



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, March 26, 2025 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, J. Case, L. Pelotte, J. Whitmore
 - b. Invited Guests: S. Zubalsky-Peer, B. Woodburn, C. Pelto, J. Ward
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, January 29, 2025.
 - b. Approval of Minutes of Annual Board Meeting, January 29, 2025.
 - c. Acknowledgement of Financial Reports through February 28, 2025.
 - i. Grant Spreadsheet Update
 - d. Project Updates
 - i. 121 Providence
 - ii. 81 North
 - iii. 247 Main
4. New Business
 - a. 1380 Taylor Road, Owego- Negotiation
 - b. 81 Hickory Road, Owego- Negotiation
 - c. Tioga County Administrative Agreement
 - d. Open Meeting Law- NYSABO
 - e. Insurance Requirements for Contractors
 - f. Audit Report
 - g. PARIS Report
 - h. Application to Community Foundation re: Women's Construction Skills Class
 - i. Homebuyer Development Grant
 - i. Metro Interfaith MOU
 - j. RFPs
 - i. Construction Management
 - ii. Environmental Testing
 - iii. Engineering/Architecture

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iv. Audit Firm

5. Chairman's Remarks

6. Adjournment



TCPDC

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Tioga County Property Development Corporation

Regular Board of Directors

Wednesday, January 29, 2025, at 4:30 PM

Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

Economic Development Conference Room #109

DRAFT

Minutes

1. Call to Order at 4:15pm
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
 - b. Excused: J. Case
 - c. Invited Guests: S. Zubalsky-Peer
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, November 26, 2024.
 - b. Approval of Minutes of Special Board Meeting, December 19, 2024.
 Motion to accept the Minutes of the Regular Board Meeting 11/26/2024 and Special Board Meeting 12/19/2024 as written

1st: M. Sauerbrey
 2nd: L. Pelotte
 Abstained: M. Baratta
 In Favor: All
 Opposed: 0
 - c. Acknowledgement of Financial Reports through December 31, 2024.
 S. Zubalsky-Peer mentioned they may be revised as there is an outstanding legal invoice for December 2024; R. Kelsey stated that is not unusual and understood; asked to review once revised; S. Zubalsky-Peer also reviewed with the board disbursement requests to HCR submitted the previous week and the fact that HCR had previously disbursed the same amount twice as a mistake but told the TCPDC to keep it; all disbursements were up-to date as of the time of the meeting; H. Murray asked about the increases in value to 121 Providence and 81 North Ave being related to improvements; S. Zubalsky-Peer went over the value assessment being done currently with the CPA and auditors; H. Murray also mentioned the accrued expenses change



Motion to accept the Financial Reports through December 31, 2024, to be revised as needed once audit is completed

1st: S. Yetter

2nd: J. Whitmore

In Favor: All

Opposed: 0

d. 121 Providence

S. Zubalsky-Peer discussed the draft RFP for selling the property with the board; expressed concern that once the property is sold, the TCPDC has no control over what happens to the property and there is no guarantee that the property will be completely rehabilitated, let alone to a high standard; the \$94,000 investment the TCPDC could potentially go to waste; discussed how fully rehabbing the property and selling would provide a better return to the TCPDC to reinvest into future projects vs. selling as is at a very low price; R. Kelsey reaffirmed this rationale; the Board decided to move forward with full rehab of the property; S. Zubalsky-Peer shared photos of 32 Lyman Avenue, discussed the costs associated with the project and the projected listing price.; L. Pelotte brought up the TCPDC goal is to get housing for people and get properties back on the tax roll to frame the idea of rehabbing 121 Providence

e. LBI Open Round Application Revisions

S. Zubalsky-Peer reviewed the proposed revisions, including removal of the property on Rewey Ave; extended application deadline to February 7th 2025; conversation with Barb in Berkshire, gentleman who's home burned down purchased one of the properties in Berkshire, 39 Railroad Ave, Brame family still interested in selling to TCDPC; put funds into demolition cost as well to cover if Berkshire cannot cover the demolition costs; M. Sauerbrey asked if the town was willing to participate in the demolition, S. Zubalsky-Peer stated it was offered to have town employees perform the demolition, but S. Zubalsky-Peer stated the TCPDC needed to follow certain procurement and regulations for the grant funds; H. Murray asked if the property remaining would still allow access to the park; the Board agreed it would still serve the purpose of park access, discussed buying the remaining property once the gentleman's home is rebuilt; Board discussed recent grant received by Berkshire; discussed the option of CDBG funds for projects in the future

