



**Tioga County Industrial Development Agency**  
**July 3, 2024 – 4:30 pm**  
**Ronald E Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**  
**Legislative Conference Room, 1<sup>st</sup> Floor**  
**Agenda**

**Call to Order and Introductions**

**Attendance**

- A. IDA Board Members
  - 1. Roll Call: J. Ward, K. Gillette, T. Monell, M. Sauerbrey, E. Knolles, M. Townsend, B. Evanek
  - 2. Excused:
  - 3. Guests: M. Schnabl, J. Meagher, L. Tinney

**Privilege of the Floor:**

- A. Jeff Stafford, Hunt- Lounsberry study update
- B. Harold Swartwood

**Approval of Minutes**

- A. June 5, 2024

**Financials**

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

**ED&P Update**

- A. B. Woodburn

**New Business:**

- A. Carmichael Road

**Old Business:**

- A. Richford property owner letter (J. Meagher)

**Committee Reports:**

- A. Public Authority Accountability Act (PAAA)
  - 1. Audit Committee Report: J. Ward, M. Townsend, E. Knolles
    - a. B. Evanek to replace M. Townsend
  - 2. Governance Committee: J. Ward, M. Townsend, E. Knolles
    - a. Administrative Services Agreement recommendation- \$20K
    - b. Administrative Support position
      - i. job notice recommendation
      - ii. salary range recommendation
      - iii posting to Indeed (6/24)
    - c. Bookkeeping/Accounting recommendation



3. Finance Committee: J. Ward, M. Townsend, E. Knolles
  - a. K. Gillette to replace E. Knolles
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, M. Townsend, J. Lavo
  - a. B. Evanek to replace M. Townsend
  - b. Paint Program- recommending suspension
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
  - a. RJ Corman rep to attend August meeting (LDG update- Richford)
  - b. Customer status update
  - c. West Ave. tour
6. Public Relations Committee
  - a. T. Monell and M. Sauerbrey to be appointed

**PILOT Updates:**

- A. Sales Tax Exemptions Update:
  1. Best Bev LLC - \$2,401,260.91 (May)/Authorized \$2,779,449.00
  2. 231 Main LLC - \$4,999.31 (May)/ Authorized \$34,320
  3. SEASON II LLC - \$10,475.58 (May)/ Authorized \$17,942
  4. Arteast Café LLC - \$2,072.99 (May)/ Authorized \$24,000
  5. Navo Properties LLC - \$874.08 (May)/ Authorized \$1,128
- B. PARIS reporting corrections
- C. PILOT Transition Plan
  1. Report on schedule of expiring PILOT's

**Project Updates:**

- A. Railroad ROW 3 buildings
  1. Status of asbestos testing (O'Rourke)

**Grant Updates:**

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad
  1. LDG- to give in person update at August meeting
  2. LDG to provide assistance with grant reporting
- B. ARC Grant – Engineering Design Lounsberry Industrial Hub
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
  1. Grant request scheduled for 7/18 ESD Board review/approval
- D. USDA Local Meat Capacity Grant – Reed Brook Meats application 7-14-23
- E. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- F. USDA IRP Loan Application
  1. Letter of Conditions package forthcoming
- G. CDBG Microenterprise Assistance Program Grant
- H. USDA Equipment Purchase Grant Application

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

**Next Meeting: Wednesday August 7, 2024**

Tioga County Industrial Development Agency  
Transaction Detail

06/27/24

June 2024

Accrual Basis

Type	Date	Num	Name	Memo	Amount
<b>Restricted Cash Accounts</b>					
<b>Community- Facade Improvement</b>					
Deposit	06/04/2024			Deposit	625.00
Total Community- Facade Improvement					625.00
<b>USDA Funds</b>					
<b>TSB- IRP 2016 (Formerly IRP 4)</b>					
Deposit	06/03/2024			Deposit	754.16
Deposit	06/03/2024			Deposit	286.18
Deposit	06/03/2024			Deposit	250.00
Deposit	06/06/2024			Deposit	1,012.45
Deposit	05/10/2024			Deposit	559.08
Total TSB- IRP 2016 (Formerly IRP 4)					2,861.87
<b>TSB- RBEG</b>					
Deposit	06/06/2024			Deposit	809.96
Total TSB- RBEG					809.96
Total USDA Funds					3,671.83
Total Restricted Cash Accounts					4,296.83
<b>Unrestricted Cash Accounts</b>					
<b>TSB- checking</b>					
Check	06/05/2024	7283	LeeAnn Tinney	June 2024 Professional Services	-2,125.00
Check	06/05/2024	7284	Megan Schnabl	May 2024 Professional Services	-700.00
Check	06/05/2024	7285	BizLife LLC	May 2024 social media	-556.61
Check	06/05/2024	7286	Jan Nolis, CPA	Prof Svcs	-1,080.00
Check	06/17/2024	7287	Tioga County	IT Inv 5795 April 2024 wireless	-37.99
Check	06/17/2024	7288	Economic Development & Planning	2nd QTR 2024 Ec Dev Support	-5,000.00
Deposit	06/18/2024			Deposit	5,000.00
Deposit	06/25/2024			Deposit	14,432.90
Total TSB- checking					9,933.30
Total Unrestricted Cash Accounts					9,933.30
<b>TOTAL</b>					<b>14,230.13</b>

