



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, September 27, 2023, 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, D. Astorina, L. Pelotte
 - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, July 26, 2023.
 - b. Acknowledgement of Financial Reports through August 31, 2023
 - c. Status of Temple/Liberty Street owned properties
 - i. Providence Housing
 - ii. RFP for single-family home site plan
 - d. Status of 103 Liberty Street/OACSD project
 - i. Memorandum of Understanding and Option Agreement
 - e. Status of 80, 82 and 84 Main St, Candor NYMS Project
 - f. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects
 - i. LBI Phase 1
 - ii. LBI Phase 2
 - g. New Board Member Discussion
4. New Business
 - a. Approval of proposed 2024 budget
 - b. Procurement Policy – Proposed Amendment
 - c. Catholic Charities Housing Discussion
 - d. Resignation letter – Sara Zubalsky-Peer
 - e. NYLBA Annual Conference report
5. Chairman’s Remarks
6. Adjournment

A PARTNER OF

TEAM TIOGA





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Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

MINUTES

1. Call to Order – Chairman R. Kelsey called the meeting to order at 4:03 PM.
2. Attendance
 - a. Present: R. Kelsey, D. Astorina, M. Baratta, H. Murray, S. Yetter, L. Pelotte, S. Zubalsky-Peer
Excused: M. Sauerbrey
 - a. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, May 31, 2023, and Special Board Meeting, June 27, 2023.

Motion to approve May 31, 2023 Regular Board Meeting Minutes and June 27, 2023 Special Board Meeting Minutes as written:

S. Yetter/D. Astorina/Carried

None Opposed

H. Murray Abstained

- b. Acknowledgement of Financial Reports through June 30, 2023
Ms. Woodburn reported: The TCPDC has a little over \$442,000 in TSB and new ICS accounts which earned \$101 in interest. Expenses for this quarter were primarily related to operational costs, legal and accounting fees, insurance, property maintenance, and utilities. Ms. Woodburn is in the process of requesting the 4th and final disbursement of \$12,120 from the LBI Phase I operational funds. Once received, that will close out the first-year grant. It will renew again on August 15, 2023 for Year 2.

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Ms. Woodburn provided the board with a funding/grant summary table, which Bowers will update prior to each board meeting. The board members appreciated this table of information. Timing of the issuance of legal fee invoices to the TCPDC makes it difficult to close out the financial books at the end of the year. It is anticipated that more regular, timely invoices will be received from this point forward.

Chairman Kelsey inquired about the method used to keep track of property insurance, particularly liability insurance, as properties are acquired and sold. Ms. Woodburn assured the board that she notifies Smith Brothers each time a property is acquired or sold, and they adjust the premium accordingly. Chairman Kelsey suggested an RFP be issued for the insurance agency that will serve the TCPDC for 2024. Chairman Kelsey also inquired about the increase in the assets noted on the Balance Sheet line 14063, 96-102 Liberty Street. Ms. Woodburn explained it is due to the expense associated with the addition of the fence to those properties. The value of 103 Liberty Street also shows an increase in value, which is attributed to the work done by the students and the subsequent disbursement of the Hooker Foundation funds.

Motion to acknowledge financial report, as presented:

**M. Baratta/S. Yetter/Carried
None Opposed
No Abstentions**

- c. Status of Temple/Liberty Street owned properties – Providence Housing

Motion to enter Executive Session at 4:12 PM, pursuant to Public Officers Law Section 105 to discuss property negotiations.

**S. Zubalsky-Peer/L. Pelotte/Carried
None Opposed
No Abstentions**

Motion to exit Executive Session at 4:23 PM:

**H. Murray/D. Astorina/Carried
No Opposed
No Abstentions**

The TCPDC Board directs Brittany Woodburn to end negotiations with Providence Housing.

