



Tioga County Industrial Development Agency
January 3, 2024 – 4:15 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Annual Meeting Agenda

Call to Order and Introductions

Attendance

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, Economic Development & Planning Conference Room, 1st Floor
- B. Media Designation
 1. Press & Sun Bulletin
- C. Governance Committee Recommendations
 1. Slate of Officers 2024 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, M. Townsend, E. Knolles
 - b. Audit- E. Knolles, A. Gowan, J. Ward
 - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
 - d. Finance- J. Ceccherelli, M. Townsend, J. Ward
 - e. Loan- K. Dougherty, D. Barton. J. Ward, E. Knolles, M. Townsend
 - 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
 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 Administrator
 - b. Report on Conflict of Interest Incidents
 - c. [Self-Evaluation of Performance 2023 Governance Committee Self-Evaluation Report](#)
- D. Audit Committee Recommendations
 - 1. Appointments
 - a. Audit Firm- insero&co
 - b. Financial Expert- J. Nolis
 - 2. Annual Policy Review
 - a. Audit Committee Charter TCIDA Audit Committee Charter
 - b. [Self-Evaluation of Performance 2023 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 2023 Finance Committee Self-Evaluation Report](#)
 - 3. Annual Designation of Signors on Bank Accounts
 - a. J. Ceccherelli, M. Sauerbrey, J. Ceccherelli, C. Curtis
- F. Annual Certifications
 - 1. [Internal Controls Certification](#)
 - 2. Annual Evaluation of Board Performance
 - 3. Fiduciary Responsibilities Certification
 - 4. [2023 TCIDA Operations and Accomplishments](#)
- G. Miscellaneous
 - 1. [Contact information 2024 TCIDA Board of Directors & Staff](#)
 - 2. [Listing of IDA properties – 2024](#)

Adjourned

Tioga County IDA Executive Director

List of Accomplishments – Year 2023

- Maintained financial transparency and financial records; Oversight of Accounts Payable, Accounts Receivable, and Journal Entries**
- Facilitated Best Bev LLC PILOT application negotiations, prepared cost benefit analysis, presented for effected taxing municipalities and at the public hearing; TCIDA approved sales tax exemption**
- Assisted Fagan Engineers, RB Robinson, and Aquastore regarding water tank construction coordination; Oversight of ongoing administration regarding TCIDA-Veolia developer agreement; Administration of AB-017 E-Site Water System Capital ESD Grant**
- Provided technical assistance regarding an application for USDA Local Meat Capacity Grant for Reed Brook Meats, local meat processor located in Waverly NY, to support increased annual head count and launch of RTE product sales**
- Initiation of Sales Tax Exemption (only) application for support of small & large business/ development expansion in Tioga County**
- Partnered with Tioga County ED&P for administration of Education Workforce Coordinator ARC Grant: Building a Talent Pipeline**
- Administration of ARC Grant – Tioga County Industrial Pocket PEMB Buildings - preliminary engineering plans and cost estimate regarding two 40,000 SF buildings**
- Administration of ESD CFA Grant – Raymond Hadley Water Capacity Preliminary Engineering Plans and Cost Estimate**
- Administration of PILOT Agreements; Verification of PILOT employee numbers; PILOT invoicing/distribution**
- Completed the NYS Comptroller PARIS Report prior to deadline**
- Represented TCIDA during annual external CPA audit, ensured PARIS submission prior to deadline**
- Maintained updated procedures for effective sales tax exemption tracking**
- Administration of IRP loans, RBEG loans, Façade loans, and IDA Paint Program; Ongoing administration of LINC USDA Reporting**
- Administration of lease agreements**
- Coordinated with Tioga County Soil & Water Conservation District to ensure responsible oversight of IDA owned property**
- Maintained ongoing compliance for IDA Livestream Requirement**
- Worked closely with Tioga County ED&P regarding potential new development projects**
- VEDA (Valley Economic Development Association) Board Member – 4/2019-Current**
- Annual budget preparation, presentation, and PARIS submission to commence prior to October 31 deadline**
- Coordinated with TCIDA-contracted railroad operator to encourage company relocation/expansion and increase freight revenue**
- Presentations at Lenders Roundtable & Chamber Business Expo regarding loan programs**
- Submission of USDA IRP Loan Application**

Tioga County Industrial Development Agency
Internal Control Certification

Jenny Ceccherelli, TCIDA Chairperson
56 Main Street
Owego NY 13827
(607) 687-8259

Jan Nolis, Internal Control Officer
(607) 223-4021

I hereby certify that the Tioga County Industrial Development Agency (“the Agency”) has complied with the following provisions for internal controls.

