



**Tioga County Industrial Development Agency
December 5, 2018 • 4:30pm•
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Agenda**

Call to Order and Introductions

Attendance

IDA Board
Members

Roll Call: R. Kelsey, A. Gowan, M. Sauerbrey, J. Ceccherelli, T. Monell,
K. Gillette, K. Dougherty

Absent:

Excused: T. Monell

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

Privilege of the Floor: None

Project Updates: L. Tinney

- A. Owego Gardens 1
 - a. Reimbursement: \$1,000 to Mr. Kemmerling

- B. Owego Gardens 2
 - 1. Update
 - a. Funds/ Sources/ Land Sale/ DRI
 - b. DRI application \$338,250 split cost

- C. Project Steel
 - 1. Update
 - a. CAP Funds
 - i. Not Prevailing Wage (J. Meagher)
 - b. Water & Sewer Extension
 - i. Village Water Outside User Agreement
 - j. Town Coordination
 - k. Railroad Coordination
 - d. Land Purchase Status
 - e. [V&S NYSEG 38 Manufacturing Project](#)
 - f. Realtor Commission; IDA pays 50%

- D. Workforce Development Study
 - 1. Phase 1: \$17,275 cost; seeking additional \$5,000
 - 2. Phase 2



Old Business: L. Tinney

- A. Public Authority Act
 - 1. Audit Committee Report: R. Kelsey, A. Gowan, K. Dougherty
 - 2. Governance Committee Report: R. Kelsey, K. Dougherty, J. Ceccherelli
 - a. Jan Nolis PILOT review; Additional Fee
 - b. Review from Jan Requested
 - 3. Finance Committee Report: R. Kelsey, K. Gillette, A. Gowan
 - a. Signature Cards
- B. ED&P Update
 - 1. ED&P Update: L. Tinney
 - 2. Ag Update: Z. Baker
 - 3. Housing Study

PILOT Updates: L. Tinney

- A. School PILOT Updates
 - 1. Tioga Central School
 - 2. Assessment; Denise Spaulding
- B. Crestwood PILOT(CNYOG)
 - 1. Incorrect amounts collected and paid to Town and County
 - a. County 1,148.33
 - b. Town 533.01
 - c. Crestwood 28,432.13
 - 2. OASCD Request for PILOT review

New Business: L. Tinney

- A. Sales Tax up 15.8% over 1 year
- B. [Occupancy Tax Collection](#)
- C. E Site; sub woodland delineation
- D. Social Media
 - 1. [Invoice](#)
 - 2. [November Review](#)
 - 3. [2018 Year Review](#)
 - 4. [2019 Proposal](#)

Reports

- A. Railroad
 - 1. Committee Report: T. Monell, K. Gillette, M. Sauerbrey
 - a. Income to Date
 - b. First Light Agreement
 - c. OHRV Request to Purchase
- B. Loan Program
 - 1. Committee Report: R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton
 - a. All loans current



Financials

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

Approval of Minutes

- A. November 7, 2018 Regular Meeting Minutes

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

Next Meeting: January 2, 2019

Adjournment

Tioga County Industrial Development Agency

Balance Sheet Nov 30 2018

As of November 30, 2018

	Nov 30, 18	Nov 30, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Restricted Cash Accounts			
Community- Facade Improvement	58,498.31	92,998.88	-34,500.57
CCTC- Industrial Park	11,995.37	12,000.37	-5.00
USDA Funds			
CCTC- Loan Loss Reserve	40,421.41	40,402.84	18.57
TSB- IRP 2016 (Formerly IRP 4)	211,082.66	257,740.73	-46,658.07
TSB- RBEG	205,548.50	205,511.12	37.38
TSB- marketing	1,477.37	1,496.96	-19.59
Total USDA Funds	458,529.94	505,151.65	-46,621.71
Total Restricted Cash Accounts	529,023.62	610,150.90	-81,127.28
CCTC- CDs			
Land Acquisition (879)	528,439.10	522,405.10	6,034.00
Capital Improvement (284)	310,716.91	308,059.91	2,657.00
Total CCTC- CDs	839,156.01	830,465.01	8,691.00
Temporarily Restricted Cash Acc			
TSB-Owego Gardens	84.35	29.35	55.00
TSB-Crown Cork and Seal	105.67	129.21	-23.54
Community- BestBuy PILOT Acct.	162.63	67.66	94.97
Total Temporarily Restricted Cash Acc	352.65	226.22	126.43
Unrestricted Cash Accounts			
TSB ICS	2,127,489.46	0.00	2,127,489.46
TSB- checking	39,503.25	653,231.09	-613,727.84
TSB- general fund	125,502.15	125,208.85	293.30
Total Unrestricted Cash Accounts	2,292,494.86	778,439.94	1,514,054.92
Total Checking/Savings	3,661,027.14	2,219,282.07	1,441,745.07
Other Current Assets			
Commercial Facade Late Fee	-8.91	0.00	-8.91
Accounts Receivable 1300.01	329,158.69	373,317.60	-44,158.91
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Commercial Facade Loan Program			
Loan Rec - 2017-01-C	42,500.00	0.00	42,500.00
Loan Rec - 2018-03-C	20,312.50	0.00	20,312.50
Loan Rec - 2018-02-C	2,889.75	0.00	2,889.75
Loan Rec - 2018-01-C	8,220.02	0.00	8,220.02
Loan Rec - 2017-03-C	10,070.00	13,320.00	-3,250.00
Loan Rec - 2017-02-C	31,362.56	34,533.37	-3,170.81
Loan Rec - 2016-03-C	12,579.72	15,861.48	-3,281.76
Loan Rec - 2016-02-C	29,166.80	37,500.08	-8,333.28
Loan Rec - 2016-01-C	6,114.54	8,101.82	-1,987.28
Loan Rec - 2015-06-C	13,536.76	17,927.08	-4,390.32
Loan Rec - 2014-01-C	3,560.14	5,594.62	-2,034.48
Loan Rec - 2015-01-C	0.00	11,111.05	-11,111.05
Loan Rec - 2015-02-C	-0.08	1,485.02	-1,485.10
Loan Rec - 2015-05-C	11,079.63	14,671.35	-3,591.72
Total Commercial Facade Loan Program	191,392.34	160,105.87	31,286.47

