



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Regular Board of Directors
Tuesday, November 26, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore, J. Case
 - b. Invited Guests: Sara Zubalsky-Peer
3. New Business
 - a. Approval of meeting minutes 9/25/2024 Regular Meeting
 - b. Approval of meeting minutes 10/30/24 Special Meeting
 - c. Acknowledgement of Financial Reports through October 30, 2024
 - d. NYS Main Street award
 - e. 81 North Ave- 3rd floor demo
 1. Sunstream proposal
 2. Interior rehab
 - f. Meeting schedule- field directive- virtual
 - g. Deluge Media Contract
 - h. Reminders
 1. Annual Policy Review
 2. Annual Board Evaluation
 3. Reappointments
 - i. Attorney reviews
 1. Policies
 2. Draft insurance policies
4. Old Business
 - a. Status of NYS HCR – Land Bank Initiative (LBI) projects
 - a. LBI Phase 2 – capital improvement funds
 1. Submitted Request for extension through June 1,2025
 2. 81 North Avenue
 - a. Brick repointing
 3. 121 Providence Street, Waverly
 - a. Mold remediation & interior gut
 - b. Discuss plan moving forward
 4. 10 Watson Avenue, Newark Valley
 - a. Release of Deed Restriction Update

A PARTNER OF

TEAM TIOGA





TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, October 30, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

DRAFT

Minutes

1. Call to Order: 4:00 pm
2. Attendance
 - a. Roll Call: R. Kelsey, H. Murray, S. Yetter, J. Whitmore, J. Case
 - b. Excused: M. Sauerbrey, L. Pelotte, M. Baratta
 - c. Invited Guests: B. Woodburn, Sara Zubalsky-Peer, Sheila Neville
3. New Business
 - a. Construction Management Contracts – S. Neville: B. Woodburn discussed that she requested a proposal for construction management from Construction Management Associates, Sheila Neville and asked S. Neville to attend the board meeting to introduce herself, give a brief update on her background, and also to answer any questions that the Board may have about her proposal and/or services that will be provided. S. Neville is the current construction manager on the 32 Lyman Avenue rehabilitation with STEG and she also does construction management work with the Broome County Land Bank. S. Neville introduced herself and discussed her experience with Construction Management of grant projects. S. Neville has her own business and works with Tioga Opportunities, Harbor Housing, Broome County Land Bank, where they can provide construction management, and assistance finding contractors and writing scopes of work. S. Zubalsky-Peer discussed her experience working with S. Neville at Tioga Opportunities. S. Neville has taken on project responsibilities for TOI which has lowered the workload for TOI. S. Neville provides oversight on projects, has established a group of reliable contractors, and has made the project process more efficient. H. Murray asked about the number of visits to 247 Main Street. S. Neville responded that the proposal request asked for the price for every 4 weeks and could be changed based on the need. The board reviewed the proposal.

S. Neville was excused from the meeting. B. Woodburn discussed that the Land Bank did receive an additional \$100,000 in LBI Phase 1 funds this year and budgeted for \$40,000 in construction management services. Construction management is a professional service, so the Land Bank does not need to go out for a bid. S. Neville has a good working relationship with S. Zubalsky-Peer and appears to be a good fit for what the Land Bank needs. R. Kelsey said that the \$750 per visit is high, but at this point in time the service would be needed. R. Kelsey asked to move forward to the letter which is in the board meeting packet. S. Zubalsky-Peer is working with ED&P and will be starting 11/4/24. R. Kelsey met with B. Woodburn, and she provided her resignation from TCPDC, and S. Zubalsky-Peer would take over the role with TCPDC. B. Woodburn discussed that she has taken on the role as the director of ED&P and now has a role with the Industrial Development Agency (IDA). S. Zubalsky-Peer has a lot of experience and has been on board in the past.

- i. 247 Main Street, Owego
- ii. 81 North Avenue, Owego
- iii. 121 Providence Street, Waverly

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Motion to contract with Construction Management Services for construction management services for 81 North Avenue, Owego in the amount of \$15,000, 247 Main Street, Owego in the amount of \$750 per visit, and 121 Providence Street, Waverly in the amount of \$750 per visit.

**S. Yetter/J. Whitmore /Carried
None Opposed
None Abstention**

4. Old Business

a. Status of NYS HCR – Land Bank Initiative (LBI) projects

i. LBI Phase 2 – capital improvement funds

121 Providence Street, Waverly- B. Woodburn discussed that in April, Steve Tiffany with O'Rourke came out to do the asbestos testing for 121 Providence Street. At that time, he and B. Woodburn had had a verbal conversation about the large hole in the roof at the back of the and the significant water damage and whether that needed to be assessed for mold. Steve had said that because the significant water leak was actively going on and so wet that he was not concerned about mold growth. That once the roof replacement happened and things were buttoned up, then that would be when there could be potential challenges with mold growth. Kascon LLC is scheduled to start the asbestos abatement at 121 Providence Street in Waverly on November 4th. O'Rourke will be handling the air monitoring for the asbestos abatement related work. Steve Tiffany with O'Rourke were out at 121 Providence Street taking measurements in preparation for the upcoming work. He noticed some mold growth on a tile on the floor where the previous large roof leak was at the back of the house. While he was there, he collected some tape lift samples, and he did mold air as well around the whole house and the levels came back very high. As a result of this, Steve put together a mold report and remediation plan, which is included in the meeting materials folder. The original intent of the Land Bank's stabilization project for 121 Providence Street was to include fully gutting the property down to the studs. S. Neville, S. S. Zubalsky-Peery and B. Woodburn jumped on calls with Kascon and O'Rourke and given the results of the tests run by O'Rourke, it seemed to make the most sense to have Kascon fully gut the interior of the entire house and treat it for mold, in addition to the asbestos abatement work. Kascon provided a proposal in the amount of \$25,440 to do this work and the asbestos abatement will be \$20,660. S. Neville felt like \$25,440 was a reasonable amount. B. Woodburn received a quote from First Choice Roofers for \$21,255. H. Murray asked to go over the budget for the project. B. Woodburn discussed the budget of \$94,676. As of today, they have spent \$5000 for the cleanout, \$5,500 for the demo of the garage, \$23,000 for the roof, \$5,000 for the hazmat report and the asbestos survey. There have been contractors in and out of the house over the last 6-8 months providing proposals and doing work, and whether the Land Bank needs to notify anyone based on the mold testing results. His response was, "Let it be known notifications should be going forward. No need to advise previous contractors, etc." The Board will need to decide on how to proceed with this. The board discussed following J. Meaghers recommendation. Steve Tiffany with O'Rourke recommended moving forward that the protocol is that anyone entering the house should be wearing an N-95 mask. Aside from O'Rourke and Kascon, there should be no one else entering the house until after the asbestos and mold remediation work is complete. The board discussed the option of selling the property or continuing after the mold and asbestos abatement. The board will make a decision at a late date.

- a. Kascon Proposal
- b. O'Rourke Proposal

Motion to update contract with Kascon for interior asbestos abatement services at 121 Providence Street, Waverly in the amount of \$20,660, Motion to contract with Kascon for interior demolition and mold remediation services at 121 Providence Street, Waverly in the amount of \$25,440, and Motion to contract with O'Rourke for asbestos monitoring services and mold remediation monitoring services at 121 Providence Street, Waverly in the amount of \$9,710.

**S. Yetter/J. Whitmore/Carried
None Opposed
None Abstention**

2. 10 Watson Avenue, Newark Valley: R. Kelsey discussed that B. Woodburn and himself met with A. Fleicher and his mother-in-law to discuss the concerns regarding the exterior paint. R. Kelsey advised A. Fleicher to review the chipped paint. A. Fleicher later agreed to sand the peeling paint and repaint. S. Yetter and B. Woodburn met with A. Fleicher at the property in September and mid-October. S. Yetter discussed that A. Fleicher made a minimal effort to fix the peeling paint. S. Yetter and B. Woodburn pointed out the areas that still had peeling paint and areas that needed to be repainted. B. Woodburn and Y. Yetter met with A. Fleicher again last week, and B. Woodburn sent A. Fleicher photos of where the paint needed to be fixed. A. Fleicher fixed some of the areas that were pointed out and provided updated photos and said he completed fixing the paint. B. Woodburn showed the board the pictures of the house that A. Fleicher sent. There has been some attempt to repair the areas that were identified, but still not done to the expected quality. B. Woodburn received the final CO and the electrical inspection. A. Fleicher requested the Landbank to release the deed restriction. The closure of the house is scheduled to take place in the next couple of weeks. The board will release the deed restriction at the closing. The buyer would not release the house inspection but A. Fleicher did need to fix things prior to the closing.
 - a. Certificate of Occupancy and electrical inspection received
 - b. Release of Deed Restriction

Motion to release deed restriction on 10 Watson Avenue, Newark Valley property.