- d. Status of 103 Liberty Street/OACSD project

Some of the TCPDC board members and Ms. Woodburn visited the worksite today. Starting this week, the OACSD students will be working on the project 7:00 AM - 3:30 PM weekdays for the rest of the summer. Flood-proofing measures are included and there will not be any utilities located in the basement. Board members noted the supplies and support the school district has provided to the students and the enthusiasm of the student workers. Ms. Woodburn noted that one student who has an internship with Home Central is working on the design of the kitchen and bathrooms of this project.

e. Status of 80, 82 and 84 Main St, Candor NYMS Project

Ms. Woodburn reported the project is complete; paperwork and request for final disbursement is in process. The TCPDC will receive the \$25K grant administration fee once the final reimbursement comes in. Ms. Woodburn will arrange a site visit for the TCPDC board. D. Astorina said the work the TCPDC and the Chamber are doing in Candor is having a positive impact in regard to property value and how others view Candor.

f. 96 – 102 Liberty Street – Fence Discussion

Ms. Woodburn reported the fence is installed, with the slats, and paid in full. It was inspected by Code Enforcement and no issues were noted. The adjacent property also had fencing installed on their property at the same time.

g. Status of Land Bank Initiative (LBI) funding sources and projects

i. NYS HCR – Land Bank Initiative (LBI)

1. LBI Phase 1

Ms. Woodburn reported on Phase I during the financial report.

2. LBI Phase 2 – Project updates

Ms. Woodburn reported Phase 2 begins August 15th for the \$100K operational funding. The environmental reviews for the 5 demolitions are finishing up; there has been some delay by NY SHPO for 247 Main St. Discussions are ongoing and additional information and reports continue to be requested. Ms. Woodburn is working with various firms and agencies to provide the requested information and rationale for demolition. The TCPDC may need to proceed with the 4 demolitions in August and come back to this property later.

Closings on 98 Spencer Avenue and 54 Temple Street in the Village of Owego are in process. Those are slated for demolition as well. Ms. Woodburn provided updates regarding 121 Providence St. and 32 Lyman, both in the Village of Waverly. The survey for 10 Watson Avenue in the Village of Newark Valley has been ordered. One proposal for the foundation work has been received. An RFP is ready to be issued. Due to the current condition of the property, the Board will need to decide on the plan before winter. Additional grants can be sought after for rehabilitating the property.

The purchase offer for 81 North Avenue Owego has been accepted and a purchase agreement is in place. Environmental testing and the closing need to be completed. The NYMS application will be submitted July 27th.

h. New Board Member discussion

S. Yetter will contact the potential member in the next few days and coordinate a meeting, to include R. Kelsey and Ms. Woodburn.

S. Zubalsky-Peer reported that Tioga Opportunities, Inc. (TOI) is in the process of forming a subsidiary, Southern Tier Enterprise Group (STEG), that may be interested in partnering with the TCPDC on potential projects in the future. In order to remove any potential appearance of a conflict-of-interest, Ms. Zubalsky-Peer stated that she plans to officially resign from the board prior to the next regular board meeting of the TCPDC. The Board thanked Ms. Zubalsky-Peer for her dedicated service to the TCPDC board and expressed looking forward to the potential to work with her and TOI in this new capacity in the future. Names of potential replacements were offered to be considered.

4. New Business

a. Requests for Proposal

i. Audit

Over 60 firms were contacted. Four proposals were received; seven declined to submit; the others did not respond to multiple requests. Ms. Woodburn provided an overview of the proposals received and whether the firms had experience with Land Banks. It was noted that Caballero & Associates and Herman P. Ortiz did not note experience with Land Bank’s and/or public benefit corporations in proposals. Ms. Woodburn confirmed to M. Baratta that since this is a professional service, TCPDC may select the proposal that best satisfies the interests of the TCPDC and not necessarily on the basis of price or any other single factor. The board agreed that a firm with Land Bank experience is preferred.

Company Name	2023	2024	2025
Bonadio	\$ 12,500	\$ 13,125	\$ 13,750
Caballero & Associates	\$ 9,000	\$ 9,000	\$ 9,000
EFPR Group	\$13,000 - \$16,000	\$14,000 - \$17,000	\$15,000 - \$18,000
Herman P. Ortiz	\$ 17,900	\$ 18,437	\$ 18,991

Motion to approve Bonadio to provide auditing services for 2023:

S. Yetter/L. Pelotte/Carried

None Opposed

No Abstentions

b. Discuss upcoming funding opportunities – NYMS and V. Waverly NY Forward

Ms. Woodburn will be submitting the NYMS grant proposal for the 81 North Avenue project. The Village of Waverly NY Forward extended the Call for Projects and Ms. Woodburn asked the board if they would like to submit a proposal for the 121 Providence St. project, as it falls within the NYF boundary. There are other properties within the boundary available for acquisition as well. Ms. Woodburn offered to put a proposal together and noted a special board meeting would be needed to review it prior to the submission deadline. Ms. Woodburn offered different ways the funding could be structured or used for the greatest impact. The board requested Ms. Woodburn put a proposal together and email it to them.

c. Permanent Supportive Housing Discussion

Chairman Kelsey asked the board if the TCPDC should explore how it might assist the homeless population in Tioga County. Discussion of the increase in this population and what has contributed to it, the impact on the community, what is already in place and some of the barriers to solutions. It was unclear whether working on this is within the scope of the TCPDC. Programs in place in other counties were discussed as possible ideas. Purchasing a vacant building or property to supply the building or land for other organizations/businesses to provide the housing/supportive services on site. Item requires additional research and consideration.