## Tioga County Industrial Development Agency

## Balance Sheet

As of June 27, 2024

	Jun 27, 24	Jun 27, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
CD Cap Improvement Com Bank	327,220.11	0.00	327,220.11
CD Site Dev Com Bank 158	103,328.19	100,501.19	2,827.00
CD Site Dev Com Bank 156	103,328.18	100,501.18	2,827.00
CD Site Dev Com Bank 155	0.00	100,501.18	-100,501.18
<b>Restricted Cash Accounts</b>			
COVID-19	354.54	19,475.49	-19,120.95
Community- Facade Improvement	248,254.06	237,010.11	11,243.95
<b>USDA Funds</b>			
CCTC- Loan Loss Reserve	40,508.79	40,476.58	32.21
TSB- IRP 2016 (Formerly IRP 4)	76,249.39	135,262.28	-59,012.89
TSB- RBEG	84,171.90	164,662.63	-80,490.73
<b>Total USDA Funds</b>	<b>200,930.08</b>	<b>340,401.49</b>	<b>-139,471.41</b>
<b>Total Restricted Cash Accounts</b>	<b>449,538.68</b>	<b>596,887.09</b>	<b>-147,348.41</b>
<b>CCTC- CDs</b>			
Site Dev 8433	104,439.62	0.00	104,439.62
Land Acquisition (150)	555,596.92	0.00	555,596.92
Land Acquisition (879)	0.00	553,069.56	-553,069.56
Capital Improvement (284)	0.00	325,351.58	-325,351.58
<b>Total CCTC- CDs</b>	<b>660,036.54</b>	<b>878,421.14</b>	<b>-218,384.60</b>
<b>Temporarily Restricted Cash Acc</b>			
TSB-Owego Gardens	423,993.35	421,503.35	2,490.00
TSB-Crown Cork and Seal	100.67	105.67	-5.00
Community- BestBuy PILOT Acct.	369.98	369.98	0.00
<b>Total Temporarily Restricted Cash Acc</b>	<b>424,464.00</b>	<b>421,979.00</b>	<b>2,485.00</b>
<b>Unrestricted Cash Accounts</b>			
TSB- checking	671,312.75	139,310.10	532,002.65
TSB- general fund	25,817.17	25,779.08	38.09
<b>Total Unrestricted Cash Accounts</b>	<b>697,129.92</b>	<b>165,089.18</b>	<b>532,040.74</b>
<b>Total Checking/Savings</b>	<b>2,765,045.62</b>	<b>2,363,879.96</b>	<b>401,165.66</b>
<b>Other Current Assets</b>			
<b>COVID-19 ERLP</b>			
C-7-A	0.00	3,643.81	-3,643.81
C-5-A	0.00	1,095.92	-1,095.92
C-4-A	0.00	1,148.58	-1,148.58
C-1-A	0.00	-206.97	206.97
<b>Total COVID-19 ERLP</b>	<b>0.00</b>	<b>5,681.34</b>	<b>-5,681.34</b>
Accounts Receivable 1300.01	84,453.05	746,453.05	-662,000.00
Allowance for Doubtful Accounts	-35,000.00	-35,000.00	0.00
<b>Commercial Facade Loan Program</b>			
Loan Rec - 2017-01-C	625.00	8,125.00	-7,500.00
Loan Rec - 2018-01-C	0.00	265.02	-265.02
Loan Rec - 2017-02-C	0.00	3,244.60	-3,244.60
<b>Total Commercial Facade Loan Program</b>	<b>625.00</b>	<b>11,634.62</b>	<b>-11,009.62</b>
<b>RBEG</b>			
RBEG 2023-01-A	94,180.12	0.00	94,180.12
Loan Rec - RBEG 2019 -06	43,980.39	51,770.90	-7,790.51
<b>Total RBEG</b>	<b>138,160.51</b>	<b>51,770.90</b>	<b>86,389.61</b>
<b>IRP 4</b>			
IRP 4 2023-01-A	58,862.61	0.00	58,862.61
Loan Rec 2021-02-A	6,964.08	10,180.42	-3,216.34
Loan Rec 2021-01-A	57,427.25	64,320.50	-6,893.25
Loan Rec 2019-07-A	32,192.10	34,300.21	-2,108.11
Loan Rec - 2019 - 06A	54,975.28	64,713.39	-9,738.11
Loan Rec 2018-01-A	48,434.08	52,719.21	-4,285.13
Loan Rec 2017-04-A	25,136.08	27,616.09	-2,480.01
Loan Rec 2017-01-A	7,742.27	10,484.12	-2,741.85
Loan Rec 2009-02-A	48,051.58	48,251.58	-200.00
<b>Total IRP 4</b>	<b>339,785.33</b>	<b>312,585.52</b>	<b>27,199.81</b>
<b>Total Other Current Assets</b>	<b>528,023.89</b>	<b>1,093,125.43</b>	<b>-565,101.54</b>

