



tel: 607 687 8259

fax: 607 223 7125

info@developtioga.com

**Tioga County Industrial Development Agency**  
**April 6, 2016 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

**Agenda**

- 1. Call to Order and Introductions**
- 2. Attendance**
  - A. IDA Board Members
    1. Roll Call: R. Kelsey, A. Gowan, T. Monell and K. Gillette K. Dougherty, J. Nolis, M. Sauerbrey
      - a. Absent:
      - b. Excused:
    2. Guests:
      - B. Myers, L. Tinney, C. Haskell, J. Meagher, J. Bellis, C. Maby, J. Tornatore,
      - D. Camin
- 3. Privilege of the Floor-**
  - A. Newark Valley Sidewalk Presentation** – J. Tornatore, C. Maby
  - B. STN – Broadband Presentation** – D. Camin
- 4. Approval of Minutes –**
  - A. March 2, 2016 Regular Meeting Minutes**
  - B. March 2, 2016 Audit Committee Minutes**
- 5. Motion to confirm email acceptance of:**
  - A. 2015 Revised Audited Financials
- 6. Project Updates**
  - A. Crown Cork & Seal USA, Inc. – B. Myers/J. Bellis
    1. Update
    2. Job Fair
    3. Larson Design Group – J. Bellis
      - a. WWTP Update
      - b. Water Update
  - B. Tioga Downs Racetrack, LLC – B. Myers
    1. Update
  - C. Owego Gardens Project Update - B. Myers
    1. Update
  - D. FedEx Project – B. Myers
    1. Update
  - E. Midwestern Pet Foods – B. Myers

1. ST-60

7. **Financial Report – B. Myers**
  - A. Reports
    1. Balance Sheet
    2. Profit & Loss
    3. Transaction Detail
  
8. **New Business – B. Myers**
  - A. Foil Request from Gannett CNY Newspapers - Completed 3/18/2016
  - B. Directors and Officers Liability Insurance
  - C. Single Audit Certification Form NYS-Homeland Security
  - D. Advertisements split with Economic Development and Planning:
    1. The Morning Times - \$175.00
    2. Celebrating Women in Business- \$250.00
    3. Pennysaver- \$103.88
    4. Kiwanis Radio Day- \$100
  - E. Notary Public Class- TC3- 4/22/2016 - \$125.00
  - F. Meeting with FHWA and DOT
  
9. **Old Business – B. Myers**
  - A. Public Authority Accountability Act
    1. Audit Committee Report (R. Kelsey, K. Dougherty, J. Nolis)
      - a. None
    2. Governance Committee Report (R. Kelsey, K. Dougherty, J. Nolis)
      - a. None
    3. Finance Committee Report (R. Kelsey, A. Gowan, K. Gillette)
      - a. None
  - B. Damaged sign for industrial park – B. Myers
    1. Update
  - C. Bill Woods Park Bench – L. Tinney
    1. Date chosen and location chosen for dedication ceremony:  
Wednesday July 20<sup>th</sup>, 4:00-6:00, at the Newark Valley Historical Society Depot
  - D. ESD Grant for E-Site – B. Myers
  - E. Upstate Shredding Sub Recipient Agreement – J. Meagher
  
10. **PILOT Updates - B. Myers**
  - A. PARIS report was filed 3/30/2016
  
11. **Reports**
  - A. Railroads
    1. Committee Report (T. Monell, K. Gillette)
      - a. Fiber Poles Easement - L. Tinney/J. Meagher
  - B. Loan Program – B. Myers
    1. Commercial Facade Application
  
12. **Motion to move into Executive Session pursuant to Public Officers Law Section 105**
13. **Next Meeting – Wednesday, May 4, 2016**
14. **Adjourned**



## DRAFT

**Tioga County Industrial Development Agency**  
**March 2, 2016 • 4:30 p.m. • Ronald E. Dougherty County Office Building**  
**56 Main Street, Owego, NY 13827**