Motion to enter Executive Session at 5:20 PM pursuant to Public Officers Law Section 105 to discuss compensation/recognition:

**R. Kelsey/S. Yetter/Carried
None Opposed
No Abstentions**

Motion to exit Executive Session at 5:30 PM:

**R. Kelsey/S. Zubalsky-Peer/Carried
None Opposed
No Abstentions**

5. Chairman's Remarks

Ms. Woodburn noted that Joe Meagher issued a response letter regarding the property located at 58 Whig Street in Newark Valley as directed by TCPDC Board at June 27, 2023 special board meeting. J. Meagher indicated that no response has been received to date.

6. Adjournment – L. Pelotte motioned to adjourn; the meeting adjourned at 5:35 PM

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning

Tioga County Property Development Corporation

Balance Sheet Comparison

As of August 31, 2023

	TOTAL			
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	188,137.76	511,020.13	-322,882.37	-63.18 %
10001 Tioga Bank ICS	250,888.49		250,888.49	
Total Bank Accounts	\$439,026.25	\$511,020.13	\$ -71,993.88	-14.09 %
Other Current Assets				
14000 Property Inventory				
14045 117 Liberty St	3,001.02	3,001.02	0.00	0.00 %
14050 39-41 Temple St.	3,000.00	3,000.72	-0.72	-0.02 %
14055 115-117 Chestnut Owego	5,000.00	5,001.32	-1.32	-0.03 %
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	42,120.00	36,800.16	5,319.84	14.46 %
14075 119 Liberty Street	6,799.74	6,799.74	0.00	0.00 %
14081 92-94 Liberty Str.	11,700.00	11,700.00	0.00	0.00 %
14082 37 Temple Str.	9,200.00	9,200.00	0.00	0.00 %
14083 43-45 Temple St.	15,200.00	15,200.00	0.00	0.00 %
14084 47 Temple Str.	7,300.00	7,300.00	0.00	0.00 %
14085 49 Temple Str.	9,999.60	9,999.60	0.00	0.00 %
14086 113 Liberty Street, Owego	1.00	1.00	0.00	0.00 %
14087 247 Main St	2,925.81		2,925.81	
14089 98 Fox St.	1,492.07		1,492.07	
14090 10 Watson Ave.	1,172.46		1,172.46	
14092 103 Liberty St	53,456.58	17,375.30	36,081.28	207.66 %
14093 94 Spencer Ave	2,352.59		2,352.59	
Total 14000 Property Inventory	185,272.93	135,930.92	49,342.01	36.30 %
17000 Prepaid Insurance	1,067.30	593.61	473.69	79.80 %
18700 Deposit on Property Purchase	2,000.00		2,000.00	
Total Other Current Assets	\$188,340.23	\$136,524.53	\$51,815.70	37.95 %
Total Current Assets	\$627,366.48	\$647,544.66	\$ -20,178.18	-3.12 %
TOTAL ASSETS	\$627,366.48	\$647,544.66	\$ -20,178.18	-3.12 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	750.00		750.00	
23000 Deferred Grant Revenue	390,150.58	455,175.00	-65,024.42	-14.29 %
23002 Hooker Foundation	4,651.47	65,000.00	-60,348.53	-92.84 %
Total 23000 Deferred Grant Revenue	394,802.05	520,175.00	-125,372.95	-24.10 %
Total Other Current Liabilities	\$395,552.05	\$520,175.00	\$ -124,622.95	-23.96 %