**Tioga County Industrial Development Agency**  
**Balance Sheet**  
As of June 27, 2024

	Jun 27, 24	Jun 27, 23	\$ Change
<b>Total Current Assets</b>	3,293,069.51	3,457,005.39	-163,935.88
<b>Fixed Assets</b>			
Land-Rizzuto	78,395.16	78,395.16	0.00
Land- Cavataio	2,500.00	2,500.00	0.00
Land-general	605,907.05	601,707.05	4,200.00
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	226,732.53	139,612.53	87,120.00
<b>Total Land-Louns</b>	517,739.19	430,619.19	87,120.00
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	-1,279,269.24	-1,257,126.24	-22,143.00
<b>Total Fixed Assets</b>	2,281,403.02	2,212,226.02	69,177.00
<b>TOTAL ASSETS</b>	<b>5,574,472.53</b>	<b>5,669,231.41</b>	<b>-94,758.88</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Other Current Liabilities			
PILOT Payments			
Spencer-Tioga Solar	96,986.00	95,084.00	1,902.00
Gateway Owego, LLC	2,000.00	1,900.00	100.00
Crown Cork and Seal	300,000.00	300,000.00	0.00
Owego Gardens	24,976.00	24,488.00	488.00
<b>Total PILOT Payments</b>	423,962.00	421,472.00	2,490.00
<b>Total Other Current Liabilities</b>	423,962.00	421,472.00	2,490.00
<b>Total Current Liabilities</b>	423,962.00	421,472.00	2,490.00
<b>Long Term Liabilities</b>			
Tioga County COVID-19 ERLP	0.00	24,524.93	-24,524.93
Loan Pay- IRP 4	181,558.10	191,977.33	-10,419.23
Loan Pay- IRP 3	138,881.10	149,722.87	-10,841.77
Loan Pay- IRP 2	66,787.30	78,342.87	-11,555.57
Loan Pay- IRP 1	22,553.42	30,507.49	-7,954.07
<b>Total Long Term Liabilities</b>	409,779.92	475,075.49	-65,295.57
<b>Total Liabilities</b>	833,741.92	896,547.49	-62,805.57
<b>Equity</b>			
Board Designated Funds	1,406,302.63	1,406,302.63	0.00
1110 - Retained Earnings	3,410,150.09	3,694,570.69	-284,420.60
Net Income	-75,722.11	-328,189.40	252,467.29
<b>Total Equity</b>	4,740,730.61	4,772,683.92	-31,953.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,574,472.53</b>	<b>5,669,231.41</b>	<b>-94,758.88</b>