Tioga County Industrial Development Agency

12/03/18

Balance Sheet Nov 30 2018

Accrual Basis

As of November 30, 2018

	Nov 30, 18	Nov 30, 17	\$ Change
IRP 4			
Loan Rec 2018-02-A	9,629.96	0.00	9,629.96
Loan Rec 2018-01-A	69,366.26	0.00	69,366.26
Loan Rec 2017-05-A	16,590.71	21,264.37	-4,673.66
Loan Rec 2017-04-A	37,163.98	39,115.70	-1,951.72
Loan Rec 2017-03-A	17,162.16	19,119.71	-1,957.55
Loan Rec 2017-02-A	76,415.27	92,254.77	-15,839.50
Loan Rec 2017-01-A	21,373.50	23,679.61	-2,306.11
Loan Rec 2016-01-A	21,964.94	29,713.44	-7,748.50
Loan Rec 2015-03-A	5,641.57	8,508.29	-2,866.72
Loan Rec 2013-02-A	454.69	3,201.52	-2,746.83
Loan Rec 2009-02-A	51,851.58	53,051.58	-1,200.00
Total IRP 4	327,614.62	289,908.99	37,705.63
IRP 3			
Loan Rec 2013-01-A	0.00	4,558.00	-4,558.00
Loan Rec 2007-08-A	28,592.55	35,321.27	-6,728.72
Total IRP 3	28,592.55	39,879.27	-11,286.72
IRP 2			
Loan Rec 2011-03-A	37,264.83	48,170.55	-10,905.72
Total IRP 2	37,264.83	48,170.55	-10,905.72
Total Other Current Assets	879,014.12	876,382.28	2,631.84
Total Current Assets	4,540,041.26	3,095,664.35	1,444,376.91
Fixed Assets			
Asset WWTP	0.00	2,899,623.29	-2,899,623.29
Land- Mitchell Equipment	58,453.51	58,453.51	0.00
2012 computer upgrade Equipment - Other	1,436.88 264.00	1,436.88 264.00	0.00 0.00
Total Equipment	1,700.88	1,700.88	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	584,257.05	202,857.60	381,399.45
Land-Louns			
Lopke	8,993.03	0.00	8,993.03
Town of Nichols	20,000.00	0.00	20,000.00
Hess	259,561.43	249,778.44	9,782.99
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	428,166.99	389,390.97	38,776.02
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	-1,154,503.43	-1,134,818.86	-19,684.57
Total Fixed Assets	2,276,705.86	4,775,838.25	-2,499,132.39
Other Assets			
HUD Loan Program			
L/R 2014-01-A	0.00	100,360.39	-100,360.39
L/R 2009-04-A	0.00	43,113.25	-43,113.25
Total HUD Loan Program	0.00	143,473.64	-143,473.64
Total Other Assets	0.00	143,473.64	-143,473.64
TOTAL ASSETS	6,816,747.12	8,014,976.24	-1,198,229.12

Tioga County Industrial Development Agency

12/03/18

Balance Sheet Nov 30 2018

Accrual Basis

As of November 30, 2018

	Nov 30, 18	Nov 30, 17	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Interest Payable			
L/P 2014-01-A Interest	0.00	276.48	-276.48
Total Interest Payable	0.00	276.48	-276.48
2100 - Payroll Liabilities	1,646.82	1,385.70	261.12
PILOT Payments			
Crown Cork and Seal	-28.54	0.00	-28.54
+ · 231 Main Town/County	-0.01	0.00	-0.01
Owego Gardens	50.00	0.00	50.00
School - 231 Main Street	0.01	0.00	0.01
CNYOG	-0.01	0.00	-0.01
Rynone	44.08	0.00	44.08
Total PILOT Payments	65.53	0.00	65.53
Total Other Current Liabilities	1,712.35	1,662.18	50.17
Total Current Liabilities	1,712.35	1,662.18	50.17
Long Term Liabilities			
Loan Pay- IRP 4	232,632.80	242,546.34	-9,913.54
Loan Pay- IRP 3	202,342.67	212,556.11	-10,213.44
Loan Pay- IRP 2	134,427.04	145,312.91	-10,885.87
Loan Pay- IRP 1	69,112.00	76,605.09	-7,493.09
Tioga County HUD prog			
2014-01-A	0.00	100,089.00	-100,089.00
2009-04-A	0.00	43,113.25	-43,113.25
Total Tioga County HUD prog	0.00	143,202.25	-143,202.25
Total Long Term Liabilities	638,514.51	820,222.70	-181,708.19
Total Liabilities	640,226.86	821,884.88	-181,658.02
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	5,771,758.35	5,752,846.17	18,912.18
Net Income	-1,001,540.72	33,942.56	-1,035,483.28
Total Equity	6,176,520.26	7,193,091.36	-1,016,571.10
TOTAL LIABILITIES & EQUITY	6,816,747.12	8,014,976.24	-1,198,229.12

Tioga County Industrial Development Agency

Profit & Loss

12/03/18

January through November 2018

Accrual Basis

	Jan - Nov 18	Jan - Nov 17	\$ Change
Ordinary Income/Expense			
Income			
Interest Income- TSB ICS	7,489.46	0.00	7,489.46
Refund of Insurance	960.00	0.00	960.00
Loan Interest Income			
IRP 2			
2011-03-A	1,960.13	2,447.72	-487.59
Total IRP 2	1,960.13	2,447.72	-487.59
IRP 3			
2013-01-A	102.41	311.56	-209.15
2007-08-A	1,833.04	1,992.53	-159.49
Total IRP 3	1,935.45	2,304.09	-368.64
IRP 4			
2018-02-A	32.50	0.00	32.50
2018-01-A	2,521.13	0.00	2,521.13
2017-04-A	1,427.51	951.70	475.81
2017-03-A	453.64	250.95	202.69
2017-05-A	442.63	281.43	161.20
2017-01-A	524.49	359.61	164.88
2017-02-A	1,933.50	1,237.37	696.13
2016-01-A	1,185.89	1,532.30	-346.41
2015-03-A	324.87	453.04	-128.17
2013-02-A	84.67	183.54	-98.87
2010-01-A	0.00	58.35	-58.35
Total IRP 4	8,930.83	5,308.29	3,622.54
Total Loan Interest Income	12,826.41	10,060.10	2,766.31
Loan Program Fee			
Facade	100.00	1,213.00	-1,113.00
IRP 4	2,347.50	1,332.88	1,014.62
Loan Program Fee - Other	200.00	1,285.00	-1,085.00
Total Loan Program Fee	2,647.50	3,830.88	-1,183.38
Loan Late Fee			
2018-01-C	8.77	0.00	8.77
2015-03 - 2015-03-A	40.10	30.10	10.00
Loan Late Fee - Other	7.08	0.00	7.08
Total Loan Late Fee	55.95	30.10	25.85
Program Fees	0.00	-117.20	117.20
4030 - Contributions Income			
4050 - Restricted	0.00	12,500.00	-12,500.00
Total 4030 - Contributions Income	0.00	12,500.00	-12,500.00
4110 - Grants			
Waverly Trade Center DOT Grant	98,763.06	157,399.96	-58,636.90
4110 - Grants - Other	1,696,136.00	0.00	1,696,136.00
Total 4110 - Grants	1,794,899.06	157,399.96	1,637,499.10