	TOTAL			
	AS OF AUG 31, 2023	AS OF AUG 31, 2022 (PY)	CHANGE	% CHANGE
Total Current Liabilities	\$395,552.05	\$520,175.00	\$ -124,622.95	-23.96 %
Total Liabilities	\$395,552.05	\$520,175.00	\$ -124,622.95	-23.96 %
Equity				
32000 Unrestricted Net Assets	207,751.29	154,404.57	53,346.72	34.55 %
Net Income	24,063.14	-27,034.91	51,098.05	189.01 %
Total Equity	\$231,814.43	\$127,369.66	\$104,444.77	82.00 %
TOTAL LIABILITIES AND EQUITY	\$627,366.48	\$647,544.66	\$ -20,178.18	-3.12 %

Tioga County Property Development Corporation

Profit and Loss Comparison

January - August, 2023

	TOTAL			
	JAN - AUG, 2023	JAN - AUG, 2022 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44430 APRA Grant	5,320.00	44,825.00	-39,505.00	-88.13 %
44440 Hooker Foundation	36,491.39		36,491.39	
44450 State Contracts		138,057.00	-138,057.00	-100.00 %
44470 LBI Phase 1	71,931.86		71,931.86	
Total 44400 Government Contracts	113,743.25	182,882.00	-69,138.75	-37.81 %
46400 Other Types of Income				
46430 Miscellaneous Revenue		78.91	-78.91	-100.00 %
Total 46400 Other Types of Income		78.91	-78.91	-100.00 %
47200 Program Income				
47250 Property Sales	12,000.00		12,000.00	
Total 47200 Program Income	12,000.00		12,000.00	
Total Income	\$125,743.25	\$182,960.91	\$ -57,217.66	-31.27 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		186,709.00	-186,709.00	-100.00 %
50002 Lawn Maintenance	1,125.00		1,125.00	
50003 Snow Removal	662.48	1,468.80	-806.32	-54.90 %
50004 Property Insurance	2,334.73	1,084.35	1,250.38	115.31 %
50005 Permits/Fees		30.00	-30.00	-100.00 %
50006 Property Utilities	1,655.87	181.78	1,474.09	810.92 %
50009 Survey/Abatement Pre- Demo		8,783.50	-8,783.50	-100.00 %
50010 Property Taxes	-283.28		-283.28	
50011 Property Maintenance	4,750.52		4,750.52	
50999 Spec Reclass to/from Inventory	44,298.45		44,298.45	
Total 50000 Cost of Goods Sold	54,543.77	198,257.43	-143,713.66	-72.49 %
Total Cost of Goods Sold	\$54,543.77	\$198,257.43	\$ -143,713.66	-72.49 %
GROSS PROFIT	\$71,199.48	\$ -15,296.52	\$86,496.00	565.46 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees		6.00	-6.00	-100.00 %
Total 60900 Business Expenses		6.00	-6.00	-100.00 %
62100 Contract Services				
62110 Accounting Fees	8,760.00	6,860.00	1,900.00	27.70 %
62140 Legal Fees	6,795.00		6,795.00	
62150 Outside Contract Services	30,126.18	3,472.00	26,654.18	767.69 %
Total 62100 Contract Services	45,681.18	10,332.00	35,349.18	342.13 %
65120 Insurance - Liability, D and O	843.65	400.39	443.26	110.71 %
65150 Memberships and Dues	1,500.00	1,000.00	500.00	50.00 %
Total 62000 Operating Expenses	48,024.83	11,738.39	36,286.44	309.13 %

	TOTAL			
	JAN - AUG, 2023	JAN - AUG, 2022 (PY)	CHANGE	% CHANGE
Total Expenses	\$48,024.83	\$11,738.39	\$36,286.44	309.13 %
NET OPERATING INCOME	\$23,174.65	\$ -27,034.91	\$50,209.56	185.72 %
Other Income				
7000 Interest Income	888.49		888.49	
Total Other Income	\$888.49	\$0.00	\$888.49	0.00%
NET OTHER INCOME	\$888.49	\$0.00	\$888.49	0.00%
NET INCOME	\$24,063.14	\$ -27,034.91	\$51,098.05	189.01 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - August, 2023

