or program management.

Financial Statements must be filed with NYS annually by March 31st in order to comply with the Public Authorities Act. The selected firm is required to submit final audit documents to the TCPDC, TCIDA, and the TCLDC no later than March 1st.

### **Proposal Requirements**

1. Qualifications and Experience of the Firm, Partner and Staff.
  - Detail your firm's experience in providing auditing services to municipalities, other public authorities and/or public benefit corporations in the State or New York.
  - Identify the Partner, Manager and in-charge accountant who will be assigned to this engagement and provide biographies.
  - Indicate the breadth and depth of the firm's specialized resources for unique accounting or tax situations.
  - Indicate whether the firm has alliances or affiliations with other firms or organizations to share knowledge and resources.

- Indicate whether the firm complies with independence requirements as required by the US Government Accountability Office's Government Auditing Standards and the Public Authorities law, adheres to the AICPA's Code of Professional Conduct and is licensed to practice public accounting/auditing in New York State.
- Provide the names and contact information for other, similar clients of the partner and/or manager that will be assigned to our organization for reference purposes.
- References may be included and bound at the end of the proposal

## 2. Fee Proposal.

Firms should provide a fee schedule which includes all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

### **Selection Criteria**

1. All information included in the Proposal Requirements are satisfied.
2. Experience with performing an Audit of a NYS Public Authority is preferred, but not required.

### **Correspondence and Clarifications**

All questions pertaining to this RFP shall be submitted on or before 4:00 p.m. on August 22, 2025, via email to Sara Zubalsky-Peer, TCPDC Executive Administrator at [zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov).

### **Submission of Proposal**

Interested accounting professionals shall submit one original copy of their proposal to the TCPDC office by hand, mail, or e-mail **by 4:00 p.m. on September 5, 2025**, to:

Sara Zubalsky-Peer, TCPDC Executive Administrator  
Tioga County Property Development  
Corporation 56 Main Street  
Owego, NY 13827  
[zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov)

## BID SHEET

In response to this bid solicitation, please bid a total price that covers each organization. Firms should also provide a separate fee schedule which includes all costs to perform the audit, tax and compilation engagements as well as costs related to communications, on-site reviews and meetings.

Organization	2025	2026	2027
TCPDC			
TCIDA			
TCLDC			
<b>TOTAL</b>			

If awarded all of these jobs, the total of the prices bid above will be discounted by \_\_\_\_\_%.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Date



## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

It is the policy of \_\_\_\_\_ (name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

### **M/WBE PARTICIPATION**

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.

#### **Documentation shall include:**

- a. Copies of solicitations to M/WBE firms and copies of any responses.
  - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.



3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By:  
(Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **NON-COLLUSIVE BIDDING CERTIFICATION**

### **Special Note:**

**BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM**

### **TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:**

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

### **NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)**

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
  - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
  - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

---

NAME OF BIDDER

---

SIGNATURE OF SIGNER

---

TITLE

### **NOTE:**

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

**NON-COLLUSIVE AFFIDAVIT**

STATE OF NEW YORK \_\_\_\_\_ )

)ss.

COUNTY OF \_\_\_\_\_ )

**being first duly sworn, deposes and says that:**

- A. He/She is owner, partner, officer, representative or agent of:

\_\_\_\_\_  
the Bidder that has submitted the attached Quotation.

- B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;
- C. Such quotation is genuine and is not a collusive or sham Quotation;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Proposal, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;
- E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

**(Signed):** \_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me

this       day of \_\_\_\_\_ 20

\_\_\_\_\_  
My Commission expires:

## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING**, made and entered into this day of August \_\_\_\_, 2025 (the "Memorandum"), by and among **SOUTHERN TIER ECONOMIC GROWTH, INC.** an Economic Development Organization with a mailing address of 400 East Church Street, Elmira, New York 14901 ("STEG") the **CHEMUNG COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of 400 East Church Street, Elmira, New York 14901 (the "Chemung County IDA"), **BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of FIVE South College Drive, Suite 201, Binghamton, New York 13905 (the "Broome County IDA"), **STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of 7234 Route 54 North, Bath, New York 14810 (the "Steuben County IDA"), **TOMPKINS COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of 119 East Seneca Street, Suite 200, Ithaca, New York 14850 (the "Tompkins County IDA"), **TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of 56 Main St, Owego, New York 13827 (the "Tioga County IDA"), **CHENANGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of 15 South Broad Street Norwich, New York 13815 (the "Chenango County IDA"), and **DELAWARE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a public benefit corporation of the State of New York with a mailing address of One Courthouse Square, Suite 4, Delhi, New York 13753 (the "Delaware County IDA"; and, collectively with STEG, the Chemung County IDA, the Broome County IDA, the Steuben County IDA, the Tompkins County IDA, the Tioga County IDA, the Delaware County IDA, the Chenango County IDA, the "Parties").

### WITNESSETH:

**WHEREAS**, the Parties, through STEG, have received a proposal from Susan Payne, Strategic Planning Consultant (the "Consultant") for services including, but not limited to: Developing and facilitating the execution of a roadmap to include leadership vision, strategic priorities, performance measures, organizational structure, budget and financing, and detailed action plan to execute the launch of the Southern Tier Cleantech Strategy (the "Consultant Proposal"). The Consultant Proposal is attached hereto and incorporated herein as **Schedule A**.

**WHEREAS**, that the Parties are all important stakeholders in the economic development of the Southern Tier Region of New York (the "Southern Tier"), and, as such, have a great interest in the Cleantech Strategy implementation and desire to have STEG accept the Consultant Proposal; and

**WHEREAS**, the Parties desire to memorialize their commitment to the Cleantech Strategy implementation by agreeing to (i) share the costs of the Services set forth in the consultant Proposal, (ii) cooperate with the Consultant in the development of the Plan set forth in the Consultant Proposal; and (iii) share the information and the plan and strategies provided by the Consultant freely amongst the Parties.

NOW, THEREFORE, IT IS HEREBY AGREED, by the Parties as follows:

1. STEG will execute the Consultant Proposal on behalf of the parties hereto and advance the Consultant Fee in the amount of \$21,400.00.
2. The costs of the Services shall be shared amongst the Parties in accordance with the amounts set forth in **Schedule B** attached hereto. Each party will reimburse STEG for STEG's payment of the Consultant Fee by paying STEG their respective amounts set forth in Schedule B within 10 days after STEG executes the Consultant Proposal.
3. The Parties will reasonably cooperate with the Consultant in the development of the Plan.
4. All information obtained from the Consultant in relation to the Plan shall be shared freely amongst the Parties (and their respective advisors and consultants). Notwithstanding the foregoing, the Parties agree, each for themselves and not the other, that the Parties will not, directly or indirectly, disclose to any third party (except for their respective advisors and consultants) information obtained from the Consultant in relation to the Plan or the Plan itself unless and until all Parties are in agreement that such information may be disclosed.
5. It is contemplated by the parties to this Memorandum that this Memorandum may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. The exchange of copies of this Memorandum and of signature pages by facsimile or portable document format (PDF) transmission shall constitute effective execution and delivery of this Memorandum as to the Parties and may be used in lieu of the original Memorandum and signature pages for all purposes.

6. This Memorandum represents the entire agreement of the Parties and may not be modified or amended except in writing duly approved by each of the Parties.
7. This Memorandum specifically rescinds, replaces and supersedes any and all previous agreements between any of the Parties related to the Plan or any other plan to attract clean energy and cleantech businesses to the Southern Tier.