Tioga County Industrial Development Agency

Profit & Loss

12/03/18

January through November 2018

Accrual Basis

	Jan - Nov 18	Jan - Nov 17	\$ Change
Interest Income-			
Community- Facade Improvement	34.42	48.82	-14.40
CCTC Loan Loss Reserve Account	16.96	18.55	-1.59
Community- Lounsberry	94.97	92.30	2.67
TSB- checking	513.57	846.86	-333.29
TSB-general fund	168.79	91.62	77.17
TSB- IRP 4	60.13	144.43	-84.30
TSB- RBEG	52.07	57.19	-5.12
TSB- marketing	0.37	0.41	-0.04
Total Interest Income-	941.28	1,300.18	-358.90
Leases/Licenses			
RR leases	0.00	10,465.54	-10,465.54
Leases/Licenses - Other	11,998.08	1,014.11	10,983.97
Total Leases/Licenses	11,998.08	11,479.65	518.43
OHRy			
freight	120,886.90	118,260.85	2,626.05
Total OHRy	120,886.90	118,260.85	2,626.05
4170 · PILOT Program Fees			
Two Plus Four	0.00	2,500.00	-2,500.00
Gateway	0.00	12,286.50	-12,286.50
Ameresco, Inc.	0.00	2,500.00	-2,500.00
SUN8 PDC LLC	288,073.00	2,500.00	285,573.00
Tioga Downs	0.00	30,233.50	-30,233.50
4170 · PILOT Program Fees - Other	2,500.00	0.00	2,500.00
Total 4170 · PILOT Program Fees	290,573.00	50,020.00	240,553.00
Sale of Property	0.00	3,014.07	-3,014.07
Total Income	2,243,277.64	367,778.59	1,875,499.05
Expense			
IDA Paint Program 2018	3,523.47	0.00	3,523.47
Total IDA Paint Program	3,523.47	0.00	3,523.47
66900 · Reconciliation Discrepancies	-0.02	0.00	-0.02
Grant Expense	17,595.10	0.00	17,595.10
Leases/Licenses Refund			
Berkshire Land	0.00	122.76	-122.76
Total Leases/Licenses Refund	0.00	122.76	-122.76
Bodle Hill Land	0.00	200.00	-200.00
WWTP Crown Cork and Seal	-18,633.74	0.00	-18,633.74
Marketing	741.71	414.63	327.08
Waverly Trade Center DOT Grant	98,763.06	157,399.96	-58,636.90
Tioga Industrial Park Corporate Drive	5.00	0.00	5.00
Total Tioga Industrial Park	5.00	0.00	5.00
Education	3,501.80	0.00	3,501.80
Loan Admin Fee			
IRP 4	0.00	0.00	0.00
Total Loan Admin Fee	0.00	0.00	0.00
Loan Program Expense	150.00	187.05	-37.05
6120 · Bank Service Charges	175.20	318.42	-143.22

Tioga County Industrial Development Agency

12/03/18

Profit & Loss

Accrual Basis

January through November 2018

	Jan - Nov 18	Jan - Nov 17	\$ Change
conference	0.00	980.00	-980.00
Copies	168.96	88.60	80.36
6160 · Dues and Subscriptions	1,655.00	510.00	1,145.00
E=mt3			
site preparation	200.00	0.00	200.00
E=mt3 - Other	655.00	0.00	655.00
Total E=mt3	855.00	0.00	855.00
Employee benefit			
IRA Company Match	1,508.36	1,448.10	60.26
IRA	1,766.79	1,448.10	318.69
Total Employee benefit	3,275.15	2,896.20	378.95
6180 · Insurance			
Travel/Accident (Hartford)	750.00	750.00	0.00
D & O (Philadelphia Ins. Co)	3,287.00	4,502.00	-1,215.00
Employee Dishonesty (Utica)	0.00	625.00	-625.00
Employee Health (SSA)	2,992.64	0.00	2,992.64
6185 · Property & Liability (Dryden)	12,748.19	8,900.11	3,848.08
RR Liability (Steadfast)	20,883.84	19,456.88	1,426.96
WC (Amtrust)	533.00	864.00	-331.00
Total 6180 · Insurance	41,194.67	35,097.99	6,096.68
6200 · Interest Expense			
6210 · Finance Charge	0.39	0.00	0.39
6220 · Loan Interest			
IRP 3	0.21	0.00	0.21
Total 6220 · Loan Interest	0.21	0.00	0.21
6200 · Interest Expense - Other	6,770.20	7,151.45	-381.25
Total 6200 · Interest Expense	6,770.80	7,151.45	-380.65
6550 · Office Supplies			
other	360.32	218.53	141.79
stationary	0.00	135.00	-135.00
ink cartridges	0.00	232.42	-232.42
6550 · Office Supplies - Other	1,061.32	0.00	1,061.32
Total 6550 · Office Supplies	1,421.64	585.95	835.69
6560 · Payroll Expenses			
M. Tinney	1,480.28	339.32	1,140.96
Curry	0.00	1,308.90	-1,308.90
6560 · Payroll Expenses - Other	51,020.61	54,164.72	-3,144.11
Total 6560 · Payroll Expenses	52,500.89	55,812.94	-3,312.05
PILOT Program Expenses			
Distributed Sun	305.00	244.00	61.00
PILOT Program Expenses - Other	231.50	0.00	231.50
Total PILOT Program Expenses	536.50	244.00	292.50
6250 · Postage and Delivery	144.89	248.40	-103.51
6270 · Professional Fees			
Administrative Services			
Haskell	8,378.00	6,908.00	1,470.00
Tinney	17,125.00	16,500.00	625.00
Total Administrative Services	25,503.00	23,408.00	2,095.00