### Minutes

**1. Call to Order and Introductions**

Vice Chairperson K. Dougherty called the meeting to order at: 4:32

**2. Attendance**

**A. IDA Board Members**

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

- a. Absent:  
b. Excused: R. Kelsey

2. Guests:

B. Myers, L. Tinney, C. Haskell, J. Meagher, J. Bellis, E. Hartman, and A. Renko

**3. Privilege of the Floor- None**

**Approval of Minutes –**

**1. January 6, 2016 Loan Committee Minutes**

Motion to approve minutes(T. Monell, J. Nolis,)

Aye- 6                      Abstain- 0  
No- 0

**2. January 6, 2016 Audit Committee Minutes**

Motion to approve minutes (T. Monell, M. Sauerbrey)

Aye- 6                      Abstain- 0  
No- 0

**3. February 3, 2016 Regular Meeting Minutes**

Motion to approve minutes (A. Gowan, M. Sauerbrey)

Aye- 6                      Abstain- 0  
No- 0

**4. Motion to affirm email votes:**

**A. Internal Controls Officer Agreement 2/8/2016**

Motion to affirm email vote (T. Monell, K. Gillette)

Aye- 6                      Abstain- 0  
No- 0

**DRAFT**

2. Railroad Grant

B. USDA Loan Audit Rescheduled for 3/3/2016

a. Loan Program – B. Myers – 2016 USDA Loan program budgets to be approved after audit.

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

Motion into executive session to discuss the financial compensation of a particular employee (T. Monell, M. Sauerbrey)

Aye-6 Abstain- 0

No- 0

Enter executive session at 5:30 p.m.

Exit Executive Session at 5:55 p.m. (A. Gowan, T. Monell)

Resolution to increase the yearly salary of Bryant Myers from \$45,000 to \$47,500 effective 3/02/2016 (A. Gowan, M. Sauerbrey)

Aye-6 Abstain- 0

No- 0

**11. Next Meeting – Wednesday, April 6, 2016**

**12. Adjourned 6:01 p.m.**



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# DRAFT

## Tioga County Industrial Development Agency

March 2, 2016 • 3:30 p.m. • Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827

### Audit Committee Agenda

#### I. Call to Order and Introductions

Vice Chairman K. Dougherty called the meeting to order at 3:38

#### II. Attendance

A. Committee Members: K. Dougherty, R. Kelsey, J. Nolis

Absent: R. Kelsey

B. Guests: A. Gallo, M. Colonna, L. Tinney and B. Myers

#### III. New Business

A. 2015 Audit of Financial Statements

Mr. Angelo Gallo presented the audit to the 2016 Tioga County IDA Audit Committee with the financial report showing an unmodified opinion, the highest opinion to be received by public clientele. No deficiencies were identified in internal controls. No instances of non-compliance. The audit committee will take revision suggestions to the full board for consideration.

K. Dougherty will ask the IDA Board for the approval of the financial statements with the corrections suggested by Piaker and Lyons.

Meeting was adjourned at 4:22 p.m.

#### IV. Adjourned

# Tioga County Industrial Development Agency Balance Sheet Prev Year Comparison As of March 31, 2016

	Mar 31, 16	Mar 31, 15
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>Restricted Cash Accounts</b>		
Community- Facade Improvement	138,903.41	194,815.15
CCTC- Industrial Park	12,000.37	12,010.37
<b>USDA Funds</b>		
CCTC- Loan Loss Reserve	40,372.43	40,353.93
TSB- IRP 2	104,722.94	88,314.73
TSB- IRP 3	184,324.02	172,884.54
TSB- IRP 4	162,469.62	77,821.55
TSB- RBEG	205,401.55	185,669.35
TSB- marketing	1,496.17	3,065.97
<b>Total USDA Funds</b>	698,786.73	568,110.07
<b>Total Restricted Cash Accounts</b>	849,690.51	774,935.59
<b>CCTC- CDs</b>		
Infrastructure (391)	127,416.85	126,941.89
Site Development (383)	128,825.51	128,239.55
Site Development (878)	252,995.52	252,239.10
Infrastructure (877)	93,278.77	92,999.88
Land Acquisition (879)	516,424.15	513,506.34
Capital Improvement (284)	303,652.79	302,116.35
<b>Total CCTC- CDs</b>	1,422,593.59	1,416,043.11
<b>Temporarily Restricted Cash Acc</b>		
TSB- NYSEG	0.00	2,072.49
Community- Lounsberry	570,069.15	470,091.38
Temporarily Restricted Cash Acc - Other	934,199.55	0.00
<b>Total Temporarily Restricted Cash Acc</b>	1,504,268.70	472,163.87
<b>Unrestricted Cash Accounts</b>		
TSB- checking	203,480.20	55,947.90
TSB- general fund	937,038.89	914,569.63
<b>Total Unrestricted Cash Accounts</b>	1,140,519.09	970,517.53
<b>Total Checking/Savings</b>	4,917,071.89	3,633,660.10
<b>Other Current Assets</b>		
NYS OEM Grant Revenue	2,728.59	0.00
Gain/Loss on Sale of Asset	169,558.98	0.00
Accounts Receivable 1300.01	502,635.20	0.00
Allowance for Doubtful Accounts	-35,000.00	-75,000.00
New York State OEM Funds Receive	0.00	943.38
FEMA Funds Receivable	0.00	2,830.14
Commercial Facade Loan Program	0.00	0.00