## Tioga County Industrial Development Agency

## Profit &amp; Loss

January 1 through June 27, 2024

06/27/24

Accrual Basis

	Jan 1 - Jun 27, 24	Jan 1 - Jun 27, 23	\$ Change
Ordinary Income/Expense			
Income			
Loan Commitment Fee	400.00	0.00	400.00
Loan Interest Income			
COVID-19 C-7-A	-27.47	94.14	-121.61
COVID-19 C-5-A	-7.19	28.59	-35.78
COVID-19 C-1-A	0.00	61.64	-61.64
COVID-19 C-4-A	-5.86	26.81	-32.67
RBEG 2019 -06	925.62	1,079.65	-154.03
IRP 4			
2023-01-A	1,314.44	0.00	1,314.44
2019 - 06A	1,157.04	1,349.56	-192.52
2021-02-A	98.87	138.79	-39.92
2021-01-A	617.94	973.96	-356.02
2019-07-A	861.44	915.93	-54.49
2018-02-A	0.00	35.13	-35.13
2018-01-A	1,186.53	1,286.90	-100.37
2017-04-A	483.11	637.15	-154.04
2017-01-A	110.25	142.59	-32.34
Total IRP 4	5,829.62	5,480.01	349.61
RBEG			
2023.01-A	2,103.13	0.00	2,103.13
Total RBEG	2,103.13	0.00	2,103.13
Total Loan Interest Income	8,817.85	6,770.84	2,047.01
Loan Program Fee			
COVID-19 ERLP	0.00	-111.50	111.50
Total Loan Program Fee	0.00	-111.50	111.50
Loan Late Fee			
COVID-19 C-5-A	0.00	8.65	-8.65
COVID-19 C-1-A	0.00	216.50	-216.50
2017-01-A	0.00	14.40	-14.40
Total Loan Late Fee	0.00	239.55	-239.55
Loan Administrative Fee			
IRP 4	174.99	0.00	174.99
Loan Administrative Fee - Other	85.07	577.73	-492.66
Total Loan Administrative Fee	260.06	577.73	-317.67
4110 - Grants			
Workforce Coordinator	25,353.64	11,471.63	13,882.01
DRI-HCR	225,719.14	207,555.37	18,163.77
Total 4110 - Grants	251,072.78	219,027.00	32,045.78
Interest Income-			
CD 155 Site Dev com bank	1,224.44	0.00	1,224.44
Interest Income - TSB COVID19	-1.84	0.72	-2.56
CCTC- CD Site Development 2441	0.00	239.61	-239.61
CCTC- CD Site Development 2440	0.00	50.59	-50.59
CCTC- CD Site Development 2439	0.00	50.59	-50.59
Community- Facade Improvement	10.23	9.63	0.60
CCTC Loan Loss Reserve Account	5.14	5.05	0.09
TSB- checking	861.73	230.42	631.31
TSB-general fund	16.12	10.67	5.45
TSB- IRP 4	7.29	90.55	-83.26
TSB- RBEG	6.52	100.47	-93.95
Total Interest Income-	2,129.63	788.30	1,341.33
Leases/Licenses			
RR leases	14,432.90	0.00	14,432.90

Tioga County Industrial Development Agency

Profit & Loss

January 1 through June 27, 2024

	Jan 1 - Jun 27, 24	Jan 1 - Jun 27, 23	\$ Change
Leases/Licenses - Other	16,235.17	14,073.61	2,161.56
Total Leases/Licenses	30,668.07	14,073.61	16,594.46
4150 · Miscellaneous Income	12,418.80	0.00	12,418.80
OHRy			
freight	54,231.78	25,896.34	28,335.44
Total OHRy	54,231.78	25,896.34	28,335.44
4170 · PILOT Program Fees			
Best Bev	13,571.11	0.00	13,571.11
Sales Tax Exempt App & AdminFee	0.00	2,395.00	-2,395.00
Tioga Downs	0.00	1,500.00	-1,500.00
4170 · PILOT Program Fees - Other	2,500.00	0.00	2,500.00
Total 4170 · PILOT Program Fees	16,071.11	3,895.00	12,176.11
Total Income	376,070.08	271,156.87	104,913.21
Expense			
Grant Expense			
Richford Railroad	-3,341.00	0.00	-3,341.00
Raymond Hadley Water	48,879.00	250.00	48,629.00
Workforce Coordinator	12,186.50	11,471.63	714.87
DRI-HCR	225,719.14	205,407.73	20,311.41
Total Grant Expense	283,443.64	217,129.36	66,314.28
Marketing	402.50	0.00	402.50
Loan Admin Fee			
IRP 4	260.06	0.00	260.06
Loan Admin Fee - Other	0.00	124.47	-124.47
Total Loan Admin Fee	260.06	124.47	135.59
Loan Program Expense			
Marketing	0.00	237.50	-237.50
Loan Program Expense - Other	60.00	73.25	-13.25
Total Loan Program Expense	60.00	310.75	-250.75
Property Maintenance	5,075.49	0.00	5,075.49
6120 · Bank Service Charges	15.00	91.80	-76.80
6160 · Dues and Subscriptions	950.00	970.00	-20.00
Employee benefit			
IRA Company Match	202.23	275.60	-73.37
Total Employee benefit	202.23	275.60	-73.37
6180 · Insurance			
Crime (Smith Brothers)	0.00	636.00	-636.00
WC (Utica)	-325.00	-327.00	2.00
D & O (Philadelphia Ins. Co)	3,866.00	3,696.00	170.00
6190 · Disability (First Rehab Life)	344.41	375.29	-30.88
Employee Health (SSA)	2,309.00	3,744.76	-1,435.76
6185 · Property & Liability (Dryden)	12,758.14	12,458.71	299.43
RR Liability (Steadfast)	0.00	28,017.90	-28,017.90
Total 6180 · Insurance	18,952.55	48,601.66	-29,649.11
6200 · Interest Expense			
6205 · Loan Int Exp Covid	0.00	435.24	-435.24
6220 · Loan Interest			
IRP 1	305.07	383.83	-78.76
IRP 2	783.43	897.84	-114.41
IRP 3	1,497.23	1,604.57	-107.34