Tioga County Industrial Development Agency

Profit & Loss

12/03/18

January through November 2018

Accrual Basis

	Jan - Nov 18	Jan - Nov 17	\$ Change
6650 · Accounting			
Piaker & Lyons	9,500.00	9,500.00	0.00
Jan Nolis	2,363.75	1,870.00	493.75
Total 6650 · Accounting	11,863.75	11,370.00	493.75
6655 · Consulting	19,500.00	0.00	19,500.00
6280 · Legal Fees			
Loan Program Fees	1,369.25	0.00	1,369.25
6280 · Legal Fees - Other	36,557.50	23,399.40	13,158.10
Total 6280 · Legal Fees	37,926.75	23,399.40	14,527.35
6270 · Professional Fees - Other	29,534.50	10,056.00	19,478.50
Total 6270 · Professional Fees	124,328.00	68,233.40	56,094.60
Property Taxes			
96 · Smith Creek Rd	2,197.55	0.00	2,197.55
540 · Stanton Hill	81.74	0.00	81.74
Spring St	0.22	0.00	0.22
Berry Road (47)	97.94	112.64	-14.70
Carmichael Road	3.74	3.41	0.33
Smith Creek Road	16.27	18.71	-2.44
Glenmary Drive	10.06	9.06	1.00
Metro Road	8.39	7.55	0.84
Total Property Taxes	2,415.91	151.37	2,264.54
Recording fees	1,215.00	805.50	409.50
6300 · Repairs			
6310 · Building Repairs	748.30	0.00	748.30
Total 6300 · Repairs	748.30	0.00	748.30
6770 · Supplies			
6790 · Office	518.49	0.00	518.49
6770 · Supplies - Other	0.00	259.32	-259.32
Total 6770 · Supplies	518.49	259.32	259.17
6340 · Telephone	320.08	0.00	320.08
6350 · Travel & Ent			
6370 · Meals	325.93	133.97	191.96
6380 · Travel	978.28	2,102.70	-1,124.42
Total 6350 · Travel & Ent	1,304.21	2,236.67	-932.46
Total Expense	345,195.07	333,944.61	11,250.46
Net Ordinary Income	1,898,082.57	33,833.98	1,864,248.59
Other Income/Expense			
Other Income			
TSB- CCS	0.00	108.58	-108.58
Total Other Income	0.00	108.58	-108.58
Other Expense			
Transferred Assets	2,899,623.29	0.00	2,899,623.29
Total Other Expense	2,899,623.29	0.00	2,899,623.29
Net Other Income	-2,899,623.29	108.58	-2,899,731.87
Net Income	-1,001,540.72	33,942.56	-1,035,483.28

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

12/03/18

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
Restricted Cash Accounts					
Community- Facade Improvement					
Deposit	11/01/2018		Facade Loan ...	540.73	540.73
Deposit	11/06/2018		Facade Loan ...	625.00	1,165.73
Deposit	11/06/2018		Facade Loan ...	250.00	1,415.73
Check	11/07/2018	Ike & Julie Lovelass	Paint Program	-1,000.00	415.73
Deposit	11/09/2018		Facade Loan ...	152.86	568.59
Deposit	11/14/2018		Facade Loan ...	169.54	738.13
Check	11/15/2018	John, Judith, & Chri...	Paint Progra...	-1,000.00	-261.87
Deposit	11/16/2018		Facade Loan ...	200.00	-61.87
Deposit	11/20/2018		Facade Loan ...	150.00	88.13
Deposit	11/27/2018		Facade Loan ...	1,486.64	1,574.77
Deposit	11/27/2018		Facade Loan ...	478.25	2,053.02
Deposit	11/30/2018		Interest	2.36	2,055.38
Total Community- Facade Improvement				2,055.38	2,055.38
USDA Funds					
TSB- IRP 2016 (Formerly IRP 4)					
Deposit	11/01/2018		Loan Pmt	400.00	400.00
Deposit	11/01/2018		Loan Pmt	1,328.88	1,728.88
Deposit	11/06/2018		Loan Pmt	306.00	2,034.88
Deposit	11/06/2018		Loan Pmt	559.08	2,593.96
Deposit	11/07/2018		Loan Pmt	2,860.49	5,454.45
Deposit	11/08/2018		Loan Pmt	547.94	6,002.39
Deposit	11/27/2018		Loan Pymt	200.00	6,202.39
Deposit	11/30/2018		Loan Pymt	188.54	6,390.93
Total TSB- IRP 2016 (Formerly IRP 4)				6,390.93	6,390.93
Total USDA Funds				6,390.93	6,390.93
Total Restricted Cash Accounts				8,446.31	8,446.31
Unrestricted Cash Accounts					
TSB- checking					
Deposit	11/01/2018		WTC Pass Th...	98,600.00	98,600.00
Check	11/06/2018	Sample Media Grou...	Legal Notice: ...	-31.33	98,568.67
Check	11/06/2018	Cathy Haskell	Administrative...	-775.00	97,793.67
Check	11/06/2018	LeeAnn Tinney	VOID: L. Tinn...	0.00	97,793.67
Check	11/06/2018	Madison K. Tinney	October 2018 ...	-200.00	97,593.67
Check	11/06/2018	Tri-County Home Im...	South Side Dr...	-655.00	96,938.67
Check	11/06/2018	Saratoga Railroad E...	WTC Pass Th...	-98,600.00	-1,661.33
Check	11/06/2018	GVCC	2019 Member...	-75.00	-1,736.33
Check	11/06/2018	Thomas, Collison & ...	October 2018	-3,240.00	-4,976.33
General Journal	11/06/2018	LeeAnn Tinney	For CHK 614...	-1,500.00	-6,476.33
Deposit	11/07/2018		PILOT Pmt	28,114.95	21,638.62
Check	11/08/2018	Owego Apalachin C...	2018-2019 Sc...	-35,528.13	-13,889.51
General Journal	11/08/2018	LeeAnn Tinney	Reverse of G...	1,500.00	-12,389.51
Check	11/08/2018	LeeAnn Tinney	VOID: Prof Se...	0.00	-12,389.51
Check	11/08/2018	LeeAnn Tinney	Prof Services:...	-2,125.00	-14,514.51
Deposit	11/14/2018		RR Income	5,873.20	-8,641.31
Check	11/19/2018	Dryden Mutual Insur...	Special Multi-...	-69.19	-8,710.50
Check	11/27/2018	Tioga County Treas...	Wireless Pho...	-40.01	-8,750.51
Deposit	11/30/2018		Interest	168.43	-8,582.08
Total TSB- checking				-8,582.08	-8,582.08
Total Unrestricted Cash Accounts				-8,582.08	-8,582.08
Commercial Facade Loan Program					
Loan Rec - 2017-01-C					
Deposit	11/06/2018	Owen Insurance Co...	November 20...	-625.00	-625.00
Total Loan Rec - 2017-01-C				-625.00	-625.00
Loan Rec - 2018-03-C					
Deposit	11/27/2018	Ike & Julie Lovelass	December 20...	-312.50	-312.50
Total Loan Rec - 2018-03-C				-312.50	-312.50