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04/04/16

Accrual Basis

# Tioga County Industrial Development Agency Balance Sheet Prev Year Comparison As of March 31, 2016

	Mar 31, 16	Mar 31, 15
Loan Rec - 2016-01-A	11,006.16	0.00
Loan Rec - 2015-06-A	25,610.14	0.00
Loan Rec - 2014-01-A	8,985.42	11,019.90
Loan Rec - 2015-01-A	16,240.36	19,722.22
Loan Rec - 2015-02-A	4,603.73	0.00
Loan Rec - 2015-04-A	1,550.00	0.00
Loan Rec - 2015-05-A	20,358.24	0.00
<b>Total Commercial Facade Loan Program</b>	<b>88,354.05</b>	<b>30,742.12</b>
<b>ERP</b>		
Loan Rec 2012-05-E	0.00	555.52
Loan Rec 2012-04-E	0.00	277.70
Loan Rec 2012-03-E	0.00	277.72
Loan Rec 2011-10-E	0.00	0.08
<b>Total ERP</b>	<b>0.00</b>	<b>1,111.02</b>
<b>RBEG</b>		
Loan Rec 2007-01-A	0.00	18,449.21
<b>Total RBEG</b>	<b>0.00</b>	<b>18,449.21</b>
<b>IRP 4</b>		
Loan Rec 2015-03-A	12,979.46	0.00
Loan Rec 2013-02-A	7,463.61	9,855.83
Loan Rec 2010-02-A	0.00	79,539.02
Loan Rec 2010-01-A	19,182.66	34,759.14
Loan Rec 2009-03-A	3,716.35	11,790.58
Loan Rec 2009-02-A	57,051.58	59,451.58
<b>Total IRP 4</b>	<b>100,393.66</b>	<b>195,396.15</b>
<b>IRP 3</b>		
Loan Rec 2013-01-A	11,820.76	15,778.20
Loan Rec 2007-08-A	45,153.27	50,881.15
<b>Total IRP 3</b>	<b>56,974.03</b>	<b>66,659.35</b>
<b>IRP 2</b>		
Loan Rec 2012-08-A	25,573.54	30,167.91
Loan Rec 2011-03-A	65,179.97	74,727.02
Loan Rec 2011-01-A	7,947.25	19,275.76
<b>Total IRP 2</b>	<b>98,700.76</b>	<b>124,170.69</b>
<b>Accounts Receivable-OHRY</b>	<b>9,741.25</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>994,086.52</b>	<b>365,302.06</b>
<b>Total Current Assets</b>	<b>5,911,158.41</b>	<b>3,998,962.16</b>
<b>Fixed Assets</b>		
Lounsberry South FA	0.00	201,129.16