## Tioga County Industrial Development Agency

## Profit &amp; Loss

January 1 through June 27, 2024

06/27/24

Accrual Basis

	Jan 1 - Jun 27, 24	Jan 1 - Jun 27, 23	\$ Change
Total 6220 · Loan Interest	2,585.73	2,886.24	-300.51
6200 · Interest Expense - Other	206.97	0.00	206.97
Total 6200 · Interest Expense	2,792.70	3,321.48	-528.78
Lounsberry land	3,200.00	0.00	3,200.00
6240 · Miscellaneous	1,000.00	1,000.00	0.00
6550 · Office Supplies	0.00	549.90	-549.90
6560 · Payroll Expenses			
Payroll Expenses - HSA	600.00	900.00	-300.00
6560 · Payroll Expenses - Other	24,420.51	29,447.99	-5,027.48
Total 6560 · Payroll Expenses	25,020.51	30,347.99	-5,327.48
6270 · Professional Fees			
BiziLife LLC	3,296.02	2,140.00	1,156.02
Ec Dev Specialist Position	10,000.00	10,000.00	0.00
Administrative Services			
Tinney	12,750.00	11,500.00	1,250.00
Administrative Services - Other	700.00	0.00	700.00
Total Administrative Services	13,450.00	11,500.00	1,950.00
6650 · Accounting			
Jan Nolis	2,255.00	905.00	1,350.00
6650 · Accounting - Other	9,750.00	8,500.00	1,250.00
Total 6650 · Accounting	12,005.00	9,405.00	2,600.00
6280 · Legal Fees	38,511.50	23,661.15	14,850.35
6270 · Professional Fees - Other	25,000.00	962.00	24,038.00
Total 6270 · Professional Fees	102,262.52	57,668.15	44,594.37
6670 · Program Expense			
Water Tower	164.05	237,702.21	-237,538.16
Total 6670 · Program Expense	164.05	237,702.21	-237,538.16
Property Taxes			
Berry Road (313)	51.25	0.00	51.25
Berry Road (312)	102.49	0.00	102.49
Stanton Hill 9.64A Town Lot	225.72	222.30	3.42
96 · Smith Creek Rd	27.90	27.48	0.42
540 · Stanton Hill	170.82	168.24	2.58
Spring St	0.27	0.28	-0.01
Berry Road (47)	143.95	141.77	2.18
Carmichael Road	7.90	7.78	0.12
Smith Creek Road	23.92	23.55	0.37
Glenmary Drive	10.90	10.81	0.09
Metro Road	9.09	9.01	0.08
Total Property Taxes	774.21	611.22	162.99
6300 · Repairs			
6310 · Building Repairs	5,410.00	0.00	5,410.00
Total 6300 · Repairs	5,410.00	0.00	5,410.00
6770 · Supplies	1,677.42	399.36	1,278.06
6350 · Travel & Ent			
6380 · Travel	129.31	242.32	-113.01
Total 6350 · Travel & Ent	129.31	242.32	-113.01
Total Expense	451,792.19	599,346.27	-147,554.08



**TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
ADMINISTRATIVE SERVICES AGREEMENT**

THIS **ADMINISTRATIVE SERVICES AGREEMENT** (the "Agreement") is by and between the **COUNTY OF TIOGA**, a municipal corporation organized and existing under the laws of the State of New York with an office for the transaction of business located at 56 Main Street, Owego, NY 13827 (hereinafter referred to as the "County") and the **TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, a Public Authority organized and existing under the laws of the State of New York, with an office for the transaction of business located at 56 Main Street, Owego, NY 13827 (hereinafter referred to as the "TCIDA"), collectively, the "Parties".

