



Steuben County Industrial Development Agency

April 7, 2020 Meeting Notice

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Steuben County Industrial Development Agency (the "Agency") will hold a Board Meeting on Tuesday, April 7, 202 at 12:00 p.m. via electronic webinar instead of a public meeting open for the public to attend in person. Minutes of the Board Meeting will transcribed and posted on the Steuben County IDA's website.

The public may submit written comments in advance of the meeting through the Steuben County IDA website (<https://www.steubencountyida.com/contact/>) or by email at [scida@steubencountyida.com](mailto:scida@steubencountyida.com).

Members of the public may view and listen to the meeting by using the following link:  
<https://www.steubencountyida.com/meetings/> .

STEUBEN COUNTY INDUSTRIAL  
DEVELOPMENT AGENCY  
PROPOSED AGENDA  
REGULAR MEETING  
April 7, 2020  
12:00 pm

- |      |                                 |         |
|------|---------------------------------|---------|
| I.   | Call to Order<br>Quorum Present | Nisbet  |
| II.  | Treasurer's Report              | Russo   |
|      | a. Revised January Financials   |         |
|      | b. February Financials          |         |
| III. | New Business                    | Johnson |
|      | a. Steuben County Loan Fund     |         |
| IV.  | Old Business                    |         |
|      | None.                           |         |
| V.   | Other Business                  |         |
|      | None.                           |         |
| VI.  | Adjournment                     | Nesbit  |

**Steuben County Industrial Development Agency  
7234 Route 54N, P.O. Box 393, Bath, NY 14810**

**Minutes of the Regular Meeting March 26, 2020**

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Steuben County Industrial Development Agency (the "Agency") held this Board Meeting via electronic webinar instead of a public meeting open for the public to attend in person.

- I. CALL TO ORDER:** The Regular Meeting of the Steuben County Industrial Development Agency (SCIDA) was called to order at 12:05 p.m. by Chairman, Mike Nisbet. Chairman Nisbet confirmed that there was a quorum present via Zoom meeting.

Present:	Mike Nisbet	Chairman
Board	Scott VanEtten	Vice Chairman
	Mark Alger	Secretary
	Tony Russo	Treasurer
	Mike Doyle	Member
	Christine Sharkey	Member
	Dean Strobel	Member
Staff:	James Johnson	Executive Director
	Kathy Forester	Administrative Assistant
	Jill Staats	IDA Staff
	Keri Allison	IDA Staff
	Russ Gaenzle	SCIDA Counsel
	Joe Kehm	EFPR Group
	Kristie Beach	EFPR Group

- II. SECRETARY'S REPORT:** A motion to approve the February 27, 2020 Steuben County Industrial Development Agency's Regular Meeting minutes was made by Tony Russo, seconded by Mike Doyle. All in favor. Approved.
- III. TREASURER'S REPORT:** The February 2020 financial statements were not available to be provided to the board at this time, due to a delay caused by the recent transition to Paychex for payroll processing. Keri is working with a representative from Paychex, with assistance from Kristie Beach of EFPR Group, to develop a procedure for entering the financial payroll data into Quickbooks. The February financial statements will be provided to the board at the next meeting.

**a. 2019 Audit Presentation**

Joe Kehm and Kristie Beach from EFPR Group presented the 2019 Financial Audit to the board, whom had been provided with draft copies of all documents in advance of the meeting. A motion was made to approve the 2019 Financial Audit by Christine Sharkey, seconded by Scott VanEtten. All in favor. Approved.

**b. 2019 Annual PARIS Report**

Jamie acknowledged that the current situation with COVID-19 has not resulted in any deadline extension by the ABO at the time of the meeting, but due to the processes put in place by Kathy, and the constant communication between the IDA staff and our projects, we were able to complete the PARIS report in advance of the regular deadline. The IDA did not receive reports from Gunlocke or Automated Cells and Equipment Acquisition, LLC. The information required to complete the PARIS report was extrapolated from other sources of data gathered by the IDA. The IDA will follow up with these two projects to request their reports at a later date.