**IN WITNESS WHEREOF**, the Parties hereto affix their hands and seals the dates set forth below.

**SOUTHERN TIER ECONOMIC GROWTH**

By \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_

Name:

Title:

**CHEMUNG COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

By \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_

Name:

Title:

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

By \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_

Name:

Title:

**STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

By \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_

Name:

Title:

**TOMPKINS COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

By \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_

Name:

Title:

**TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**By** \_\_\_\_\_ **Dated** \_\_\_\_\_ **20**\_\_\_\_\_

**Name:**

**Title:**

**CHENANGO COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**By** \_\_\_\_\_ **Dated** \_\_\_\_\_ **20**\_\_\_\_\_

**Name:**

**Title:**

**DELAWARE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**By** \_\_\_\_\_ **Dated** \_\_\_\_\_ **20**\_\_\_\_\_

**Name:**

**Title:**



## SCHEDULE A

**New York Southern Tier Cleantech Strategy Roadmap  
Consulting Service Agreement Between Southern Tier Economic Growth, INC.  
400 E. Church Street, Elmira, New York 14901  
AND  
Susan Payne, Strategic Planning Consultant  
800 N. Tamiami Trail, #1003, Sarasota, Florida 34236**

***Consulting Services Agreement to Develop and Facilitate Execution of a  
Roadmap to Include Leadership Vision, Strategic Priorities, Performance Measures, Organizational  
Structure, Budget and Financing, and Detailed Action Plan to  
Execute the Launch of the Southern Tier Cleantech Strategy***

### **Consulting Agreement Parties**

This Consulting Service Agreement is between Southern Tier Economic Growth, Inc. ("STEG") and Susan Payne, Strategic Planning Consultant acting as a sole proprietor. STEG is entering into this Agreement for as lead party for the benefit of STEG, Chemung County IDA, Broome County IDA, Delaware county IDA, Steuben County IDA, Tompkins County IDA Tioga County IDA, and Chenango County IDA ( collectively the "EDO or EDO's")

### **Consultant Scope of Work and Deliverables**

***Scope of Work: Develop and facilitate execution of a roadmap to include leadership vision, strategic priorities, performance measures, organizational structure, budget and financing, and detailed action plan to execute the launch of the Southern Tier Cleantech Strategy.***

#### **A. Vision, Goals, Strategic Priorities and Performance Measures**

1. Facilitate the process for the EDO leadership to set a tangible and outcome-based Vision, Overall Goals to be Achieved, and the Overall Strategic Priorities for the next 3 years to position the region as the Cleantech leader in research and a premier destination for clean energy manufacturing and clean energy generation industry growth in both New York State and the nation.
2. Recommend and work with the EDO leadership to agree on and adopt tangible Performance Measures for decision-making and also to embed in the deliverables of an administrative entity.

#### **B. Organizational Structure for Regional Leadership Structure and Day-to-Day Operations**

1. Define roles of an overarching leadership entity, the EDO's, and the various regional partners (i.e., universities, major manufacturing companies, etc.).
2. Draft organizational structure options for both the overarching EDO Leadership and an entity to administer day-to-day operations (could include creation of new organization structure or re-purposing of an existing entity).
3. Facilitate process for the EDO leaders to adopt a leadership structure and an administrative organizational structure (could be in the form of reconstituting an existing entity, creating a new entity, or contracting with an existing entity for administrative services), and develop a detailed scope of work and process to engage/create the administrative entity.
4. Develop sample operating budgets for leadership and operations.

5. Prepare sample financing strategies and work with leadership to adopt a model.
6. Develop samples of scope of work and details of the organizational structure to deliver administrative services and day-to-day operations.
7. Develop a step-by-step process to create the preferred organizational structures to achieve a cohesive and results-oriented approach to executing the recommendations in the Newmark Report.

### C. Facilitate Execution of Select Recommendations in the Newmark Report

1. Work with EDO Leadership to prioritize the recommendations in the Newmark Report in terms of feasibility and return on investment.
  - a) Assess and recommend the action steps that are both impactful and achievable in the first three years.
  - b) Facilitate a planning session of the EDO Leadership to prioritize the action steps to be pursued in the first three years.
2. Create a detailed three-year action plan process to implement the Priority Action Items.
  - a) Information and promotion strategies to include identifying key elements of both an inter-region and an external communications and marketing strategy such as a centralized website, business recruitment collateral, etc. *Upon request, the Consultant will create and facilitate RFQ processes to engage professional services for development of the components of the communications strategy to include website content/design, print and electronic marketing collateral, design of collateral materials.*
  - b) Elements of a regional and comprehensive business attraction strategy and program.
    1. Develop administrative process to include, but not limited to, establishing and maintaining “prospect leads” data bases, site readiness status, responding to and pursuing leads.
    2. Work with Leadership to agree on coordinated strategies for regional and county-based messaging, tools and action plan for proactive recruitment such as trade shows, etc.
  - c) Site and infrastructure Readiness
    1. Develop processes to collect and maintain a centralized database with an inventory of existing sites with adequate infrastructure and available for immediate occupancy.
    2. Work with EDO’s to identify the gaps in site availability and steps necessary to increase site ready inventory, which will become an action item in the Roadmap.