**S. Yetter/H. Murray/Carried
None Opposed
None Abstention**

3. 247 Main Street, Owego- Mr. Fleicher is requesting the following.
 - a. Amendment to Purchase Agreement
 - i. Request to extend deadline for completion of foundation repair and HVAC related work to January 15, 2025.
 - ii. Request to extend rehabilitation timeline to 18 months from closing date.
 - b. B. Woodburn recommends continuing working with A. Fleicher with the addition of having S. Neville providing management services for the project. S. Zubalsky-Peer recommended that they continue working with A. Fleicher with the addition of S. Neville, and the result of the project will determine if the Land Bank works him again. S. Yetter discussed that if they worked with A. Fleicher again and they were still not satisfied with his work that would be the last project with A. Fleicher. The board discussed requesting a more detailed scope of work from A. Fleicher moving forward. The board discussed how often they would like S. Neville to visit the property.

R. Kelsey recommended that she visit the property minimally once a month, but the number of visits will be based on the new scope of work and the progress of the project evaluated by S. Neville and the administrator of the board.

Motion to amend purchase agreement between TCDPC and Fleicher Properties, LLC for 247 Main Street, Owego property to extend deadline for completion of foundation repair and HVAC related work to January 15, 2025, and to extend rehabilitation timeline to 18 months from closing date.

**J. Whitmore/J. Case/ Carried
None Opposed
None Abstention**

- 5. Chairman's Remarks
- 6. Executive Session

Motion at 5:11 pm to enter executive session to discuss personnel matters.

**H. Murray?/Carried
None Opposed
None Abstention**

Motion at 5:22 pm to exit Executive Session

**S. Yetter/J. Whitmore/ Carried
None Opposed
None Abstention**

Motion to accept B. Woodburn resignation and assign Sara Zubalsky-Peer as executive administrator of TCPDC with authority to perform duties of the job and act as signatory on all necessary documents.

**S. Yetter/ H. Murray/Carried
None Opposed
None Abstention**

- 7. Adjournment- H. Murray motioned to adjourn; meeting adjourned at 5:23 PM.

Respectfully submitted,

Casey Yelverton, Economic Development Specialist
Tioga County Economic Development and Planning



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, September 25, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

DRAFT

Meeting Minutes

- 1. Call to Order
- 2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore, J. Case
 - b. Invited Guests: B. Woodburn, M. Schnabl, C. Yelverton
 - c. Absent: M. Baratta and H. Murray were excused from meeting at 5:15pm.
- 3. Old Business
 - a. Approval of Minutes of Regular Meeting, July 31, 2024
Motion to approve July 31, 2024, Regular Meeting minutes as written.

S. Yetter/J. Whitmore/Carried

**None Opposed
None Abstention**

- a. Acknowledgement of Financial Reports through August 31, 2024
 - B. Woodburn presented the financial reports through 8/31/24. B. Woodburn stated that currently the landbank has little over \$456,351 in our TSB/ICS accounts as of September 23rd. They received LBI Phase 1, Year 2 final disbursement of \$6,089.13 and LBI Phase 2 disbursement of \$88,955 x 2. Expenses for the last two months were primarily related to operational costs, property/maintenance costs, 247 Main Street (HazMat report) and 121 Providence Street (asbestos survey, shed demolition).

Motion to acknowledge financials.

**M. Baratta/ M. Sauerbrey/ Carried
None Opposed
None Abstention**

- b. Status of Temple/Liberty Street single-family home project
 - i. CrossMod Pilot Program application – The Landbank was not awarded the grant.
 - ii. HOME Homebuyer Development Program application – The application to be submitted.
- c. Status of 103 Liberty Street/OACSD project –New windows have been installed. The students also installed fanfold insulation, tore off the kitchen roof and put new plywood and shingles on it, and started the siding.

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d. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects

iii. LBI Phase 1 – operational funds

1. Year 3 – Award increased to \$200,000

LBI Phase 1, Years 1-3 Budgeted versus Actuals spreadsheet included in meeting packet. B. Woodburn discussed legal fees, construction management, past due taxes, other contracted staff.

Motion to reaffirm authorization for Brittany Woodburn as Director to sign the Amendment to Land Bank Initiative Grant Agreement between TCPDC and HTFC.

S. Yetter/M. Sauerbrey/Carried

None Opposed

None Abstention

iv. LBI Phase 2 – capital improvement funds

1. 247 Main Street, Owego

a. Closing in process- B. Woodburn discussed how the closing is scheduled for October and the foundation repair to begin in the fall. B. Woodburn stated that Mr. Fleicher requested that he would like to amend the purchase agreement to include repair/replacement to the roof and remove repairs to HVAC, which will not exceed the reimbursement amount of \$45,000. Board discussed proposed amendment but tabled the discussion until next meeting.

2. 10 Watson Avenue, Newark Valley

a. Certificate of Occupancy

B. Woodburn stated that the property is under contract with a private buyer and closing is scheduled for next month. Joe Meagher has been in communication with Lillian Levy (HHK) to discuss holding a portion of proceeds from the sale in escrow until the exterior paint work is redone. TCPDC has not given approval to release the deed restriction, which is needed for the new buyer to close on the property. The board agreed to wait until they can come to an agreement about the paint job, before releasing the deed restriction.

3. 32 Lyman Avenue, Waverly

a. Closing in process- B. Woodburn stated that closing is scheduled for October. Land Bank related work including cleanout, roof replacement, floor stabilization is complete, inspected by Waverly CEO and reimbursed. Electric and plumbing is in progress, and STEG plans to have the kitchen installed by next month. Once the electric and plumbing is complete, the weatherization crews will get out there and complete all insulation work.

4. 121 Providence Street, Waverly

a. Roof replacement/shed demolition - complete

b. Interior asbestos abatement proposals

Motion to reaffirm e-mail vote to contract with Kascon for interior asbestos abatement services at 121 Providence Street, Waverly in the amount of \$23,660 and to contract with O'Rourke for asbestos monitoring services at 121 Providence Street, Waverly in the amount of \$6,600.

H. Murray/J. Whitmore/J. Pelotte/Carried

None Opposed

None Abstention

5. 81 North Avenue, Owego

a. Restore NY Round 8 - \$165,000 – B. Woodburn discussed that Tioga County was awarded \$165,000 in Restore NY, Round 8 funds for 81 North Avenue, Owego and that they were working through initial paperwork with the State. Funds will be sub-granted and reimbursed to the TCPDC upon project completion.

b. Roof replacement proposals

Motion to contract with Augustine for roof replacement at 81 North Avenue, Owego in the amount of \$18,750.

**M. Sauerbrey/S. Yetter/Carried
None Opposed
None Abstention**

- c. Brick repointing proposals. B. Woodburn discussed that NYSEG is going to reroute wires in front of 81 North Avenue, Owego free of charge, as it is due to safety. Repointing the front of the building cannot take place until Spring, once NYSEG has made the changes.

Motion to contract with Mark Arrow for brick repointing at 81 North Avenue, Owego in the amount of \$105,000.

