



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

**Tioga County Property Development Corporation
Wednesday, January 29, 2025, at 4:00 p.m.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Annual Board of Directors Meeting Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, J. Case, L. Pelotte, J. Whitmore
 - b. Invited Guests: S. Zubalsky-Peer
3. New Business
 - a. Bi-monthly 2025 regular meeting designation: Set bi-monthly meetings for the last Wednesday of each month at 4:00 p.m. in the Economic Development Conference Room #109 *November meeting scheduled for 3rd Wednesday due to Thanksgiving Holiday
 - January 29, 2025
 - March 26, 2025
 - May 28, 2025
 - July 30, 2025
 - September 24, 2025
 - November 19, 2025*
 - b. Governance Committee acknowledged and nominated the following Slate of Officers.
 - i. Slate of Officers 2025 Proposed List of TCPDC Committee Members
 1. Chair – R. Kelsey
 2. Vice Chair – H. Murray
 3. Treasurer – M. Baratta
 4. Secretary – L. Pelotte
 - c. Committee Appointments
 - i. Governance – S. Yetter (Chair), J. Whitmore, H. Murray
 - ii. Audit – M. Baratta (Chair), R. Kelsey, H. Murray
 - iii. Finance – R. Kelsey (Chair), M. Baratta, L. Pelotte

A PARTNER OF

TEAM TIOGA

- d. Other Appointments
 - i. Freedom of Information Officer – S. Zubalsky-Peer
 - ii. Code of Ethics Officer – J. Meagher
 - iii. Internal Controls Officer – Bowers & Company
- e. Annual Policy and Guidelines Review
 - i. Annual Renewal of TCPDC Mission Statement - found no changes upon renewal.
 - ii. Governance, Finance and Audit Charters have been reviewed and no changes indicated.
- f. TCPDC Board of Directors are up to date with mandatory NYS Authorities Budget Office Board Member Training, Annual Tioga County Sexual Harassment Training, Policy Review and Attestation and Oaths of Office. They have also submitted Annual Statement of Financial Disclosures.
 - i. The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2024.
- g. Professional Service Appointments
 - i. Audit Firm – The Bonadio Group, LLC contract in place, see email re: fees
 - ii. Accounting services – Bowers & Company contract in place for 2025- see attached re: fees.
 - iii. Preparation of 990 – Bowers; see attached re: fees
 - iv. Legal Services – Proposal from Joe Meagher for continued legal services for 2024/2025
 - v. Administrative- Tioga County ED &P good through 12/31/25- discuss potential changes for upcoming year
- h. Finance Committee Recommendations
 - i. Official Depositories
 - 1. Tioga State Bank
 - 2. Annual Designation of Signors on Bank Accounts – M. Baratta, M. Sauerbrey, S. Zubalsky-Peer currently
- i. Annual Evaluation of Board Performance – Completed 2024
- j. Miscellaneous
 - i. Contact information 2025 TCPDC Board of Directors and Staff

4. Adjourned

Proposed list of the Slate of Officers, Committee Appointments, and Other Appointments for 2025

Slate of Officers 2025 Proposed List

- Chair- R. Kelsey
- Vice Chair- H. Murray
- Treasurer- M. Baratta
- Secretary- L. Pelotte

Board Member Re-appointments Proposed List

- J. Whitmore (to 12/31/28)
- S. Yetter (12/31/28)
- L. Pelotte (12/31/28)

Committee Appointments Proposed List

- Governance-S. Yetter (Chair), J. Whitmore, H. Murray
- Audit-R. Kelsey (Chair), L. Pelotte, H. Murray
- Finance- M. Baratta (Chair), R. Kelsey, L. Pelotte

Other Appointments Proposed List

- Freedom of Information Officer- S. Zubalsky-Peer
- Code of Ethics Officer- J. Meagher
- Internal Controls Officer- Bowers & Company

Annual Review of the TCPDC mission statement, bylaws, policies, and Governance committee charter. Documents can be found here under the policies tab:

<https://tiogacountyny.com/programs-agencies/property-development-corporation/>

Zubalsky-Peer, Sara

From: Joe Meagher <jmeagher@tcmslaw.com>
Sent: Tuesday, January 21, 2025 11:36 AM
To: Zubalsky-Peer, Sara
Cc: Susan McGregor
Subject: [EXTERNAL] RE: Policy Review

Sara, I have reviewed the existing policies as well as the recent amendments to the Not-For-Profit law, Open Meetings Law and the Public Authorities Law and do not find that TCPDC policies need to be updated at this time.

