



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

Tioga County Industrial Development Agency
February 1, 2023 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Agenda

Call to Order and Introductions

Attendance

IDA Board Members

Roll Call: K. Gillette, M. Sauerbrey, T. Monell, J. Ward, E. Knolles, M. Townsend

Excused: J. Ceccherelli

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

Privilege of the Floor: Bob Farrell, OACSD Assistant Superintendent

Approval of Minutes

- A. [January 4, 2023 Regular Meeting Minutes](#)
- B. [January 4, 2023 Annual Meeting Minutes](#)

Financials

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

ED&P Update: L. Tinney

- A. [Report](#)

Project Updates: L. Tinney & C. Curtis

- A. Owego Gardens II
 - 1. [Updated Project Cost Spreadsheet](#)
- B. J. Gensel/Fagan Engineers request

New Business: C. Curtis

- A. New laws affecting IDA
- B. [Tioga County Chamber of Commerce sponsorship request](#)
- C. [DRI Multi-Site Program Fund – Policies & Guidelines Project Checklist Fillable Form](#)

Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. No report



2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. M. Townsend appointment to Governance Committee, Audit Committee, & Finance Committee
3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. No report
4. Loan Committee: A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. No report
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. No report

PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update:
 1. Owego Gardens II – Home Leasing - \$189,300.37/Authorized \$524,194
 2. RB Robinson - \$36,231.89/Authorized \$55,990
 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80
- B. Best Bev LLC Application – Public Hearing January; Board Vote February
 1. Cost Benefit Analysis
 2. Public Hearing Transcript
 3. Resolution

Grant Updates: C. Curtis

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

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

Next Meeting: Wednesday March 1, 2023



DRAFT

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

I. Call to Order and Introductions – Ms. Ceccherelli called the meeting to order at 4:31 pm.

II. Attendance

IDA Board Members

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

Excused: E. Knolles

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

III. Privilege of the Floor: None

IV. Approval of Minutes

A. December 7, 2022 Regular Meeting Minutes

Motion to approve December 7, 2022 Regular Meeting Minutes, as written. (M. Sauerbrey, A. Gowan)

Aye – 6

Abstain – 0

No – 0

Carried

V. Financials

A. Balance Sheet

B. Profit & Loss

C. Transaction Detail

D. Accounts Receivable

Motion to acknowledge financials, as presented. (A. Gowan, J. Ward)

Aye – 6

Abstain – 0

No – 0

Carried

VI. ED&P Update:

A. Report: Ms. Tinney sent the board a written report of current ED&P activities prior to the meeting.

VII. Project Updates: C. Curtis

A. Owego Gardens II

1. Updated Project Cost Spreadsheet: Ms. Curtis reported that there have been no changes to the spreadsheet. It is anticipated that a payment to Robinson will be paid in the next week.

B. J. Gensel/Fagan Engineers request: J. Gensel, Fagan Engineers, sent an email requesting additional payment for management services related to the Owego Gardens II project. An



invoice has yet to be sent. Management services were originally a part of the scope of work with Fagan, however it was cut out. After board discussion, they agreed to consider payment to Fagan once an invoice is received.

C. Resolution: Authorizing Private Hydrant Agreement: Veolia is set to take over the water system next week now that there is a private hydrant agreement. Discussion ensued about the roadway. Currently, the Village of Owego is not agreeable to taking over the road leading to Owego Gardens II. Home Leasing currently owns the road.

1. Private Hydrant Agreement:

Motion to approve the resolution authorizing the Private Hydrant Agreement. (T. Monell, J. Ward)

Aye – 6 Abstain – 0
No – 0 Carried

VIII. New Business: C. Curtis

A. Outreach re Solar Developments – Mortgage Tax Abatement: C. Curtis received outreach from a solar developer who already has approved projects in the county. They requested information regarding mortgage tax abatement. C. Curtis passed on information and PILOT application.

IX. Committee Reports: C. Curtis

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: A. Gowan, E. Knolles, J. Ward
 - a. 2022 YE Audit – January 9th
 - 2. Governance Committee: J. Ceccherelli, A. Gowan, E. Knolles
 - a. New Board Member Appointment Date 1-10-23 at the legislative meeting.
 - 3. Finance Committee: J. Ceccherelli, A. Gowan, J. Ward
 - a. No report
 - 4. Loan Committee: A. Gowan, R. Kelsey, K. Dougherty, D. Barton, J. Ward, E. Knolles
 - a. No report
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - a. No report

X. PILOT Updates: C. Curtis

- A. Sales Tax Exemptions Update:
 - 1. Owego Gardens II – Home Leasing - \$189,300.37/Authorized \$524,194
 - 2. RB Robinson - \$36,231.89/Authorized \$55,990
 - 3. Statewide Aquastore Inc. - \$17,036.71/Authorized \$35,712.80
- B. Owego Gardens II Year 1 PILOT invoiced
- C. Best Bev LLC Application – Public Hearing January; Board Vote February
 - 1. Cost Benefit Analysis: has been revised due to payroll amount increasing.
 - 2. Waverly CSD Letter of Support: C. Curtis received a letter of support from the Waverly CSD for the PILOT for Best Bev.
A public hearing will be held at the end of the month. Discussion ensued regarding the specifics of the PILOT.



XI. Grant Updates: C. Curtis

- A. New York State Division of Homeland Security and Emergency Services (DHSES) DR-4567
Planning Grant – Richford Railroad
 - 1. No report
- B. ARC Grant Application – Engineering Design Lounsberry Industrial Hub Buildings
 - 1. Application Submitted 7-26-22; pending
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 - 1. Larson Design Group to coordinate study completion starting January 2023
- D. ESD Water Tank – ESD AB017
 - 1. Reimbursement process in progress

XII. Motion to move into Executive Session at 5:00 pm pursuant to Public Officers Law Section 105 to discuss financial matters. (K. Gillette, T. Monell)

Motion to adjourn Executive Session at 5:15 pm. (T. Monell)

XIII. Next Meeting: Wednesday February 1, 2023

XIV. Adjournment: Mr. Monell motioned to adjourn the meeting at 5:16 pm.



DRAFT

**Tioga County Industrial Development Agency
January 4, 2023 – 4:15 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Annual Meeting Minutes**

I. Call to Order and Introductions – Ms. Ceccherelli called the meeting to order at 4:15 pm.

II. Attendance

IDA Board Members

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

Excused: E. Knolles

Guests: C. Curtis, M. Schnabl

III. New Business

A. Monthly Meeting Designation

1. Date- first Wednesday of each month
2. Time- 4:30 p.m.
3. Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st Floor

B. Media Designation

1. Press & Sun Bulletin

Motion to set the regular monthly meetings for the first Wednesday of each month at 4:30 pm in the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Legislative Conference Room, 1st Floor, and to designate the Press & Sun Bulletin as the official media source for the purposes of publishing all notices and other matters as required by law. (M. Sauerbrey, T. Monell)

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

C. Governance Committee Recommendations

1. Slate of Officers 2023 Proposed List of TCIDA Committee Members
 - a. Chair- Jenny Ceccherelli
 - b. Vice Chair- Kevin Gillette
 - c. Secretary- M. Sauerbrey
 - d. Treasurer- J. Ward
2. Committee Appointments
 - a. Governance- J. Ceccherelli, A. Gowan until January 10th; Member to be Appointed, E. Knolles
 - b. Audit- E. Knolles, A. Gowan until January 10th; Member to be Appointed, J. Ward
 - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
 - d. Finance- J. Ceccherelli, A. Gowan until January 10th; Member to be Appointed, J. Ward
 - e. Loan- J. Ward, K. Dougherty, D. Barton, E. Knolles



- f. Public Relations- J. Ceccherelli, L. Tinney, C. Curtis
- 3. Other Appointments
 - a. Designee (per Employee Handbook) – L. Tinney
 - b. Compliance Officer- C. Curtis
 - c. Contracting Officer- C. Curtis
 - d. Freedom of Information Officer- C. Curtis
 - e. Code of Ethics Officer- J. Meagher
 - f. Internal Controls Officer- J. Nolis

Motion to approve 2023 Slate of Officers, Committee Appointments, and other appointments, as recommended by the Governance Committee. (T. Monell, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

- 4. Annual Policy Review
 - a. Mission Statement
 - b. By-Laws
 - c. Code of Ethics
 - d. Assessment of Internal Controls
 - e. Procurement Policy
 - f. Property Disposition Policy
 - g. Whistle Blowers Policy
 - h. Employee Handbook
 - i. Governance Committee Charter
 - j. Procedure Manual
 - k. TCIDA Sexual Harassment Policy
- 5. Other Annual Review
 - a. Compensation and Benefits of Executive Director
 - b. Report on Conflict of Interest Incidents
 - c. Self-Evaluation of Performance - 2022 Governance Committee Self-Evaluation Report