The board was provided with a draft of the 2019 PARIS report prior to the meeting. Jamie presented key facts and figures contained in the report, highlighting the overall jobs numbers for current active projects, and provided a detailed explanation of the overall impact on jobs numbers resulting from the closure of the Corning Photonics plant. A performance report will be presented to the board at a later date that addresses any underperformance related to jobs for current projects, following further review and communication to determine underlying causes that may have resulted in a decrease in jobs reported.

At the recommendation of Jamie, a motion was made by Mark Alger to approve and submit the 2019 PARIS report, seconded by Tony Russo. All in favor. Approved.

**IV. Appointment of Contract Officer**

Following a recent review of policies, it was determined that the official appointment of a Contract Officer to manage all purchasing for the Agency is necessary to align with current IDA policies approved in February. Jamie recommended that the board appoint him as the Contract Officer. The recommendation is consistent with current agency operations. A motion was made by Chris Sharkey, seconded by Scott VanEtten. All in favor. Approved.

**V. NEW BUSINESS:**

**a. Solar Discussion**

Pertaining to the resolution made at the February 27, 2020 board meeting regarding the temporary authorization of IDA staff to negotiate terms for solar projects on a case by case basis, Jamie indicated to the board that Jill was working diligently to baseline numbers for these projects but the process has been slowed down due to the current pandemic. Staff

anticipates having a recommendation for an updated solar policy to present to the board at the April 2020 meeting.

**b. NY Bath I, LLC – Application and Inducement Resolution**

The application and inducement resolution were presented to the board at the March 26, 2020 board meeting, and it was determined that they should be tabled for the time being, due to concerns regarding the PILOT schedule.

NY Bath I, LLC will be a subsidiary of Delaware Solar, which will construct and operate a 5mw community solar farm which will allow residents to buy into the project and receive a discount on their electric bills. The solar farm will be constructed on 33 acres of land in the town of Bath, which will be leased property. There is a 9:1 cost benefit on this project. The PILOT benefit for this project has been revised since the initial presentation to the board in February, following further discussion and negotiation with the Town of Bath in the interim, which has been carried out by Jill. Both the Bath Town Board and Delaware Solar are agreeable to the negotiated terms of the agreements.

Due to the current COVID-19 situation, Jamie requested direction from Russ Gaenzle in regard to how public hearings can be held, given the social-distancing mandates that are in effect. Russ provided insight based on a recent scenario, in which he assisted in establishing online streaming of a public hearing, with a call-in number for members of the public to virtually participate. There is currently not an established protocol for this situation; Russ indicated that he was not able to give a specific recommendation, other than to postpone a public hearing until further notice, if at all possible.

Upon recommendations by staff to accept the application and approve the initial inducement resolution which will authorize a public hearing, a motion to approve was made by Mark Alger, seconded by Tony Russo. All in favor. Approved.

**VI. OLD BUSINESS**

**A. Canisteo Wind Discussion**

Public Hearings held February 26, 2020: All transcripts and information from the public hearings are available for the board's review via Drop Box and are also available directly for distribution, upon request. An individual whom attended the public hearing sent a package directly to Jill, including individual communications for each board member. These documents are currently available at the IDA office and will be distributed accordingly to the board.

Canisteo Wind has received their Article 10 approval, and anticipate beginning construction later this summer. The IDA is working with the various taxing entities to establish and confirm revised distribution

formulas, and a conference call is scheduled for April 7, 2020 with all Town Supervisors involved in the project; there has been a meeting with Jasper-Troupsburg School District, and a meeting with the Addison School District was cancelled but will be rescheduled as soon as possible. The IDA anticipates the presentation of a final resolution to the board for approval in May 2020.