**J. Whitmore/J. Case/Carried
None Opposed
None Abstention**

- e. Tioga County 2024 Tax Foreclosure – Foreclosure bidding auction is scheduled for October 21st. B. Woodburn went over the foreclosure list that was provided in the meeting materials and discussed setting limits for bidding at auction.
- f. Other potential grant funding sources
 - v. NYMS, 62-64 North Avenue, Owego application – submitted
 - vi. LBI Phase 2, Open Round application – in process
 - 1. Potential project list - B. Woodburn presented a draft potential project list for the following year.
 - vii. Vacant Rental Improvement Program
 - 1. B. Woodburn discussed that funding may be used to improve and rehabilitate vacant housing units and other vacant spaces, including commercial spaces, that are currently uninhabitable or unmarketable into safe, quality, and affordable rental units. These repairs and improvements may include health and safety improvements, correction of code violations and/or updating spaces to meet residential standards, accessibility modifications, environmental remediation, and other repairs determined by the local program administrator as necessary to rehabilitate vacant units. The minimum request amount is \$750,000. The maximum request amount is \$5,000,000. The per unit limit is expected to be \$50,000 (80% AMI) to \$75,000 (60% AMI) with a 10-year Regulatory Period.
- g. New Board Member Discussion – R. Kelsey noted that potential new board members are still being considered.
- h. NYLBA Temporary Housing Study – in process. The Center for Community Progress is collecting data and interviewing key stakeholders (DSS, Catholic Charities, TOI).
- i. Town of Berkshire properties- B. Woodburn discussed that they would use LBI Phase 2 funds to acquire the properties and would work with Thoma Development to submit a countywide application or an application from the Town of Berkshire to the CDBG Vacant Properties program for the demolition costs. Board discussed the Town of Berkshire applying to the CDBG Vacant Properties program and deeding the properties to the Town of Berkshire to handle the demolitions.
 - a. Railroad Avenue, Berkshire – Property #1 – Property owner is willing to sell for \$40,000.
 - b. Railroad Avenue, Berkshire – Property #2 – Property owner is willing to sell for \$55,000.

Motion to authorize entering into a Purchase Agreement in the amount of \$40,000 for 39 Railroad Avenue in the Town of Berkshire contingent on receipt of CDBG Vacant Properties Program funding request and contingent on entering into a MOU with the Town of Berkshire to be deeded the properties and authorize entering into a Purchase Agreement in the amount of \$55,000 for 37 Railroad Avenue in the Town of Berkshire contingent on receipt of CDBG Vacant Properties Program funding request and contingent on entering into a MOU with the Town of Berkshire to be deeded the properties.

**S. Yetter/L. Pelotte/Carried
1 Opposed – M. Sauerbrey**

None Abstention

- j. 81 Hickories Park Road, Owego – former Pizza Hut. B. Woodburn discussed that The Linen Guys – Linen Rental and Commercial Laundry Services – expressed interest in the property. B. Woodburn completed a walkthrough with them, and they would like to bring a contractor back to look at the building with them. They expressed concern over the condition of the rear interior of the building and too much of a project and may not make sense cost wise. They are not sure they would be able to take this without assistance. B. Woodburn asked the board if the Land Bank would be willing to rehabilitate and rent to the owners or offer assistance gutting/roof replacement. The board discussed waiting to see the results of the contractor assessment before making a decision.

4. New Business

- a. Approval of proposed 2025 budget - B. Woodburn stated that the Finance Committee met prior to this meeting and voted to recommend approval of the 2025 budget as presented.

Motion to approve 2025 budget as presented.

M. Sauerbrey/J. Case/Carried

None Opposed

None Abstention

5. **Motion to go into executive session 5:36 pm to discuss personnel matters.**

S. Yetter/J. Whitmore/Carried

None Opposed

None Abstention

Motion to exit executive session 5:45 pm to discuss personnel matters.

L. Pelotte/M. Sauerbrey/Carried

None Opposed

None Abstention

Motion to approve Consulting Services Agreement between Tioga County Property Development Corporation and Sara Zubalsky-Peer for a one-year period in the amount of \$10,000.

S. Yetter/ J. Whitmore/Carried

None Opposed

None Abstention

6. Chairman's Remarks – None

7. Adjournment – **L. Pelotte made a motion to adjourn the meeting at 5:47 PM**

Respectfully submitted,

Casey Yelverton, Economic Development Specialist
Tioga County ED&P



CORPORATION

www.sunstreamny.com

6 Spring Forest Avenue, Binghamton, NY 13905 • (607) 724-4400 • FAX (607) 724-0386

Proposal Date: 9/5/2024
Proposal Expires: 9/19/2024

**Tioga County Property Development Corporation
Attn: Brittany Woodburn**

Re: Non-haz demo of remaining walls 3rd floor 81 North Ave Owego

We propose to supply all labor, materials, equipment, insurances and any related costs to perform the following scope of work:

1. Mobilization and demobilization.
2. Demolition of approximately 2,982 square feet of plaster & lathe remaining walls to studs.
3. Remove & dispose of all trim, baseboard & interior doors.
4. Post demolition cleaning of all horizontal surfaces.
5. Labor = 3 workers for 4.5 days

Conditions/Exclusions:

- All work to be on straight time. (M-F)
- This price does not include NY sales tax.
- Building owner to provide power and water source for the duration of the project.
- Wall studs to remain after demolition, all nails/screws to be pulled.

Total Lump Sum Price for All Work Described Above: \$8,900.00

Liability insurance will be provided upon acceptance of this proposal.
Due to fluctuating costs of materials this proposal may be withdrawn if not accepted within 14 days.

Acceptance Signature / Date



Homes and Community Renewal

Housing
Trust Fund
Corporation

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

November 19, 2024

Brittany Woodburn
Director
Tioga County Property Development Corporation
56 Main Street
Owego, New York 13827

Re: New York Main Street Program Award
6264 North Avenue Rehabilitation Project
SHARS ID # 20240276

Congratulations. On behalf of Governor Kathy Hochul and the Housing Trust Fund Corporation (HTFC) it is my pleasure to inform you that the application submitted as part of the 2024 New York Main Street (NYMS) Program funding round has been selected for a \$438,316 award.

Office of Community Renewal staff will contact you shortly to outline the procedures necessary to advance the award and satisfy the conditions of a grant agreement. Please be advised that no work can be performed, nor costs incurred prior to the execution of a grant agreement with HTFC and environmental review approval.

Again, I offer my congratulations and I look forward to working with you on the implementation of this and other important community development projects in your community. Should you have any questions in the interim, please contact Patricia O'Reilly at Patricia.OReilly@hcr.ny.gov.

Sincerely,

RuthAnne Visnauskas
Commissioner/CEO

- BUILDING
- REMODELING
- ADDITIONS
- REPAIRS
- DOORS

CLEARVIEW

DOOR & WINDOW

PO Box 2569

Binghamton, New York 13902

607-759-3817

- DECKS
- ROOFING
- SIDING
- CERAMIC TILE
- WINDOWS

November 15, 2024

Tioga County Property
Development Corporation
56 Main Street
Owego, NY

Location: 81 North Avenue
Owego, NY

Proposal

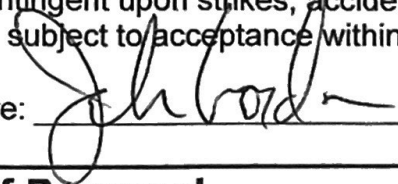
We hereby submit the following proposal for the General Construction Renovations as outlined in the plans and Scope of work at the location above, including the following notes:

- Allowances as outlined in the scope of work
 - Door Hardware – \$7,500.00
 - Appliances - \$5,000.00 per apartment - \$10,000.00
- Work not included in base bid
 - Hazardous waste removal
 - Masonry work outside building
 - Roof and Gutters
 - Utility work beyond building, ie: water/sewer/gas/electric
 - Sprinkler system
 - Stamped Drawings and building permit fees
- Alterations
 - Bid includes specified windows on front of building and vinyl replacement windows of like kind to existing on side and rear
 - Doors to be solid hardwood of like kind
 - Additional insulation to be installed in attic to obtain R-49 value
- Contractor will leave work site neat and clean each day.
- Work will be completed in a timely manner

We propose to furnish materials and labor -complete in accordance with the above specifications, for the sum of: Six hundred thirty thousand dollars (\$630,000.00). Payment to be made as follows: 6 draws with retainage to be determined upon acceptance of work with final draw upon satisfactory completion of work.

All work will be completed in a timely manner according to standard practices. Any alteration from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this proposal. All agreements are contingent upon strikes, accidents or delays beyond our control. This proposal is subject to acceptance within 30 days and is void thereafter.

Authorized Signature: _____



Acceptance of Proposal

The above prices, specifications and conditions are hereby accepted.
Payment will be made as outlined above.