#### Notes:

- *It is not clear whether there is a need to develop an inventory of space and power requirements by sector.*
- *This scope of work does not include strategies related to Workforce and Quality of Life elements discussed in the Newmark Report.*

### Detailed Scope of Work, Deliverables and Timeline

Objective	Tasks and Tangible Outcome/Products	Timeline
Objective #1. Create Roadmap Structure	Consultant Task A. Consultant designs the final framework for the key elements of the Roadmap and secures approval of the EDO Steering Committee members (Johnson, Duncan, Roman)	Week 1 (consultant starts work in August)

	<b>Deliverable:</b> <ul style="list-style-type: none"> <li>Roadmap framework</li> </ul>	
<b>Objective #2. Prepare for EDO Work Session #1</b>  <b>Desired Outcomes:</b> <ul style="list-style-type: none"> <li>Elements of sample visions and strategic priorities to achieve a cohesive and results-oriented approach to positioning the Southern Tier as a cleantech leader and destination for sector industry growth</li> <li>Sample roles/responsibilities of organizational structure for both governance/leadership and day-to-day operations</li> <li>Sample list of major challenges and barriers to execute recommendations</li> <li>Sample performance measures</li> <li>Preliminary and measurable goals for impact over a 3-year period</li> </ul> <p>Deliverable: Sample documents for discussion at EDO Work Session #1</p>	<b>Consultant Task B: Consultant prepares the following for EDO Work Session #1</b>  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Sample list of major barriers and challenges to execute Newmark recommendations and prepare for discussion at EDO Leadership work session (see Objective #2)</li> <li>Key elements of a vision statement</li> <li>Preliminary statement of challenges to execution and achieving results</li> <li>Sample strategic priorities</li> <li>Sample roles and responsibilities of EDO's as both a cohesive leadership team and their individual roles to drive the vision, set measurable strategic priorities and action plan, monitor and assess performance against strategic objectives</li> <li>Tasks/scope for day-to-day operations to be performed by an administrative entity</li> <li>Research both existing entities within the Southern Tier and successful structures in other states with similar purpose</li> <li>Develop options of organizational structures for both regional leadership driven by the EDO's and an administrative entity charged with day-to-day operations</li> <li>Draft sample performance measures</li> </ul>	<p>Weeks 1 – 3 (propose mid-August to mid-September)</p>
<b>Objective #3. Facilitate On-site Work Session #1 with EDO's of the 8 ST counties to Set Vision, Strategic Priorities, Performance Measures, Roles/Responsibilities, Organizational Structures</b>  <b>Sample Agenda and Desired Outcomes:</b> <ul style="list-style-type: none"> <li>Set the Vision</li> <li>Acknowledge major challenges and barriers</li> <li>Agree on Strategic and Measurable Priorities for the next 2-3 years (max 5)</li> <li>Agree on Performance Measures</li> <li>Agree on roles/responsibilities of EDO leadership, partnerships with academic institutions and private sector, other stakeholders, and administrative entity</li> <li>Preliminary discussion of Organizational Structures for both overarching leadership and day-to-day operations.</li> </ul>	<b>Consultant Task C. Facilitate the EDO leadership meeting and present sample documents (see Consultant Task A. above)</b>  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Vision statement</li> <li>Strategic priorities</li> <li>Performance measures</li> <li>Roles and responsibilities of leadership and an administrative entity</li> <li>Relationships among EDO partners and with academic institutions, private sector, government entities, etc.</li> </ul>	<p>Week 4  (propose EDO work session take place in mid-September)</p>