Joseph B. Meagher
Thomas Collison & Meagher
Attorneys at Law
1201 Monroe Street
Endicott, NY 13760
Phone: (607) 754-0410
Fax: (607) 484-9641
jmeagher@tcmslaw.com

From: Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>
Sent: Tuesday, January 21, 2025 9:34 AM
To: Joe Meagher <jmeagher@tcmslaw.com>
Subject: FW: Policy Review

From: Zubalsky-Peer, Sara
Sent: Tuesday, December 10, 2024 3:46 PM
To: Joe Meagher <jmeagher@tcmslaw.com>
Cc: Susan McGregor <smcgregor@tcmslaw.com>
Subject: Policy Review

Joe-

I finished looking through our policies. I've listed everything out below. Those items highlighted in yellow are those policies that I think might need your review due to updated laws/language. I've attached them here. The other changes I made were small things listed below, such as title changes, and getting prepared for updated signatures by the new Board Chair (Ralph- many of these were signed when Marte was still Board Chair).

- Bylaws were updated in 2022- should be okay
- Updated organizational chart with "administrator" due to new title
- Conflict of interest policy looks consistent with standard practices
- Whistleblower policy was last updated/signed 2017- does this need updating? I believe the NYS whistleblower law was updated in 2023
- Internal controls officer needs to assess internal controls (last done 2021)- I will have them review and sign

- Disposition policy last updated in 2019- I see there was an amendment to this law: N.Y. Not-For-Profit Corp. Law § 1609 New York Laws 2024, ch. 355, Sec. 1, eff. 9/27/2024
- Mission statement from 2020- should be okay
- Public meeting resolution- from 2017- I see the Open Meeting law in NYS was updated 5/28/2024- should this resolution be updated?
- Non-discrimination affirmative action policy- not sure if there needs to be updated language, was last signed in 2017
- Internal controls policy- update to say lead staff person rather than a specific title
- Real Property Acquisition Guidelines executed in 2018- looks like this law was updated in 2023: NY Not for Profit Corp L § 1608; does this need updated language?
- Procurement policy last updated 2023- should be okay

Sara Zubalsky-Peer

ECONOMIC DEVELOPMENT SPECIALIST

TIOGA COUNTY DEPARTMENT OF EC DEV & PLANNING

56 MAIN STREET, OWEGO NY 13827

P (607) 687-8255

F (607) 687-1435

WWW.EDP.TIOGACOUNTYNY.COM



Board/Staff Member Name	ABO Training Date	ABO Training Expiration Date	Acknowledgement of Fiduciary Duties and Responsibilities
Joan Case	12/11/2024	12/11/2027	Yes
Martha C. Sauerbrey	11/20/2024	11/20/2027	Yes
Stuart Yetter, Jr.	11/20/2024	11/20/2027	Yes
Hannah Murray	12/6/2024	12/6/2027	Yes
Ralph Kelsey	3/30/2022	3/29/2025	Yes
Lesley Pelotte	8/10/2022	8/9/2025	Yes
Sara Zubalsky-Peer	11/20/2024	11/20/2027	Yes
Michael Baratta	7/19/2023	7/18/2026	Yes
David Astorina	9/27/2023	9/26/2026	Yes
Joshua C. Whitmore	1/10/2024	1/9/2027	Yes

Zubalsky-Peer, Sara

From: Ashley Westover <awestover@bonadio.com>
Sent: Monday, January 27, 2025 12:48 PM
To: Zubalsky-Peer, Sara
Subject: [EXTERNAL] RE: [EXTERNAL] RE: 2025 Letter

Hi Sara,

Per discussion with Keeley, the last communications regarding fees with Brittany were as follows: FYE 12/31/2023 (\$12,500), FYE 2024 (\$13,125) and FYE 2025 (\$ 13,750).

Let me know if this helps!