	ARPA	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1	TOTAL
Income					
44400 Government Contracts					\$0.00
44430 APRA Grant	5,320.00				\$5,320.00
44440 Hooker Foundation			36,491.39		\$36,491.39
44470 LBI Phase 1				71,931.86	\$71,931.86
Total 44400 Government Contracts	5,320.00		36,491.39	71,931.86	\$113,743.25
47200 Program Income					\$0.00
47250 Property Sales		12,000.00			\$12,000.00
Total 47200 Program Income		12,000.00			\$12,000.00
Total Income	\$5,320.00	\$12,000.00	\$36,491.39	\$71,931.86	\$125,743.25
Cost of Goods Sold					
50000 Cost of Goods Sold					\$0.00
50002 Lawn Maintenance		509.12		615.88	\$1,125.00
50003 Snow Removal				662.48	\$662.48
50004 Property Insurance				2,334.73	\$2,334.73
50006 Property Utilities		-37.68	448.61	1,244.94	\$1,655.87
50010 Property Taxes		-283.28			\$ -283.28
50011 Property Maintenance				4,750.52	\$4,750.52
50999 Spec Reclass to/from Inventory		44,298.45			\$44,298.45
Total 50000 Cost of Goods Sold		44,486.61	448.61	9,608.55	\$54,543.77
Total Cost of Goods Sold	\$0.00	\$44,486.61	\$448.61	\$9,608.55	\$54,543.77
GROSS PROFIT	\$5,320.00	\$ -32,486.61	\$36,042.78	\$62,323.31	\$71,199.48
Expenses					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees		1,500.00		7,260.00	\$8,760.00
62140 Legal Fees				6,795.00	\$6,795.00
62150 Outside Contract Services		500.00		29,626.18	\$30,126.18
Total 62100 Contract Services		2,000.00		43,681.18	\$45,681.18
65120 Insurance - Liability, D and O		843.65			\$843.65
65150 Memberships and Dues				1,500.00	\$1,500.00
Total 62000 Operating Expenses		2,843.65		45,181.18	\$48,024.83
Total Expenses	\$0.00	\$2,843.65	\$0.00	\$45,181.18	\$48,024.83
NET OPERATING INCOME	\$5,320.00	\$ -35,330.26	\$36,042.78	\$17,142.13	\$23,174.65
Other Income					
7000 Interest Income		888.49			\$888.49
Total Other Income	\$0.00	\$888.49	\$0.00	\$0.00	\$888.49
NET OTHER INCOME	\$0.00	\$888.49	\$0.00	\$0.00	\$888.49
NET INCOME	\$5,320.00	\$ -34,441.77	\$36,042.78	\$17,142.13	\$24,063.14

Tioga County Property Development Corporation

Profit and Loss by Month

January - August, 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	TOTAL
Income									
44400 Government Contracts									\$0.00
44430 APRA Grant						5,320.00			\$5,320.00
44440 Hooker Foundation	19.81		186.50	19.02	19.76	36,246.30			\$36,491.39
44470 LBI Phase 1	19,589.17	8,733.00	10,360.39	21,151.60	4,649.34	6,707.48	740.88		\$71,931.86
Total 44400 Government Contracts	19,608.98	8,733.00	10,546.89	21,170.62	4,669.10	48,273.78	740.88		\$113,743.25
47200 Program Income									\$0.00
47250 Property Sales					12,000.00				\$12,000.00
Total 47200 Program Income					12,000.00				\$12,000.00
Total Income	\$19,608.98	\$8,733.00	\$10,546.89	\$21,170.62	\$16,669.10	\$48,273.78	\$740.88	\$0.00	\$125,743.25
Cost of Goods Sold									
50000 Cost of Goods Sold									\$0.00
50002 Lawn Maintenance						375.00	750.00		\$1,125.00
50003 Snow Removal	662.48								\$662.48
50004 Property Insurance	23.56			1,364.86		946.31			\$2,334.73
50006 Property Utilities	19.81		517.96	402.99	371.42	305.19		38.50	\$1,655.87
50010 Property Taxes					-283.28				\$ -283.28
50011 Property Maintenance		4,560.00	190.52						\$4,750.52
50999 Spec Reclass to/from Inventory					44,298.45				\$44,298.45
Total 50000 Cost of Goods Sold	705.85	4,560.00	708.48	1,767.85	44,386.59	1,626.50	750.00	38.50	\$54,543.77
Total Cost of Goods Sold	\$705.85	\$4,560.00	\$708.48	\$1,767.85	\$44,386.59	\$1,626.50	\$750.00	\$38.50	\$54,543.77
GROSS PROFIT	\$18,903.13	\$4,173.00	\$9,838.41	\$19,402.77	\$ -27,717.49	\$46,647.28	\$ -9.12	\$ -38.50	\$71,199.48
Expenses									
62000 Operating Expenses									\$0.00
62100 Contract Services									\$0.00
62110 Accounting Fees	2,100.00	1,650.00	750.00	750.00	1,260.00	750.00	750.00	750.00	\$8,760.00
62140 Legal Fees				2,565.00		4,230.00			\$6,795.00
62150 Outside Contract Services			8,920.93	16,255.25	3,000.00		1,000.00	950.00	\$30,126.18
Total 62100 Contract Services	2,100.00	1,650.00	9,670.93	19,570.25	4,260.00	4,980.00	1,750.00	1,700.00	\$45,681.18
65120 Insurance - Liability, D and O	93.84	93.84	93.84	95.85	96.25	162.75	103.64	103.64	\$843.65
65150 Memberships and Dues		1,500.00							\$1,500.00
Total 62000 Operating Expenses	2,193.84	3,243.84	9,764.77	19,666.10	4,356.25	5,142.75	1,853.64	1,803.64	\$48,024.83
Total Expenses	\$2,193.84	\$3,243.84	\$9,764.77	\$19,666.10	\$4,356.25	\$5,142.75	\$1,853.64	\$1,803.64	\$48,024.83
NET OPERATING INCOME	\$16,709.29	\$929.16	\$73.64	\$ -263.33	\$ -32,073.74	\$41,504.53	\$ -1,862.76	\$ -1,842.14	\$23,174.65
Other Income									
7000 Interest Income						101.36	393.25	393.88	\$888.49
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.36	\$393.25	\$393.88	\$888.49
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.36	\$393.25	\$393.88	\$888.49
NET INCOME	\$16,709.29	\$929.16	\$73.64	\$ -263.33	\$ -32,073.74	\$41,605.89	\$ -1,469.51	\$ -1,448.26	\$24,063.14