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

Type	Date	Name	Memo	Amount	Balance
Loan Rec - 2018-02-C					
Deposit	11/27/2018	Ike & Julie Lovelass	December 20...	-165.75	-165.75
Total Loan Rec - 2018-02-C				-165.75	-165.75
Loan Rec - 2018-01-C					
Deposit	11/16/2018	Broad Street Barber ...	September 20...	-30.00	-30.00
Deposit	11/16/2018	Broad Street Barber ...	October 2018 ...	-131.25	-161.25
Deposit	11/16/2018	Broad Street Barber ...	November 20...	-29.98	-191.23
Deposit	11/20/2018	Broad Street Barber ...	November 20...	-150.00	-341.23
Total Loan Rec - 2018-01-C				-341.23	-341.23
Loan Rec - 2017-03-C					
Deposit	11/06/2018	Glenda Ford	November 20...	-250.00	-250.00
Total Loan Rec - 2017-03-C				-250.00	-250.00
Loan Rec - 2017-02-C					
Deposit	11/01/2018	The Parkview	November 20...	-540.73	-540.73
Total Loan Rec - 2017-02-C				-540.73	-540.73
Loan Rec - 2016-03-C					
Deposit	11/27/2018	Towne Diner, LLC	December 20...	-273.48	-273.48
Total Loan Rec - 2016-03-C				-273.48	-273.48
Loan Rec - 2016-02-C					
Deposit	11/27/2018	Five Star Realty Dev...	December 20...	-694.44	-694.44
Total Loan Rec - 2016-02-C				-694.44	-694.44
Loan Rec - 2016-01-C					
Deposit	11/09/2018	Rawley Filbin	November 20...	-152.86	-152.86
Deposit	11/27/2018	Rawley Filbin	December 20...	-152.86	-305.72
Total Loan Rec - 2016-01-C				-305.72	-305.72
Loan Rec - 2015-06-C					
Deposit	11/27/2018	Ike & Julie Lovelass	December 20...	-365.86	-365.86
Total Loan Rec - 2015-06-C				-365.86	-365.86
Loan Rec - 2014-01-C					
Deposit	11/14/2018	Arkay Property Man...	November 20...	-169.54	-169.54
Total Loan Rec - 2014-01-C				-169.54	-169.54
Total Commercial Facade Loan Program				-4,044.25	-4,044.25
IRP 4					
Loan Rec 2018-01-A					
Deposit	11/06/2018	Broad Street Barber ...	November 20...	-283.38	-283.38
Total Loan Rec 2018-01-A				-283.38	-283.38
Loan Rec 2017-05-A					
Deposit	11/07/2018	Stiletto's Hair & Nails	November 20...	-384.38	-384.38
General Journal	11/19/2018		to adjust over...	-120.62	-505.00
Total Loan Rec 2017-05-A				-505.00	-505.00
Loan Rec 2017-04-A					
Deposit	11/06/2018	R&C Auto	November 20...	-166.01	-166.01
Total Loan Rec 2017-04-A				-166.01	-166.01

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

12/03/18

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
Loan Rec 2017-03-A					
Deposit	11/07/2018	Tioga Gardens	November 20...	-152.15	-152.15
Deposit	11/30/2018	Tioga Gardens	December 20...	-152.47	-304.62
Total Loan Rec 2017-03-A				-304.62	-304.62
Loan Rec 2017-02-A					
Deposit	11/07/2018	Granite Works	November 20...	-1,335.12	-1,335.12
Total Loan Rec 2017-02-A				-1,335.12	-1,335.12
Loan Rec 2017-01-A					
Deposit	11/01/2018	Jessica Jobbman	November 20...	-195.07	-195.07
Total Loan Rec 2017-01-A				-195.07	-195.07
Loan Rec 2016-01-A					
Deposit	11/07/2018	Granite Works	November 20...	-660.58	-660.58
Total Loan Rec 2016-01-A				-660.58	-660.58
Loan Rec 2015-03-A					
Deposit	11/08/2018	Charles Cornell	October 2018 ...	-243.38	-243.38
Deposit	11/08/2018	Charles Cornell	November 20...	-244.39	-487.77
Total Loan Rec 2015-03-A				-487.77	-487.77
Loan Rec 2009-02-A					
Deposit	11/27/2018	Harold & Harry's	May 2018 Loa...	-200.00	-200.00
Total Loan Rec 2009-02-A				-200.00	-200.00
Total IRP 4				-4,137.55	-4,137.55
IRP 3					
Loan Rec 2013-01-A					
Deposit	11/01/2018	Stiletto Hair & Nails	November 20...	-398.86	-398.86
General Journal	11/19/2018		to adjust over...	120.62	-278.24
Total Loan Rec 2013-01-A				-278.24	-278.24
Total IRP 3				-278.24	-278.24
IRP 2					
Loan Rec 2011-03-A					
Deposit	11/01/2018	The Parkview	November 20...	-929.74	-929.74
Total Loan Rec 2011-03-A				-929.74	-929.74
Total IRP 2				-929.74	-929.74
PILOT Payments					
Nichols Cross Dock School					
Deposit	11/07/2018	Nichols Cross Dock,...	2018-2019 Sc...	-28,114.95	-28,114.95
Check	11/08/2018	Owego Apalachin C...	2018 School ...	28,114.95	0.00
Total School				0.00	0.00
Total Nichols Cross Dock				0.00	0.00
School - 231 Main Street					
Check	11/08/2018	Owego Apalachin C...	2018 School ...	7,413.18	7,413.18
Total School - 231 Main Street				7,413.18	7,413.18
Total PILOT Payments				7,413.18	7,413.18

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

Type	Date	Name	Memo	Amount	Balance
Loan Interest Income					
IRP 2					
2011-03-A					
Deposit	11/01/2018	The Parkview	November 20...	-159.14	-159.14
Total 2011-03-A				-159.14	-159.14
Total IRP 2				-159.14	-159.14
IRP 3					
2013-01-A					
Deposit	11/01/2018	Stiletto Hair & Nails	November 20...	-1.14	-1.14
Total 2013-01-A				-1.14	-1.14
Total IRP 3				-1.14	-1.14
IRP 4					
2018-01-A					
Deposit	11/06/2018	Broad Street Barber ...	November 20...	-275.70	-275.70
Total 2018-01-A				-275.70	-275.70
2017-04-A					
Deposit	11/06/2018	R&C Auto	November 20...	-139.99	-139.99
Total 2017-04-A				-139.99	-139.99
2017-03-A					
Deposit	11/07/2018	Tioga Gardens	November 20...	-36.39	-36.39
Deposit	11/30/2018	Tioga Gardens	December 20...	-36.07	-72.46
Total 2017-03-A				-72.46	-72.46
2017-05-A					
Deposit	11/07/2018	Stiletto Hair & Nails	November 20...	-35.62	-35.62
Total 2017-05-A				-35.62	-35.62
2017-01-A					
Deposit	11/01/2018	Jessica Jobbman	November 20...	-44.93	-44.93
Total 2017-01-A				-44.93	-44.93
2017-02-A					
Deposit	11/07/2018	Granite Works	November 20...	-161.98	-161.98
Total 2017-02-A				-161.98	-161.98
2016-01-A					
Deposit	11/07/2018	Granite Works	November 20...	-94.27	-94.27
Total 2016-01-A				-94.27	-94.27
2015-03-A					
Deposit	11/08/2018	Charles Cornell	October 2018 ...	-25.54	-25.54
Deposit	11/08/2018	Charles Cornell	November 20...	-24.53	-50.07
Total 2015-03-A				-50.07	-50.07
Total IRP 4				-875.02	-875.02
Total Loan Interest Income				-1,035.30	-1,035.30
Loan Late Fee					
2018-01-C					
Deposit	11/16/2018	Broad Street Barber ...	Late Fees - O...	-8.77	-8.77
Total 2018-01-C				-8.77	-8.77