Ashley

Ashley Westover, CPA | Senior Accountant

The Bonadio Group
Accounting, Consulting & More

Upstate NY

432 North Franklin St. Syracuse, NY 13204
O: 315-565-3603 | M: 315-209-4371

Metro Region

1040 Avenue of the Americas, 3rd Floor New York, NY 10018
O: 212-600-2854

Serving Clients Nationwide

A Nationally Ranked, Top 50 Firm

[Bonadio.com](#) | [LinkedIn](#) | [Facebook](#) | [X](#) | [Instagram](#)

[Subscribe](#) to our client alerts, newsletters, event notifications, & more.

Statement of Confidentiality

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this e-mail, please delete it.

From: Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>
Sent: Monday, January 27, 2025 11:01 AM
To: Ashley Westover <awestover@bonadio.com>
Subject: RE: [EXTERNAL] RE: 2025 Letter

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks so much!

From: Ashley Westover <awestover@bonadio.com>
Sent: Monday, January 27, 2025 10:50 AM

To: Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>

Subject: [EXTERNAL] RE: 2025 Letter

Hi Sara,

Let me make some inquiries and see when I can get this info to you! 😊

Ashley

Ashley Westover, CPA | Senior Accountant

The Bonadio Group
Accounting, Consulting & More

Upstate NY

432 North Franklin St. Syracuse, NY 13204

O: 315-565-3603 | M: 315-209-4371

Metro Region

1040 Avenue of the Americas, 3rd Floor New York, NY 10018

O: 212-600-2854

Serving Clients Nationwide

A Nationally Ranked, Top 50 Firm

Bonadio.com | [LinkedIn](#) | [Facebook](#) | [X](#) | [Instagram](#)

[Subscribe](#) to our client alerts, newsletters, event notifications, & more.

Statement of Confidentiality

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this e-mail, please delete it.

From: Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>

Sent: Monday, January 27, 2025 10:44 AM

To: Ashley Westover <awestover@bonadio.com>

Subject: 2025 Letter

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ashley,

Who should I reach out to at Bonadio to request an updated letter for fees/services for 2025? We are having our Annual Meeting with the Board and would like to provide this to them.

Thank you so much!

Sara Zubalsky-Peer

ECONOMIC DEVELOPMENT SPECIALIST

TIOGA COUNTY DEPARTMENT OF EC DEV & PLANNING

56 MAIN STREET, OWEGO NY 13827

P (607) 687-8255

F (607) 687-1435

WWW.EDP.TIOGACOUNTYNY.COM



Zubalsky-Peer, Sara

From: Woodburn, Brittany
Sent: Monday, January 27, 2025 1:05 PM
To: Zubalsky-Peer, Sara
Subject: FW: [EXTERNAL] 12/31/2023 audit

From: Keeley Ann Hines <khines@bonadio.com>
Sent: Monday, August 21, 2023 8:03 AM
To: Woodburn, Brittany <woodburnb@tiogacountyny.gov>
Cc: Jacob Skeval <jskeval@bonadio.com>
Subject: RE: [EXTERNAL] 12/31/2023 audit

Hi Brittany,

Great news. FYE 12/31/2023 will be \$12,500 and FYE 2024 and 2025 estimates are 13,125 and 13,750, respectively. Nothing more needed at this time, we will have you on your "to do list". Given some new audit standards becoming applicable 12/31/23, we do not yet have engagement letter templates ready for 12/31/2023 audits, however, we will send that to you later this fall.

Thanks so much and enjoy the rest of summer!
Keeley

From: Woodburn, Brittany <woodburnb@tiogacountyny.gov>
Sent: Tuesday, August 15, 2023 3:30 PM
To: Keeley Ann Hines <khines@bonadio.com>
Cc: Jacob Skeval <jskeval@bonadio.com>
Subject: RE: [EXTERNAL] 12/31/2023 audit

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Keeley,

The TCPDC Board is interested in moving forward with Bonadio for \$12,500 for a not to exceed fee for the 12/31/2023 audit. Please let me know what next steps are.

Would it be possible to get estimated fee for 2024 and 2025 as well?