**B. 2-4 Market Street Corning, LLC**

Request for extension of NYS Sales Tax Abatement

The owner has requested a six-month extension of the NYS Sales Tax Abatement for this project. The current abatement expires April 30, 2020. The project was initially expected to be finished in May 2020, but due to a delay in the closing of the property, as well as a delay in the finalization of some of the construction documents necessary to complete renovations of the former Tony R's restaurant building, the project is behind schedule, resulting in a need for an extension. Given the current situation, it is possible that this project will need to request further extension, but that will be addressed as it becomes necessary.

A motion to approve the NYS Sales Tax Abatement extension for six months was made by Chris Sharkey, seconded by Scott VanEtten. All in favor.  
Approved.

**VII. ADJOURNMENT.**

With no further business to discuss, a motion was made by Scott VanEtten to adjourn the meeting at 1:06 p.m., seconded by Tony Russo. All in favor.  
Approved.

Meeting was adjourned at 1:06 p.m.

Respectfully submitted,

Mark Alger  
Secretary

12:12 PM  
03/30/20  
Cash Basis

**SCIDA**  
**Balance Sheet**  
**As of January 31, 2020**

	<u>Jan 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Five Star Bank	500,000.00
200 · Five Star Bank checking	369,225.62
202 · Five Star CD - 223481033	268,891.70
203 · Five Star CD 223725668	423,187.24
204 · Five StarCD 223401021	96,523.67
205 · M & T CD	188,974.96
206 · Steuben Trust Co. CD	195,676.12
210 · Petty cash	89.56
215 · Chemung Canal Trust Company	651,002.10
240 · Five Star Checking-CDBG	7.01
<b>Total Checking/Savings</b>	<u>2,693,577.98</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	-237,500.00
160 · CBDG loan	157,870.62
<b>Total Accounts Receivable</b>	<u>-79,629.38</u>
<b>Total Current Assets</b>	<u>2,613,948.60</u>
<b>Fixed Assets</b>	
100 · Land - B&W Railroad	380,250.00
101 · B&H Railroad	102,653.00
102 · B&H Railroad Equipment	14,250.00
103 · Building - Office	161,544.00
104 · Engine House - Livonia	100,000.00
105 · Land - Industrial Park 1	300,419.98
106 · Land - Railroad	39,979.00
107 · Office Equipment	30,556.85
108 · B&W Railroad	380,250.00
109 · Building Improvements	3,400.00
110 · Babcock Ladder Land	50,000.00
111 · B & H Railroad	922,522.80
112 · Accumulated Depreciation	-812,261.44
150 · Website Design	30,000.00
155 · Vehicle	40,999.00
<b>Total Fixed Assets</b>	<u>1,744,563.19</u>
<b>Other Assets</b>	
151 · Accumulated Amortization	-20,000.00
199 · Deferred Outflows of Resources	62,317.00
<b>Total Other Assets</b>	<u>42,317.00</u>
<b>TOTAL ASSETS</b>	<u><u>4,400,828.79</u></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>4,400,828.79</u>