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

12/03/18

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
2015-03 · 2015-03-A					
Deposit	11/08/2018	Charles Cornell	October 2018 ...	-10.10	-10.10
Total 2015-03 · 2015-03-A				-10.10	-10.10
Total Loan Late Fee				-18.87	-18.87
4110 · Grants					
Waverly Trade Center DOT Grant					
Deposit	11/01/2018	Waverly Trade Cent...	Invoice #1982...	-98,600.00	-98,600.00
Check	11/06/2018	Saratoga Railroad E...	WTC Pass Th...	98,600.00	0.00
Total Waverly Trade Center DOT Grant				0.00	0.00
Total 4110 · Grants				0.00	0.00
Interest Income-					
Community- Facade Improvement					
Deposit	11/30/2018		Interest	-2.36	-2.36
Total Community- Facade Improvement				-2.36	-2.36
TSB- checking					
Deposit	11/30/2018		Interest	-168.43	-168.43
Total TSB- checking				-168.43	-168.43
Total Interest Income-				-170.79	-170.79
OHRy					
freight Deposit	11/14/2018	OHRy	September 20...	-5,873.20	-5,873.20
Total freight				-5,873.20	-5,873.20
Total OHRy				-5,873.20	-5,873.20
IDA Paint Program 2018					
Check	11/07/2018	Ike & Julie Lovelass	249 Front Str...	1,000.00	1,000.00
Check	11/15/2018	John, Judith, & Chri...	Paint Progra...	1,000.00	2,000.00
Total 2018				2,000.00	2,000.00
Total IDA Paint Program				2,000.00	2,000.00
Marketing					
Check	11/06/2018	Sample Media Grou...	Legal Notice -...	31.33	31.33
Total Marketing				31.33	31.33
6160 · Dues and Subscriptions					
Check	11/06/2018	GVCC	2019 Member...	75.00	75.00
Total 6160 · Dues and Subscriptions				75.00	75.00
E=mt3					
Check	11/06/2018	Tri-County Home Im...	South Side Dr...	655.00	655.00
Total E=mt3				655.00	655.00
6180 · Insurance					
6185 · Property & Liability (Dryden)					
Check	11/19/2018	Dryden Mutual Insur...	Special Multi-...	69.19	69.19
Total 6185 · Property & Liability (Dryden)				69.19	69.19
Total 6180 · Insurance				69.19	69.19

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

Type	Date	Name	Memo	Amount	Balance
6270 · Professional Fees					
Administrative Services					
Haskell					
Check	11/06/2018	Cathy Haskell	October 2018	775.00	775.00
Total Haskell				775.00	775.00
Tinney					
Check	11/06/2018	LeeAnn Tinney	L. Tinney Nov...	0.00	0.00
General Journal	11/06/2018	LeeAnn Tinney	For CHK 614...	1,500.00	1,500.00
General Journal	11/08/2018	LeeAnn Tinney	Reverse of G...	-1,500.00	0.00
Check	11/08/2018	LeeAnn Tinney	Prof Services ...	0.00	0.00
Check	11/08/2018	LeeAnn Tinney	Prof Services:...	2,125.00	2,125.00
Total Tinney				2,125.00	2,125.00
Total Administrative Services				2,900.00	2,900.00
6280 · Legal Fees					
Check	11/06/2018	Thomas, Collison & ...	Legal, Octobe...	3,240.00	3,240.00
Total 6280 · Legal Fees				3,240.00	3,240.00
6270 · Professional Fees - Other					
Check	11/06/2018	Madison K. Tinney	October Profe...	200.00	200.00
Total 6270 · Professional Fees - Other				200.00	200.00
Total 6270 · Professional Fees				6,340.00	6,340.00
6340 · Telephone					
Check	11/27/2018	Tioga County Treas...	Wireless Pho...	40.01	40.01
Total 6340 · Telephone				40.01	40.01
TOTAL				0.00	0.00

4:39 PM

12/03/18

Accrual Basis

Tioga County Industrial Development Agency
Transaction Detail by Account
November 2018

Type	Date	Name	Memo	Split	Amount	Balance
Restricted Cash Accounts						
Community- Facade Improvement						
Deposit	11/01/2018		Facade Loan...	Loan Rec - 20...	540.73	540.73
Deposit	11/06/2018		Facade Loan...	Loan Rec - 20...	625.00	1,165.73
Deposit	11/06/2018		Facade Loan...	Loan Rec - 20...	250.00	1,415.73
Check	11/07/2018	Ike & Julie Lovelass	Paint Program	2018	-1,000.00	415.73
Deposit	11/09/2018		Facade Loan...	Loan Rec - 20...	152.86	568.59
Deposit	11/14/2018		Facade Loan...	Loan Rec - 20...	169.54	738.13
Check	11/15/2018	John, Judith, & Chri...	Paint Progra...	2018	-1,000.00	-261.87
Deposit	11/16/2018		Facade Loan...	-SPLIT-	200.00	-61.87
Deposit	11/20/2018		Facade Loan...	Loan Rec - 20...	150.00	88.13
Deposit	11/27/2018		Facade Loan...	-SPLIT-	1,486.64	1,574.77
Deposit	11/27/2018		Facade Loan...	-SPLIT-	478.25	2,053.02
Deposit	11/30/2018		Interest	Community- F...	2.36	2,055.38
Total Community- Facade Improvement					2,055.38	2,055.38
USDA Funds						
TSB- IRP 2016 (Formerly IRP 4)						
Deposit	11/01/2018		Loan Pmt	-SPLIT-	400.00	400.00
Deposit	11/01/2018		Loan Pmt	-SPLIT-	1,328.88	1,728.88
Deposit	11/06/2018		Loan Pmt	-SPLIT-	306.00	2,034.88
Deposit	11/06/2018		Loan Pmt	-SPLIT-	559.08	2,593.96
Deposit	11/07/2018		Loan Pmt	-SPLIT-	2,860.49	5,454.45
Deposit	11/08/2018		Loan Pmt	-SPLIT-	547.94	6,002.39
Deposit	11/27/2018		Loan Pymt	Loan Rec 200...	200.00	6,202.39
Deposit	11/30/2018		Loan Pymt	-SPLIT-	188.54	6,390.93
Total TSB- IRP 2016 (Formerly IRP 4)					6,390.93	6,390.93
Total USDA Funds					6,390.93	6,390.93
Total Restricted Cash Accounts					8,446.31	8,446.31
Unrestricted Cash Accounts						
TSB- checking						
Deposit	11/01/2018		WTC Pass T...	Waverly Trade...	98,600.00	98,600.00
Check	11/06/2018	Sample Media Gro...	Legal Notice:...	Marketing	-31.33	98,568.67
Check	11/06/2018	Cathy Haskell	Administrativ...	Haskell	-775.00	97,793.67
Check	11/06/2018	LeeAnn Tinney	VOID: L. Tinn...	Tinney	0.00	97,793.67
Check	11/06/2018	Madison K. Tinney	October 2018...	6270 · Profess...	-200.00	97,593.67
Check	11/06/2018	Tri-County Home I...	South Side D...	E=mt3	-655.00	96,938.67
Check	11/06/2018	Saratoga Railroad ...	WTC Pass T...	Waverly Trade...	-98,600.00	-1,661.33
Check	11/06/2018	GVCC	2019 Membe...	6160 · Dues a...	-75.00	-1,736.33
Check	11/06/2018	Thomas, Collison &...	October 2018	6280 · Legal F...	-3,240.00	-4,976.33
General Journal	11/06/2018	LeeAnn Tinney	For CHK 614...	Tinney	-1,500.00	-6,476.33
Deposit	11/07/2018		PILOT Pmt	School	28,114.95	21,638.62
Check	11/08/2018	Owego Apalachin C...	2018-2019 S...	-SPLIT-	-35,528.13	-13,889.51
General Journal	11/08/2018	LeeAnn Tinney	Reverse of G...	Tinney	1,500.00	-12,389.51
Check	11/08/2018	LeeAnn Tinney	VOID: Prof S...	Tinney	0.00	-12,389.51
Check	11/08/2018	LeeAnn Tinney	Prof Services...	Tinney	-2,125.00	-14,514.51
Deposit	11/14/2018		RR Income	freight	5,873.20	-8,641.31
Check	11/19/2018	Dryden Mutual Insu...	Special Multi...	6185 · Propert...	-69.19	-8,710.50
Check	11/27/2018	Tioga County Treas...	Wireless Pho...	6340 · Teleph...	-40.01	-8,750.51
Deposit	11/30/2018		Interest	TSB- checking	168.43	-8,582.08
Total TSB- checking					-8,582.08	-8,582.08
Total Unrestricted Cash Accounts					-8,582.08	-8,582.08
TOTAL					-135.77	-135.77