Motion to approve revisions and submission of application

1st L. Pelotte

2nd. M. Baratta

In Favor: All

Opposed: 0

4. New Business

S. Zubalsky-Peer provided an update on 81 North Ave; S. Zubalsky-Peer shared photos of 81 North Avenue and the Board discussed the progress, layout, historic elements; discussed discrepancies between architect drawings/specs and contractor measurements/historic requirements; M. Baratta said he would share contact info for OHPC to discuss windows; all stained glass that crumbled is saved on site but windows crumbled and some were missing completely; H. Murray expressed concern over lead in the old stained glass; S. Zubalsky-Peer reinforced the good working relationship with the contractor and code enforcement; discussed there would be an upcoming conversation with Tioga Arts Council regarding the mural on the building; Board discussed the schedule for NYSEG and finishing of the façade by the mason and the contractor the board discussed the roofing bids; the Board found the bids to be outdated and expressed concern over the fact that the bids were not the same specs across

the board; contractors bid different insulation, different replacement boards; the only contractor to bid the exact spec provided was the second highest bidder; J. Whitmore discussed comparing apples to oranges; discussed how Augustine did not get back to the TCPDC with a price for fixing a leak in the roof over the winter; the Board opted to withdraw the bid since the original contractor had never returned a signed contract and the existing contract only had the previous Executive Director signature; S. Zubalsky-Peer stated she would check with the attorney and then notify the original bidder, Augustine that the Board chose to withdraw and award the contract to a different contractor; H. Murray brought up the Board thinking about how the TCPDC will go about finding tenants; S. Zubalsky-Peer explained there were discussions happening about what kind of business to bring to the commercial space, reaching out to local incubators and schools to see what businesses are out there; discussed working with the IDA to pair a business with the microenterprise loan program to help set up a business for success; R. Kelsey mentioned being skeptical of commercial storefront and suggested utilizing the space for professional services, non-retail; M. Baratta and the Board discussed parking and the need for a variance;

5. Chairman's Remarks

R. Kelsey discussed getting an updated spreadsheet to the Board re: grant status; asked about Liberty/Temple lots; S. Zubalsky-Peer stated they are waiting for HCR to re-release the Homebuyer Development Grant with the revised application; had reached out to Metro Interfaith to get an MOU in place for the grant for first time homebuyer pipeline needed for the grant; R. Kelsey brought up the idea of a duplex development similar to one he visited in Ithaca for ages 50+; H. Murray mentioned talking to Village of Owego regarding the lot sizes for duplexes; also discussed 115-117 Chestnut and the trampoline- the need to post lots; the idea of trying to sell through side lot program again; R. Kelsey asked for an update on 247 Main; S. Zubalsky-Peer stated a walkthrough is scheduled with construction manager and engineer; will provide an update to the Board; R. Kelsey brought up a conversation with M. Baratta regarding his attendance over the past year; a letter will be drafted to the Legislature informing them of the attendance issue but that the personal scheduling conflict is resolved for this year, and the TCPDC would like to continue having him as the Village of Owego representative