Entity	Amount Changed	Periods Affected	Description	Date of Entry	Entry #	Invoice #
Scott's Lawn & Landscape Care	\$ 750.00	July '23	To record lawn maintenance for July. Info rec'd Aug '23	N/A	N/A	355
Construction Management Associates	\$ 500.00	July '23	To record outside contract services for July. Info rec'd Aug '23	N/A	N/A	356
LBI Phase 1	\$ 9.12	July '23	To adjust LBI Phase 1 grant	N/A	N/A	N/A
	\$ 1,259.12					

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 60,348.53	\$ 4,651.47
NYMS - Candor**	\$ 500,000.00	\$ 321,738.78	\$ 178,261.22
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)	\$ 100,000.00	\$ -	\$ 100,000.00
LBI Phase 2***	\$ 900,000.00	\$ -	\$ 900,000.00
TOTAL	\$ 2,265,000.00	\$ 591,936.73	\$ 1,673,063.27

*Program funds received upfront

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

***Reimbursable grant program

General Funds

Bank Balance as of 8/31/2023	\$	439,026.25
Less ARPA Funds Remaining	\$	390,150.58
Less Hooker Funds Remaining	\$	4,651.47
Estimated General Funds	\$	44,224.20

**AMENDMENT TO LAND BANK INITIATIVE
GRANT AGREEMENT**

This Amendment is effective the 18th day of September 2023 between the Housing Trust Fund Corporation, represented by the Office of Community Renewal (collectively the "Corporation"), and the Tioga County Property Development Corporation ("Recipient"), a not-for-profit corporation organized pursuant to the Not-For-Profit Corporation Law of the State of New York.

Whereas, the Corporation and the Recipient executed a Land Bank Initiative Grant Agreement ("Grant Agreement") effective August 22, 2022; and

Whereas, the parties hereto wish to amend the Land Bank Initiative (LBI) Grant Agreement.

Now therefore, the parties agree the Grant Agreement is hereby amended to read as follows:

- (1) **WHEREAS**, pursuant to the application, the Corporation has selected the Recipient to receive an award of Program funds to be used for eligible costs to complete the Program ("**Program Costs**") in an aggregate amount not to exceed \$200,000 ("**Award**") for the Term and in consideration of, among other things, the Recipient undertaking to comply with all the terms and conditions of the Program, this Agreement, and the Corporation's applicable rules, regulations, policies and procedures, as amended from time to time, which the Recipient wishes to accept.
- (2) **3. Term.** The period of performance for all Program activities assisted pursuant to this Agreement shall be twenty-four (24) months, commencing on the effective date of the Agreement and ending on August 21, 2024 ("**Term**"), unless sooner terminated as provided for herein or otherwise extended by the Corporation. Any modification or amendment of the Term must be requested in writing and approved by the Corporation in writing.
- (3) Schedule A (attached)

Except as expressly provided in this Amendment, the LBI Grant Agreement remains in full force and effect.