**Tioga County Industrial Development Agency**  
**Balance Sheet Prev Year Comparison**  
 As of March 31, 2016

	Mar 31, 16	Mar 31, 15
Land- Mitchell Equipment	58,453.51	58,453.51
2012 computer upgrade	1,436.88	1,436.88
2007 computer upgrade	0.00	2,019.49
Equipment - Other	264.00	264.00
<b>Total Equipment</b>	<b>1,700.88</b>	<b>3,720.37</b>
Land- Cavataio	2,500.00	2,500.00
Land-general	200,757.60	200,757.60
Land-Louns	18,805.00	18,805.00
Land 434	371,800.36	414,701.18
Railroad Improvements	1,976,668.74	1,976,668.74
Z Accumulated Depreciation	-1,111,513.55	-1,090,227.73
<b>Total Fixed Assets</b>	<b>1,519,172.54</b>	<b>1,786,507.83</b>
<b>Other Assets</b>		
Land - Wetland Mitigation	-18,805.00	0.00
HUD Loan Program		
L/R 2014-01-A	140,502.00	163,680.47
L/R 2012-06-A	66,761.96	76,190.53
L/R 2009-04-A	78,620.33	99,122.71
<b>Total HUD Loan Program</b>	<b>285,884.29</b>	<b>338,993.71</b>
<b>Total Other Assets</b>	<b>267,079.29</b>	<b>338,993.71</b>
<b>TOTAL ASSETS</b>	<b>7,697,410.24</b>	<b>6,124,463.70</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Current Liabilities		
Accounts Payable		
20000 - Accounts Payable	12,532.75	4,064.27
<b>Total Accounts Payable</b>	<b>12,532.75</b>	<b>4,064.27</b>
Other Current Liabilities		
Deferred Revenue	945,113.95	0.00
Interest Payable		
L/P 2014-01-A Interest	-24.27	0.00
L/P 2012-06-A Interest	-172.86	0.00
L/P 2009-04-A Interest	-21.47	0.00
<b>Total Interest Payable</b>	<b>-218.60</b>	<b>0.00</b>
2100 - Payroll Liabilities	0.02	1,646.92
PILOT Payments		
CNYOG	-0.01	0.00
Best Buy PP	570,003.90	470,072.58
Hadco		



**Tioga County Industrial Development Agency  
Balance Sheet Prev Year Comparison  
As of March 31, 2016**

	Mar 31, 16	Mar 31, 15
School- Hadco		
Total Hadco	-0.01	0.00
Rynone		
Town- Rynone	-0.01	0.00
Total Rynone	-0.01	0.00
Total PILOT Payments	570,003.87	470,072.58
Total Other Current Liabilities	1,514,899.24	471,719.50
Total Current Liabilities	1,527,431.99	475,783.77
Long Term Liabilities		
Loan Pay- IRP 4	262,079.92	271,701.90
Loan Pay- IRP 3	232,680.62	232,680.61
Loan Pay- IRP 2	166,762.38	177,328.09
Loan Pay- IRP 1	91,369.44	98,642.16
Tioga County HUD prog		
2014-01-A	140,526.27	163,680.47
2012-06-A	66,759.98	76,190.53
2009-04-A	78,641.80	99,122.71
Total Tioga County HUD prog	285,928.05	338,993.71
Total Long Term Liabilities	1,038,820.41	1,119,346.47
Total Liabilities	2,566,252.40	1,595,130.24
Equity		
Board Designated Funds		
3000 - Opening Bal Equity	1,406,302.63	1,406,302.63
1110 - Retained Earnings	304,104.67	304,104.67
Net Income	3,435,970.05	2,830,320.81
	-15,219.51	-11,394.65
Total Equity	5,131,157.84	4,529,333.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,697,410.24</b>	<b>6,124,463.70</b>