Date: _____

Signature: _____

FORM OF PROPOSAL

Renovations
81 North Avenue Owego, NY

Owner
Tioga County Property Development Corporation
56 Main Street, Owego, New York
Contact: woodburnb@tiogacountyny.gov


Architect: Anne Hersh, AIA Architect
2 West Market Street
Corning, NY 14830
607 962 7846 ahershaia@aol.com

Contractor: TOKOS Contracting

Street 321 Ingraham Hill Rd

City Binghamton

Phone 607 221 90410

Signed by  Michael TOKOS owner

The bidder hereby certifies that he has examined and fully understands the requirements and intent of the Bidding and plans, and proposes to furnish all labor, materials, and equipment necessary to complete the work specified for the Base Bid

\$ 716,426.00 please see attached

The Owner reserves the right to reject any and all bids, and does not have to accept the lowest bidder.

Addenda received: July 22, 2024

Proposal

DATE: NOVEMBER 22, 2024
EXPIRATION: DECEMBER 22, 2024



321 Ingraham Hill Rd Binghamton, NY 13903
Mike 607-343-3612/Colette 607-221-9646/Mike@tokoscontracting.com

TO Tioga County Property Development Corporation
55 Main Street
Owego, NY

Job Location:
81 North Ave
Owego, NY

ALL PHASES OF BUILDING AND REMODELING

Perform all Renovations to 81 North Ave Owego, NY as per plans:
Listed below are any deviations from the architectural plans;

- Install glue down vinyl plank flooring in the 2nd and 3rd floor, same flooring that is specified for the 1st floor.
- Install new viwinco vinyl white double hung replacement windows throughout entire building. This excludes the 8 windows in the front of the building. Allowance for the front windows is listed below which is included in the bid.
- Install forced hot air furnace with a coil with all necessary duct work and accessories for the 1st floor retail space, design with be supplied to owner, this will heat the first floor and the basement.

Allowances:

- \$7,500.00 for door hardware as listed in plans
- \$8,200.00 for 8 windows in front of the building
- \$44,000.00 for new metal staircase, landings and railings for the back of the building, this includes the material, installation and painting of the new staircase

Exclusions:

- Sprinkler system
- New water, gas or sewer services to the building
- Repairing or repointing any of the brick exterior of the building
- Painting the exterior of the building NOTE: Front of building painting included
- Removal or testing of any hazardous materials
- Gutters
- Roof
- Appliances
- Architectural/Engineering design needed for new metal staircase

TOTAL: \$716,426.00

(Seven Hundred Sixteen Thousand Four Hundred Twenty Six Dollars and Zero Cents)

Add Alternate:

- In lieu of vinyl plank flooring, install specified hardwood flooring in 2nd and 3rd floor, additional \$8,400.00.

NOTES:

- Excludes any architectural plans and permits.
- Work to be done during normal business hours.

	Note: This proposal may be withdrawn by us if not accepted within (15) days. You have a legal right to cancel this transaction within (3) business days.
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This is a proposal on the services named, subject to the conditions noted below: All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, and/or delays beyond our control. Owner to carry fire, tornado, or other necessary insurance.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments to be arranged.

To accept this proposal, sign here and return: _____

Date of Acceptance: _____

WE APPRECIATE YOUR BUSINESS!

FORM OF PROPOSAL

Renovations
81 North Avenue Owego, NY

Owner
Tioga County Property Development Corporation
56 Main Street, Owego, New York
Contact: woodburnb@tiogacountyny.gov

Architect: Anne Hersh, AIA Architect
2 West Market Street
Corning, NY 14830
607 962 7846 ahershaia@aol.com

Bids must be submitted to the owner by July 29, 2024 at 5:00 PM

Contractor: Nichols Construction

Street 94 1/2 Main Street

City Candor N.Y.

Phone 607-229-2254

Signed by Calix Nihal

The bidder hereby certifies that he has examined and fully understands the requirements and intent of the Bidding and plans, and proposes to furnish all labor, materials, and equipment necessary to complete the work specified for the

Base Bid Eight hundred Seventy five thousand
Four hundred Eighty + %00 - \$875,480.00

The Owner reserves the right to reject any and all bids, and does not have to accept the lowest bidder.

Addenda received:

Addendum 1

No Div 3
No Div 4
No Div 22
No Div 25
December Start Date
June Finish Date



Deluge Media

Signature requested on November 25, 2024

Media Production Retainer - Renewal Contract

Business: Deluge Media

nathaniel@deluge.media
80 North Ave, Owego, NY, 13827
(607) 223-4444

Recipient: Tioga County Property Development Corporation

PrattE@tiogacountyny.gov

This contract is between Deluge Media (the "Business") and Tioga County Property Development Corporation (the "Client") dated 11/25/2024.

Terms

Confidentiality Agreement

Both the Business and Client agree to treat all knowledge about processes, documents, workflows, etc. of the counterparty as strictly confidential. This agreement applies equally to all employees and/or third parties who have access to the aforementioned business processes, documents, and workflows. This agreement applies indefinitely even after the contract has ended.

Agreement

This agreement contains the entire understanding between the Business and the Client. It supersedes all prior and simultaneous agreements between the parties. The only way to add to or change this agreement is to do so in writing, signed by all parties. In the event that any part of this agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable. Any agreement to waive one or more provisions of this agreement or any failure by one or both parties to enforce a provision of this agreement shall not constitute a waiver of any other portion or provision of this agreement.

Retainer Terms

The retainer terms for our business relationship will be set for a duration of one year (January 1, 2025 - December 31, 2025), totaling \$2,968.18 of work.

Billing against the retainer shall be on a per-project basis.

The client is able to use whatever hours have been paid for up to the service date.

All funds retained will expire at the end of the one year term. If the Client opts to renew for additional one year term, retained funds may then be carried over to the following year.

Unused funds from our previous 2023-2024 production retainer may be used during December 2024 and the full year of 2025 upon signing this contract.

The Client may cancel, upgrade, or downgrade their retainer at any time as long as 30 days written notice is given. If the Client chooses to cancel, all unused hours up to the point of cancellation will expire. If any invoices are due within the 30 day notice period, they must be paid in full prior to cancellation.

Equipment Malfunctions

If for any reason, other than due to the Business' negligence, there is a mechanical malfunction with any of the camera, audio, or lighting equipment or flash storage cards, the Business will not be held liable and The Client will be reimbursed all monies paid for that particular project unless another shooting date can be agreed upon.

Responsibility of The Company

The photo, video, and graphic production contain the following services taken care of by the Business:

[Pre-production]: Project coordination, script writing, development of ideas.

[Production]: Shoot including any applicable crew and equipment.

[Post-Production]: Editing, sound design, graphic design, color grading, retouching, export, and delivery.

Responsibility of the Client

The Client acknowledges the responsibility for the following:

- Collaboration with project planning. Providing times and locations for shoots.
- Final feedback within [3] business days of delivery.
- Accessible and responsive via phone and email in relation to project coordination.

Planning and Pre-Production

The planning and pre-production phase of each month will commence with a meeting at the beginning of each month to have a general plan for the month ahead. During this phase, both parties will discuss and outline the specific goals, timelines, and deliverables for the upcoming projects. This will ensure that all parties involved are on the same page and have a clear understanding of the tasks and objectives to be accomplished in the following weeks. By establishing this regular communication and planning process, we aim to streamline the workflow and maximize efficiency in our collaboration.

Ownership and Use of Photo, Video, and Raw Data

The Client is the owner of the final videos, photos, and graphics and can use these assets for their own company without spatial or temporal limitations. However, this ownership is only transferred after all invoices are paid in full. Until that point, the Business is the owner of all photo, video, and graphic assets produced by the Business.

The Business is the owner of the raw data files. The Client has no right to this material and/or project files. If the Client wishes to gain ownership of that data, the Client may acquire it upon discussion with and agreement from the Business. Fees may apply.

The Client hereby assigns the Business the irrevocable and unrestricted right to use and publish all photos, videos, and graphics produced by the Business for their own marketing purposes.

Revisions

The Client has [2] rounds of revisions included in each project's budget. These two revision rounds are structured as follows:

[Revision Round One]: Possible feedback to everything as long as it does not differ from the initial idea and agreements.

[Revision Round Two]: Feedback only to the changes made after revision round one. If something needs to be changed even though it wasn't mentioned in revision round one, the Business has the right to charge the Client for the additional work.

Data Backups

To be able to make changes to the photo, video, and graphic assets after the project is finished, we need to have the raw data files. They must be securely backed up at all times. We guarantee said backup for one year. Afterwards, the Client can extend this backup service for \$125/year.