6. Adjournment at 5:18pm 1st L. Pelotte, 2nd M. Baratta



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DRAFT

**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 Minutes

1. Call to Order at 4:02pm
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
 - b. Excused: J. Case
 - c. Invited Guests: S. Zubalsky-Peer
3. New Business
 - a. R. Kelsey went over the proposed schedule: 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*M. Sauerbrey mentioned November 19th will be her last meeting because she is retiring and plans to resign from all boards
 - b. Governance Committee acknowledged and nominated the following Slate of Officers.
R. Kelsey went over the Slate of Officers 2025 Proposed List of TCPDC Committee Members and stated the Governance Committee reviewed
 1. Chair – R. Kelsey
 2. Vice Chair – H. Murray
 3. Treasurer – M. Baratta
 4. Secretary – L. Pelotte

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- c. Committee Appointments
 - R. Kelsey sent over the proposed list, stated the governance committee reviewed and approved
 - 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
 - d. Other Appointments
 - R. Kelsey reviewed the list of other appointments, stated the governance committee reviewed and approved.
 - 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
 - R. Kelsey stated the governance committee reviewed the Annual Renewal of TCPDC Mission Statement - found no changes upon renewal; Governance, Finance and Audit Charters have been reviewed and no changes indicated.
 - f. R. Kelsey stated the 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; have also submitted Annual Statement of Financial Disclosures; The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2024; S. Zubalsky-Peer went over the oaths of office, the list of board members who will be due to complete ABO training in 2025, and that the Sexual Harassment Training will be sent to Board members and she will follow-up to ensure they return signed forms stating they have completed it
 - g. R. Kelsey went over the Professional Service Appointments
 - i. Audit Firm – The Bonadio Group, LLC contract in place from 2023 RFP, and an option to renew for 2025.
 - ii. Accounting services – Bowers & Company contract in place for 2024. Preparation of 990 – S. Zubalsky-Peer provided pricing from Bonadio for 990; previously had been Jan Nolis but the previous Director mentioned needing revisions last year from Bonadio anyway; Board was okay with going with Bonadio off the bat to avoid delays and need for revisions
 - iii. Legal Services – Proposal from Joe Meagher for continued legal services for 2024/2025
 - iv. Administrative- Tioga County ED &P good through 12/31/25- discuss potential changes for upcoming year; S. Zubalsky-Peer mentioned there will likely be changes upcoming for fees, how the agreement is structured, good through the end of the year, but a discussion will need to happen with the Board for the year after
- R. Kelsey asked for a Resolution to approve the appointments, policies, guidelines as read
- 1st. M. Sauerbrey
 - 2nd S. Yetter
 - In Favor: All
 - Opposed: 0
- 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

R. Kelsey asked for a resolution to approve the finance committee recommendations for official depositories, signors

1st M. Sauerbrey
2nd J. Whitmore
Abstained: R. Kelsey
In Favor: All
Opposed: 0

- i. Annual Evaluation of Board Performance – Completed 2024- S. Zubalsky-Peer provided summary, stated one more was received today and will be added to the summary; Governance committee discussed setting specific priorities or goals for the year and provide updates at each meeting
- j. Miscellaneous
 - i. Contact information 2025 TCPDC Board of Directors and Staff- up to date