These provisions are as follows:

- A. Establish and maintain guidelines for a system for internal controls for the Agency. Internal control guidelines communicate the management and programmatic objectives of the Agency to its employee and provide the methods and procedures used to assess the effectiveness of the Agency internal controls in supporting these objectives.
- B. Establish and maintain a system of internal controls and a program of internal control review for the Agency. The program of internal control review shall be a structured, continuing, and well-documented system designed to identify internal control weaknesses, identify actions that are needed to correct these weaknesses, monitor the implementation of necessary corrective actions and periodically assess the adequacy of the Agency’s internal controls.
- C. Make available to each officer and employee of the Agency a clear and concise statement of the generally applicable management policies and standards with which the officer or employee of the Agency shall be expected to comply. Such statements shall emphasize the importance of and responsibility for effective internal controls.
- D. Designate an internal control officer, who shall report to the Governance Committee of the Agency (or their designee) to implement and review the Internal Control Act responsibilities.
- E. Implement education and training efforts to ensure that officers and employees within the Agency have achieved adequate awareness and understanding of internal control standards and, as appropriate, evaluation techniques.
- F. Periodically evaluate the need for an internal audit function. If an internal audit function exists, it shall be maintained in compliance with generally accepted professional auditing standards.

**Tioga County Industrial Development Agency
Audit Committee
Self-Evaluation Performance Summary of 2023**

2023 Audit Committee Members

Jon Ward

Eric Knolles

Mari Townsend

The purpose of the Tioga County Industrial Development Agency (TCIDA) Audit Committee is to assure that the TCIDA Board of Directors fulfills its responsibilities for the Agency's external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting and also to provide an avenue of communication between management, the independent auditors and the Board of Directors.

The TCIDA Audit Committee is comprised of three independent members who are appointed by and serve at the discretion of the TCIDA Board of Directors. The Committee consists of the Treasurer of the TCIDA Board of Directors, as Chair, and two (2) other directors nominated by the Committee Chair and confirmed by the Board of Directors. In the year 2023, none of the Audit Committee members have engaged in any private business transactions with the TCIDA or received compensation from any private entity that has a material business relationship with the TCIDA. Nor has any immediate family member of the Audit Committee engaged in private business transactions with the Agency or received compensation from an entity that has material business relations with the TCIDA. None of the Committee members are employed by the Agency or have an immediate family member who is an employee of the Agency.

The TCIDA Audit Committee made reports on its actions and recommendations to the TCIDA Board of Directors in the month(s) of April. The Audit Committee Charter was reviewed in December 2023. The Audit Committee met with the Independent auditors to discuss the annual audit of financial statements report. The Audit Committee self-evaluation was provided to the Board of Directors prior to the January regular meeting and scheduled for approval at the January 2024 regular meeting.

The Audit Committee is responsible for the Agency's external audit process, the financial reporting process and system of risk assessment and internal controls over financial reporting as well as recommending the hiring of the certified independent accounting firm for three consecutive years, determined at the May 5, 2022 Board Meeting. The Audit Committee is responsible for establishing compensation to the firm and providing

direct oversight of the performance of the independent audit. The Audit Committee recommended the designation of a financial expert, Jan Nolis. As the need for the segregation of duties of the Executive Director as the duties relate to internal control was identified in 2008, the IDA Board upon recommendation by the Audit Committee continued with the third party administrative assistant.

The following policy was reviewed by the Audit Committee in December 2023:

- Audit Committee Charter

The following reports were provided by the Audit Committee to the Board of Directors prior to the January 2024 meeting:

- Self- Evaluation Report

No changes were made to the Audit Committee Charter.