Cancellations and Postponements

If the Client postpones any agreed upon shooting dates and the Business is available on the new date, the shoot may be moved to the new date. The Client must give 48 hours notice to

reschedule a shoot. If notice is not given for a cancellation prior to us arriving at the shoot, the Client will be billed for any travel and preparatory expenses incurred by the Business.

Due to the nature of your organization, we understand that last minute changes to scheduling can occur. In this case, please give as much notice as possible.

In the unlikely event that a videographer, photographer, or other representative or subcontractor with the Business is injured or becomes too ill to work on the agreed upon date, the Business will act in good faith to find a suitable replacement. If no replacement can be found and the shoot cannot be reasonably rescheduled to another date, the Client will be reimbursed all monies paid for that particular shoot.

Media Release

By entering into this agreement, The Business is granted the irrevocable right and permission to use the names, faces, likenesses, voices, and biographical information of all members of The Client's team and subcontractors, in any and all forms of media, including but not limited to photographs, videos, audio recordings, and written materials, for the purpose of producing and promoting media content as outlined in this agreement.

Client represents and warrants that they have obtained all necessary consents and permissions from their members to grant the Business the rights specified in this clause. Client further agrees to indemnify and hold harmless The Business from any claims, damages, or liabilities arising out of the unauthorized use of any individual's name, face, likeness, voice, or biographical information.

This media release shall remain in effect for the duration of the agreement and shall survive its termination.

Clear and Prompt Communication

Effective media production and management is a collaborative process. To make our productions the best they can be, The Client agrees to respond to all emails, text messages, emails, and other communication with the Business in a timely manner. The Business will not be held liable for any missed deadlines or other consequences due to poor communication on the part of the Client.

Signatures

This contract may be signed electronically or in hard copy. If signed in hard copy, it must be returned to the Business for valid record. Electronic signatures count as original for all purposes.

By typing their names as signatures below, both parties agree to the terms and provisions of this agreement.

Business signature

Owner name	Nathaniel D. Taber
Owner signature	<i>Nathaniel D. Taber</i>
Business date signed	11/25/2024

Recipient signature

Recipient name	
Recipient signature	
Recipient date signed	

5. 247 Main Street, Owego
 - a. Update re: Purchase Agreement
 - b. Update re: inspection schedule/work scope/materials

5. Chairman's Remarks
6. Executive Session
7. Adjournment

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 62,180.84	\$ 2,819.16
NYMS - Candor**	\$ 500,000.00	\$ 500,000.00	\$ -
LBI Phase 1***			
Year 1 (8/15/22 - 8/14/23)	\$ 100,000.00	\$ 100,000.00	\$ -
Year 2 (8/15/23 - 8/14/24)	\$ 100,000.00	\$ 100,000.00	\$ -
Year 3 (8/15/24 - 8/14/25)	\$ 200,000.00	\$ 20,889.54	\$ 179,110.46
LBI Phase 2***	\$ 900,000.00	\$ 439,112.97	\$ 460,887.03
TOTAL	\$ 2,365,000.00	\$ 1,332,032.77	\$ 1,032,967.23

*Program funds received upfront

**Pass through grant program. Admin fee only -\$25,000

***Reimbursable grant program

Tioga County Property Development Corporation

Balance Sheet Comparison

As of October 31, 2024

	TOTAL			
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	220,462.01	33,596.88	186,865.13	556.20 %
10001 Tioga Bank ICS	256,755.74	251,665.35	5,090.39	2.02 %
Total Bank Accounts	\$477,217.75	\$285,262.23	\$191,955.52	67.29 %
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	200,000.00	100,000.00	100,000.00	100.00 %
12102.2 Left to Spend	-179,110.46	-77,214.42	-101,896.04	-131.97 %
Total 12102 LBI Phase 1	20,889.54	22,785.58	-1,896.04	-8.32 %
12103 LBI Phase 2				
12103.1 Left to Receive	432,320.23	900,000.00	-467,679.77	-51.96 %
12103.2 Left to Spend	-460,887.03	-775,230.65	314,343.62	40.55 %
Total 12103 LBI Phase 2	-28,566.80	124,769.35	-153,336.15	-122.90 %
14000 Property Inventory				
14045 117 Liberty St	2,666.67	3,001.02	-334.35	-11.14 %
14050 39-41 Temple St.	3,000.00	3,000.00	0.00	0.00 %
14055 115-117 Chestnut Owego	5,000.00	5,000.00	0.00	0.00 %
14060 112 Liberty St.	50.00	50.00	0.00	0.00 %
14061 110 Liberty Street, Owego	6,339.93	6,339.93	0.00	0.00 %
14062 107 Liberty Street, Owego	4,162.13	4,162.13	0.00	0.00 %
14063 96-102 Liberty Street, Owego	13,962.26	42,120.00	-28,157.74	-66.85 %
14075 119 Liberty Street	3,111.11	6,799.74	-3,688.63	-54.25 %
14081 92-94 Liberty Str.	6,050.31	11,700.00	-5,649.69	-48.29 %
14082 37 Temple Str.	4,654.09	9,200.00	-4,545.91	-49.41 %
14083 43-45 Temple St.	6,981.13	15,200.00	-8,218.87	-54.07 %
14084 47 Temple Str.	3,257.86	7,300.00	-4,042.14	-55.37 %
14085 49 Temple Str.	6,515.74	9,999.60	-3,483.86	-34.84 %
14086 113 Liberty Street, Owego	1.00	1.00	0.00	0.00 %
14087 247 Main St	1.00	1.00	0.00	0.00 %
14089 98 Fox St.	1.00	1.00	0.00	0.00 %
14090 {s} 10 Watson Ave.	0.00	1.00	-1.00	-100.00 %
14092 103 Liberty St	20,000.00	53,456.58	-33,456.58	-62.59 %
14093 94 Spencer Ave	1.00	1.00	0.00	0.00 %
14094 54 Temple St	1.00	1.00	0.00	0.00 %
14095 98 Spencer Ave	1.00	1.00	0.00	0.00 %
14096 {s} 32 Lyman Ave	0.00	1.00	-1.00	-100.00 %
14097 121 Providence St	22,926.00	1.00	22,925.00	2,292,500.00 %
14098 81 North Ave	81,344.13		81,344.13	
Total 14000 Property Inventory	190,027.36	177,338.00	12,689.36	7.16 %
17000 Prepaid Insurance	198.89	860.03	-661.14	-76.87 %
18700 Deposit on Property Purchase	0.00	1,000.00	-1,000.00	-100.00 %

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	AS OF OCT 31, 2024	AS OF OCT 31, 2023 (PY)	CHANGE	% CHANGE
Total Other Current Assets	\$182,548.99	\$326,752.96	\$ -144,203.97	-44.13 %
Total Current Assets	\$659,766.74	\$612,015.19	\$47,751.55	7.80 %
TOTAL ASSETS	\$659,766.74	\$612,015.19	\$47,751.55	7.80 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	775.00	3,000.00	-2,225.00	-74.17 %
23000 Deferred Grant Revenue	390,150.58	390,150.58	0.00	0.00 %
23002 Hooker Foundation	2,819.16	4,427.02	-1,607.86	-36.32 %
Total 23000 Deferred Grant Revenue	392,969.74	394,577.60	-1,607.86	-0.41 %
24000 Down Payment on Property Sale	1,000.00	0.00	1,000.00	
Total Other Current Liabilities	\$394,744.74	\$397,577.60	\$ -2,832.86	-0.71 %
Total Current Liabilities	\$394,744.74	\$397,577.60	\$ -2,832.86	-0.71 %
Total Liabilities	\$394,744.74	\$397,577.60	\$ -2,832.86	-0.71 %
Equity				
32000 Unrestricted Net Assets	228,766.18	207,751.29	21,014.89	10.12 %
Net Income	36,255.82	6,686.30	29,569.52	442.24 %
Total Equity	\$265,022.00	\$214,437.59	\$50,584.41	23.59 %
TOTAL LIABILITIES AND EQUITY	\$659,766.74	\$612,015.19	\$47,751.55	7.80 %