Motion to approve the annual policy review as recommended by the Governance Committee and to approve the annual compensation and benefits, acceptance of Report of Conflict of Interest Incidents, and Self-Evaluation of Performance 2022 Governance Committee Self-Evaluation Reports as recommended by the Governance Committee. (M. Sauerbrey, K. Gillette)

Aye – 6 Abstain – 0
No – 0 Carried

- D. Audit Committee Recommendations
 - 1. Appointments
 - a. Audit Firm- inero&co
 - b. Financial Expert- J. Nolis
 - 2. Annual Policy Review



- a. Audit Committee Charter TCIDA Audit Committee Charter
- b. Self-Evaluation of Performance 2022 Audit Committee Self-Evaluation Report
- E. Finance Committee Recommendations
 - 1. Official Depositories
 - a. Chemung Canal Trust Company
 - b. Community Bank
 - c. Tioga State Bank
 - 2. Annual Policy Review
 - a. Investment Policy
 - b. Finance Committee Charter
 - c. [Investment Annual Report](#)
 - d. [Self-Evaluation of Performance 2022 Finance Committee Self-Evaluation Report](#)
 - 3. Annual Designation of Signors on Bank Accounts
 - a. J. Ceccherelli, M. Sauerbrey, A. Gowan, C. Curtis

Motion to approve Inero & Co as the audit firm and J. Nolis as financial expert as recommended by the audit committee, to accept the review IDA Audit Committee Charter and Self-Evaluation of Performance 2021 Audit Committee Self-Evaluation Report, to approve Chemung Canal Trust Company, Community Bank and Tioga State Bank as official depositories for Tioga County IDA as recommended by the Finance Committee, to accept the reviewed policies and Self-Evaluation of Performance 2022 Finance Committee Self-Evaluation Report as recommended by the Finance Committee, to approve the designated signors on the accounts as M. Sauerbrey, J. Ceccherelli, A. Gowan, and C. Curtis, to authorize the Internal Controls Certification, Annual Evaluation of Board Performance, and Fiduciary Responsibilities Certification for the year (K. Gillette, T. Monell)

Aye – 5 Abstain – 1 (J. Ward)
No – 0 Carried

- F. Annual Certifications
 - 1. [Internal Controls Certification](#)
 - 2. Annual Evaluation of Board Performance
 - 3. Fiduciary Responsibilities Certification
 - 4. [2022 TCIDA Operations and Accomplishments](#)
- G. Miscellaneous
 - 1. [Contact information 2023 TCIDA Board of Directors & Staff](#)
 - 2. [Listing of IDA properties – 2022 YE](#)

IV. Adjourned – Ms. Sauerbrey motioned to adjourn the meeting at 4:23 pm.

Tioga County Industrial Development Agency

Balance Sheet

As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Restricted Cash Accounts			
COVID-19	9,633.21	311,093.73	-301,460.52
Community- Facade Improvement	229,796.83	197,953.72	31,843.11
USDA Funds			
CCTC- Loan Loss Reserve	40,491.53	40,480.46	11.07
TSB- IRP 2016 (Formerly IRP 4)	144,785.22	136,548.10	8,237.12
TSB- RBEG	160,512.36	150,746.22	9,766.14
TSB- marketing	0.00	1,115.97	-1,115.97
Total USDA Funds	<u>345,789.11</u>	<u>328,890.75</u>	<u>16,898.36</u>
Total Restricted Cash Accounts	585,219.15	837,938.20	-252,719.05
CCTC- CDs			
Site Development			
Site Development 2441	100,462.52	100,262.00	200.52
Site Development 2440	100,350.12	100,149.67	200.45
Site Development 2439	100,350.12	100,149.67	200.45
Total Site Development	<u>301,162.76</u>	<u>300,561.34</u>	<u>601.42</u>
Land Acquisition (879)	553,069.56	549,763.55	3,306.01
Capital Improvement (284)	<u>325,351.58</u>	<u>323,406.76</u>	<u>1,944.82</u>
Total CCTC- CDs	1,179,583.90	1,173,731.65	5,852.25
Temporarily Restricted Cash Acc			
TSB-Owego Gardens	46,581.35	2,552,439.38	-2,505,858.03
TSB-Crown Cork and Seal	105.67	105.67	0.00
Community- BestBuy PILOT Acct.	369.98	369.98	0.00
Total Temporarily Restricted Cash Acc	<u>47,057.00</u>	<u>2,552,915.03</u>	<u>-2,505,858.03</u>
Unrestricted Cash Accounts			
TSB ICS	5.33	1,000,259.35	-1,000,254.02
TSB- checking	275,431.81	503,519.11	-228,087.30
TSB- general fund	<u>25,768.41</u>	<u>125,754.54</u>	<u>-99,986.13</u>
Total Unrestricted Cash Accounts	<u>301,205.55</u>	<u>1,629,533.00</u>	<u>-1,328,327.45</u>
Total Checking/Savings	2,113,065.60	6,194,117.88	-4,081,052.28
Other Current Assets			
COVID-19 ERLP			
C-7-A	7,569.03	16,841.05	-9,272.02
C-5-A	2,564.92	6,051.57	-3,486.65
C-4-A	2,570.76	5,924.24	-3,353.48
C-2-A	0.00	8,575.44	-8,575.44
C-1-A	<u>9,756.71</u>	<u>15,367.66</u>	<u>-5,610.95</u>
Total COVID-19 ERLP	22,461.42	52,759.96	-30,298.54
Accounts Receivable 1300.01	746,453.05	746,453.05	0.00
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
Commercial Facade Loan Program			
Loan Rec - 2017-01-C	11,875.00	18,750.00	-6,875.00
Loan Rec - 2018-03-C	0.00	9,687.50	-9,687.50
Loan Rec - 2018-01-C	1,015.02	2,820.02	-1,805.00
Loan Rec - 2017-02-C	5,948.25	12,437.01	-6,488.76
Loan Rec - 2016-02-C	0.00	4,861.40	-4,861.40
Loan Rec - 2015-06-C	0.00	1,097.52	-1,097.52
Loan Rec - 2015-05-C	<u>0.00</u>	<u>603.88</u>	<u>-603.88</u>
Total Commercial Facade Loan Program	18,838.27	50,257.33	-31,419.06
RBEG			
Loan Rec - RBEG 2019 -06	<u>54,926.22</u>	<u>62,286.19</u>	<u>-7,359.97</u>
Total RBEG	54,926.22	62,286.19	-7,359.97
IRP 4			
Loan Rec 2021-02-A	11,497.03	14,601.56	-3,104.53
Loan Rec 2021-01-A	68,014.49	75,265.65	-7,251.16
Loan Rec 2019-07-A	35,313.58	37,103.14	-1,789.56
Loan Rec - 2019 - 06A	68,657.54	77,860.04	-9,202.50
Loan Rec 2018-02-A	3,512.79	5,166.72	-1,653.93
Loan Rec 2018-01-A	54,786.79	58,452.39	-3,665.60
Loan Rec 2017-05-A	<u>0.00</u>	<u>2,164.17</u>	<u>-2,164.17</u>