**Tioga County Industrial Development Agency
November 7, 2018. 4:30pm.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Minutes**

DRAFT

	<p>Call to Order and Introductions The meeting was called to order by Chairperson R. Kelsey at 4:31 p.m.</p>
2.	<p>Attendance</p> <p>A. IDA Board Members</p> <p>1. Roll Call: R. Kelsey, A. Gowan, K. Dougherty, K. Gillette, T. Monell, J. Ceccherelli, M. Sauerbrey</p> <p>a. Absent:</p> <p>b. Excused: K. Dougherty</p> <p>2. Guests:</p> <p>a. Z. Baker, C. Haskell, J. Meagher, L. Tinney, T. Spicer, M. Freeze (<i>departed @ 5:33 pm</i>), C. Curtis (<i>arrived @ 5:20 pm</i>)</p>
3.	<p>Privilege of the Floor – None</p>
4.	<p>Project Updates – L. Tinney</p> <p>A. Gateway Project</p> <p>1. Update:</p> <p>a. Tourism Office – Anticipates taking occupancy as of 12/1/18.</p> <p>b. Residential Units – Currently seeking tenants, 2/8 filled. Difficulty due to high rent and low restriction on income.</p> <p>c. Commercial Space – Fully rented. Two businesses (J. Sarrge and Higi Homes) have already taken occupancy and are currently operational. Pilates studio also at this location.</p> <p>B. Owego Gardens 2</p> <p>1. Update:</p> <p>a. Funding - L. Tinney spoke with S. Benson regarding the possibility of requesting DRI funding with the IDA as the applicant.</p> <p>b. Water Tank – L. Tinney reported the water tank would go out to bid in January 2019.</p>



C. Project Steel

1. Update:

a. CCAP Funds – Still waiting for \$300,000 from Senator Akshar.

i. Prevailing Wage – Unsure as to whether prevailing wage is required for water/sewer extension.

b. Water & Sewer Meeting – This has stalled and unsure how to proceed with extension.

c. Incentive Proposal – This has been issued.

d. Land Purchase Contract – J. Meagher reported the contract is completed. The issue with the land survey has been resolved. The IDA Board needs to authorize execution of contract at sale.

Motion to authorize execution of contract at sale (A. Gowan, K. Gillette)

Aye – 6 Abstain – 0

No – 0 Carried

D. Owego Gardens I

1. Kemmerling Meetings - L. Tinney reported there are drainage issues at the site. L. Tinney has been on-site twice; once with Home Leasing and once with K. Kemmerling and engineers.

a. Re-Route Drainage – L. Tinney reported re-routing the drainage helped with the east side of the site, but continues to be an issue for the west side. Water is coming down the hill into ditch and creek.

b. Riprap Creek – Proposed as a possible solution to the drainage issue.

c. Removal of Trees – Proposed as a possible solution to the drainage issue.

d. Reimbursement - \$1,000 – L. Tinney reported K. Kemmerling invested \$1,000 to fix the issue when water came on to his property.

2. Jungle Gym Equipment – This has been removed from the site.

3. Rotted Culvert – L. Tinney reported there is an old steel pipe rotted on the bottom, which is eroding dirt underneath the culvert. L. Tinney reported T. Darpino provided a quote for repair, however, the ditch is located on Home Leasing’s property and not IDA-owned property. IDA is not inclined to partner with Home Leasing on this repair, as the culvert side is not IDA-owned.

5. Old Business – L. Tinney

A. Public Authority Accountability Act

1. Audit Committee Report (R. Kelsey, K. Dougherty, A. Gowan)

a. Nothing new to report.

2. Governance Committee Report (R. Kelsey, K. Dougherty, J. Ceccherelli)

a. Sexual Harassment Policy – IDA Board reviewed policy.

Motion to approve Sexual Harassment Policy (J. Ceccherelli, M. Sauerbrey)

Aye – 6 Abstain – 0

No – 0 Carried

- b. Employee Handbook Revisions – IDA Board reviewed revisions.
**Motion to approve Employee Handbook revisions, as presented
(J. Ceccherelli, M. Sauerbrey)**

Aye – 6 Abstain – 0
No – 0 Carried

4. **Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)**

- a. Signature Cards – L. Tinney inquired as to whether C. Haskell should be added as an authorized signer on the Community Bank accounts. R. Kelsey stated it was not necessary to add C. Haskell to the accounts and we should wait for the new employee to start.

B. Lounsberry Property Purchases -

1. Hess Property – L. Tinney reported the Hess Property went out for bid for purchase/removal and zero bids were received. L. Tinney reached out to G. Swansborough, however, has not received a response.