**SCIDA**  
**Profit & Loss Budget Performance**

January 2020						
		Jan 20	Budget	Jan 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
	2140 · Administrative Income	0.00	62,068.75	0.00	62,068.75	744,825.00
	2145 · Lease Income	500.00	668.37	500.00	668.37	8,020.00
	2401 · Interest Income	840.46	661.49	840.46	661.49	7,937.00
	2770 · Miscellaneous Income	1,671.85	3,333.37	1,671.85	3,333.37	40,000.00
	2780 · Reimbursed Expenses	165.00	165.00	165.00	165.00	1,980.00
	2810 · Business Development Support	75,000.00	6,250.00	75,000.00	6,250.00	75,000.00
	<b>Total Income</b>	<b>78,177.31</b>	<b>73,146.98</b>	<b>78,177.31</b>	<b>73,146.98</b>	<b>877,762.00</b>
	<b>Gross Profit</b>	<b>78,177.31</b>	<b>73,146.98</b>	<b>78,177.31</b>	<b>73,146.98</b>	<b>877,762.00</b>
<b>Expense</b>						
	6110 · Automobile Expense	10,769.95	10,575.00	10,769.95	10,575.00	21,514.00
	6145 · Continuing Education	1,771.85	541.74	1,771.85	541.74	6,500.00
	6160 · Dues and Subscriptions	2,831.78	708.37	2,831.78	708.37	8,500.00
	<b>6180 · Insurance</b>					
	6181 · Health Insurance	12,012.58	10,531.62	12,012.58	10,531.62	67,188.00
	6182 · Dental Insurance	-38.28		-38.28		
	6185 · Liability Insurance	0.00	958.37	0.00	958.37	11,500.00
	6190 · Disability Insurance	240.23	223.62	240.23	223.62	2,683.00
	6195 · Life Insurance	0.00	111.00	0.00	111.00	1,332.00
	6180 · Insurance - Other	801.00		801.00		
	<b>Total 6180 · Insurance</b>	<b>13,015.53</b>	<b>11,824.61</b>	<b>13,015.53</b>	<b>11,824.61</b>	<b>82,703.00</b>
	6240 · Miscellaneous	774.10	416.74	774.10	416.74	5,000.00
	6250 · Postage and Delivery	288.10	250.24	288.10	250.24	3,002.00
	<b>6270 · Professional Fees</b>					
	6650 · Accounting	255.00	854.99	255.00	854.99	10,259.00
	6655 · Consulting	0.00	2,083.37	0.00	2,083.37	25,000.00
	<b>Total 6270 · Professional Fees</b>	<b>255.00</b>	<b>2,938.36</b>	<b>255.00</b>	<b>2,938.36</b>	<b>35,259.00</b>
	6340 · Telephone	331.12	354.24	331.12	354.24	4,250.00
	<b>6350 · Travel &amp; Ent</b>					
	6380 · Travel	366.06	666.74	366.06	666.74	8,000.00
	<b>Total 6350 · Travel &amp; Ent</b>	<b>366.06</b>	<b>666.74</b>	<b>366.06</b>	<b>666.74</b>	<b>8,000.00</b>
	6390 · Utilities	267.17	333.37	267.17	333.37	4,000.00
	6465 · Annual Mtg/Picnic	0.00	0.00	0.00	0.00	3,250.00
	6470 · Appreciation Dinner	0.00	0.00	0.00	0.00	3,250.00
	6495 · Cleaning	170.00	178.50	170.00	178.50	2,142.00
	6505 · Conferences	195.00	541.74	195.00	541.74	6,500.00
	6515 · Copier	310.74	250.00	310.74	250.00	3,000.00
	6535 · Internet access	60.00	66.75	60.00	66.75	801.00
	6540 · Legal Services	750.00	750.00	750.00	750.00	9,000.00
	6545 · Maintenance	275.00	546.24	275.00	546.24	6,554.00
	6550 · Office Supplies	454.95	397.99	454.95	397.99	4,775.00
	6560 · Payroll Expenses	28,532.26	28,074.74	28,532.26	28,074.74	336,896.00
	6576 · Project Costs	2,018.17	2,083.37	2,018.17	2,083.37	25,000.00

2:03 PM  
 02/18/20  
 Cash Basis

**SCIDA**  
**Profit & Loss Budget Performance**  
 January 2020

		Jan 20	Budget	Jan 20	YTD Budget	Annual Budget
	<b>6550 · Office Supplies</b>	454.95	397.99	454.95	397.99	4,775.00
	<b>6560 · Payroll Expenses</b>	28,532.26	28,074.74	28,532.26	28,074.74	336,896.00
	<b>6576 · Project Costs</b>	2,018.17	2,083.37	2,018.17	2,083.37	25,000.00
	<b>6590 · Refuse</b>	33.00	33.74	33.00	33.74	404.00
	<b>6595 · Retirement</b>	0.00	2,697.87	0.00	2,697.87	32,374.00
	<b>6625 · Technology upgrades</b>	1,618.21		1,618.21		
	<b>6645 · Marketing</b>	1,355.80	2,083.37	1,355.80	2,083.37	25,000.00
	<b>Total Expense</b>	<b>66,443.79</b>	<b>68,523.58</b>	<b>66,443.79</b>	<b>68,523.58</b>	<b>664,194.00</b>
	<b>Net Net Ordinary Income</b>	<b>11,733.52</b>	<b>4,623.40</b>	<b>11,733.52</b>	<b>4,623.40</b>	<b>213,568.00</b>
		<b>11,733.52</b>	<b>4,623.40</b>	<b>11,733.52</b>	<b>4,623.40</b>	<b>213,568.00</b>