Tioga County Industrial Development Agency

Balance Sheet

02/01/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23	Jan 31, 22	\$ Change
Loan Rec 2017-04-A	28,814.94	30,944.11	-2,129.17
Loan Rec 2017-01-A	11,602.02	14,053.79	-2,451.77
Loan Rec 2009-02-A	48,651.58	49,251.58	-600.00
Total IRP 4	330,850.76	364,863.15	-34,012.39
IRP 3			
Loan Rec 2007-08-A	0.00	6,391.91	-6,391.91
Total IRP 3	0.00	6,391.91	-6,391.91
IRP 2			
Loan Rec 2011-03-A	0.00	2,164.21	-2,164.21
Total IRP 2	0.00	2,164.21	-2,164.21
Total Other Current Assets	1,138,529.72	1,250,175.80	-111,646.08
Total Current Assets	3,251,595.32	7,444,293.68	-4,192,698.36
Fixed Assets			
Land-Rizzuto	78,395.16	78,395.16	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	601,707.05	601,707.05	0.00
Land-Louns			
Lopke	8,993.03	8,993.03	0.00
Town of Nichols	20,000.00	20,000.00	0.00
Berry	2,452.20	2,452.20	0.00
Hess	259,561.43	259,561.43	0.00
Land-Louns - Other	139,612.53	139,612.53	0.00
Total Land-Louns	430,619.19	430,619.19	0.00
Land 434	376,800.36	376,800.36	0.00
Railroad Improvements	1,979,330.50	1,979,330.50	0.00
Z Accumulated Depreciation	-1,257,126.24	-1,237,003.24	-20,123.00
Total Fixed Assets	2,212,226.02	2,232,349.02	-20,123.00
TOTAL ASSETS	5,463,821.34	9,676,642.70	-4,212,821.36
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
PILOT Payments			
Owego Gardens II	46,500.00	0.00	46,500.00
Gateway Owego, LLC	0.00	1,800.00	-1,800.00
Crown Cork and Seal	0.00	300,000.00	-300,000.00
Owego Gardens	50.00	50.00	0.00
CNYOG	0.00	1,950,558.03	-1,950,558.03
Best Buy PP	0.00	600,000.00	-600,000.00
Total PILOT Payments	46,550.00	2,852,408.03	-2,805,858.03
Total Other Current Liabilities	46,550.00	2,852,408.03	-2,805,858.03
Total Current Liabilities	46,550.00	2,852,408.03	-2,805,858.03
Long Term Liabilities			
Tioga County COVID-19 ERLP	31,277.94	363,456.36	-332,178.42
Loan Pay- IRP 4	191,977.33	202,293.40	-10,316.07
Loan Pay- IRP 3	160,457.30	171,085.45	-10,628.15
Loan Pay- IRP 2	89,784.03	101,111.91	-11,327.88
Loan Pay- IRP 1	38,382.80	46,180.14	-7,797.34
Total Long Term Liabilities	511,879.40	884,127.26	-372,247.86
Total Liabilities	558,429.40	3,736,535.29	-3,178,105.89
Equity			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	3,694,570.69	4,536,718.32	-842,147.63
Net Income	-195,481.38	-2,913.54	-192,567.84
Total Equity	4,905,391.94	5,940,107.41	-1,034,715.47
TOTAL LIABILITIES & EQUITY	5,463,821.34	9,676,642.70	-4,212,821.36

Tioga County Industrial Development Agency

Profit & Loss

January 2023

02/01/23

Accrual Basis

	Jan 23	Jan 22	\$ Change
Ordinary Income/Expense			
Income			
Loan Interest Income			
COVID-19 C-7-A	19.36	36.68	-17.32
COVID-19 C-5-A	6.24	13.20	-6.96
COVID-19 C-1-A	21.91	33.46	-11.55
COVID-19 C-2-A	0.00	18.73	-18.73
COVID-19 C-4-A	5.94	12.92	-6.98
RBEG 2019 -06	185.17	209.63	-24.46
IRP 2			
2011-03-A	0.00	13.50	-13.50
Total IRP 2	0.00	13.50	-13.50
IRP 3			
2007-08-A	0.00	36.89	-36.89
Total IRP 3	0.00	36.89	-36.89
IRP 4			
2019 - 06A	231.46	262.03	-30.57
2021-02-A	24.50	0.00	24.50
2021-01-A	142.97	158.05	-15.08
2019-07-A	0.00	163.02	-163.02
2018-02-A	12.18	17.67	-5.49
2018-01-A	0.00	233.68	-233.68
2017-04-A	0.00	116.75	-116.75
2017-05-A	0.00	5.37	-5.37
2017-01-A	24.89	59.96	-35.07
Total IRP 4	436.00	1,016.53	-580.53
Total Loan Interest Income	674.62	1,391.54	-716.92
Loan Late Fee			
COVID-19 C-1-A	21.65	21.65	0.00
Total Loan Late Fee	21.65	21.65	0.00
Loan Administrative Fee	453.26	0.00	453.26
Interest Income-			
Interest Income - TSB COVID19	0.00	13.32	-13.32
Interest Income- TSB ICS	0.00	67.94	-67.94
Community- Facade Improvement	0.00	1.67	-1.67
CCTC Loan Loss Reserve Account	0.00	1.03	-1.03
TSB- checking	0.00	5.25	-5.25
TSB-general fund	0.00	5.34	-5.34
TSB- IRP 4	0.00	2.30	-2.30
TSB- RBEG	0.00	2.56	-2.56
TSB- marketing	0.00	0.02	-0.02
Total Interest Income-	0.00	99.43	-99.43
Leases/Licenses	530.00	788.15	-258.15
OHRy			
freight	3,311.89	6,107.91	-2,796.02
Total OHRy	3,311.89	6,107.91	-2,796.02
Total Income	4,991.42	8,408.68	-3,417.26
Expense			
Grant Expense			
Raymond Hadley Water	250.00	0.00	250.00
Total Grant Expense	250.00	0.00	250.00
Marketing	0.00	49.50	-49.50

Tioga County Industrial Development Agency

Profit & Loss

January 2023

02/01/23

Accrual Basis

	Jan 23	Jan 22	\$ Change
Education			
Curtis	0.00	100.00	-100.00
Total Education	0.00	100.00	-100.00
6160 · Dues and Subscriptions	925.00	850.00	75.00
Employee benefit			
IRA Company Match	42.40	117.76	-75.36
Total Employee benefit	42.40	117.76	-75.36
6180 · Insurance			
6190 · Disability (First Rehab Life)	375.29	388.80	-13.51
Employee Health (SSA)	1,028.26	471.35	556.91
Total 6180 · Insurance	1,403.55	860.15	543.40
6550 · Office Supplies	549.90	0.00	549.90
6560 · Payroll Expenses			
Payroll Expenses - HSA	150.00	300.00	-150.00
6560 · Payroll Expenses - Other	3,378.73	3,997.08	-618.35
Total 6560 · Payroll Expenses	3,528.73	4,297.08	-768.35
6270 · Professional Fees			
BiziLife LLC	535.00	1,000.00	-465.00
Administrative Services			
Tinney	1,500.00	2,125.00	-625.00
Total Administrative Services	1,500.00	2,125.00	-625.00
6650 · Accounting			
Jan Nolis	565.00	730.00	-165.00
Total 6650 · Accounting	565.00	730.00	-165.00
Total 6270 · Professional Fees	2,600.00	3,855.00	-1,255.00
6670 · Program Expense			
Water Tower	190,412.41	394.04	190,018.37
Total 6670 · Program Expense	190,412.41	394.04	190,018.37
Property Taxes			
Stanton Hill 9.64A Town Lot	222.30	206.68	15.62
96 · Smith Creek Rd	27.48	25.55	1.93
540 · Stanton Hill	168.24	156.42	11.82
Spring St	0.28	0.27	0.01
Berry Road (47)	141.77	131.81	9.96
Carmichael Road	7.78	6.94	0.84
Smith Creek Road	23.55	21.90	1.65
Glenmary Drive	10.81	10.10	0.71
Metro Road	9.01	8.42	0.59
Total Property Taxes	611.22	568.09	43.13
6770 · Supplies	95.90	620.38	-524.48
6350 · Travel & Ent			
6380 · Travel	53.69	0.00	53.69
6350 · Travel & Ent - Other	0.00	-389.78	389.78
Total 6350 · Travel & Ent	53.69	-389.78	443.47
Total Expense	200,472.80	11,322.22	189,150.58
Net Ordinary Income	-195,481.38	-2,913.54	-192,567.84
Net Income	-195,481.38	-2,913.54	-192,567.84