In summary, the Audit Committee of the TCIDA has acted in accordance with the purpose and responsibilities outlined in the Audit Committee Charter. Area for improvement includes providing information to Committee members regarding education about the oversight of internal controls, financial reporting standards and processes, risk management process and the role of internal and external audits.

Tioga County Industrial Development Agency
Board of Directors
2024

Chairperson

Jenny Ceccherelli
72 McMaster Street
Owego, NY 13827
845-264-0221 c
jennycecc@yahoo.com

Secretary

Martha Sauerbrey
c/o Tioga County Legislature
56 Main Street
Owego, NY 13827
607-687-8240 w
sauerbrey@tiogacountyny.gov

Tracy Monell

1057 Glenmary Drive
Owego, NY 13827
607-744-0706 c
monell@tiogacountyny.gov

Eric Knolles

15 Frederick Street
Waverly, NY 14892 Att: E. Knolles
607-565-2841 w
607-483-3346
eknolles@gstboces.org

Christine Curtis

Executive Director
c/o Tioga County IDA
56 Main Street
Owego, NY 13827
607-687-8259 w
607-779-8377 c
curtisc@tiogacountyny.gov

Joe Meagher

Attorney for TCIDA
1201 Monroe Street, PO Box 329
Endicott, NY 13761-0329
607-754-0410 w
607-754-6293 f

Vice Chairperson

Kevin Gillette
c/o Tioga hardwoods, Inc.
12685 State Route 38
PO Box 195
Berkshire, NY 13736
607-657-8686 w
607-423-3700 c
keving@tiogahardwoods.com

Treasurer

Jonathan Ward
1820 Long Creek Road
Apalachin, NY 13732
607-760-8341
jward@tiogabank.com

Mari Townsend

c/o Assistant County Attorney Office
20 Court Street, Suite 3
Owego, NY 13827
Att: Mari Townsend
[607-227-6733](tel:607-227-6733)
Mari.Townsend.Esq@gmail.com

Megan Schnabl

Executive Assistant
c/o ED&P
56 Main Street
Owego, NY 13827
607-687-8223 w
griffiths@tiogacountyny.gov

**Tioga County Industrial Development Agency
Finance Committee
Self-Evaluation Performance Summary of 2023**

2023 Finance Committee Members

Jenny Ceccherelli

Jon Ward

Mari Townsend

The purpose of the Tioga County Industrial Development Agency (TCIDA) Finance Committee is to assure that the TCIDA Board of Directors fulfills its responsibilities for the Agency's debt and debt practices and to recommend policies concerning the Agency's issuance and management of debt.

The TCIDA Finance Committee is comprised of three independent members who are appointed by and serve at the discretion of the TCIDA Board of Directors. The Committee consists of the Chairperson of the TCIDA Board of Directors, as Chair, and two (2) other directors nominated by the Committee Chair and confirmed by the Board of Directors. In the year 2023, none of the Finance Committee members have engaged in any private business transactions with the TCIDA or received compensation from any private entity that has a material business relationship with the TCIDA. Nor has any immediate family member of the Finance Committee engaged in private business transactions with the Agency or received compensation from an entity that has material business relations with the TCIDA. None of the Committee members are employed by the Agency or have an immediate family member who is an employee of the Agency.

The TCIDA Finance Committee made reports on its actions and recommendations to the TCIDA Board of Directors in the months of March, October, November, and December. The Investment Policy and Finance Committee Charter were reviewed. The Finance Committee self-evaluation was provided to the Board of Directors prior to the January regular meeting and scheduled for approval at the January 2024 annual meeting.

The Finance Committee is responsible for the general supervision of the financial operations of the Agency and for supervising the management of all funds of the Agency. There were no instances identified that warranted an investigation.

The following policies were reviewed by the Finance Committee in December 2023:

- Investment Policy
- Finance Committee Charter

The following reports will be provided by the Finance Committee to the Board of Directors at the January 2024 meeting for approval:

- Annual Investment Report
- Self- Evaluation Report

No changes were made to the Finance Committee Charter or the Investment Policy.

In summary, the Finance Committee of the TCIDA has acted in accordance with the purpose and responsibilities outlined in the Finance Committee Charter. Area for improvement includes providing information to Committee members regarding education about the investment process, risk management and other financial matters that affect the financial operations of the Agency.