**SCIDA**  
**Balance Sheet**  
 As of February 29, 2020

	Feb 29, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Five Star Bank	500,000.00
200 · Five Star Bank checking	409,048.94
202 · Five Star CD - 223481033	268,891.70
203 · Five Star CD 223725668	423,187.24
204 · Five StarCD 223401021	96,523.67
205 · M & T CD	189,164.09
206 · Steuben Trust Co. CD	195,676.12
210 · Petty cash	89.56
215 · Chemung Canal Trust Company	651,002.10
240 · Five Star Checking-CDBG	7.01
<b>Total Checking/Savings</b>	2,733,590.43
<b>Accounts Receivable</b>	
160 · CBDG loan	157,870.62
<b>Total Accounts Receivable</b>	157,870.62
<b>Total Current Assets</b>	2,891,461.05
<b>Fixed Assets</b>	
100 · Land - B&W Railroad	380,250.00
101 · B&H Railroad	102,653.00
102 · B&H Railroad Equipment	14,250.00
103 · Building - Office	161,544.00
104 · Engine House - Livonia	100,000.00
105 · Land - Industrial Park 1	300,419.98
106 · Land - Railroad	39,979.00
107 · Office Equipment	30,556.85
108 · B&W Railroad	380,250.00
109 · Building Improvements	3,400.00
110 · Babcock Ladder Land	50,000.00
111 · B & H Railroad	922,522.80
112 · Accumulated Depreciation	-812,261.44
150 · Website Design	30,000.00
155 · Vehicle	40,999.00
<b>Total Fixed Assets</b>	1,744,563.19
<b>Other Assets</b>	
151 · Accumulated Amortization	-20,000.00
199 · Deferred Outflows of Resources	62,317.00
<b>Total Other Assets</b>	42,317.00
<b>TOTAL ASSETS</b>	<b>4,678,341.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2100.01 · Federal Withholding	-2,223.17
2100.02 · NYS Withholding	-346.15
2100.03 · Social Security - Employee	-421.51
2100.04 · Medicare - Employee	-98.57
2100.07 · HSA Pre-Tax Deduction	-50.00
2100.08 · Employee Pre-Tax Insurance Ded	36.28
2100 · Payroll Liabilities - Other	824.90
<b>Total 2100 · Payroll Liabilities</b>	-2,278.22

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04/03/20

Accrual Basis

**SCIDA**  
**Balance Sheet**  
As of February 29, 2020

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	<u>Feb 29, 20</u>
211.1 · Accounts Payable New	3,689.94
261 · Deferred Inflows of Resources	31,564.00
<b>Total Other Current Liabilities</b>	<u>32,975.72</u>
<b>Total Current Liabilities</b>	32,975.72
<b>Long Term Liabilities</b>	
255 · Capital Lease Obligation	23,225.22
260 · Net Pension Liability	62,772.00
<b>Total Long Term Liabilities</b>	<u>85,997.22</u>
<b>Total Liabilities</b>	118,972.94
<b>Equity</b>	
1110 · Retained Earnings	3,855,681.72
1115 · Contributed Capital	95,000.00
1120 · Temp Restricted-Millennium	554,833.34
Net Income	53,853.24
<b>Total Equity</b>	<u>4,559,368.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>4,678,341.24</b></u></u>