C. ED&P Update –

1. ED&P Update - L. Tinney provided the following update:

- ✓ Restore NY for the Villages of Owego and Waverly are moving forward.
- ✓ Nobelletti Housing Project - The Village of Owego Board did not approve the re-zoning request from R2 to R3 on Southside Drive, therefore, this housing project is not moving forward.
- ✓ Village of Owego DRI – The Local Planning Committee met on 10/10/18 and the next meeting is scheduled for 11/14/18. The Public Workshop was well attended on 10/24/18 and the open call for projects is underway with 36 potential public/private projects. Moving forward with BJB Planning. L. Tinney reported T. Saraceno and B. Woodburn are doing a great job. L. Tinney reported the first milestone is a report submission to the State by December 2018.
- ✓ Tioga County Property Development Corporation (Land Bank) was awarded \$500,000.
- ✓ REAP USDA award letter is pending for Phase 2 Housing Study. Currently in the process of developing the RFP.
- ✓ Southern Tier 8 (ST8) Industry Summit is scheduled for 11/28/18.
- ✓ Hotel/Motel Occupancy Tax – The County has received \$153,690 YTD with an additional \$40,700 pending for 3rd Quarter and another \$85,500 projected for 4th Quarter. Anticipated 2018 year-end is \$280,000. For 2019, this amount projected is \$340,000. Increased occupancy tax is primarily being driven by the new Tioga Downs hotel. L. Tinney reported distribution of funds includes the County, Tourism Office, and Finger Lakes Wine Association with the remaining amount used to offset ED&P budget. R. Kelsey requested L. Tinney provide trend history of the County's hotel/motel tax.
- ✓ Sales Tax – L. Tinney reported sales tax in the County has increased by 15% from last year primarily due to gasoline purchases.

- ✓ Workforce Development Pipeline Strategy – L. Tinney reported the RFP for a consultant was issued with one response received. ED&P is interested in a Workforce Development Pipeline Strategy engaging representatives from local employers, employers in surrounding counties, school districts, and economic and workforce development organizations.
- ✓ Free Homes Site Program - L. Tinney reported B. Woodburn prepared the housing document. The concept is to purchase and sub-divide land that is available at no cost to potential homeowners to build single-family homes based on eligibility criteria. This allows for housing starts as well as step-up housing. L. Tinney reported B. Woodburn researched a couple of communities in Kansas regarding program success. L. Tinney proposed the IDA consider look at the top portion of the E-site as a possibility for such program. L. Tinney requested Fagan Engineers provide conceptual drawings of how many parcels/tracks would be feasible in this area. The property is currently zoned agriculture, therefore, would require a re-zoning request with the Town of Owego. L. Tinney inquired as to whether the Board would be interested in learning more about this program with additional information presented next month and the Board expressed interest.

2. Ag Update – Z. Baker provided the following update:

- ✓ Two Farm Visits – Twin Brook and Reed Brook Meats
- ✓ Continued social media outreach with three Facebook posts per week advertising for workshops, farmer’s markets, and grant and loan information.
- ✓ Wrote an article in CCE Farm & Garden newsletter on grant and loan opportunities for veterans in agriculture.
- ✓ Met with Amish farmers Rufus Troyer and David Klein regarding opportunities to sell produce wholesale and build a milk processing plant.
- ✓ Met with Mike Poe and Josh Thole regarding California company interested in cloning hemp seeds to supply the NY market.
- ✓ Attended NYS Forestry & Wood Products Summit.
- ✓ Two Tioga County farms likely to receive funding through the NY Grown & Certified Program. Continued outreach to interested farms.
- ✓ Worked with CCE Tioga, CCE Tompkins, Tioga Soil & Water, and Tioga/Chemung NRCS to set up a grant-writing workshop for farmers. Approximately 20 farms attended.
- ✓ Developed a Farmer Resource Directory. This is a comprehensive listing of all known grant and loan programs available to Tioga County farms. Distributed copies at the grant-writing workshop and in the process of developing a plan for distribution to farms and county agencies.

6. PILOT Updates –

A. School PILOT Bills –

1. Tioga Central School District – L. Tinney reported Tioga Central School District notified her that the PILOT payment amount received was incorrect.

- B. Crestwood PILOT (CNYOG) –** L. Tinney reported incorrect amounts have been collected and paid to town and county. L. Tinney reported J. Nolis has been brought in to assist with reviewing the PILOT information and to determine correct payments/reimbursements.

7. New Business –

A. E-Site:

1. “No Hunting” Signs – L. Tinney inquired as to whether the IDA Board was interested in posting the E-site property and the Board was not inclined to do so.

B. Spencer-Tioga Solar -

1. Notice of Acquisition - L. Tinney reported the IDA received notification from SUN 8 LLC that they have sold their interest in Spencer-Tioga Solar, LLC. J. Meagher reported this notification is for informational purposes only, as we are not required to consent to this and there is no effect on the IDA. All obligations remain the same.

8. Approval of Minutes –

A. October 3, 2018 Regular Meeting Minutes -

**Motion to approve October 3, 2018 Regular Meeting minutes, as written
(T. Monell, M. Sauerbrey)**

Aye – 6 Abstain – 0

No – 0 Carried

9. Financial Reports –

A. Reports –

1. Balance Sheet –
2. Profit & Loss – A
3. Transaction Detail –

Motion to acknowledge financial reports, as presented. (M. Sauerbrey, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

10. Reports

A. Railroad

1. Committee Report (T. Monell, K. Gillette, M. Sauerbrey)
 - a. Income to Date – L. Tinney reported the railroad income for the month of August is slightly down. L. Tinney reported a resident in Berkshire called thanking Mr. May for his quick response in replacing a railroad crossing that was an issue.
 - b. First Light Lease Agreement – L. Tinney reported First Light (formerly known as Finger Lakes Technologies) lease agreement is for the overhead wire/fiber.

B. Loan Program

1. Committee Report (R. Kelsey, A. Gowan, K. Dougherty, S. Thomas, D. Barton)
 - a. The LOOM – L. Tinney reported The LOOM façade loan was satisfied in September. Currently in the process of releasing the collateral.
 - b. At Your Door Mobile Dog Grooming – L. Tinney reported the loan status is current through November and will be satisfied in December 2018. At time of final payment, collateral will be released.
- L. Tinney introduced Christine Curtis and acknowledged she is one of the applicants for the IDA Executive Administrator position.

- 11.** Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:39 p.m. pursuant to Public Officers Law Section 105 to discuss financial matters, individual personnel matters, and IDA properties. (J. Ceccherelli, K. Gillette)

Aye – 6 Abstain - 0

No – 0 Carried

Executive Session adjourned at 6:15 p.m.

- Motion to offer Executive Administrator position to Christine Curtis at annual salary of \$42,500.**
(K. Gillette, T. Monell)

Aye – 6 Abstain – 0

No – 0 Carried

- Motion to increase LeeAnn Tinney monthly stipend for November and December 2018 to \$2,125**
(A. Gowan, J. Ceccherelli)

Aye – 6 Abstain – 0

No – 0 Carried

- 12. Next Meeting** – December 5, 2018 at 4:30 p.m. in the Legislative Conference Room.

- 13. Adjournment** – Meeting adjourned at 6:15 p.m.