IN WITNESS WHEREOF, this Amendment has been executed by a duly authorized representative of the parties.

Tioga County Property Development Corporation

By: _____
Name: Brittany Woodburn
Title: Director

Housing Trust Fund Corporation

By: _____
Name: Crystal Loffler
Title: President, Office of Community Renewal

**Amended Schedule A
 Awarded Budget & Projected Accomplishments
 Tioga County Property Development Corporation
 LBI Phase I - Year Two**

SHARS ID: 20220405

Award Budget

<u>Funding Source</u>	<u>Amount</u>
Land Bank Initiative Year One	\$100,000
Land Bank Initiative Year Two	\$100,000

LBI Year Two Budget Detail

<u>Expenses</u>	<u>Amount Not to Exceed</u>
Personnel	\$0
OTPS	\$55,000
Property Maintenance	\$35,000
Technical Assistance	\$0
Pre-Development	\$10,000

LBI Year Two Proposed Accomplishments

<u>Estimated</u>	<u>Homeownership</u>	<u>Rental</u>
Properties Acquired	0	0
\$ Grants Secured	\$0	\$250,000
\$ Private Funding Leveraged	\$30,000	\$0
# Vacant Lots Improved	0	0
# Properties Rehabbed	3	0
# New Buildings Constructed	0	0
# Essential Demolitions	5	0
# Rehabbed Properties Sold	2	0
# As-is Properties Sold	0	0
Properties Assisted with Pre-development Funding	13	0
Other:		

Land Bank Name	Tioga County Property Development Corporation		
LBI Phase I SHARS ID	20220405		
Year One Award Amount	\$100,000		
	Year One Report: LBI Funds Expended by Activity		Year Two Renewal Request
Land Bank Operations Budget			
Personnel	\$0		\$0
OTPS	\$52,100		\$65,000
Property Maintenance	\$33,574		\$22,000
Technical Assistance	\$0		\$0
Predevelopment	\$14,326		\$13,000
Total	\$100,000		\$100,000
LBI Year One Balance	\$0		
Balance of funds remaining from Year One will no longer available to the Land Bank. Please enter an explanation and acknowledgement below.			
NA			

Proposed Accomplishments	Year One Report: Accomplishments		Year Two Proposed Accomplishments	
	Homeownership	Rental	Homeownership	Rental
<i>Estimated</i>				
Properties Acquired	5	1	0	1
\$ Grants Secured	\$900,000	\$0	\$0	\$250,000
\$ Private Funding Leveraged	\$86,865	\$0	\$30,000	\$0
# Vacant lots improved	13	0	0	0
# Properties Rehabbed	1	1	3	0
# New Buildings Constructed	0	0	0	0
# Essential Demolitions	0	0	5	0
# Rehabbed Properties Sold	0	1	2	0
# As-is Properties Sold	1	0	0	0
Properties Assisted with Pre-development funding	0	0	13	0

	LBI Program Year 1 Funds Budgeted	LBI Program Year 1 Funds Actual	LBI Program Year 2 Funds Budgeted
OPERATIONS			
Personnel Services			
Salaries	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -
Personnel Total	\$ -	\$ -	\$ -
OTPS			
Insurance/Bonding	\$ 1,050.00	\$ 1,289.00	\$ 1,300.00
Audit	\$ 6,000.00	\$ 9,000.00	\$ 12,500.00
Legal	\$ 7,800.00	\$ 14,880.00	\$ 10,200.00
Equipment	\$ -	\$ -	\$ -
Rent/Mortgage	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ -	\$ -
Printing Postage	\$ -	\$ -	\$ -
Travel	\$ 1,000.00	\$ -	\$ 1,000.00
Accounting	\$ 1,500.00	\$ 6,360.00	\$ 10,000.00
Marketing	\$ -	\$ -	\$ 3,000.00
Other Professional Service Contracts	\$ -	\$ -	\$ -
Contracted staff	\$ 25,000.00	\$ 18,825.00	\$ 25,000.00
Other OTPS (identify below)	\$ -	\$ -	\$ -
NYLBA Dues	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00
OTPS Total	\$ 44,350.00	\$ 51,854.00	\$ 65,000.00
Property Maintenance			
Contracted Services	\$ 11,750.00	\$ 4,100.17	\$ 4,200.00
Utilities	\$ 5,800.00	\$ 3,745.13	\$ 3,300.00
Security	\$ 5,000.00	\$ 4,560.00	\$ 5,000.00
Registry	\$ -	\$ -	\$ -
Other (identify below)	\$ -	\$ -	\$ -
Property Insurance	\$ 4,000.00	\$ 4,111.39	\$ 4,500.00
Option Deposit	\$ -	\$ 250.00	\$ -
Application Fees/Permits	\$ -	\$ 500.00	\$ -
Past due taxes	\$ -	\$ 16,553.13	\$ 5,000.00
Property Maintenance Total	\$ 26,550.00	\$ 33,819.82	\$ 22,000.00
Technical Assistance	\$ -	\$ -	\$ -
Pre-Development	\$ 29,100.00	\$ 14,326.18	\$ 13,000.00
Capital Expenditures	\$ -	\$ -	\$ -
TOTAL Expenses	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