Tioga County Industrial Development Agency Transaction Detail

January 2023

Type	Date	Num	Name	Memo	Amount
Restricted Cash Accounts					
COVID-19					
Deposit	01/09/2023			Loan pmts	1,388.61
Check	01/24/2023	1021	Tioga County Treasurer	2020 Principal & Interest repayment	-3,487.23
Check	01/24/2023	1022	Tioga County Treasurer	2022 Jan-Dec Bank Interest HUD-COVID	-111.50
Deposit	01/25/2023			Loan pmt	750.00
Total COVID-19					-1,460.12
Community- Facade Improvement					
Deposit	01/11/2023			Loan pmt	540.73
Deposit	01/13/2023			Loan pmt	150.00
Total Community- Facade Improvement					690.73
USDA Funds					
TSB- IRP 2016 (Formerly IRP 4)					
Deposit	01/09/2023			Loan pmts	1,192.88
Deposit	01/13/2023			Loan pmts	1,262.45
Total TSB- IRP 2016 (Formerly IRP 4)					2,455.33
TSB- RBEG					
Deposit	01/13/2023			Loan pmt	809.96
Total TSB- RBEG					809.96
Total USDA Funds					3,265.29
Total Restricted Cash Accounts					2,495.90
Temporarily Restricted Cash Acc					
TSB-Owego Gardens					
Deposit	01/09/2023			PILOT Pmt - Owego Gardens II	46,500.00
Total TSB-Owego Gardens					46,500.00
Total Temporarily Restricted Cash Acc					46,500.00
Unrestricted Cash Accounts					
TSB- checking					
Check	01/03/2023	6976	BiziLife LLC	Dec social media	-535.00
Check	01/03/2023	6977	Empire State Development	Application Fee - Raymond Hadley Water Capacity CFA#120243	-250.00
Check	01/03/2023	6978	Zoom	INV180115091 Livestream Standard Pro & Webinar 12/16/22 - 12/15/23	-549.90
Check	01/03/2023	6979	Greater Valley Chamber of Commerce	2023 Membership Dues	-75.00
Check	01/03/2023	6980	NYS Economic Development Council	2023 NYSEDC Dues	-850.00
Check	01/04/2023	6981	Christine E Curtis	Pay Period: 12/18/22-12/31/22	-1,668.16
Check	01/05/2023	6982	Shelter Point Life	Policy # D391876 2023 DBL/PFL Insurance	-375.29
Check	01/05/2023	6983	LeeAnn Tinney	Jan 2023 Professional Services	-1,500.00
Check	01/05/2023	6984	Statewide Aquastore	INV#5432 E-Site Water Tank - Final Inspection	-1,800.00
Check	01/05/2023	6985	Excellus Health Plan	Jan 2023 Inv#33806212	-514.13
Deposit	01/09/2023			2023 Lease Columbia Gas	530.00
Check	01/10/2023	6986	Christine Curtis	Jan 2023 HSA	-150.00
Check	01/10/2023	6987	Tioga County	Postage 4th QTR 2022	-19.92
Check	01/10/2023	6988	Statewide Aquastore	VOID: E-Site Water Main & Water Tank - Contractor Project #1645	0.00
Check	01/11/2023	6989	John DeLola	Plow/Salt tank roadway - 3 times - 12/20-12/22-12/23	-675.00
Check	01/11/2023	6990	RB Robinson	Owego Water & Tank - Pay App #1252-05R1	-184,686.34
Deposit	01/13/2023			Nov RJ Corman & 2022 Loan Admin Fee	3,765.15
Check	01/17/2023	6991	Tioga County Treasurer	2023 Fire Tax Bills - TCIDA owned property	-611.22
Check	01/17/2023	6992	Tioga County	IT Invoice 4779 November wireless	-37.99
Check	01/17/2023	6993	Tioga County	IT Invoice 4920 December wireless	-37.99
Check	01/17/2023	6994	Jan Nolis, CPA	Prof Svcs	-250.00
Check	01/17/2023	6995	Jan Nolis, CPA	Prof Svcs	-315.00
Check	01/17/2023	6996	NYSEG	Acc#1005-1629-557 - 140 Belva Lockwood Lane Water tank	-329.12
Check	01/17/2023	6997	Veolia Water New York Inc - VWON	Acc# 04603888034716 - 140 Belva Lockwood Lane Hydrants Owego NY	-2,811.95
Check	01/18/2023	6998	Christine E Curtis	Pay Period: 1/1/23-1/14/23	-1,668.17
Check	01/18/2023	6999	Franklin Templeton	Jan 2023 Simple IRA - C. Curtis	-84.80
Check	01/24/2023	7000	NYS Environmental Conservation	Customer# 158999 Invoice/Transaction#9990000574525	-110.00
Check	01/24/2023	7001	Excellus Health Plan	Feb 2023 Inv#34113192	-514.13
Check	01/25/2023	7002	Christine Curtis	Mileage 12-15-22 to 1-25-23	-53.69
Total TSB- checking					-196,177.65
Total Unrestricted Cash Accounts					-196,177.65
TOTAL					-147,181.75

February 2023

Economic Development and Planning Monthly Update

A. Economic/Community Development

1. Village of Owego

a. DRI administration- on going

- Shear Paradise- nearing completion
- Prepping for another "Call for Projects"

b. NY Main Street (North Ave)- nearing completion

c. Neighborhood Depot (Racker project)- RFP for construction issued

d. Owego Gardens- Belva Lockwood Lane road dedication under discussion

e. Restore NY- planning to reapply (County) for Tioga Trails building (\$2 M)

2. Village of Waverly

a. NY Forward application- award announcement anticipated soon

3. Village of Candor

a. NY Main Street (Land Bank)- progressing

4. Town of Nichols

a. Broadband/fiber build out- ongoing

5. Town of Owego

a. Broadband- exploring options with Southern Tier Network

6. Other

a. Snowmobile grant administration- ongoing

b. Leadership Tioga 2023- classes have begun

B. Planning

1. County Case 2023-001: Town of Nichols, Chris Crawn, Use Variance requested

2. ARC grant request- Update Countywide Strategic Plan (pending)

C. Workforce Development

1. Continuing collaborations with schools/BOCES/businesses

D. Land Bank

1. Providence Housing- Temple/Liberty Street- awaiting land appraisal

2. Owego Apalachin Central School District house rehabilitation- ongoing

E. Regional Council

1. Round 4- ESD Capital Grants

a. Executive Committee- Scoring/Ranking

b. Full Board- Final Approvals



Tioga County Economic Forecasting Forum: **WHICH SKY IS *NOT* FALLING?**

Tioga County Economic Forecasting | Which sky is *NOT* falling?

Date: February, 23, 2022

Time: 3:00-5PM

Business After Hours- 5:00-6:00 pm

The Tioga County Chamber, Team Tioga, and Suny Broome present insightful analysis and current economic indicators for globally, nationally, and within Tioga County.

We will have economists and experts present current information that is invaluable to our business community in gauging its positions in the local, national, and international markets.

Topics:

- Mid-Term Election Impact on Businesses
- Global, US and NY Economic Forecasting
- Labor Market
- Ask the Experts- Q&A with the experts in the following sectors:
 - Real Estate
 - Economic Development
 - Diversity, Equality & Inclusion
 - Energy
 - Finance

Sponsorship Levels

Presenting Sponsor: \$3,000 (Limit 1)

- Top billing logo recognition (Chamber website, publicity, event signage)
- 8 comp tickets (table)
- Opportunity to speak briefly at event
- Logo recognition (Chamber website, publicity, event signage)
- 8 comp tickets

Gold Sponsor: \$1,000

- Logo recognition (Chamber website, publicity, event signage)
- 6 comp tickets

Business After Hours Mixer - \$500

- Name recognition (Chamber website, event signage)
- 4 comp tickets

Silver Sponsorship- \$250.00

- Name recognition (Chamber website, event signage)
- 4 comp tickets

Media Sponsorship (in-kind) (limit 1)

- Name recognition (Chamber website, event signage)
- 4 comp tickets

Village of Owego
Downtown Revitalization Initiative

Tioga County
Industrial Development Agency

Multi-Site Program Fund
Policies and Guidelines
Application

**Deadline to apply:
Friday, March 10, 2023, at 4:00 PM**

Brittany Woodburn, Deputy Director
Tioga County Economic Development and Planning
56 Main Street, Owego, NY 13827
Phone: (607) 687-8256
E-mail: woodburnb@tiogacountyny.gov

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I. PURPOSE

The purpose of the 2023 New York State Downtown Revitalization Initiative (DRI) Village of Owego (VOO) – Tioga County Industrial Development Agency (TCIDA) **Multi-Site Program Fund** is to reallocate funds relinquished by other DRI Multi-site projects, to shovel ready project(s) located within the Village of Owego DRI boundary that either:

- a. Support the development and expansion of the Village of Owego’s diverse business community through proposed building and site improvements, or
- b. Improve key facades as cornerstones of revitalization in the Village of Owego’s downtown.

Collectively, the proposed improvements throughout the DRI area will transform the Village by facilitating the expansion of existing small businesses, and upgrading the built environment, ultimately improving the aesthetics of the Village for residents, business owners and visitors.

II. ELIGIBLE APPLICANTS

Eligible applicants include individual property owners, for-profit entities and not-for-profit entities located in the Village of Owego Downtown Revitalization Initiative Boundary Area. Projects with existing DRI awards must demonstrate the need for the additional program funds or propose an expansion to the scope of the existing project. Only the principal structure of the property is eligible for renovation projects. Municipally owned buildings and/or properties are not eligible for this program.

III. ELIGIBLE PROJECTS

The New York State Housing Trust Fund Corporation (HTFC) has contracted with the TCIDA to act as the Local Program Administrator (LPA) for the 2023 New York State Downtown Revitalization Initiative (DRI) Village of Owego (VOO) – Tioga County Industrial Development Agency (TCIDA) Multi-Site Program Fund. The TCIDA will act as the administrator of the awarded grant funds, and will work directly with the individual property owners (“Grantee”) in order to oversee the implementation of each project.

All projects are subject to Village of Owego, Owego Central Historic District Design Guidelines and any other applicable local, State or Federal monitoring agency.

Eligible projects include:

1. New Construction

Grants must be utilized for the new construction of:

- Commercial, residential or mixed-use development principal structures
- Commercial, residential or mixed-use development additions
- Other areas, with approval (may include specific projects not listed here).