<p><b>Objective #4. Design Organizational Structure and Preliminary Budgets</b></p> <p><b>Desired Outcome:</b></p> <ul style="list-style-type: none"> <li>Organizational structure for both leadership and daily administrative operations</li> <li>Operating budgets</li> <li>Financing structure</li> </ul>	<p><b>Consultant Task D. Craft Organizational Structure for Both Leadership and Administrative Entity, and Develop Sample 3-year Operating Budget</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Guide and facilitate process to create Organizational Structure for Leadership and Decision-making</li> <li>Organizational Structure for Administrative Operations including function, tasks, budget management, etc.</li> <li>Sample 3-year Operating Budget for Leadership/Partner/Stakeholder Relations, Outreach and Marketing, Administrative Operations</li> <li>Incorporate organizational structure for decision-making and daily operations</li> </ul>	<p>Weeks 5-6</p>
<p><b>Objective #5. EDO Leadership Agreement on Preliminary Budgets and Financing Strategy</b></p>	<p><b>Consultant Task E. Consultant Creates Preliminary Operating Budgets and Seeks EDO Leadership on Financing Strategy</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Sample Operating Budgets</li> <li>Details of Financing Strategy</li> </ul>	<p>Week 7</p>
<p><b>Objective #6. Available Site Database</b></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>Updated list and creation of database of available sites</li> <li>Schedule and Process to Routinely Update the Site Database</li> </ul>	<p><b>Consultant Task F. Update (as needed) the site information and building inventory (initially developed for the Newmark Report) and prepare as a functional database for administrative entity and website.</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Updated site database for use by the administrative entity and website content.</li> <li>Schedule and process for EDO's to routinely provide updates to available sites for database.</li> </ul>	<p>Week 8</p>
<p><b>Objective #7. Site Readiness</b></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>Discussion of criteria for property infrastructure development to align with business needs and long-term investment</li> <li>Assessment of gaps and shortage of sites</li> <li>Discussion of options to address funding for site development</li> <li>On-going process to assess changes in business demand for site parameters</li> </ul>	<p><b>Consultant Task G. Site Readiness Strategy</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Criteria and priorities for on-going property infrastructure and strategy to fill funding gaps</li> <li>Identify gaps and shortages of available sites</li> <li>Detailed information to be included in on-going Road Map: Schedule and process to routinely assess changes in business demand for site parameters</li> </ul>	<p>Week 8</p>
<p><b>Objective #8. Branding and Overall Communications Strategy for Business Recruitment</b></p> <p><b>Desired Outcome:</b> Branding, messaging and communications</p>	<p><b>Consultant Task H. Branding, Messaging Points, and External Communications Strategy and Tools</b></p> <p><b>Deliverable:</b></p>	<p>Weeks 8-9</p>