Tioga County Property Development Corporation
2024 Budget - Proposed

Revenues

Operating Revenues	
Sale of Real Property	\$ 12,000
Non-Operating Revenues	
LBI - Phase 1	\$ 100,000
LBI - Phase 2	\$ 900,000
NYMS	\$ 275,000
V. Owego demo. reimbursement	\$ 35,000
Total Revenues	\$ 1,322,000

Expenditures

Personnel Services	
Salaries	\$ -
Fringe	\$ -
Personnel Total	\$ -
OTPS	
Insurance/Bonding	\$ 1,300.00
Audit	\$ 12,500.00
Legal	\$ 10,200.00
Equipment	\$ -
Rent/Mortgage	\$ -
Utilities	\$ -
Office Supplies	\$ -
Printing Postage	\$ -
Travel	\$ 1,000.00
Accounting	\$ 10,000.00
Marketing	\$ 3,000.00
Other Professional Service Contracts	\$ -
Contracted staff	\$ 25,000.00
Other OTPS (identify below)	\$ -
NYLBA Dues	\$ 2,000.00
OTPS Total	\$ 65,000.00
Property Maintenance	
Contracted Services	\$ 4,200.00
Utilities	\$ 3,300.00
Security	\$ 5,000.00
Registry	\$ -
Other (identify below)	\$ -
Property Insurance	\$ 4,500.00
Option Deposit	\$ -
Application Fees/Permits	\$ -
Past due taxes	\$ 5,000.00
Property Maintenance Total	\$ 22,000.00
Technical Assistance	
	\$ -
Pre-Development	
	\$ 13,000.00
Capital Expenditures	
Acquisitions	\$ 80,002.00
Demolitions	\$ 225,000.00
Rehabilitations	\$ 811,250.00
TOTAL Expenses	\$ 1,216,252.00
Excess of Revenues and Expenditures	
	\$ 105,748

Existing Language

Section 2.2 - Solicitation Procedures for the Purchase of Commodities, Equipment, Goods or Construction, Demolition, Renovation and Reconstruction Services.

- a. Up to \$5,000 per instance – The discretion of the TCPDC Treasurer or authorized designee.

Proposed Language

Section 2.2 - Solicitation Procedures for the Purchase of Commodities, Equipment, Goods or Construction, Demolition, Renovation and Reconstruction Services.

- a. Up to \$5,000 per instance – The discretion of the TCPDC Executive Director and Treasurer or Chairperson.



August 11, 2023

Mr. Ralph Kelsey
Board President
Tioga County Property Development Corporation
56 Main Street, Owego, NY 13827

Dear Mr. Kelsey,

I am writing to inform you about my decision to leave my position as board member of the Tioga County Property Development Corporation (TCPDC), effective immediately.

I have thoroughly enjoyed my time as a board member and being able to contribute my knowledge and expertise to making the community stronger. At this time, I feel my skills can better serve Tioga County, and the mission of the TCPDC, by providing partnership through a professional relationship between Tioga Opportunities, Inc. and the TCPDC to pursue redevelopment initiatives together. To avoid any conflict of interest or any appearance of conflict of interest, I am stepping down from my position as board member.

Thank you for the chance to contribute to such an incredible organization. I've truly valued the opportunity to work with such a strong and dedicated team. I am excited to pursue new opportunities with the organization going forward.

Sincerely,

Sara Zubalsky-Peer

Cc: Brittany Woodburn, Director