**WHEREAS:** It is the mission of the TCIDA to promote, develop, encourage and assist in acquiring, constructing, maintaining, equipping and furnishing certain types of projects and facilities, to advance the job opportunities, health, general prosperity, economic welfare and recreation opportunities of the citizens of Tioga County; and

**WHEREAS:** The mission of the TCIDA will be greatly enhanced if the County provides administrative services, technical assistance, office space and equipment via the Economic Development and Planning Office; and

**WHEREAS:** The County is able to provide said administrative services, technical assistance, office space and equipment to the TCIDA; therefore, be it

**RESOLVED:** In consideration of the mutual promises, covenants and agreements hereinafter set forth, the Parties do hereby agree as follows:

1. The County agrees to provide to the TCIDA the administrative services, technical assistance, office space, and equipment necessary for the performance of the duties of TCIDA Administrator through the Tioga County Office of Economic Development and Planning.
2. There will be an administrative fee of Five Thousand Dollars (\$5,000.00) to be paid quarterly for the term of January 1, 2025 through December 31, 2025.

3. This agreement shall insure to the benefit of, and shall be binding upon, the Parties and their respective successors and/or assigns.
4. In the event any provision of this Agreement shall be held to be invalid or unenforceable by any court of competent jurisdiction, each holding shall not invalidate or render unenforceable any other provision hereof.
5. This Agreement may not be amended, changed, modified, altered or terminated without the concurring, written consent of the Parties hereto.
6. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
7. All notices and other communications hereunder shall be in writing (whether or not a writing is expressly required hereby), and shall be deemed to have been given if hand delivered or sent by an express mail service or by courier, then if and when delivered to and received by the respective parties at the below addresses (or at such other address as a party may hereafter designate for itself by notice to the other party as required hereby), or (ii) if mailed, then on the next business day following the date on which such communication is deposited in the United States mail, by first class certified mail, return receipt requested, postage prepaid, and addressed to the respective parties at the below addresses (or at such other address as a party may hereafter designate for itself by notice to the other party as required hereby):

If to the County:                   Tioga County Legislature  
56 Main Street  
Owego, NY 13827  
Attn: Chair of the Legislature

If to the TCIDA:                   Tioga County Industrial Development Agency  
56 Main Street  
Owego, NY 13827  
Attn: Chair of the Board of Directors

10. This Agreement shall be governed exclusively by the applicable laws of the State of New York.

11. This Agreement shall be for a term commencing from 1/1/2025 through 12/31/25.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals the day written opposite their signature.

Date: \_\_\_\_\_, 2024

\_\_\_\_\_  
Jon Ward, Chair  
Tioga County Industrial Development Agency,  
Board of Directors

\_\_\_\_\_  
Martha Sauerbrey, Chair  
Tioga County Legislature

# TEAM TIOGA

we work for you

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

## Tioga County Industrial Development Agency- Business Administrator

Issued: 06/14/2024. This is a higher-level clerical position for the **Tioga County Industrial Development Agency**. The Business Administrator is responsible for planning and managing the daily operations of the Tioga County Industrial Development Agency (TCIDA). The TCIDA Business Administrator will work under the direction of the TCIDA Board of Directors with daily guidance and support provided by the Business and Community Liaison. The Business Administrator reports to and serves at the will of the TCIDA Board of Directors. This position requires the ability to work cooperatively with Federal, State, and County Agencies, Municipal Leaders, Legal Counsel and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

Work Hours: Full time, Monday – Friday (35-hour work week) Salary: \$41,528 - \$51,528; health insurance available, paid leave time, and contribution to IRA.

Location: Tioga County Office Building.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalent and two (2) years of full-time (or the part-time equivalent) office clerical experience;

OR: Possession of an Associate's degree from a regionally accredited or New York State registered college

PREFERRED: Prior experience in government environment; prior experience with QuickBooks/bookkeeping.