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04/04/16

Accrual Basis

# Tioga County Industrial Development Agency Profit & Loss YTD Comparison March 2016

	Mar 16	Jan - Mar 16
Ordinary Income/Expense		
Income		
Loan Interest Income		
IRP 2		
2012-08-A	108.18	331.03
2011-03-A	274.97	835.03
2011-01-A	37.14	37.14
2008-01-A	0.00	41.15
Total IRP 2	420.29	1,244.35
IRP 3		
2013-01-A	46.81	120.05
2007-08-A	237.73	720.82
Total IRP 3	284.54	840.87
IRP 4		
2015-03-A	110.83	167.57
2013-02-A	0.00	64.74
2010-01-A	0.00	272.89
2009-03-A	18.35	63.61
Total IRP 4	129.18	568.81
Loan Interest Income - Other	0.00	174.84
Total Loan Interest Income	834.01	2,828.87
Loan Program Fee		
Facade	100.00	200.00
Total Loan Program Fee	100.00	200.00
Interest Income-		
Community- Facade Improvement	5.86	12.07
CCTC Loan Loss Reserve Account	0.00	3.31
Community- Lounsberry	0.00	16.40
TSB- checking	0.00	99.38
TSB-general fund	0.00	198.68
TSB- IRP 2	0.00	5.05
TSB- IRP 3	0.00	9.11
TSB- IRP 4	0.00	7.86
TSB- RBEG	0.00	10.27
TSB- marketing	0.00	0.07
Total Interest Income-	5.86	362.20
Leases/Licenses		
RR leases	0.00	6,111.24
Leases/Licenses - Other	0.00	999.39
Total Leases/Licenses	0.00	7,110.63

**Tioga County Industrial Development Agency**  
**Profit & Loss YTD Comparison**  
**March 2016**

	Mar 16	Jan - Mar 16
OHRV freight	10,136.10	19,877.35
Total OHRV	10,136.10	19,877.35
4170 · PILOT Program Fees		
Crown, Cork & Seal	0.00	225.45
Midwestern Pet Foods Inc.	0.00	13,550.23
Total 4170 · PILOT Program Fees	0.00	13,775.68
Total Income	11,075.97	44,154.73
Expense		
Waverly Trade Center DOT Grant	0.00	8,997.75
Tioga Industrial Park Corporate Drive	0.00	5.00
Total Tioga Industrial Park	0.00	5.00
Loan Program Expense	0.00	12.70
6120 · Bank Service Charges		
Check order		57.09
TSB IRP 3	0.00	
Total Check order	0.00	57.09
6120 · Bank Service Charges - Other	0.00	189.21
Total 6120 · Bank Service Charges	0.00	246.30
Copies	39.86	39.86
6180 · Insurance		
6190 · Disability (First Rehab Life)	0.00	125.00
6185 · Property & Liability (Dryden)	0.00	8,502.15
6180 · Insurance - Other	20,010.00	17,921.58
Total 6180 · Insurance	20,010.00	26,548.73
Lounsberry land	0.00	507.52
6550 · Office Supplies		
other	0.00	47.04
6550 · Office Supplies - Other	0.00	-96.50
Total 6550 · Office Supplies	0.00	-49.46
6560 · Payroll Expenses	5,123.75	12,599.08
6270 · Professional Fees		
Administrative Services		
Fiato	225.00	517.50
Haskell	628.00	1,866.00
Total Administrative Services	853.00	2,383.50
6655 · Consulting	300.00	300.00

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 04/04/16  
 Accrual Basis

**Tioga County Industrial Development Agency  
 Profit & Loss YTD Comparison  
 March 2016**

	Mar 16	Jan - Mar 16
6280 · Legal Fees		
Monthly Fees	1,837.50	7,206.00
<b>Total 6280 · Legal Fees</b>	<b>1,837.50</b>	<b>7,206.00</b>
<b>Total 6270 · Professional Fees</b>	<b>2,990.50</b>	<b>9,889.50</b>
6670 · Program Expense		
Façade Improvement Loan Program	85.00	85.00
<b>Total 6670 · Program Expense</b>	<b>85.00</b>	<b>85.00</b>
Property Taxes		
Newark Valley Property	0.00	160.87
Berry Road (47)	0.00	82.91
Carmichael Road	0.00	3.07
Smith Creek Road	0.00	13.78
Glenmary Drive	0.00	7.20
Metro Road	0.00	6.00
<b>Total Property Taxes</b>	<b>0.00</b>	<b>273.83</b>
6340 · Telephone	0.00	16.03
6350 · Travel & Ent		
6370 · Meals	0.00	35.00
6380 · Travel	167.40	167.40
<b>Total 6350 · Travel &amp; Ent</b>	<b>167.40</b>	<b>202.40</b>
<b>Total Expense</b>	<b>28,416.51</b>	<b>59,374.24</b>
<b>Net Ordinary Income</b>	<b>-17,340.54</b>	<b>-15,219.51</b>
<b>Net Income</b>	<b>-17,340.54</b>	<b>-15,219.51</b>