## SCIDA Profit & Loss Budget Performance

				February 2020				
				Feb 20	Budget	Jan - Feb 20	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
			<b>2140 · Administrative Income</b>	87,950.00	62,068.75	87,950.00	124,137.50	744,825.00
			<b>2145 · Lease Income</b>	508.00	668.33	1,008.00	1,336.70	8,020.00
			<b>2401 · Interest Income</b>	228.27	661.41	1,068.73	1,322.90	7,937.00
			<b>2770 · Miscellaneous Income</b>	0.00	3,333.33	1,671.85	6,666.70	40,000.00
			<b>2780 · Reimbursed Expenses</b>	165.00	165.00	330.00	330.00	1,980.00
			<b>2810 · Business Development Support</b>	0.00	6,250.00	75,000.00	12,500.00	75,000.00
			<b>Total Income</b>	88,851.27	73,146.82	167,028.58	146,293.80	877,762.00
<b>Gross Profit</b>				88,851.27	73,146.82	167,028.58	146,293.80	877,762.00
<b>Expense</b>								
			<b>6110 · Automobile Expense</b>	624.35	994.80	11,394.30	11,569.80	21,514.00
			<b>6145 · Continuing Education</b>	0.00	541.66	1,771.85	1,083.40	6,500.00
			<b>6160 · Dues and Subscriptions</b>	18.00	708.33	2,849.78	1,416.70	8,500.00
			<b>6180 · Insurance</b>					
			<b>6181 · Health Insurance</b>	4,502.69	4,696.70	16,515.27	15,228.32	61,990.40
			<b>6182 · Dental Insurance</b>	1,407.08	1,556.28	1,368.80	1,556.28	6,225.12
			<b>6185 · Liability Insurance</b>	1,244.00	958.33	1,244.00	1,916.70	11,500.00
			<b>6190 · Disability Insurance</b>	0.00	223.58	240.23	447.20	2,683.00
			<b>6195 · Life Insurance</b>	0.00	111.00	0.00	222.00	1,332.00
			<b>6180 · Insurance - Other</b>	0.00		801.00		
			<b>Total 6180 · Insurance</b>	7,153.77	7,545.89	20,169.30	19,370.50	83,730.52
			<b>6240 · Miscellaneous</b>	205.12	416.66	979.22	833.40	5,000.00
			<b>6250 · Postage and Delivery</b>	198.00	250.16	486.10	500.40	3,002.00
			<b>6270 · Professional Fees</b>					
			<b>6650 · Accounting</b>	100.00	854.91	355.00	1,709.90	10,259.00
			<b>6655 · Consulting</b>	6,250.00	2,083.33	6,250.00	4,166.70	25,000.00
			<b>Total 6270 · Professional Fees</b>	6,350.00	2,938.24	6,605.00	5,876.60	35,259.00
			<b>6340 · Telephone</b>	244.05	354.16	575.17	708.40	4,250.00
			<b>6350 · Travel &amp; Ent</b>					
			<b>6380 · Travel</b>	102.79	666.66	468.85	1,333.40	8,000.00
			<b>Total 6350 · Travel &amp; Ent</b>	102.79	666.66	468.85	1,333.40	8,000.00
			<b>6390 · Utilities</b>	274.18	333.33	541.35	666.70	4,000.00
			<b>6465 · Annual Mtg/Picnic</b>	0.00	0.00	0.00	0.00	3,250.00
			<b>6470 · Appreciation Dinner</b>	0.00	0.00	0.00	0.00	3,250.00
			<b>6495 · Cleaning</b>	170.00	178.50	340.00	357.00	2,142.00
			<b>6505 · Conferences</b>	50.00	541.66	245.00	1,083.40	6,500.00
			<b>6515 · Copier</b>	231.31	250.00	542.05	500.00	3,000.00
			<b>6535 · Internet access</b>	60.00	66.75	120.00	133.50	801.00
			<b>6540 · Legal Services</b>	750.00	750.00	1,500.00	1,500.00	9,000.00
			<b>6545 · Maintenance</b>	360.00	546.16	635.00	1,092.40	6,554.00
			<b>6550 · Office Supplies</b>	157.52	397.91	612.47	795.90	4,775.00
			<b>6560 · Payroll Expenses</b>	27,927.71	28,074.66	56,459.97	56,149.40	336,896.00
			<b>6576 · Project Costs</b>	838.17	2,083.33	2,856.34	4,166.70	25,000.00