Thanks!
Brittany

From: Woodburn, Brittany
Sent: Tuesday, July 25, 2023 11:32 PM
To: 'Keeley Ann Hines' <khines@bonadio.com>
Cc: 'Jacob Skeval' <jskeval@bonadio.com>
Subject: RE: [EXTERNAL] 12/31/2023 audit

Hi Keeley,

I just wanted to check in on the e-mail request below.

Thanks!
Brittany

From: Woodburn, Brittany
Sent: Monday, July 10, 2023 11:47 AM
To: 'Keeley Ann Hines' <khines@bonadio.com>
Cc: Jacob Skeval <jskeval@bonadio.com>
Subject: RE: [EXTERNAL] 12/31/2023 audit

Hi Keeley,

The TCPDC Board will be deciding on this at our July Board meeting. Would it be possible to get estimated fee for 2024 and 2025 as well?

Thanks!
Brittany

From: Keeley Ann Hines <khines@bonadio.com>
Sent: Wednesday, April 12, 2023 9:24 AM
To: Woodburn, Brittany <woodburnb@tiogacountyny.gov>
Cc: Jacob Skeval <jskeval@bonadio.com>
Subject: [EXTERNAL] 12/31/2023 audit

Hi Britany,

Thanks for your time this morning, especially given you are home with sick kids. Per our discussion we are proposing \$12,500 for a not to exceed fee for the 12/31/2023 audit. This price will be honored for 120 days at which point I will require a signed engagement letter so I can have you in the queue to secure staffing for the Feb/March 2024 timeframe.

I am more than happy to discuss any questions or concerns with your board if you they so choose. Thanks again, Brittany. Talk soon and I hope you all get healthy!

Keeley

Keeley Ann Hines, CPA | Partner

The Bonadio Group
CPAs, Consultants & More

Upstate NY

432 North Franklin St. #60 Syracuse, NY 13204
O: 315-214-2769 | M: 315-506-3722 | F: 315-254-2412

Metro Region

1040 Avenue of the Americas, 3rd Floor New York, NY 10018
O: 212-600-2854

10 offices in New York, Texas and Vermont
A Top 50 Firm Nationwide

[Bonadio.com](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)
[Subscribe](#) to our client alerts, newsletters, event notifications, & more.

Statement of Confidentiality

This electronic message may contain privileged or confidential information. If you are not the intended recipient of this e-mail, please delete it.

January 17, 2025

Sara Zubalsky-Peer
Tioga County Property Development Corporation
56 Main Street #203
Owego, NY 13827

Dear Sara:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Tioga County Property Development Corporation (“the Company”) for the year ended December 31, 2025.

You have requested that we perform the following services:

- 1) We will provide you with the following bookkeeping services:

At your request, and under your direction, we will perform the services described in the scope of services in the accompanying appendix in accordance with the Statements on Standards for Accounting and Review Services (SSARS), promulgated by the Accounting and Review Services Committee of the AICPA, and in compliance with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We will make no audit or other verification of the data you submit. We may provide reports that contain portions of financial information; these reports are for internal management use only and they will be prepared under Generally Accepted Accounting Principles with all disclosures omitted. We will not perform any compilation, review, or audit of any financial information. We do not at any time provide legal services of any type. We have not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft, and therefore, we have not included any procedures designed or intended to discover such acts, you agree we have no responsibility to do so.

You authorize Bowers CPAs & Advisors to accept instructions from you and/or from the staff you designate for this engagement.

As a condition to performing the services described above, you agree to:

- Oversee the services we perform by designating an individual, preferably in senior management, who possesses suitable skill, knowledge and/or experience
- Evaluate the adequacy and results of the services performed
- Accept responsibility for the results of the services delivered
- Ensure that the Company has not committed acts of gross negligence or willful misconduct
- Assume all management responsibilities, including setting policies or strategic direction for the Company, and directing or accepting responsibilities for the actions of your employees
- Accept responsibility for designing, implementing, and maintaining internal controls over the bookkeeping processes and perform ongoing evaluations of these processes
- Acknowledge that we will use information provided by you to complete our services, without further verification or investigation regarding this information by us

To perform our services, we will need to obtain information on a timely and periodic basis from your company. These items include, but are not limited to: all input such as check registers, bank statements, customer account information, customer invoices, sales ledgers and receipts, sales tax account information, vendor information, purchase orders and vendor invoices, federal tax ID number, payroll information, employee data, unemployment account information, and any other information that we may require to complete the work of this engagement. These items and any other items that we obtain from you will be based on information provided by you and will be used without any further verification or investigation on our part.