# Tioga County Industrial Development Agency Transaction Detail by Account March 2016

Type	Date	Num	Name	Memo	Amount
<b>Restricted Cash Accounts</b>					
<b>Community- Facade Improvement</b>					
Deposit	3/1/2016			Loan Payment	148.51
Deposit	3/8/2016			Loan Payment	200.00
Deposit	3/9/2016			Deposit	447.32
Check	3/18/2016	1022	Tioga State Bank and Rawley Filbin	Filbin Facade Loan	-11,006.16
Check	3/18/2016	1023	Tioga County Clerk	County Clerk Filing Fee	-85.00
Deposit	3/29/2016			Loan pmt	399.39
Deposit	3/31/2016			Interest	5.86
Total Community- Facade Improvement					
<b>USDA Funds</b>					
<b>TSB- IRP 2</b>					
Deposit	3/1/2016			Loan Payment	1,002.92
Deposit	3/3/2016			Loan Pmt	1,088.88
Deposit	3/3/2016			Deposit	500.00
Check	3/9/2016	1052	Tioga County IDA	Jan-Feb Loan Admin Fee	-306.80
Total TSB- IRP 2					
<b>TSB- IRP 3</b>					
Deposit	3/1/2016			Deposit	400.00
Check	3/9/2016	1028	Tioga County IDA	Jan/Feb Admin Fee	-293.48
Deposit	3/29/2016			Loan Pmt	728.81
Total TSB- IRP 3					
<b>TSB- IRP 4</b>					
Deposit	3/3/2016			Loan PMT	200.00
Deposit	3/9/2016			Loan Payment	537.94
Deposit	3/16/2016			Loan Payment	706.70
Total TSB- IRP 4					
Total USDA Funds					
Total Restricted Cash Accounts					
<b>Unrestricted Cash Accounts</b>					
<b>TSB- checking</b>					
Deposit	3/1/2016			HUD Pymt	5,209.15
Check	3/2/2016	5595	Thomas, Collison, Meagher & Seiden	Legal Fees -February 2016	-1,837.50
Check	3/2/2016	Direct Dep.	Bryant R. Myers	2-13-2016 - 2-25-2016	-1,233.69
Check	3/2/2016	5596	Bryant R. Myers	IRA Contribution Refund	-207.18
Check	3/2/2016	5597	Ken Delbianco	Consulting Fee	-300.00
Check	3/2/2016	5598	Cathy Haskell	Administrative Assistance-February	-628.00
Check	3/4/2016	5599	Tioga County Personnel	11/15-12/15 Copier Charges	-28.85
Check	3/4/2016	5600	Tioga County Treasurer	March HUD Payment	-5,209.15
Check	3/9/2016	1028	Tioga County IDA	IRP 3: Jan-Feb 2016 Admin Fee	293.48
Check	3/9/2016	1052	Tioga County IDA	IRP 2: Loan Admin Fee Jan-Feb 2016	306.80
Deposit	3/15/2016			January Railroad Income	10,136.10
Total Unrestricted Cash Accounts					
Total Restricted Cash Accounts					
Total Unrestricted Cash Accounts					
Total Restricted Cash Accounts					

**Tioga County Industrial Development Agency  
Transaction Detail by Account  
March 2016**

12:17 PM  
04/04/16  
Accrual Basis

Type	Date	Num	Name	Memo	Amount
Check	3/16/2016	Direct Dep	Bryant R. Myers	02/27/2016-03/11/2016	-1,328.64
Check	3/16/2016		EFTPS	Feb 2016	-1,025.60
Check	3/18/2016	5601	The Partners	2016 Railroad Insurance	-20,010.00
Check	3/22/2016	5602	Ruth Fiato	Admin March 2016	-225.00
Check	3/30/2016	5605	Bryant R. Myers	03/12/16-3/25/2016	-1,328.64
Check	3/30/2016	5603	Bryant R. Myers	Qtr 1 Travel Reimbursement	-167.40
Check	3/30/2016	5604	Tioga County Treasurer	Copier	-11.01
Total TSB- checking					-17,595.13
Total Unrestricted Cash Accounts					-17,595.13
<b>TOTAL</b>					<b>-22,920.24</b>