## SCIDA Profit & Loss Budget Performance

				February 2020				
				Feb 20	Budget	Jan - Feb 20	YTD Budget	Annual Budget
			<b>6590 · Refuse</b>	33.00	33.66	66.00	67.40	404.00
			<b>6595 · Retirement</b>	0.00	2,697.83	0.00	5,395.70	32,374.00
			<b>6600 · Retirement - Employee contribut</b>	-511.92		-511.92		
			<b>6625 · Technology upgrades</b>	0.00	416.66	1,618.21	833.40	5,000.00
			<b>6645 · Marketing</b>	1,410.00	2,083.33	2,765.80	4,166.70	25,000.00
			<b>6651 · Payroll Fees</b>	85.50		85.50		
			<b>Total Expense</b>	<b>46,731.55</b>	<b>52,870.34</b>	<b>113,175.34</b>	<b>119,600.80</b>	<b>643,701.52</b>
			<b>Net Ordinary Income</b>	<b>42,119.72</b>	<b>20,276.48</b>	<b>53,853.24</b>	<b>26,693.00</b>	<b>234,060.48</b>
<b>Net Income</b>				<b>42,119.72</b>	<b>20,276.48</b>	<b>53,853.24</b>	<b>26,693.00</b>	<b>234,060.48</b>

# **STEUBEN COUNTY**

## **Emergency Relief Loan Program**

### **Scope of Work**

This document is intended to define the funding participants, loan administration and loan program details.

#### **1. Program Need**

Steuben County IDA, Steuben County and Corning Enterprises (collectively the “Funding Participants”) have provided \$500,000 in funding to REDEC Relending Corporation to administer an Emergency Relief Loan Program (“ERLP”) for small businesses in Steuben County that have been impacted by the Coronavirus pandemic. Loans of up to \$20,000 will be offered for short-term, working capital needs through October 31, 2020. Small businesses are experiencing immediate and extreme negative consequences due to the reduction in public access, foot traffic, and limits on public gatherings and on-site work. The ERLP will be available to small businesses to cover operational expenses, help prevent staff reductions and offset losses due to the COVID-19 crisis.

#### **2. ERLP Administration**

REDEC Relending Corporation (RRC) will be responsible for administering the Emergency Relief Loan Program. Over the past 30 years, RRC has assisted area businesses finance development projects which directly impact economic development. RRC has independently and successfully administered revolving loan programs since 1990 utilizing funding from the Appalachian Regional Commission, Small Business Administration, the New York State Empire State Development Corporation, Economic Development Administration, and the United States Department of Agriculture.

RRC has extensive experience in the public lending field. Staff is familiar with all aspects and regulations including, but not limited to, packaging of loans, environmental review procedures, acceptable security and loan documents, and insurance requirements.

RRC will work with a Loan Committee to approve loans, which will be comprised of one representative from each of Steuben County and Corning Enterprises, and two representatives from Steuben County IDA. ERLP applications will be presented to the Loan Committee for consideration, which will have final approval of all loan requests. Any Loan Committee member with a conflict of interest, or where the appearance of conflict is present, must declare the conflict and abstain from any voting.

### **3. RRC Funding**

REDEC will receive a flat fee of \$20,000 from the Funding Participants to manage the application process for the loan fund. Ongoing expenses tied to monthly loan oversight will be taken from interest payments received.

There will be no application cost to the applicant.

### **4. ERLP Marketing**

The Funding Participants will use their existing networks to market the loan fund and will send press releases to the media.

### **5. Eligibility Requirements**

Eligible applicants are commercial, for-profit entities that own or manage a business located in Steuben County and meet the following requirements:

- The business must employ at least one person but cannot employ more than 50 people.
- The applicant must be able to provide evidence of a loss in sale, income and/or cash flow within the last 90 days, which may include a comparable income statement.
- Applicant must prove it has already applied for an SBA disaster loan or that it does not qualify for one.
- Owners required to personally guarantee the loan must have a minimum credit score of 620.
- Applicant must have a debt service coverage ratio of at least 1:1.