4. Adjourned at 4:15pm

Tioga County Property Development Corporation

Balance Sheet Comparison

As of February 28, 2025

	TOTAL			
	AS OF FEB 28, 2025	AS OF FEB 29, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	102,806.74	183,796.25	-80,989.51	-44.06 %
10001 Tioga Bank ICS	258,449.42	253,332.09	5,117.33	2.02 %
Total Bank Accounts	\$361,256.16	\$437,128.34	\$ -75,872.18	-17.36 %
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	155,880.17	58,445.40	97,434.77	166.71 %
12102.2 Left to Spend	-145,859.92	-39,208.74	-106,651.18	-272.01 %
Total 12102 LBI Phase 1	10,020.25	19,236.66	-9,216.41	-47.91 %
12103 LBI Phase 2				
12103.1 Left to Receive	246,329.23	696,365.52	-450,036.29	-64.63 %
12103.2 Left to Spend	-147,427.03	-690,420.32	542,993.29	78.65 %
Total 12103 LBI Phase 2	98,902.20	5,945.20	92,957.00	1,563.56 %
14000 Property Inventory				
14045 117 Liberty St	2,666.67	2,666.67	0.00	0.00 %
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	13,962.26	0.00	0.00 %
14075 119 Liberty Street	3,111.11	3,111.11	0.00	0.00 %
14081 92-94 Liberty Str.	6,050.31	6,050.31	0.00	0.00 %
14082 37 Temple Str.	4,654.09	4,654.09	0.00	0.00 %
14083 43-45 Temple St.	6,981.13	6,981.13	0.00	0.00 %
14084 47 Temple Str.	3,257.86	3,257.86	0.00	0.00 %
14085 49 Temple Str.	6,515.74	6,515.74	0.00	0.00 %
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 {s} 98 Fox St.	0.00	1.00	-1.00	-100.00 %
14092 103 Liberty St	20,000.00	20,000.00	0.00	0.00 %
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	320,752.00	81,344.13	239,407.87	294.31 %
Total 14000 Property Inventory	429,434.23	167,103.36	262,330.87	156.99 %
17000 Prepaid Insurance	227.81	445.47	-217.66	-48.86 %
Total Other Current Assets	\$538,584.49	\$192,730.69	\$345,853.80	179.45 %
Total Current Assets	\$899,840.65	\$629,859.03	\$269,981.62	42.86 %

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	AS OF FEB 28, 2025	AS OF FEB 29, 2024 (PY)	CHANGE	% CHANGE
TOTAL ASSETS	\$899,840.65	\$629,859.03	\$269,981.62	42.86 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	3,860.00	1,120.00	2,740.00	244.64 %
23000 Deferred Grant Revenue	390,150.58	390,150.58	0.00	0.00 %
23002 Hooker Foundation	2,563.60	4,199.09	-1,635.49	-38.95 %
Total 23000 Deferred Grant Revenue	392,714.18	394,349.67	-1,635.49	-0.41 %
Total Other Current Liabilities	\$396,574.18	\$395,469.67	\$1,104.51	0.28 %
Total Current Liabilities	\$396,574.18	\$395,469.67	\$1,104.51	0.28 %
Total Liabilities	\$396,574.18	\$395,469.67	\$1,104.51	0.28 %
Equity				
32000 Unrestricted Net Assets	308,894.79	228,766.18	80,128.61	35.03 %
Net Income	194,371.68	5,623.18	188,748.50	3,356.61 %
Total Equity	\$503,266.47	\$234,389.36	\$268,877.11	114.71 %
TOTAL LIABILITIES AND EQUITY	\$899,840.65	\$629,859.03	\$269,981.62	42.86 %

Tioga County Property Development Corporation

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - February, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
44400 Government Contracts				
44440 Hooker Foundation	87.61		87.61	
44450 State Contracts		384,158.00	-384,158.00	
44470 LBI Phase 1	8,117.96	200,000.00	-191,882.04	4.06 %
44480 LBI Phase II	197,110.00	1,200,000.00	-1,002,890.00	16.43 %
Total 44400 Government Contracts	205,315.57	1,784,158.00	-1,578,842.43	11.51 %
47200 Program Income				
47250 Property Sales		10,000.00	-10,000.00	
Total 47200 Program Income		10,000.00	-10,000.00	
Total Income	\$205,315.57	\$1,794,158.00	\$ -1,588,842.43	11.44 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		82,500.00	-82,500.00	
50004 Property Insurance		8,000.00	-8,000.00	
50005 Permits/Fees		1,000.00	-1,000.00	
50006 Property Utilities	319.06	4,500.00	-4,180.94	7.09 %
50010 Property Taxes		20,000.00	-20,000.00	
50012 Property- Outside Contract Services		16,000.00	-16,000.00	
Total 50000 Cost of Goods Sold	319.06	132,000.00	-131,680.94	0.24 %
52000 COGS- Inventorial		1,506,233.00	-1,506,233.00	
Total Cost of Goods Sold	\$319.06	\$1,638,233.00	\$ -1,637,913.94	0.02 %
GROSS PROFIT	\$204,996.51	\$155,925.00	\$49,071.51	131.47 %
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	4,360.00	28,125.00	-23,765.00	15.50 %
62140 Legal Fees		25,000.00	-25,000.00	
62150 Outside Contract Services	3,801.51	40,000.00	-36,198.49	9.50 %
Total 62100 Contract Services	8,161.51	93,125.00	-84,963.49	8.76 %
65120 Insurance - Liability, D and O	1,297.44	1,300.00	-2.56	99.80 %
65150 Memberships and Dues	2,000.00	2,500.00	-500.00	80.00 %
Total 62000 Operating Expenses	11,458.95	96,925.00	-85,466.05	11.82 %
65100 Other Types of Expenses				
65110 Advertising Expenses		3,000.00	-3,000.00	
Total 65100 Other Types of Expenses		3,000.00	-3,000.00	
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	\$11,458.95	\$100,925.00	\$ -89,466.05	11.35 %
NET OPERATING INCOME	\$193,537.56	\$55,000.00	\$138,537.56	351.89 %
Other Income				
7000 Interest Income	834.12		834.12	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Other Income	\$834.12	\$0.00	\$834.12	0.00%
NET OTHER INCOME	\$834.12	\$0.00	\$834.12	0.00%
NET INCOME	\$194,371.68	\$55,000.00	\$139,371.68	353.40 %