March 18, 2016

Jeffery Platsky  
Gannett CNY Newspapers  
10 Gannett Drive  
Johnson City, NY 13790

**RE: The resume, curriculum vitae or history of previous experience and educational background of your Industrial Agency president, chief executive or top executive, and the second in command at the agency.**

Dear Mr. Platsky:

Attached is the Freedom of Information request you filed with the IDA on 03/08/2016. Your request for the items listed below has been approved:

- 1) The resume, curriculum vitae or history of previous experience and educational background of your Industrial Agency president, chief executive or top executive, and the second in command at the agency. To specify, we are requesting the information for the person in direct charge of the Industrial Development Agency and his/her second in command.

I have attached the information for your review but if you'd like to review additional information, please call me to make arrangements to review the requested information. I can be reached at (607) 687-8259, Monday through Friday, 9:00 a.m. to 5:00 p.m. If you prefer to have copies of these agreement made, the fee is 25 cents per page. Please advise.

You have the right to appeal this decision. If you wish to do so, you must file a written appeal within thirty (30) days of the date of this letter. The appeal must contain the following information: the date and location of a request for records, the records that were denied, and the name and return address of the appellant.

Sincerely,

Bryant R. Myers  
Freedom of Information Officer

**Ralph E. Kelsey**  
**5478 State Route 17C**  
**Endicott, NY 13760-7610**

kelsey372@gmail.com  
607-239-5886

**Professional Experience:**

Tioga State Bank

Senior Vice President – Credit Services 1972 to 2013

Consultant 2013 to Present

Grace Bible Church

Lay-Pastor 2001 to Present

**Education:**

Broome Community College

Attended Elmira College, Liberal Arts

Independent Bankers of America – Senior Management School

New York State Bankers Association – Consumer Credit School

New York State Bankers Association – Management School

Pennsylvania State Bankers Association – Central Atlantic School of Commercial Banking

Senior Bank Officer School – Wharton College

**Boards Currently Serving:**

Tioga County Senior Citizens Foundation

Tioga County Farm Bureau

Tioga County Industrial Development Agency

Tioga State Bank

Broome Cooperative Insurance Company

**Boards of Past Service:**

Southern Tier Business Development Corporation

New Bankers Association, Finance Committee

NYBDC-Southern Tier Loan Committee

Spencer – Van Etten School Board

Spencer Town Board

Tioga County Ethics Committee Member

Tioga County Empire Zone

Tioga County Local Development Corporation



**Kevin J. Dougherty**  
**152 Center Street**  
**Waverly, NY 14892**

## **Employment History**

### **2005 – Present: Citizens & Northern Bank, Sayre Pennsylvania**

Eastern Region Commercial Team Leader

- Responsible for the sale of deposit and loan products to Commercial Concerns in the Southern Tier of New York State, including Tioga and Chemung Counties, and the Northern Tier of Pennsylvania, including Bradford and Sullivan County.
- Responsible for the management of one Commercial Services Officer and one Commercial Loan Support position.
- Oversee and review the commercial loan documentation of two additional Small Business Development Officers

### **1992 – 2005: Tioga State Bank, Spencer, New York**

- Responsible for various functions over the course of a 13 year tenure at the bank, including retail and mortgage lending in the Candor and Owego New York markets.
- Responsible for the management of the Waverly, New York Branch office, including staff development, sale of deposit and loan products and community development.
- Sold commercial deposit and loan products in the Southern Tier of NYS including Tioga, Broome, Tompkins and Chemung Counties.

## Myers, Bryant

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**From:** Platsky, Jeff <JPLATSKY@gannett.com>  
**Sent:** Tuesday, March 08, 2016 4:06 PM  
**To:** Myers, Bryant  
**Subject:** foil request

Records Access Officer  
Tioga County  
Industrial Development Agency  
56 Main Street  
Owego, New York 13827

Dear Records Access Officer

Under Freedom of Information Law (FOIL), Article 6 of the Public Officers' Law, I hereby request the following records, which are considered public in New York state.

- 1) The resume, curriculum vitae or history of previous experience and educational background of your Industrial Agency president, chief executive or top executive, and the second in command at the agency. To specify, we are requesting the information for the person in direct charge of the Industrial Development Agency and his/her second in command.