Ineligible activities include:

- Loans which would create a potential conflict of interest or the appearance of one;
- The transfer of ownership, unless the loan will keep the business from closing, or prevent the loss of employment opportunities in the area, or provide expanded job opportunities;
- Any legitimate business activity when more than ten percent of the annual gross revenue is arrived from legalized gambling activity;
- Any illegal activity; and
- Any otherwise eligible activity that is in violation of either a Federal, State or local environmental protection law or regulation or any enforceable land use restriction unless the financial assistance will result in curing or removing the violation.

### **6. Loan Parameters**

Use of Funds

- Funding should be used to support operations and employee benefits.

#### Fee Structure

- There is no cost to apply.
- If an application is approved, there will be a one-time, flat fee to pay for legal expenses.

#### Minimum/Maximum Loan Amounts

- \$5,000 minimum
- \$20,000 maximum

#### Loan Term and Repayment

- Loans will be structured as a 30-month term loan with no payment due for the first six months of the loan. Interest will not accrue until the start of the seventh (7<sup>th</sup>) month.
- There is no penalty for pre-payment.

#### Interest Rate

- The interest rate will be fixed at 1.0% for the life of the loan.

#### Collateral

- RRC will file a lien on all business assets of the company.
- All individuals owning 20% or more of the business entity will be required to execute a personal guarantee.

### **7. Loan Application Process**

RRC will utilize an ERLP intake form to screen potential applicants and ensure their project meets the basic eligibility criteria. Once determined, the applicant will be required to complete a full application. The following is a list of required attachments, with the understanding that the items may not always be applicable or necessary, and in some instances, additional information may be required.

- Personal history statement from any person with 20% or more ownership
- Personal financial statement from any person with 20% or more ownership
- Most recent two consecutive years of filed personal federal income tax returns from any person with 20% or more ownership
- Most recent interim Balance Sheet
- Most recent interim Income Statement
- Most recent two consecutive years of filed corporate federal tax returns or personal federal tax returns if sole proprietor
- Description of use of funds
- Narrative demonstrating the need

## **8. Loan Committee Review Process**

Once a full application and requested supporting documentation has been received, RRC will perform an analysis of each application in similar fashion to its analysis of loan applications for other loan funds administered. Applications will be reviewed as they are received. RRC will provide a digital summary to the Loan Committee with recommendation for approval based on the following criteria:

- The project meets the goals and objectives of the Emergency Relief Loan Program;
- The applicant demonstrates a viable need for the financing;
- The business is credit worthy; and
- The principals are credit worthy.

The complete application with supporting documentation and RRC funding summary will be provided to the Loan Committee digitally as soon as the information is deemed to be complete. Loan Committee will meet and consider loan requests via telephone, email or teleconference. The Loan Committee will be authorized with the final approval of all ERLP applications and has ten (10) business days to make a decision upon receipt of the information. Any Loan Committee member with a conflict of interest, or where the appearance of conflict is present, must declare the conflict and abstain from any voting. Upon review and discussion, a motion to approve, reject or table for additional information is made and seconded. A majority vote is required for action, which will be recorded in the meeting minutes.

If the loan is approved, RRC will contact the applicant of such and begin drafting loan documents. If the loan is denied, RRC will notify the applicant of the decision in writing. If the loan is tabled, RRC will request additional information from the applicant.

## **9. Loan Closing and Documentation**

RRC will work with its attorney to properly document and close the loan transaction. This includes the collection of insurances or other documentation required as a stipulation of the loan.

After the loan has closed, RRC will document the loan information in a spreadsheet accessible to any Funding Participant at any time.

## **10. Loan Servicing**

RRC will oversee loan servicing, which includes collection of payments. RRC will work closely with Funding Participants to review loans that are past due and develop a course of action.