Our services will cover the year ended December 31, 2025.

- 2) We will prepare the financial statements of the Company, which comprise the annual balance sheet and the related statements of income and changes in stockholders' equity for the year then ended December 31, 2025. These financial statements will not include a statement of cash flows and related notes to the financial statements as required by accounting principles generally accepted in the United States of America.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
3. The prevention and detection of fraud.
4. To ensure that the Company complies with the laws and regulations applicable to its activities.
5. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
6. To provide us with—
 - a. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

- b. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- c. Unrestricted access to persons within the Company with whom we determine it necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

Patricia Mills is responsible for supervising the engagement.

The associated fee for these services is outlined in the accompanying appendix. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Our firm endeavors to hire and retain only the best and brightest personnel. We also invest significant resources on training and other education to build skills needed so that your assigned team members can deliver the highest level of service in our industry. We respectfully request that you not solicit or hire our employees given the considerable investment we have made in developing that employee. In the event you choose to hire an employee who has been employed by Bowers CPAs & Advisors within 120 days of your hiring, you agree to compensate our firm 100% of the employee's annual salary as of their last day of employment. This fee is due 30 days after hiring.

A successful working relationship requires a significant commitment on our part, as well as yours. You are responsible to make staff available during our engagement, provide timely responses to questions and calls for decisions, and devote the resources necessary to achieve the objectives of the engagement. If the information you provide is not submitted in a timely manner, is incomplete, or is unusable, we reserve the right to charge additional fees and expenses for services required to correct the problem and/or update your accounting records upon receipt of past-due information.

We reserve the right to suspend or terminate our work, with 10 days prior notice, except in the event of nonpayment or other material default on your part, in which case we may suspend or terminate our work immediately upon notice to you.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us or resulting from any actions against us by third parties relying on the financial statements described herein except for our own intentional wrongdoing.

To ensure that Bowers CPAs & Advisors' independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

The firm may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such third-party service providers.

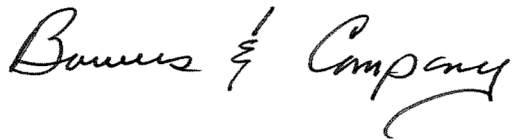
It is hereby understood and agreed that this engagement is being undertaken solely for the benefit of the Company and that no other person or entity shall be authorized to enforce the terms of this engagement.

If you request us to perform additional services not contemplated or described in this engagement letter, we will provide you with a separate agreement describing those additional services and fees.

Sara Zubalsky-Peer
Tioga County Property Development Corporation
January 17, 2025
Page 6

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Bowers & Company". The signature is written in black ink and is positioned below the "Very truly yours," text.

RESPONSE

This letter correctly sets forth the understanding of Tioga County Property Development Corporation

Officer Name: _____

Officer Signature/Title: _____

APPENDIX
SCOPE OF SERVICES

The following is a summary of the services Bowers CPAs & Advisors will provide as part of this engagement.

- Journal entries to record accounting transactions
- Bank and credit card account reconciliations
 - Monthly
- Other Balance Sheet Account Reconciliations
- Preparation of Monthly Internal Management Reports including:
 - Balance Sheet
 - Profit & Loss-YTD
 - Profit & Loss by Month
 - Profit & Loss by Class
 - Profit & Loss Budget vs Actual
- Assistance with vendor communications relating to obtaining W-9s (Bowers & Company CPAs, PLLC will provide assistance in this area but we do not assume responsibility for the completeness/accuracy of the W-9 information we receive.)
- Assistance with preparation of annual Forms 1096 and 1099
- Periodic meetings with Bowers CPAs & Advisors to review results and discuss questions regarding transaction processing, open requests and other work in process
- Management reporting and periodic meetings with your outsourced Controller
- Assist with grant reporting
- Assist with preparation of financial budgets
- End of period accounting adjustments and closing of books
- Facilitate financial statement audit.