2. Exterior Renovations

Grants must be utilized for any (or a combination) of the following exterior improvements, building rehabilitations or restorations.

- Architectural Details
- Windows and Doors
- Building Address Numbers
- Building Exteriors and Surfaces

- Signs and Awnings
- Other areas, with approval (may include specific projects not listed here).

All of the above exterior renovations must follow the Village of Owego, Owego Central Historic District Design Guidelines to ensure compatibility with the existing downtown, helping to create a uniform and coordinated streetscape which is attractive and functional. The exterior renovations can include the full building façade.

3. Interior Building Renovations

Grants must be utilized for any (or combination) of the following building rehabilitation or restorations:

- Interior rehabilitation
- Electrical
- Plumbing
- Heating
- Weatherization
- Flooring
- Cosmetic
- Other areas, with approval (may include specific projects not listed here).

III. FUNDING

The TCIDA has \$650,000 in funds to reallocate to new or existing DRI Multi-site program projects. Only minimum grant requests of \$100,000 or more will be considered. Maximum grant requests up to \$250,000 will be considered.

The TCIDA Multi-site Program Fund is a reimbursable grant program. Funds in advance of completion of projects **shall not be provided**. Grantee must provide proof of match and ability to finance the entire total project cost until the project is completed, and reimbursement can occur.

To receive funds, each Grantee must complete all the work in the approved project scope, pay all contractors in full, and submit receipts and proof of payment along with any other required attachments and documentation to TCIDA. Please see the attached Project Checklist.

TCIDA must be notified of and approve any changes to the project. This can include, but is not limited to the scope of work, total project cost, project budget and funding sources, contractor, property owner, etc. Failure to notify TCIDA of any changes may result in a project being deemed ineligible for reimbursement.

IV. ELIGIBLE EXPENSES

The TCIDA shall only reimburse those costs deemed reasonable and appropriate to complete the proposed project.

Personal labor of applicants, in-kind services and cash payments are not eligible project costs.

V. MATCH/LEVERAGE OF FUNDS

Investments of DRI funds in eligible building activities must be matched by other funds.

The required match can include a mix of private funds from the property owner, lender financing and/or other pre-approved public funding sources. Property owners may be required to provide more, but at a minimum must provide a 50% match of the approved total project cost.

VI. ENVIRONMENTAL COMPLIANCE

Awards made under the Office of Community Renewal's (OCR) state funded grant programs are subject to requirements of the State Environmental Quality Review Act (SEQRA) at 6 NYCRR Part 617. Compliance applies to all participants in the development process, including public or private nonprofit or for-profit entities, or any of the participating contractors.

The primary objective of the environmental review process is to identify specific environmental factors that may be encountered at individual project sites, and to develop procedures to ensure compliance with regulations pertaining to these factors.

In cases where individual project sites/buildings have been identified at the time of application and contract execution, the environmental review process will evaluate site-specific Environmental Compliance Checklist(s). The Environmental Compliance Checklist must be completed and submitted for each individual site.

When the review is complete, the Local Program Administrator (LPA) will receive a determination letter from the Housing Trust Fund Corporation's (HTFC) Environmental Analysis Unit (EAU) specific to the identified projects.

Grant activities cannot begin until an environmental determination letter is received.

Please note: Individual site-specific checklists must be submitted to the OCR prior to beginning project activities. Checklists will require additional supporting documentation and review in circumstances such as:

- Environmental testing – Asbestos, lead-paint and radon testing and remediation, as applicable
- Each site must be evaluated by an environmental professional to determine if the site is located on or near any hazardous materials or contamination. An environmental professional must provide a certification letter along with backup documentation (desktop review, transaction screen, Phase I ESA, etc.).
- substantial improvement in a flood zone
- projects in, or adjacent to, Agricultural Districts
- work on a building determined by SHPO to have historic or cultural significance
- ground disturbance, new construction, or tree cutting
- zoning changes
- a change in actual building use (whether or not this change is locally regulated)
- acquisition, new construction of, or expansion or reconstruction of infrastructure
- if the work constitutes a SEQR Unlisted action

Projects in the categories described above may require either the municipality to conduct a SEQR coordinated review or a review and determination of significance by the HTFC Board.

VII. MWBE REQUIREMENTS

The grantor and grantee are required to comply with Articles 15-A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group

members and women (“EEO”), and contracting opportunities for certified minority and women-owned business enterprises (“MWBES”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”). Recipient’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. Please visit NYS Empire State Development’s Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <http://www.esd.ny.gov/MWBE.html>.

The HTFC has established an overall Minority-Owned Business Enterprises (“MBE”)/Women-Owned Business Enterprises (“WBE”) participation goal of 30% related to the total value of NYS HTFC funding. Each project must comply with the aforementioned participation goal. Failure to do so may result in a loss of DRI funding.

Contractors must submit a Local M/WBE Utilization Plan, as well as Bid Solicitation Log in conjunction with individual project bids to the TCIDA prior to the start of construction. Prior to reimbursement occurring, contractors will also need to submit a M/WBE Contractor Compliance and Payment Report, and attach supporting documentation (M/WBE executed contracts, final lien waivers, cancelled checks, etc., or other documentation) describing the “Good Faith Efforts” taken to achieve M/WBE program.

VIII. COMPLIANCE WITH OTHER APPLICABLE LOCAL, STATE AND FEDERAL REVIEWS AND APPROVALS

Historic Review

All interior and exterior renovations shall require prior approval of the proposed scope of work by the New York State Historic Preservation Office (SHPO). Building Renovation projects are reviewed on a case-by-case basis.

All exterior renovations located in the Owego Central Historic District, are subject to the Village of Owego, Owego Historic Preservation Commission Historic Design Guidelines (https://www.villageofowego.com/sites/owegony/files/pages/ohpc_design_guidelines_dec_16_2019.pdf) and any other applicable local, State or Federal monitoring Agency.

Building and Land Use Code Requirements

All projects will need to comply with the Village of Owego Zoning Code, Uniform Fire Prevention and Building Code, the American with Disabilities Act, and land use regulations, as applicable.

The Village of Owego Department of Public Works (DPW)/Code Enforcement Office will work with the Grantor and Grantee to develop a Scope of Work, and to determine if Architectural stamped drawings will be required.

IX. OTHER REQUIREMENTS

Property Insurance and Flood Insurance

Grantee shall maintain in full force and effect insurance, including, but not limited to, the insurance described hereafter, in such amounts and covering such risks as Grantor may require from time to time.

- (a) The Grantee shall keep the buildings at the Project Location and the building equipment insured against: (i) loss by fire, (ii) additional perils customarily covered under an all-risk policy

- and (iii) flood hazard, if the Project Location is located in an area identified by the Secretary of Housing and Urban Development as an area having special flood hazards and in which flood insurance has been made available under the National Flood Insurance Act of 1968, as amended. The insurance required in this paragraph (a) shall provide coverage for an amount not less than the full replacement value of the buildings at the Project Location and the building equipment, or such other amount as the Grantor may reasonably require, provided that (i) the amount of insurance coverage shall be in an amount sufficient to satisfy, at all times, any co-insurance requirements, and (ii) the amount of any flood hazard insurance shall not exceed the maximum amount of coverage available under the National Flood Insurance Act.
- (b) The Grantee shall maintain Commercial General Liability Insurance providing both bodily injury (including death) and property damage insurance in a limit not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate and Three Million Dollars (\$3,000,000) umbrella. In addition, if the grant contemplates the purchase, construction or renovation of any buildings or equipment, the Recipient shall keep the buildings at the Project Location and the building equipment insured against: (i) loss by fire, (ii) additional perils customarily covered under an all-risk policy and (iii) flood hazard, if the Project Location is located in an area identified by the Secretary of Housing and Urban Development as an area having special flood hazards and in which flood insurance has been made available under the National Flood Insurance Act of 1968, as amended.
- (c) All insurance required in this Section shall be issued by companies authorized to do business in the State of New York, satisfactory to Grantor pursuant to policies satisfactory to Grantor in form and substance. Without limiting the generality of the foregoing, the policies of insurance required hereby shall provide for thirty (30) days, or ten (10) days for non-payment, prior written notice of cancellation to Grantor.
- (d) The Grantee shall give prompt written notice to the Grantor in the event of substantial damage to the Project Location by reason of fire or other hazard or casualty.
- (e) Notwithstanding the provisions of Subdivision 4 of Section 254 of the Real Property Law, the Grantor shall be entitled to retain and apply the proceeds of any insurance required hereby to the payment of any obligations or, in the sole discretion of the Grantor, apply any or all such proceeds to the cost of restoration of the Project Location, in which case the Grantee shall proceed with reasonable diligence to repair, replace or rebuild the Project Location to substantially their condition prior to such damage in full compliance with all legal requirements.
- (f) The Grantee shall provide the Grantor with copies of all policies of insurance (or certificates thereof) for the required insurance coverages in form and substance satisfactory to the Grantor. In addition, the Grantee shall provide the Grantor with copies of renewal policies (or certificates thereof) or temporary binders in the event renewal policies have not been issued, in a timely manner. The Grantee must, in any event, provide Grantor with satisfactory confirmation of renewal coverage by the renewal date.
- (g) In the event that the Grantee fails to maintain the insurance required hereby, the Grantor may obtain such insurance and pay the premiums therefor and the Grantee shall, on demand,

reimburse the Grantor for any insurance premiums paid, together with interest thereon computed at the highest rate per annum allowable under New York State law.