Please send resumes and inquiries to:

Att: LeeAnn Tinney

[LMTinney@tiogacountyny.gov](mailto:LMTinney@tiogacountyny.gov)

(607) 972-9195

## Schnabl, Megan

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**From:** Jim Conway <jim.conway@email.com>  
**Sent:** Friday, June 21, 2024 10:56 AM  
**To:** Tinney, Leeann (IDA); jward@tiogabank.com  
**Subject:** [EXTERNAL] Owego Line- new customer status

You don't often get email from jim.conway@email.com. [Learn why this is important](#)

Hi LeeAnn,

Following up, here is what we have for the Owego yard:

Paragon ISP said the rail rate, and lease, made it uncompetitive. They are working with NS on a site in Elmira. I asked them to give me specific numbers and I can possibly do something on the lease because the NS controls the rate(s).

They will review and get back with me; The NS has not been responding to them on an agreement.

Upstate Shredders has been knocking it out of the park this year. Talking with them, they expect the rail market to stay strong for the rest of the year.

Here are the Carloads for the OHRY.

<b>CUSTOMERS</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 ytd</b>
Norwesco	16	14	11	5
Washita Pipe	176	4	0	0
Upstate Shredding	2,154	762	581	801
<b>Totals</b>	<b>2,346</b>	<b>780</b>	<b>592</b>	<b>806</b>

2024 is through 06/20/204

Best regards,

Jim C

c: 412 216-9059



Year	January <i>T &amp; C</i>	July <i>Village</i>	September <i>School</i>
2036	Tioga Downs 2/3		Tioga Downs 2/3
	Tioga Downs-4		Tioga Downs-4
	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2037	<b>Tioga Downs 2/3</b>		
	Tioga Downs-4		Tioga Downs-4
	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2038	<b>Tioga Downs-4</b>		
	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2039	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2040	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2041	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2042	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2043	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2044	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square

Year	January <i>T &amp; C</i>	July <i>Village</i>	September <i>School</i>
2045	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2046	CC&S		CC&S
	Owego Gardens	Gardens	Owego Gardens
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2047	<b>CC&amp;S</b>		
	<b>Owego Gardens</b>		
	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2048	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2049	Spencer Solar		Spencer Solar
	Owego Square	Square	Owego Square
2050	<b>Spencer Solar</b>		
	Owego Square	Square	Owego Square
2051	Owego Square	Square	Owego Square
2052	<b>Owego Square</b>		

2024 IDA Board and Committees (Current)

Chair Jon Ward  
Vice-Chair Kevin Gillette  
Secretary Mari Townsend  
Treasurer Eric Knolles

Executive Committee

Jon Ward (Chair)  
Kevin Gillette  
Mari Townsend  
Eric Knolles

Audit Committee

Eric Knolles (Chair)  
Mari Townsend  
Jon Ward

Governance Committee

Jon Ward (Chair)  
Mari Townsend  
Eric Knolles

Finance Committee

Jon Ward (Chair)  
Eric Knolles  
Mari Townsend

Loan Committee (Chair TBD)

Jon Ward  
Eric Knolles  
Mari Townsend  
Kevin Dougherty  
Doug Barton  
Jim Lavo

Railroad Committee (Chair TBD)

Tracy Monell  
Kevin Gillette  
Marte Sauerbrey

Public Relations (Chair TBD)

Board Member  
Board Member  
LeeAnn Tinney

2024 IDA Board and Committees (Proposed)

Chair Jon Ward  
Vice Chair Kevin Gillette  
Secretary Mari Townsend  
Treasurer Eric Knolles

Executive Committee

Jon Ward (Chair)  
Kevin Gillette  
Mari Townsend  
Eric Knolles

Audit Committee

Eric Knolles (Chair)  
Brenda Evanek  
Jon Ward

Governance Committee

Jon Ward (Chair)  
Mari Townsend  
Eric Knolles

Finance Committee

Jon Ward (Chair)  
Kevin Gillette  
Mari Townsend

Loan Committee

Jon Ward  
Eric Knolles  
Brenda Evanek  
Kevin Dougherty  
Doug Barton  
Jim Lavo

Railroad Committee

Tracy Monell  
Kevin Gillette  
Marte Sauerbrey

Public Relations

Marte Sauerbrey  
Tracy Monell  
LeeAnn Tinney