strategy	<ul style="list-style-type: none"> <li>Consultant develops overall process to secure professional services to create branding, messaging and communications strategy</li> </ul>	
<p><b>Objective #9. Engagement Strategy targeted at existing businesses interested in engaging with clean energy R&amp;D, business and product opportunities, etc.</b></p> <p><b>Desired Outcome:</b> Communications Strategy and Action Plan to Execute</p>	<p><b>Consultant Task I. Messaging and Communications Strategy for Battery Manufacturing Firms, Businesses that Manufacture Transportation Equipment, Battery Recycling, Semiconductor Packaging Businesses</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Consultant works with EDO to develop strategies to engage existing businesses in clean energy business development opportunities and new products.</li> <li>Steps to develop and execute the strategy would be included in the final “execution” Roadmap.</li> </ul>	Week 9
<p><b>Objective #10. Messaging points and communications strategies for key stakeholder groups regarding leadership and organizational structure, vision, action items for year 1, roles of each.</b></p> <p><b>Desired Outcome:</b> Communications Strategy for Stakeholder Groups</p>	<p><b>Consultant Optional Task J. Consultant Develops Key Messaging Points and Elements of a communication/messaging Strategy Targeted at Education/ Research, Local Community Leadership, Power Management Firms, and other Stakeholders.</b></p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>Recommendations for messaging points and elements of a communication strategy targeted at local communities outlining opportunities within battery space, and also site development and business recruitment efforts.</li> </ul>	Week 9
<p><b>Objective #11. Strategy and Action Plan to Development Supply Chain and Integrate Manufacturing Firms into the Clean Energy Strategy.</b></p> <p><b>Desired Outcomes:</b> Strategies and action plan to develop supply chain and Integrate Manufacturing Firms into strategy.</p>	<p><b>Consultant Task K. Work with EDO’s to draft Strategies and Elements of an Action Plan to integrate manufacturing firms into the clean energy manufacturing supply chain and development of a supply chain.</b></p> <p><b>Deliverable:</b></p> <ul style="list-style-type: none"> <li>Action plan with strategies and steps to be integrate into the ongoing Roadmap document.</li> </ul>	Week 10
<p><b>Objective #12: Elements of a Comprehensive Marketing Strategy and Development of Collateral</b></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>Updated inventory of assets, sites, incentives, and case for business development</li> <li>Selection of firm to create elements of marketing strategy</li> </ul>	<p><b>Consultant Task L. Facilitate Development of a Comprehensive Marketing Strategy: Issue RFQ for Professional Services to Develop a Value Proposition and Create a Comprehensive Marketing Strategy to include Logo Design, Collateral Materials, Website Design and Content, etc.</b></p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Scope of Work for RFQ process</li> <li>Facilitation of RFQ process to select a firm to create and execute a communications and marketing strategy.</li> </ul>	Week 11
<b>Objective #13. Baseline Roadmap</b>	<b>Consultant Task M. Baseline Roadmap Document for</b>	Week 12

<b>Document with Detail Action Items for Year 1 Operations</b>  <b>Desired Outcome:</b> <ul style="list-style-type: none"> <li>Detailed Roadmap for Year 1 Operations</li> <li>Tracking system</li> </ul>	<b>Year 1 Operations</b>  <b>Deliverables:</b> <ul style="list-style-type: none"> <li>Baseline Roadmap Document to include Products/Outcomes of Objectives 1 – 11 and Execution Strategy for Year 1.</li> <li>Tracking system.</li> </ul>	(December)
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## Terms and Conditions

### Confidentiality

The Consultant will maintain confidentiality on all aspects of the scope of work and other information about the EDO's that may become available as a result of this assignment. Any information would be used solely in connection with the scope of work and specific assignments.

### Professional Liability Insurance

Upon request, STEG will be named as an additional insured under the Consultant's general liability insurance policy with a limit of \$1,000,000 per occurrence.

### Assignability

The Consultant will not subcontract, assign or in any way transfer to any other person, organization, or entity any of their tasks or services except by prior written authorization from STEG.

### Fee and Payment Terms

STEG will make payment to the Consultant in the amount of \$21,400 within ten days of invoicing and documentation that all project tasks and deliverables have been completed.

### Ownership Of Documents

All presentation materials and documents produced will remain the property of STEG. All modifications, amendments, supplements to or waivers of the agreement shall be agreed upon in writing by the Consultant and STEG.

### Acceptance

The parties hereto have executed this Agreement. This agreement for services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of STEG and the Consultant, respectively.

Southern Tier Economic Growth, Inc

By: \_\_\_\_\_ Date \_\_\_\_\_  
Joseph Roman, President

\_\_\_\_\_  
Susan M. Payne, Consultant Date \_\_\_\_\_  
vineyard100.sp@gmail.com  
800 N. Tamiami Trail, #1003  
Sarasota, FL 34236  
941-269-9751

**SCHEDULE B**

<b>PARTY</b>	<b>CONTRIBUTION</b>
SOUTHERN TIER ECONOMIC GROWTH	\$2,400
CHEMUNG COUNTY IDA	\$2,500
STEUBEN COUNTY IDA	\$5,000
BROOME COUNTY IDA	\$5,000
TOMPKINS COUNTY IDA	\$2,000
TIOGA COUNTY IDA	\$1,500
CHENANGO COUNTY IDA	\$1,500
DELAWARE COUNTY IDA	\$1,500