- (h) The Grantee will not take any action, or permit any condition to exist, with respect to the Project Location which may, in any manner, partially or wholly invalidate the insurance on the Project Location required hereby.

Property Release Form

Property owner must agree to allow publishing of photographs of assisted property for promotional or public relation purposes by the witnessing and executing of the Property Release Form.

Maintenance Declaration

The Owner of a property improved under the Program (“Assisted Property”) will be required to execute a Declaration, which shall be filed in the County Clerk’s Office for the county in which the Assisted Property is located. The Owner agrees to maintain the Assisted Property in compliance with the terms of this Grant Agreement, throughout the Regulatory Period. The Owner shall further declare that in the event of any non-compliance or sale of the property, the amount of grant funds distributed shall be subject to repayment, the amount of which shall be calculated and determined in accordance with an annual declining balance method based upon the five (5) year enforcement period, as shown on the Declaration. The Owner further acknowledges and agrees that the LPA shall have the right, pursuant to its agreement with the HTFC, to inspect the Assisted Property to monitor the Owner’s compliance with this requirement. All the grants, covenants, terms, provisions and conditions contained in the Maintenance Declaration shall run with the land, binding all subsequent owners, encumbrances and tenants of the Premises.

If the property is sold, funds will have to be repaid unless the new owner executes and files a new Maintenance Declaration Form for the remaining maintenance terms.

Signage Requirements

Improvements that are a direct result of the DRI process should credit the use of State funds received through the Downtown Revitalization Initiative. Work plans for projects that improve the physical environment, such as new building, parks, marinas, and streetscape improvements, will require the contractor or its construction subcontractor(s) to install a sign satisfactory to the agency managing the contract and identifying the State's funding of the project, pursuant to the HTFC signage requirements found here;

[Downtown Revitalization Initiative \(DRI\) Forms | Homes and Community Renewal \(ny.gov\)](#)

Property owners and contractors will need to consult with, and have the proposed signs approved by the TCIDA and HTFC before the sign can be ordered and installed.

Once all requirements are met and accepted, the applicant shall be given notice from the TCIDA as to whether or not their project can move forward. **PROJECTS UNDERTAKEN PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE TCIDA TO MOVE FORWARD SHALL NOT BE ELIGIBLE FOR FUNDING.**

X. APPLICATION REQUIREMENTS

- i. Property owner must be applicant.

- ii. Property owner must be current on all municipal obligations, including real property taxes, school taxes, special assessments and water/sewer payments.
- iii. Property owner must supply proof of matching project cost.
- iv. Property owner must supply description of current and proposed use by floor.
- v. Property owner must supply proof of property insurance.
- vi. Property owner supply proof of flood insurance if required (confirm with Village of Owego Code Enforcement Officer).
- vii. Any assisted dwelling units and their related common areas where children are permitted or likely to reside must be free from hazards posed by lead-based paint. Therefore, the disturbance of lead-based paint surfaces that exceed “de minimus” levels must be conducted in accordance with “DRI Lead Based Paint Policy following the EPA Renovation, Repair & Painting (see attached).
- viii. Any project that involves Asbestos Containing Materials (ACM) that will be disturbed as part of program activities must be handled and disposed of according to NYS Department of Labor requirements at 12 NYCRR Part 56 and local regulations plus a Radon Test (if rehabilitation of residential units or common area will occur) must be completed and found to be within required limits.
- ix. Property owner must agree to a 5 year monitoring Regulatory Period (from date of disbursement of TCIDA Multi-site Program funds) for building renovation projects and maintain the structures and facades in good condition.
- x. The **Downtown Revitalization Initiative Program Property Maintenance Declaration Form** stating these requirements must be executed, notarized and filed in the Tioga County Clerk’s Office for a period of five years.
- xi. Property owner must agree to permit the New York State Housing Trust Fund Corporation to publish photographs of assisted property for promotional or public relation purposes. The **New York State Property Release Form** must be executed and witnessed.

XI. RATING CRITERIA AND PRIORITY PROJECTS

TCIDA reserves the right to approve or disapprove each application and ALL IMPROVEMENTS SHALL CONFORM WITH EXISTING LOCAL AND STATE BUILDING AND LAND USE CODES.

The following criteria will be used to rate applications:

- Will the project prevent dangers to health and safety and address code violations? 0-15
- Will the project create or expand a business? 0-15
- Aesthetic impact of the renovation on character of targeted area. 0-15
- Will the project increase the number and/or improve condition of residential units? 0-20
- Degree improvement capitalizes on building’s/neighborhoods architectural assets and historical integrity. 0-20
- Other building improvements beyond those funded by DRI and ability to secure alternate funding and demonstrate project “shovel readiness”: 0-15

Priority consideration will be given to the following projects:

- Buildings where an immediate demolition, renovation or new construction will help alleviate or prevent dangers to the health and safety of the community and will stop serious deterioration of the building’s façade.

- Historic properties in danger of being lost, in part or in total, to disrepair or damage. This may include properties listed on the State and/or National Register of Historic Places, or properties with historical, architectural, or cultural significance.
- Buildings where historic or architecturally significant features contributing to the building's character are in danger of being lost due to disrepair.
- Properties where demolition/new construction or exterior renovation would reduce blight and the perception of downtown decay or contribute to the economic recovery of the target area.
- Properties that include a residential component.

XII. GRANT APPLICATION INSTRUCTIONS AND REVIEW PROCESS

All documentation must be submitted to TCIDA located in the Ronald E. Dougherty County Office Building at 56 Main Street, Owego. Please use the attached Project Checklist to be certain that you have included all elements.

The following guidelines will help TCED&P to process your application and, if approved, award project reimbursement.

1. Pre-Application Meeting

A pre-application meeting is required prior to submitting an application for consideration to verify that your project site is located within the eligible target area, and that the project itself is eligible. Please contact Megan Schnabl at 607-687-8263 or Schnablm@tiogacountyny.gov to setup a meeting. Application packets will be provided at this time.

2. Application

TCIDA Multi-site Program Fund Application along with the following documentation and attachments will need to be submitted to TCIDA to initiate the project review process. **Property owner must be current on all municipal obligations including real property taxes, school taxes, special assessments, and water and sewer payments**

- Application
 - Proof of property ownership/Deed
 - Proof all real property and school taxes are paid current
 - Proof water and sewer bills are paid current
 - Copies of leases for commercial and residential tenants
 - Include pertinent interior and exterior "before" photographs of the property/building
- Letter of Agreement
- Scope of Work
- A minimum of 1 estimate for proposed scope of work
- Property Release Form
- Proof of match and ability to finance entire project until completed and reimbursed for approved grant (cash and/or financing) for project cost (ex. bank statement, bridge loan, construction financing, permanent financing)
- Please note that any/all building permit and legal/recording fees are the responsibility of the property owner

3. Project Selection

The aforementioned application and documentation will be submitted to and reviewed by the TCIDA Multi-site Program Fund Application Review Committee. The Application Review Committee will score, rank and recommend approval of grant funds to projects based on the rating criteria and priorities outlined above.

TCIDA will contact all applicants to notify them whether or not their project has been selected for funding.

4. Pre-Construction

TCIDA will meet with the property owners of all projects selected for funding to discuss the next steps that are outlined below. Prior to the start of Construction, the following items will need to be submitted, reviewed and approved by the TCIDA.