**Tioga County Industrial Development Agency
Governance Committee
Self-Evaluation Performance Summary of 2023**

2023 Governance Committee Members

Jenny Ceccherelli

Eric Knolles

Mari Townsend

The purpose of the Tioga County Industrial Development Agency (TCIDA) Governance Committee is to keep the Board of Directors informed of current best practices in corporate governance, to review corporate governance trends for the applicability to the TCIDA, to update the TCIDA on corporate governance principles and governance practices and to advise those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board members.

The TCIDA Governance Committee is comprised of three independent members who are appointed by and serve at the discretion of the TCIDA Board of Directors. The committee consists of the Chairperson of the TCIDA Board of Directors, as chair, and two other directors nominated by the committee chair and confirmed by the Board of Directors. In the year 2023, none of the Governance Committee members have engaged in any private business transactions with the TCIDA or received compensation from any private entity that has a material business relationship with the TCIDA. Nor has any immediate family member of the Governance Committee engaged in private business transactions with the Agency or received compensation from an entity that has material business relations with the TCIDA. None of the Committee members are employed by the Agency or have an immediate family member who is an employee of the Agency.

The TCIDA Governance Committee made reports on its actions and recommendations to the TCIDA Board of Directors in the months of February, September, October and December 2023. The By-Laws, Code of Ethics, Defense & Indemnification Policy, Procurement Policy, Property Disposition Policy, Whistle Blowers Protection Policy, the Employee Handbook, Conflict of Interest Policy and Governance Committee Charter were reviewed. The Governance Committee self-evaluation was provided to the Board of Directors prior to the January regular meeting and scheduled for approval at the January 2024 annual meeting.

The Governance Committee has developed the TCIDA governance practices addressing transparency, independence, accountability, fiduciary responsibilities and management oversight. The Committee has provided to the Tioga County Legislature the competencies and personal attributes required of the Directors in order to assist the Legislature in appointing members to the TCIDA who are qualified individuals.

The Executive Director compensation and benefits were reviewed and recommendation was made to the full Board of Directors at the October 2023 board meeting.

The following policies, charter & slate of officers and committee members were reviewed by the Governance Committee in December 2023 with any recommendations for changes to be approved at the January 2024 annual and regular board meeting.

- 2024 Slate of Officers & Committee Members
- By-Laws – No changes
- Code of Ethics – No changes
- Defense & Indemnification Policy – No changes
- Procurement Policy – No changes
- Property Disposition Policy – No changes
- Whistle Blowers Policy – No changes
- Employee Handbook – No changes
- Governance Committee Charter – No changes
- Project Policy Manual – No changes
- Conflict of Interest – No changes
- TCIDA Sexual Harassment Policy – No changes

In summary, the Governance Committee of the TCIDA has acted in accordance with the purpose and responsibilities outlined in the Governance Committee Charter.

TCIDA 2023 YE Listing of All Real Property

All Property Held At Year End:

Tax Map ID #	Municipality	Street Address/Location	Acres	Nickname of Property	Notes
129.00-1-2.1	Owego	Strong Road N/s	38.81	Rizutto	*purchased 12-21
129.13-1-79.1	Owego	Corbin Street S/s	2.28	Rizutto	*purchased 12-21
129.09-2-18.11	Owego	between OGII & Strong Rd	19.5	E-Site *	*remaining after OGII sale; Village parcel
129.00-1-3.1	Owego	Strong Road N/S	47.4	E-Site *	*remaining after OGII; Town parcel
149.00-1-13.121	Nichols	96 Smith Creek Rd	19.236	Hess	
138.00-1-38.111	Nichols	540 Stanton Hill Rd	5.803	Lopke	*Berry-Lopke combined = 7.29A
149.00-1-11	Nichols	540 Stanton Hill Rd	1.487	Berry	*Berry-Lopke combined = 7.29A
138.00-1-44.11	Nichols	Stanton Hill Rd	9.644	Buck Rd aka Town of Nichols	*138.00-1-44.1.12 is highway garage
Miscellaneous Railroad			~235		
	Owego	Dean Street	2.6		
	Owego	Glenmary Drive	2.94	Monkey Run	
118.00-1-21.12	Owego	S Carmichael Rd	2.2		