Tioga County Property Development Corporation

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
44400 Government Contracts				
44440 Hooker Foundation	1,423.90		1,423.90	
44450 State Contracts		275,000.00	-275,000.00	
44470 LBI Phase 1	67,184.94	100,000.00	-32,815.06	67.18 %
44480 LBI Phase II	230,308.29	900,000.00	-669,691.71	25.59 %
Total 44400 Government Contracts	298,917.13	1,275,000.00	-976,082.87	23.44 %
47200 Program Income				
47250 Property Sales	9,500.00	12,000.00	-2,500.00	79.17 %
Total 47200 Program Income	9,500.00	12,000.00	-2,500.00	79.17 %
Total Income	\$308,417.13	\$1,287,000.00	\$ -978,582.87	23.96 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition	34,650.00	225,000.00	-190,350.00	15.40 %
50002 Lawn Maintenance	3,575.00		3,575.00	
50003 Snow Removal	779.00		779.00	
50004 Property Insurance	5,316.27	4,500.00	816.27	118.14 %
50005 Permits/Fees	50.00		50.00	
50006 Property Utilities	1,346.84	3,300.00	-1,953.16	40.81 %
50008 Debris Removal-Periodic	19,450.00		19,450.00	
50009 Survey/Asbestos Abatement	13,458.73		13,458.73	
50010 Property Taxes	1,494.06	5,000.00	-3,505.94	29.88 %
50011 Property Maintenance	25.00	9,200.00	-9,175.00	0.27 %
50012 Property- Outside Contract Services	100,373.56		100,373.56	
50999 Spec Reclass to/from Inventory	35,882.00		35,882.00	
Total 50000 Cost of Goods Sold	216,400.46	247,000.00	-30,599.54	87.61 %
52000 COGS- Inventorial		891,252.00	-891,252.00	
Total Cost of Goods Sold	\$216,400.46	\$1,138,252.00	\$ -921,851.54	19.01 %
GROSS PROFIT	\$92,016.67	\$148,748.00	\$ -56,731.33	61.86 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees	25.00		25.00	
Total 60900 Business Expenses	25.00		25.00	
62100 Contract Services				
62110 Accounting Fees	23,120.00	22,500.00	620.00	102.76 %
62140 Legal Fees	11,850.00	10,200.00	1,650.00	116.18 %
62150 Outside Contract Services	21,244.18	41,000.00	-19,755.82	51.82 %
Total 62100 Contract Services	56,214.18	73,700.00	-17,485.82	76.27 %
65120 Insurance - Liability, D and O	1,507.86	1,300.00	207.86	115.99 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	100.00 %
Total 62000 Operating Expenses	59,747.04	77,000.00	-17,252.96	77.59 %
65000 Operations				
65010 Books, Subscriptions, Reference	75.00		75.00	
Total 65000 Operations	75.00		75.00	
65100 Other Types of Expenses				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
65110 Advertising Expenses	193.92		193.92	
Total 65100 Other Types of Expenses	193.92		193.92	
68300 Travel and Meetings				
68320 Travel		1,000.00	-1,000.00	
Total 68300 Travel and Meetings		1,000.00	-1,000.00	
Total Expenses	\$60,015.96	\$78,000.00	\$ -17,984.04	76.94 %
NET OPERATING INCOME	\$32,000.71	\$70,748.00	\$ -38,747.29	45.23 %
Other Income				
7000 Interest Income	4,255.11		4,255.11	
Total Other Income	\$4,255.11	\$0.00	\$4,255.11	0.00%
NET OTHER INCOME	\$4,255.11	\$0.00	\$4,255.11	0.00%
NET INCOME	\$36,255.82	\$70,748.00	\$ -34,492.18	51.25 %

Tioga County Property Development Corporation

Profit and Loss Comparison

January - October, 2024

	TOTAL			
	JAN - OCT, 2024	JAN - OCT, 2023 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44430 APRA Grant		5,320.00	-5,320.00	-100.00 %
44440 Hooker Foundation	1,423.90	36,715.84	-35,291.94	-96.12 %
44450 State Contracts		178,261.22	-178,261.22	-100.00 %
44470 LBI Phase 1	67,184.94	94,717.44	-27,532.50	-29.07 %
44480 LBI Phase II	230,308.29	124,769.35	105,538.94	84.59 %
Total 44400 Government Contracts	298,917.13	439,783.85	-140,866.72	-32.03 %
47200 Program Income				
47250 Property Sales	9,500.00	12,000.00	-2,500.00	-20.83 %
Total 47200 Program Income	9,500.00	12,000.00	-2,500.00	-20.83 %
Total Income	\$308,417.13	\$451,783.85	\$ -143,366.72	-31.73 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition	34,650.00	151,930.00	-117,280.00	-77.19 %
50002 Lawn Maintenance	3,575.00	3,780.00	-205.00	-5.42 %
50003 Snow Removal	779.00	662.48	116.52	17.59 %
50004 Property Insurance	5,316.27	2,876.87	2,439.40	84.79 %
50005 Permits/Fees	50.00		50.00	
50006 Property Utilities	1,346.84	4,824.67	-3,477.83	-72.08 %
50008 Debris Removal-Periodic	19,450.00		19,450.00	
50009 Survey/Asbestos Abatement	13,458.73	16,136.53	-2,677.80	-16.59 %
50010 Property Taxes	1,494.06	11,133.75	-9,639.69	-86.58 %
50011 Property Maintenance	25.00	4,750.52	-4,725.52	-99.47 %
50012 Property- Outside Contract Services	100,373.56		100,373.56	
50999 Spec Reclass to/from Inventory	35,882.00	44,298.45	-8,416.45	-19.00 %
Total 50000 Cost of Goods Sold	216,400.46	240,393.27	-23,992.81	-9.98 %
Total Cost of Goods Sold	\$216,400.46	\$240,393.27	\$ -23,992.81	-9.98 %
GROSS PROFIT	\$92,016.67	\$211,390.58	\$ -119,373.91	-56.47 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees	25.00		25.00	
Total 60900 Business Expenses	25.00		25.00	
62100 Contract Services				
62110 Accounting Fees	23,120.00	18,360.00	4,760.00	25.93 %
62140 Legal Fees	11,850.00	6,795.00	5,055.00	74.39 %
62150 Outside Contract Services	21,244.18	178,036.22	-156,792.04	-88.07 %
Total 62100 Contract Services	56,214.18	203,191.22	-146,977.04	-72.33 %
65120 Insurance - Liability, D and O	1,507.86	1,050.92	456.94	43.48 %
65150 Memberships and Dues	2,000.00	1,500.00	500.00	33.33 %
Total 62000 Operating Expenses	59,747.04	205,742.14	-145,995.10	-70.96 %

	TOTAL			
	JAN - OCT, 2024	JAN - OCT, 2023 (PY)	CHANGE	% CHANGE
65000 Operations				
65010 Books, Subscriptions, Reference	75.00		75.00	
Total 65000 Operations	75.00		75.00	
65100 Other Types of Expenses				
65110 Advertising Expenses	193.92	488.49	-294.57	-60.30 %
Total 65100 Other Types of Expenses	193.92	488.49	-294.57	-60.30 %
68300 Travel and Meetings				
68310 Conference, Convention, Meeting		139.00	-139.00	-100.00 %
Total 68300 Travel and Meetings		139.00	-139.00	-100.00 %
Total Expenses	\$60,015.96	\$206,369.63	\$ -146,353.67	-70.92 %
NET OPERATING INCOME	\$32,000.71	\$5,020.95	\$26,979.76	537.34 %
Other Income				
7000 Interest Income	4,255.11	1,665.35	2,589.76	155.51 %
Total Other Income	\$4,255.11	\$1,665.35	\$2,589.76	155.51 %
NET OTHER INCOME	\$4,255.11	\$1,665.35	\$2,589.76	155.51 %
NET INCOME	\$36,255.82	\$6,686.30	\$29,569.52	442.24 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - October, 2024