- Executed Sub-Recipient Grant Agreement
- Receipt of finalized Scope of Work and as required, architectural stamped drawings, design sketches, or site plans.
 - The applicant must arrange to meet with TCIDA and DPW/Village of Owego Code Enforcement Officer to discuss the details of the project, applicant's match commitment, development of a scope of work, estimates of costs to prepare architectural renderings as needed, and including lead-based paint, radon and asbestos testing and removal as needed.
 - The priorities for the project's scope of work will include:
 1. Immediate health and safety concerns.
 2. The correction of code violations.
 3. Addressing any lead-based paint hazards and any disturbed Asbestos Containing Materials (ACM)
 4. Installation of energy conservation measures.
 5. Consistency with any other local program design guidelines
 6. Preservation of historical elements of the buildings.
 - The scope of work must be signed off on by TCIDA, Village of Owego DPW/Code Enforcement and the property owner.
- Documentation that all local state and federal reviews and approvals have been completed
 - NY State Historic Preservation Office – Letter of No Adverse Impact
 - Owego Historic Preservation Commission – Certificate of Appropriateness
 - Environmental Compliance Checklist
- Environmental testing as applicable (lead, asbestos, radon, etc.)
- A minimum of two (2) third party project estimates will be obtained by the TCIDA
 - Qualified contractors must have required insurance and perform work in compliance with all applicable standards.
 - Contractor chosen must supply references and proof of proper insurance to the TCIDA for consideration.
 - Contractor chosen must submit Non-Collusive Certification
 - Contractor chosen must submit a local utilization plan (Exhibit A-1) demonstrating participation of NYS Certified M/WBE contractors and sub-contractors (30% M/WBE of total grant amount) in the project, as well as a Bid Solicitation Log (Exhibit A-2) describing the "Good Faith Efforts" taken to achieve M/WBE program.

- Signed construction contract(s)
- Proof of match and ability to finance entire project, as well as a draw schedule (if applicable)
- Property owner must supply proof of property insurance and flood insurance (if applicable)
- Building Permit and Floodplain Permit (if applicable). Any/all building permit and legal/recording fees are the responsibility of the property owner.

TCIDA, the property owner and the Village of Owego DPW/Code Enforcement Office will review applications and attachments for acceptability, and to insure consistency with DRI program guidelines. Once the review has concluded, and a determination is made that the proposed project meets the program guidelines, a letter allowing the project to move forward will be sent.

5. Construction

Once construction begins on the project, a sixty (60) day deadline is placed on completion. Written extension requests may be considered. Any changes to the project must be reviewed and approved by the TCIDA or the applicant risks losing grant monies.

Village of Owego Code Enforcement Officer and TCIDA will perform a final site visit and review the completed project for completeness and quality of work. Inspection reports, including Final Inspection Report must be completed and received by the TCIDA. If applicable, grantee will also need to submit a Certificate of Occupancy.

6. Reimbursement

Prior to reimbursement the following items will also need to be submitted, reviewed and approved by the TCIDA.

- M/WBE Contractor Compliance and Payment Report (Exhibit A-3) and attach supporting documentation (M/WBE executed contracts, final lien waivers, cancelled checks, etc., or other documentation) describing the “Good Faith Efforts” taken to achieve M/WBE program.
- Proof that all contractors have been paid in full (Exhibit B) and documentation of total project cost and grantee match must be submitted to TCIDA (Exhibit C). This should be in the form of an invoice or receipt, which includes the final cost of the project, the work that was done or products purchased, and signed by the contractor or vendor acknowledging that the project was paid for in full. Photographs of the completed project must be submitted as well. Acceptable proof of payment includes copies of both sides of a cancelled check(s) or copy of money order in addition to an invoice showing final payment.

PLEASE NOTE:

CASH PAYMENTS ARE NOT AN ACCEPTABLE FORM OF PAYMENT AND CANNOT BE REIMBURSED.

- Pertinent interior and exterior “after” photographs of the property/building
- Executed Maintenance Declaration Form and filing receipt

Once all required supporting materials are received and reviewed, the appropriate disbursement process will begin and reimbursement made to the applicant.

1 STATE OF NEW YORK

2 COUNTY OF TIOGA

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4 In the Matter of the Application by

5 Best Bev, LLC

6 for Financial Assistance

7 - - - - -

8 A public hearing held at the Village of
9 Waverly Village Hall, 32 Ithaca Street, Waverly,
10 New York, on the 25th day of January, 2023,
11 commencing at 4:30 p.m.

12
13 BEFORE: JENNY CECCHERELLI
14 Chairwoman of the Tioga County
15 Industrial Development Agency

16
17 BEFORE: CZERENDA COURT REPORTING, INC.
18 PO Box 903
19 Binghamton, New York 13902-0903
20 CAITLYN A. SHAYLOR
21 Shorthand Reporter
22 Notary Public
23 Binghamton - (607) 723-5820
24 (800) 633-9149

1 CHAIRWOMAN CECCHERELLI: Good
2 evening, everyone. My name is Jenny
3 Ceccherelli. I'm the chair of the Tioga
4 County Industrial Development Agency.

5 The Agency is conducting this public
6 hearing pursuant to General Municipal Law,
7 Section 859-a, to seek public comment on an
8 application for financial assistance
9 submitted by Best Bev, LLC.

10 The acceptance of the filing by the
11 Agency does not infer any position on the
12 approval or disapproval of the financial
13 assistance requested. No position will be
14 taken by the Agency until all public
15 hearings and comments are concluded.

16 And I apologize for this because I
17 have to read this litany of rules.

18 A copy of the cost-benefit analysis
19 provided by the Tioga County IDA is
20 available on the TCIDA website.

21 Notice of this hearing was published
22 on January 13th, 2023 in the Press & Sun
23 Bulletin.

24 Each person wishing to speak shall

1 state his or her name, and if you are
2 speaking on behalf of any organization or
3 entity, please identify that organization or
4 entity. Each speaker shall be given five
5 minutes. This hearing shall remain open
6 until 5:00 p.m. or longer if public comment
7 warrants.

8 I want to remind you that the purpose
9 of this hearing is to afford you an
10 opportunity to make statements and comments
11 on the application and project -- and
12 project plan of the IDA. Your comments will
13 be considered by the IDA in making a
14 decision. This is not a question-and-answer
15 session.

16 Please remember to identify yourself
17 and the organization or entity that you are
18 speaking on behalf of prior to comment.

19 First, I will ask our executive
20 director, Christine Curtis, to explain the
21 benefits requested by Best Bev, LLC.
22 Christine?

23 MS. CURTIS: Thank you. So Best Bev,
24 LLC provides co-packing, material sourcing,

1 storage, and brand distribution for both
2 alcohol and non-alcoholic beverages.

3 Waverly Trade Center, LLC, the
4 property owner, will lease the facility to
5 Best Bev, LLC.

6 Best Bev, LLC will invest over 22.9
7 million dollars to renovate 685 Broad Street
8 Extension, Waverly, New York. Renovations
9 include improvements to flooring,
10 electrical, power distribution, lighting,
11 doors, office space, and HVAC. Best Bev
12 will invest \$13,215,100 for manufacturing
13 equipment and other equipment. It is
14 anticipated that the facility will be
15 operational by the third quarter of 2023.
16 Once the renovation is complete, the
17 facility will house production equipment
18 that will increase their canning capacity
19 ten-fold.

20 The corporation is creating 65
21 full-time equivalent jobs with an annual
22 estimated payroll of 3 million dollars.

23 The tax map ID of the proposed site
24 is 167.13-4-4.10. This covers 36 acres at

1 685 Broad Street Extension, Waverly, New
2 York 14892.

3 Based on the taxable items related to
4 the renovation, anticipated at \$4,529,500,
5 the IDA will be offering a sales tax
6 exemption estimated at \$362,360. The local
7 portion of that sales tax exemption is
8 \$181,180.

9 There will be no mortgage taken;
10 therefore, no mortgage recording tax
11 abatement considered.

12 This project will create
13 approximately 65 new full-time equivalent
14 positions, and the additional indirect
15 result creates another 134 full-time
16 equivalent positions within the county, for
17 a total employment impact to Tioga County,
18 New York of 199 new full-time equivalent
19 jobs. The annual earnings of the 65
20 employees are estimated at 3 million
21 dollars; therefore, the total earnings
22 impact to Tioga County would be \$8,008,800
23 based on a multiplier published by the U.S.
24 Department of Commercial Economics and

1 Statistics Administration. The project will
2 create approximately 3 million in annual new
3 employee earnings with an indirect result of
4 five million eight hundred -- \$5,008,800.

5 According to the estimated PILOT
6 financial model, over a period of ten years
7 Best Bev, LLC would be afforded an estimated
8 real property tax abatement of \$265,461.60
9 over the ten-year PILOT agreement. The
10 estimated total PILOT payment over the ten
11 years collected and disbursed to the
12 impacted taxing municipalities is
13 \$729,384.71 over the ten-year term.

14 And that's all.

15 CHAIRWOMAN CECCHERELLI: Thank you,
16 Christine.

17 Would the first person wishing to
18 speak do so now?

19 MS. TINNEY: Anybody else intending
20 to speak?

21 MS. MOSIER: I am. Do you want to go
22 first?

23 MS. TINNEY: No, go ahead.

24 MS. MOSIER: Okay. All right. Good

1 evening.

2 CHAIRWOMAN CECCHERELLI: Good
3 evening.

4 MS. MOSIER: My name is Debra Mosier,
5 M-O-S-I-E-R. I live at 126 Providence
6 Street in Waverly. And I appreciate your
7 time tonight to make a comment.