Sara Zubalsky-Peer
Tioga County Property Development Corporation
January 17, 2025
Page 8

Our goal is to provide a reliable, high-quality service at competitive rates. Our monthly fee for providing the scope of services is \$800 per month.

Any work requested outside this scope of services will be billed at our hourly rates as follows:

Partner	\$ 340
Outsourced CFO	\$ 265
Outsourced Controller	\$ 215
Accounting Staff	\$ 100 - \$ 195

**INCOME TAX PREPARATION AND AUDIT ENGAGEMENTS ARE COVERED
UNDER SEPARATE AGREEMENTS AND WILL BE BILLED SEPARATELY**

Zubalsky-Peer, Sara

From: Joe Meagher <jmeagher@tcmslaw.com>
Sent: Monday, January 27, 2025 11:17 AM
To: Zubalsky-Peer, Sara
Subject: [EXTERNAL] Re: 2025 Services

Fees will be the same. Will send email
Joseph B. Meagher, Esq.
Thomas, Collison & Meagher Attorneys at Law

On Jan 27, 2025, at 10:44 AM, Zubalsky-Peer, Sara wrote:

Joe,
Ahead of our Annual Meeting, are there any changes to fees/services for 2025 from you?
Britt had mentioned a letter you sent in the past, but I feel an email would suffice at this point.

Tioga County Property Development Corporation Meeting Attendance

2024 MEETING DATES

BOARD MEMBER	MUNICIPALITY/Subcommittees	AM			SM		SM		SM		SM	
		1/31/2024	1/31/24	3/27/24	5/1/24	5/29/24	6/26/2024	7/31/24	9/25/24	10/30/202	11/26/2024	12/19/2024
Ralph Kelsey - Chair	At-Large Rep./Audit, Finance, Steering	P	P	P	P	P	P	P	P	P	P	P
Hannah Murray- Vice-Chair	School Board- Candor./Audit	P	P	P	P	P	P	P	E	P	P	P
Michael Baratta - Treasurer	Mayor - Village of Owego/Finance	A	A	A	E	V	E	E	E	E	E	E
Lesley Pelotte - Secretary	Mayor - Village of Nichols/Finance, Audit	P	P	E	P	P	P	P	P	E	P	P
Martha Sauerbrey	Chair - Tioga County Legislature	P	P	P	P	P	P	P	P	E	E	P
Stuart Yetter, Jr.	Supervisor - Newark Valley/Governance	P	P	P	P	P	P	P	P	P	E	P
Astorina, David	At-Large Rep./Governance	E	E	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Joshua Whitmore	At-Large Rep./Governance	P	P	V	P	P	P	P	P	P	P	P
Joan Case	Village of Waverly Planning Board	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P	P	P	P

STAFF	DEPARTMENT/POSITION												
Woodburn, Brittany	ED&P - Land Bank Director	P	P	P	P	P	P	P	P	P	P	E	E
Karen Warfle	ED&P Office Specialist II	P	P	P	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Megan Schnabl	ED&P Deputy Director	N/A	N/A	P	P	P	P	P	P	P	N/A	N/A	N/A
Meagher, Joseph	TCPDC Attorney	E	E	E	E	E	E	E	E	E	E	E	E
Zubalsky-Peer, Sara	ED&P- Executive Administrator	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P	P	P
Beatriz Murray	Bowers- CPA	N/A	N/A	N/A	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Casey Yelverton	ED&P Economic Development Specialist	N/A	N/A	N/A	N/A	N/A	P	P	P	N/A	N/A	N/A	N/A

P= Present; A=Absent; E=Excused; C=Meeting Cancelled or R=Rescheduled; AM=Annual Meeting; SM=Special Meeting
 V= Virtual Attendance, No Voting Privilege N/A = Not Applicable

**Tioga County Property Development Corporation
Confidential Evaluation of Board Performance**

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.	6			
The policies, practices and decisions of the Board are always consistent with this mission.	6			
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	5	1		
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	5	1		
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	4	2		
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	6			
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	6			
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	5	1		
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	5	1		
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	6			
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	6			
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	6			
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	5	1		
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	5	1		
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	6			
Board members demonstrate leadership and vision and work respectfully with each other.	5	1		