	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1, YEAR 2	LBI PHASE 1, YEAR 3	LBI PHASE 2	TOTAL
Income						
44400 Government Contracts						\$0.00
44440 Hooker Foundation		1,423.90				\$1,423.90
44470 LBI Phase 1			47,070.40	20,114.54		\$67,184.94
44480 LBI Phase II				775.00	229,533.29	\$230,308.29
Total 44400 Government Contracts		1,423.90	47,070.40	20,889.54	229,533.29	\$298,917.13
47200 Program Income						\$0.00
47250 Property Sales	9,500.00					\$9,500.00
Total 47200 Program Income	9,500.00					\$9,500.00
Total Income	\$9,500.00	\$1,423.90	\$47,070.40	\$20,889.54	\$229,533.29	\$308,417.13
Cost of Goods Sold						
50000 Cost of Goods Sold						\$0.00
50001 Demolition					34,650.00	\$34,650.00
50002 Lawn Maintenance			1,715.00	1,240.00	620.00	\$3,575.00
50003 Snow Removal			779.00			\$779.00
50004 Property Insurance			3,777.86	1,538.41		\$5,316.27
50005 Permits/Fees					50.00	\$50.00
50006 Property Utilities		648.90	586.81	111.13		\$1,346.84
50008 Debris Removal-Periodic					19,450.00	\$19,450.00
50009 Survey/Asbestos Abatement					13,458.73	\$13,458.73
50010 Property Taxes			1,494.06			\$1,494.06
50011 Property Maintenance			25.00			\$25.00
50012 Property- Outside Contract Services		775.00	3,000.00	1,400.00	95,198.56	\$100,373.56
50999 Spec Reclass to/from Inventory	35,882.00					\$35,882.00
Total 50000 Cost of Goods Sold	35,882.00	1,423.90	11,377.73	4,289.54	163,427.29	\$216,400.46
Total Cost of Goods Sold	\$35,882.00	\$1,423.90	\$11,377.73	\$4,289.54	\$163,427.29	\$216,400.46
GROSS PROFIT	\$ -26,382.00	\$0.00	\$35,692.67	\$16,600.00	\$66,106.00	\$92,016.67
Expenses						
62000 Operating Expenses						\$0.00
60900 Business Expenses						\$0.00
60930 Bank Fees	25.00					\$25.00
Total 60900 Business Expenses	25.00					\$25.00
62100 Contract Services						\$0.00
62110 Accounting Fees	-556.57		22,126.57	775.00	775.00	\$23,120.00
62140 Legal Fees			2,275.00	9,575.00		\$11,850.00
62150 Outside Contract Services	500.00		7,968.18	6,250.00	6,526.00	\$21,244.18
Total 62100 Contract Services	-56.57		32,369.75	16,600.00	7,301.00	\$56,214.18
65120 Insurance - Liability, D and O	453.86		1,054.00			\$1,507.86
65150 Memberships and Dues			2,000.00			\$2,000.00
Total 62000 Operating Expenses	422.29		35,423.75	16,600.00	7,301.00	\$59,747.04
65000 Operations						\$0.00
65010 Books, Subscriptions, Reference			75.00			\$75.00
Total 65000 Operations			75.00			\$75.00
65100 Other Types of Expenses						\$0.00
65110 Advertising Expenses			193.92			\$193.92
Total 65100 Other Types of Expenses			193.92			\$193.92
Total Expenses	\$422.29	\$0.00	\$35,692.67	\$16,600.00	\$7,301.00	\$60,015.96
NET OPERATING INCOME	\$ -26,804.29	\$0.00	\$0.00	\$0.00	\$58,805.00	\$32,000.71
Other Income						
7000 Interest Income	4,255.11					\$4,255.11
Total Other Income	\$4,255.11	\$0.00	\$0.00	\$0.00	\$0.00	\$4,255.11
NET OTHER INCOME	\$4,255.11	\$0.00	\$0.00	\$0.00	\$0.00	\$4,255.11
NET INCOME	\$ -22,549.18	\$0.00	\$0.00	\$0.00	\$58,805.00	\$36,255.82

Tioga County Property Development Corporation

Profit and Loss by Month

January - October, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEP 2024	OCT 2024	TOTAL
Income											
44400 Government Contracts											\$0.00
44440 Hooker Foundation	43.73	0.24	168.40	21.40		808.19	167.28		193.53	21.13	\$1,423.90
44470 LBI Phase 1	3,048.06	4,813.60	13,320.65	13,473.96	7,100.00	4,775.37	538.76		19,468.21	646.33	\$67,184.94
44480 LBI Phase II			415.00	23,641.56	65,578.73	18,150.00	55,295.00	12,010.00	34,575.00	20,643.00	\$230,308.29
Total 44400 Government Contracts	3,091.79	4,813.84	13,904.05	37,136.92	72,678.73	23,733.56	56,001.04	12,010.00	54,236.74	21,310.46	\$298,917.13
47200 Program Income											\$0.00
47250 Property Sales		5,000.00								4,500.00	\$9,500.00
Total 47200 Program Income		5,000.00								4,500.00	\$9,500.00
Total Income	\$3,091.79	\$9,813.84	\$13,904.05	\$37,136.92	\$72,678.73	\$23,733.56	\$56,001.04	\$12,010.00	\$54,236.74	\$25,810.46	\$308,417.13
Cost of Goods Sold											
50000 Cost of Goods Sold											\$0.00
50001 Demolition						15,500.00	2,000.00	5,500.00	11,650.00		\$34,650.00
50002 Lawn Maintenance						1,460.00	255.00	620.00	620.00	620.00	\$3,575.00
50003 Snow Removal	779.00										\$779.00
50004 Property Insurance			2,079.61			1,698.25			1,538.41		\$5,316.27
50005 Permits/Fees						50.00					\$50.00
50006 Property Utilities	43.73	93.84	184.44	223.18		106.39	369.47		278.33	47.46	\$1,346.84
50008 Debris Removal-Periodic					9,120.00					10,330.00	\$19,450.00
50009 Survey/Asbestos Abatement					13,458.73						\$13,458.73
50010 Property Taxes	1,494.06										\$1,494.06
50011 Property Maintenance			25.00								\$25.00
50012 Property- Outside Contract Services			3,415.00	23,641.56	43,000.00	3,375.00	10,889.00	5,115.00	1,400.00	9,538.00	\$100,373.56
50999 Spec Reclass to/from Inventory		1.00								35,881.00	\$35,882.00
Total 50000 Cost of Goods Sold	2,316.79	94.84	5,704.05	23,864.74	65,578.73	22,189.64	13,513.47	11,235.00	15,486.74	56,416.46	\$216,400.46
Total Cost of Goods Sold	\$2,316.79	\$94.84	\$5,704.05	\$23,864.74	\$65,578.73	\$22,189.64	\$13,513.47	\$11,235.00	\$15,486.74	\$56,416.46	\$216,400.46
GROSS PROFIT	\$775.00	\$9,719.00	\$8,200.00	\$13,272.18	\$7,100.00	\$1,543.92	\$42,487.57	\$775.00	\$38,750.00	\$ -30,606.00	\$92,016.67
Expenses											
62000 Operating Expenses											\$0.00
60900 Business Expenses											\$0.00
60930 Bank Fees					25.00						\$25.00
Total 60900 Business Expenses					25.00						\$25.00
62100 Contract Services											\$0.00
62110 Accounting Fees	775.00	2,720.00	5,925.00	8,275.00	775.00	1,550.00	775.00	775.00	775.00	775.00	\$23,120.00
62140 Legal Fees			2,275.00						9,575.00		\$11,850.00
62150 Outside Contract Services				1,718.18	6,750.00		6,526.00		6,250.00		\$21,244.18
Total 62100 Contract Services	775.00	2,720.00	8,200.00	9,993.18	7,525.00	1,550.00	7,301.00	775.00	16,600.00	775.00	\$56,214.18
65120 Insurance - Liability, D and O	103.64	103.64	103.64	1,086.60	18.39	18.39	18.39	18.39	18.39	18.39	\$1,507.86
65150 Memberships and Dues		2,000.00									\$2,000.00
Total 62000 Operating Expenses	878.64	4,823.64	8,303.64	11,079.78	7,568.39	1,568.39	7,319.39	793.39	16,618.39	793.39	\$59,747.04
65000 Operations											\$0.00
65010 Books, Subscriptions, Reference					75.00						\$75.00
Total 65000 Operations					75.00						\$75.00
65100 Other Types of Expenses											\$0.00
65110 Advertising Expenses						193.92					\$193.92
Total 65100 Other Types of Expenses						193.92					\$193.92
Total Expenses	\$878.64	\$4,823.64	\$8,303.64	\$11,079.78	\$7,643.39	\$1,762.31	\$7,319.39	\$793.39	\$16,618.39	\$793.39	\$60,015.96
NET OPERATING INCOME	\$ -103.64	\$4,895.36	\$ -103.64	\$2,192.40	\$ -543.39	\$ -218.39	\$35,168.18	\$ -18.39	\$22,131.61	\$ -31,399.39	\$32,000.71
Other Income											
7000 Interest Income	429.24	402.22	430.66	417.47	432.10	418.86	433.55	434.29	420.98	435.74	\$4,255.11
Total Other Income	\$429.24	\$402.22	\$430.66	\$417.47	\$432.10	\$418.86	\$433.55	\$434.29	\$420.98	\$435.74	\$4,255.11
NET OTHER INCOME	\$429.24	\$402.22	\$430.66	\$417.47	\$432.10	\$418.86	\$433.55	\$434.29	\$420.98	\$435.74	\$4,255.11
NET INCOME	\$325.60	\$5,297.58	\$327.02	\$2,609.87	\$ -111.29	\$200.47	\$35,601.73	\$415.90	\$22,552.59	\$ -30,963.65	\$36,255.82