8 First, I'd like to say it's --
9 although there's a great impact with jobs to
10 the area for our town and county, the one
11 thing that I'd like you to take into
12 consideration is especially in lieu of the
13 fact that Best Bev's getting this
14 3-million-dollar grant, is that the property
15 tax abatement not be part of the package. I
16 think that it will be -- it will impact our
17 community more than the 65 positions. So I
18 think all the other abatements with the
19 sales tax and others things, but with the
20 recent grant money given, that that's
21 considered -- I don't know where it is in
22 the process, but taken out of the package.

23 I think it's new information to the
24 leaders of the village, the county and the

1 town about the real property tax abatement.
2 And it -- as a taxpayer, it was something
3 new as well to me from following it, so I'd
4 just like for that to be considered --

5 CHAIRWOMAN CECCHERELLI: Thank you so
6 much.

7 MS. MOSIER: -- in this project.

8 CHAIRWOMAN CECCHERELLI: Thank you.

9 MS. MOSIER: Yep. Thank you.

10 CHAIRWOMAN CECCHERELLI: So
11 appreciate you coming.

12 Next comment, please.

13 MS. WOOD: I'll make a comment. I'll
14 make a comment as a resident of the village.

15 CHAIRWOMAN CECCHERELLI: Please state
16 your name first.

17 MS. WOOD: Michelle Wood.

18 CHAIRWOMAN CECCHERELLI: Thank you.

19 MS. WOOD: 18 Lincoln Street in
20 Waverly.

21 My concern is, with this PILOT
22 program, the village residents are getting
23 hit with extra taxes on the village, the
24 town and the county sides because we pay all

1 three taxes. So we'll be hit with all three
2 of the abatements, whereas the county is
3 one, the town might be two, and but we're
4 all three.

5 CHAIRWOMAN CECCHERELLI: Okay. Thank
6 you so much.

7 Additional comments? You have
8 another comment?

9 MS. MOSIER: It won't take five
10 minutes.

11 CHAIRWOMAN CECCHERELLI: No, please,
12 go ahead.

13 MS. MOSIER: I forgot one thing. And
14 -- and I -- because the comment would be
15 too, and I'll -- I'll -- is if it was
16 considered in the package, the impact and --
17 and building out at the location about any
18 type of -- when the operation is running,
19 which I'm not sure how -- how -- if it's
20 running 24 hours or certain times a day, but
21 the impact to just not -- I know the sewage
22 and the -- the chemicals are going into the
23 -- our treatment center, but also like the
24 noise factor. There's a community kind of

1 behind that area, so if that could be -- I
2 didn't really get all of that in some of the
3 packet, but I'd like you to consider that
4 impact. Besides, I know we have an impact
5 with the chemicals --

6 CHAIRWOMAN CECCHERELLI: Right.

7 MS. MOSIER: -- and things. So just
8 to consider that.

9 CHAIRWOMAN CECCHERELLI: Thank you.

10 MS. MOSIER: Thank you. Sorry.

11 CHAIRWOMAN CECCHERELLI: Thank you so
12 much.

13 Any additional comments?

14 MR. BLOBE: Were you going -- were
15 you going to make one?

16 MS. TINNEY: I am.

17 MR. BLOBE: I'll -- I'll go last, if
18 you want to go.

19 MS. TINNEY: Okay. I am LeeAnn
20 Tinney. I am the Director of Economic
21 Development and Planning for Tioga County.
22 I'm here today to offer my support for the
23 request for financial assistance made by
24 Best Bev, LLC.

1 Best Bev, LLC is to be located at 685
2 Broad Street Extension, Village of Waverly,
3 and will provide co-packing materials,
4 sourcing, storage and brand distribution for
5 both alcoholic and non-alcoholic beverages.

6 The request for assistance includes
7 the renovation and equipping of the
8 facility. The projected investment is
9 anticipated to be over 90 -- excuse me. 23
10 million. The renovations include flooring,
11 electrical, power distribution, lighting,
12 doors, office space, HVAC, as well as the
13 construction of an onsite wastewater
14 treatment plant, which will address any
15 concerns. It will meet all the standards
16 for Susquehanna River Bay Basin requirements
17 on any kind of discharge associated with the
18 operations. So that is being addressed by
19 the company. That's an additional
20 investment that they're making.

21 Construction is planned to be
22 completed by the third quarter of 2023. The
23 initial phase of the project will create an
24 -- excuse me -- an anticipated new workforce

1 in Tioga County of 65 employees in the first
2 year of operation, with an associated annual
3 payroll of over 3 million. The impact of
4 the annual payroll over the term of the
5 PILOT equals 30 million in earnings.

6 Additional jobs will be brought on in
7 the second phase of the project. An
8 additional 134 jobs are expected as an
9 indirect result of the project. In
10 addition, there will be construction jobs
11 associated with the improvements to the
12 facility.

13 The Department of Economic
14 Development and Planning took a close look
15 at the nature of this project and the
16 opportunity that has been presented to the
17 village of Wavery, town of Barton, Waverly
18 Central School District and Tioga County.
19 All -- all entities have been given this
20 information, and Christine made
21 presentations to each of them, so they are
22 aware of the project and what it was being
23 requested.

24 Additionally, the project is zoned

1 properly for the type of business that's
2 intending to be putting in -- put in there,
3 so the zoning is appropriate.

4 The company will bring an investment
5 of over 23 million into the village. The
6 company will bring 65 new jobs initially,
7 and then anticipated additional 60 jobs to
8 Tioga County. The project will spur
9 construction jobs and indirect job creation.

10 Waverly Central School Board has
11 indicated their support of the project and
12 this request. I believe Christine has the
13 letter of support from the Waverly School.
14 There's a -- this is a deviated PILOT
15 request allowing for only one-half of the
16 real property abatement normally permitted
17 by standard PILOTS, so it's already -- it's
18 less than what the standard PILOT would
19 allow for for such a project.

20 Thereafter, based on these facts, it
21 is the Economic Development and Planning's
22 request to the IDA Board to allow the sales
23 tax exemption and real property tax
24 abatement for the Best Bev, LLC project.

1 CHAIRWOMAN CECCHERELLI: Thank you,
2 LeeAnn.

3 Additional comments?

4 MR. BLOBE: Yes. Thank you. I'm
5 Jack Blobe, Best Bev. The only thing I'd
6 like to add -- I hear everybody's comments,
7 and -- and understand your concerns.

8 You know, it's -- it's our duty to
9 our investors to try and save as much money
10 in any way that we can, so that's why we
11 apply for these -- these types of things.
12 It allows us to free up capital, and we can
13 do a lot of things with that, including
14 potentially expanding the current site that
15 we have, and that is something that we're
16 very seriously considering, and the more
17 capital we can free up, the easier it is for
18 us to move on that quickly. So I'd just
19 like to add that while yes, there will be a
20 tax abatement on the property, if we do do
21 an expansion -- which we would very much
22 like to be able to do -- that would increase
23 the property value at the assessment, and I
24 think that it would wind up producing more

1 income for the village.

2 So that's the only main comment I
3 just wanted to add for everybody to keep in
4 mind. But thank you.

5 CHAIRWOMAN CECCHERELLI: Thank you.
6 Thank you very much. I don't think anybody
7 else is here.

8 Let's see, what time is it? 4:43 or
9 something. The time is now 4:43. The
10 hearing will remain open until 5:00 p.m. in
11 order to afford any late-comers an
12 opportunity to make a presentation. At such
13 time right now, I will call a recess until
14 -- if anybody arrives, we will reopen the
15 hearing. Thank you.

16 (Whereupon a brief recess was taken
17 at 4:43 p.m.)

18 CHAIRWOMAN CECCHERELLI: Well, guess
19 what? The time is now 5:00 p.m. Is there
20 anyone else who wishes to comment? Is
21 there?

22 (Whereupon there was no response.)

23 CHAIRWOMAN CECCHERELLI: The time is
24 now 5:00 p.m. This hearing is now

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concluded.

(Whereupon the hearing was concluded
at 5:00 p.m.)

* * *

1 STATE OF NEW YORK :

2 COUNTY OF CHEMUNG :

3

4 I, CAITLYN A. SHAYLOR, Shorthand Reporter,
5 do certify that the foregoing is a true and accurate
6 transcript of the proceedings in the matter of the
7 application of Best Bev, LLC for financial assistance
8 held in Waverly, New York, on January 25, 2023.

9

10

11



12

13

CAITLYN A. SHAYLOR

14

Shorthand Reporter

15

Notary Public

16

CZERENDA COURT REPORTING, INC.

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PO Box 903

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Binghamton, New York 13902-0903

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