I request the record in electronic form, as a PDF or Word document. To save time, I would prefer to receive the record as an e-mail attachment, or on a compact disc (CD).

If these records are not maintained electronically, please inform me before filling the request if the cost of photocopies will exceed \$25.

As you know, FOIL requires you to respond to a request within five business days of its receipt. Therefore, I look forward to your response no later than Tuesday, March, 15, 2016.

Should you need more information to help you fill this request, contact me at 607-798-1178.

If for any reason you deny any portion of my request, please provide in writing the name and address of the official to whom I should direct my appeal, and send a copy of the denial to the State Committee on Open Government, 99 Washington Ave., Suite 650, Albany, N.Y. 12231.

Thank you in advance for your assistance.

Sincerely,

Jeffrey Platsky  
Accountability Editor – Gannett CNY Newspapers  
[jplatsky@gannett.com](mailto:jplatsky@gannett.com)

DATE: 03/18/2016

TO: FREEDOM OF INFORMATION OFFICER  
TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
56 MAIN ST  
OWEGO NY 13827 or e-mail myersb@co.tioga.ny.us

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

1) The resume, curriculum vitae or history of previous experience and educational background of your Industrial Agency president, chief executive or top executive, and the second in command at the agency. To specify, we are requesting the information for the person in direct charge of the Industrial Development Agency and his/her second in command.

TIME PERIOD COVERED BY REQUEST IN ORDER TO ASSIST US IN TIMELY RESPONDING TO YOUR REQUEST. IF NONE GIVEN, WE RESERVE THE RIGHT TO DENY AS TOO BROAD OR BURDENSOME TO COMPLY.

SIGNATURE

ADDRESS

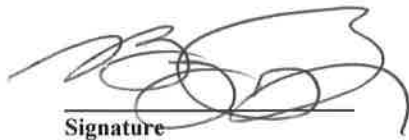
Press & Sun Bulletin  
REPRESENTING

\* If requesting by email, the typing of your name shall constitute a valid and legal signature for submission of your request. TCIDA has the right to rely upon the information submitted and shall assume no obligation to verify the "signature" provided. Any submission not utilizing the proper and legal name of the individual requesting the information is subject to denial and/or prosecution.

\*\*FOR TCIDA USE ONLY\*\*

APPROVED

- DENIED (For the reasons checked below)
- UNWARRANTED INVASION OF PRIVACY
- RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
- RECORD IS NOT MAINTAINED BY THIS AGENCY
- EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
- PART OF INVESTIGATORY FILES
- OTHER (Specify) \_\_\_\_\_

  
Signature

Freedom of Information Officer  
Title

3/18/2016  
Date

NOTICE: YOU HAVE A RIGHT TO APPEAL THE DECISION OF THE FREEDOM OF INFORMATION OFFICER, WHO'S DECISION WILL BE IN WRITING AND WILL STATE THE REASONS FOR SAID ACTION. YOUR REQUEST WILL BE GRANTED, DENIED OR ACKNOWLEDGED WITHIN FIVE (5) BUSINESS DAYS FROM THE DATE OF THE REQUEST. A WRITTEN APPEAL SHOULD BE SUBMITTED TO THE TIOGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY WITHIN THIRTY (30) DAYS OF THE DATE OF DENIAL AND MUST CONTAIN THE FOLLOWING: THE DATE AND LOCATION OF A REQUEST FOR RECORDS; THE RECORDS THAT WERE DENIED; AND THE NAME AND RETURN ADDRESS OF THE APPELLANT.



TDD: 800 662 1220  
tel: 607 687 8259  
fax: 607 223 7125  
info@developtioga.com

March 9, 2016

Jeffrey Platsky  
Gannett CNY Newspapers  
10 Gannett Dr.  
Johnson City, NY 13790

Dear Mr. Platsky:

The purpose of this letter is to acknowledge the receipt of your Freedom of Information request dated 03/08/2016.

The IDA will review the requested material and respond with 30 working days.

If you have any questions I can be reached at (607) 687-8259.

Sincerely,

Bryant R. Myers  
Freedom of Information Officer