Tioga County Property Development Corporation

Transaction Detail by Account

October 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
10/07/2024	Deposit		No	Southern Tier Enterprise Group, Inc.			47250 Program Income:Property Sales	4,500.00	4,500.00
10/10/2024	Check	486	No	Kascon, LLC			-Split-	-10,330.00	-5,830.00
10/22/2024	Check	488	No	NYSEG			-Split-	-21.13	-5,851.13
10/22/2024	Check	487	No	NYSEG			-Split-	-26.33	-5,877.46
10/24/2024	Check	485	No	Scott's Lawn & Landscape Care			-Split-	-620.00	-6,497.46
10/24/2024	Check	483	No	Anne Hersh A.I.A. Architect			-Split-	-9,538.00	-16,035.46
10/24/2024	Check	484	No	Bowers & Company CPAS PLLC			22000 Accrued Expenses	-775.00	-16,810.46
Total for 10000 Tioga State Bank								\$ -16,810.46	
10001 Tioga Bank ICS									
10/31/2024	Deposit		No			Interest Earned	7000 Interest Income	435.74	435.74
Total for 10001 Tioga Bank ICS								\$435.74	
12102 LBI Phase 1									
12102.2 Left to Spend									
10/22/2024	Check	487	No	NYSEG		To recognize grant	10000 Tioga State Bank	26.33	26.33
10/24/2024	Check	485	No	Scott's Lawn & Landscape Care		To recognize grant	10000 Tioga State Bank	620.00	646.33
10/31/2024	Journal Entry	105	No			To recognize grant	-Split-	775.00	1,421.33
Total for 12102.2 Left to Spend								\$1,421.33	
Total for 12102 LBI Phase 1								\$1,421.33	
12103 LBI Phase 2									
12103.2 Left to Spend									
10/10/2024	Check	486	No	Kascon, LLC		To recognize grant income	10000 Tioga State Bank	10,330.00	10,330.00
10/24/2024	Check	483	No	Anne Hersh A.I.A. Architect		To recognize grant	10000 Tioga State Bank	9,538.00	19,868.00
Total for 12103.2 Left to Spend								\$19,868.00	
Total for 12103 LBI Phase 2								\$19,868.00	
14000 Property Inventory									
14096 (s) 32 Lyman Ave									
10/31/2024	Journal Entry	106	No			To reclass inventory value at time of sale	-Split-	-35,881.00	-35,881.00
Total for 14096 (s) 32 Lyman Ave								\$ -35,881.00	
Total for 14000 Property Inventory								\$ -35,881.00	
17000 Prepaid Insurance									
10/31/2024	Journal Entry	102	No			To record insurance expense for Oct 2024	-Split-	-18.39	-18.39
Total for 17000 Prepaid Insurance								\$ -18.39	
22000 Accrued Expenses									
10/24/2024	Check	484	No	Bowers & Company CPAS PLLC		Accounting services September 2024	10000 Tioga State Bank	-775.00	-775.00
10/31/2024	Journal Entry	105	No			B&C Inv# 234775 To record accounting services for Oct	-Split-	775.00	0.00
Total for 22000 Accrued Expenses								\$0.00	
23000 Deferred Grant Revenue									
23002 Hooker Foundation									
10/22/2024	Check	488	No	NYSEG		To recognize grant	10000 Tioga State Bank	-21.13	-21.13
Total for 23002 Hooker Foundation								\$ -21.13	
Total for 23000 Deferred Grant Revenue								\$ -21.13	
44400 Government Contracts									
44440 Hooker Foundation									
10/22/2024	Check	488	No	NYSEG	Hooker Foundation	To recognize grant	10000 Tioga State Bank	21.13	21.13
Total for 44440 Hooker Foundation								\$21.13	
44470 LBI Phase 1									
10/22/2024	Check	487	No	NYSEG	LBI Phase 1, Year 3	To recognize grant	10000 Tioga State Bank	26.33	26.33
10/24/2024	Check	485	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	To recognize grant	10000 Tioga State Bank	620.00	646.33
Total for 44470 LBI Phase 1								\$646.33	
44480 LBI Phase II									
10/10/2024	Check	486	No	Kascon, LLC	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	10,330.00	10,330.00
10/24/2024	Check	483	No	Anne Hersh A.I.A. Architect	LBI Phase 2	To recognize grant	10000 Tioga State Bank	9,538.00	19,868.00
10/31/2024	Journal Entry	105	No		LBI Phase 1, Year 3	To recognize grant	-Split-	775.00	20,643.00
Total for 44480 LBI Phase II								\$20,643.00	
Total for 44400 Government Contracts								\$21,310.46	
47200 Program Income									
47250 Property Sales									
10/07/2024	Deposit		No	Southern Tier Enterprise Group, Inc.	General & Administrative	funds received from sale of the 32 Lyman Avenue, Waverly	10000 Tioga State Bank	4,500.00	4,500.00
Total for 47250 Property Sales								\$4,500.00	
Total for 47200 Program Income								\$4,500.00	
50000 Cost of Goods Sold									
50002 Lawn Maintenance									
10/24/2024	Check	485	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	Lawn care	10000 Tioga State Bank	620.00	620.00
Total for 50002 Lawn Maintenance								\$620.00	
50006 Property Utilities									
10/22/2024	Check	487	No	NYSEG	LBI Phase 1, Year 3	81 North Ave Floor 2	10000 Tioga State Bank	26.33	26.33
10/22/2024	Check	488	No	NYSEG	Hooker Foundation	103 Liberty St electric	10000 Tioga State Bank	21.13	47.46
Total for 50006 Property Utilities								\$47.46	
50008 Debris Removal-Periodic									
10/10/2024	Check	486	No	Kascon, LLC	LBI Phase 2	121 Providence St 50% deposit for interior gut/demo with mold remediation	10000 Tioga State Bank	10,330.00	10,330.00
Total for 50008 Debris Removal-Periodic								\$10,330.00	
50012 Property- Outside Contract Services									
10/24/2024	Check	483	No	Anne Hersh A.I.A. Architect	LBI Phase 2	Architectural services #2 & #3 for 81 North Ave	10000 Tioga State Bank	9,538.00	9,538.00
Total for 50012 Property- Outside Contract Services								\$9,538.00	
50999 Spec Reclass to/from Inventory									
10/31/2024	Journal Entry	106	No		General & Administrative	To reclass inventory value at time of sale	-Split-	35,881.00	35,881.00
Total for 50999 Spec Reclass to/from Inventory								\$35,881.00	
Total for 50000 Cost of Goods Sold								\$56,416.46	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
10/31/2024	Journal Entry	105	No		LBI Phase 1, Year 3	B&C Inv# 234775 To record accounting services for Oct	-Split-	775.00	775.00
Total for 62110 Accounting Fees								\$775.00	
Total for 62100 Contract Services								\$775.00	
65120 Insurance - Liability, D and O									
10/31/2024	Journal Entry	102	No		General & Administrative	To record insurance expense for Oct 2024	-Split-	18.39	18.39
Total for 65120 Insurance - Liability, D and O								\$18.39	
Total for 62000 Operating Expenses								\$793.39	
7000 Interest Income									

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10/31/2024	Deposit		No		General & Administrative		10001 Tioga Bank ICS	435.74	435.74
Total for 7000 Interest Income								\$435.74	

5. 247 Main Street, Owego
 - a. Update re: Purchase Agreement
 - b. Update re: inspection schedule/work scope/materials

5. Chairman's Remarks
6. Executive Session
7. Adjournment