Tioga County Property Development Corporation

Profit and Loss Comparison

January - February, 2025

	TOTAL			
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44440 Hooker Foundation	87.61	43.97	43.64	99.25 %
44470 LBI Phase 1	8,117.96	7,861.66	256.30	3.26 %
44480 LBI Phase II	197,110.00		197,110.00	
Total 44400 Government Contracts	205,315.57	7,905.63	197,409.94	2,497.08 %
47200 Program Income				
47250 Property Sales		5,000.00	-5,000.00	-100.00 %
Total 47200 Program Income		5,000.00	-5,000.00	-100.00 %
Total Income	\$205,315.57	\$12,905.63	\$192,409.94	1,490.90 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50003 Snow Removal		779.00	-779.00	-100.00 %
50006 Property Utilities	319.06	137.57	181.49	131.93 %
50010 Property Taxes		1,494.06	-1,494.06	-100.00 %
50999 Spec Reclass to/from Inventory		1.00	-1.00	-100.00 %
Total 50000 Cost of Goods Sold	319.06	2,411.63	-2,092.57	-86.77 %
Total Cost of Goods Sold	\$319.06	\$2,411.63	\$ -2,092.57	-86.77 %
GROSS PROFIT	\$204,996.51	\$10,494.00	\$194,502.51	1,853.46 %
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	4,360.00	3,495.00	865.00	24.75 %
62150 Outside Contract Services	3,801.51		3,801.51	
Total 62100 Contract Services	8,161.51	3,495.00	4,666.51	133.52 %
65120 Insurance - Liability, D and O	1,297.44	207.28	1,090.16	525.94 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	0.00 %
Total 62000 Operating Expenses	11,458.95	5,702.28	5,756.67	100.95 %
Total Expenses	\$11,458.95	\$5,702.28	\$5,756.67	100.95 %
NET OPERATING INCOME	\$193,537.56	\$4,791.72	\$188,745.84	3,939.00 %
Other Income				
7000 Interest Income	834.12	831.46	2.66	0.32 %
Total Other Income	\$834.12	\$831.46	\$2.66	0.32 %
NET OTHER INCOME	\$834.12	\$831.46	\$2.66	0.32 %
NET INCOME	\$194,371.68	\$5,623.18	\$188,748.50	3,356.61 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - February, 2025

	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1, YEAR 3	LBI PHASE 2	TOTAL
Income					
44400 Government Contracts					\$0.00
44440 Hooker Foundation		87.61			\$87.61
44470 LBI Phase 1			8,117.96		\$8,117.96
44480 LBI Phase II				197,110.00	\$197,110.00
Total 44400 Government Contracts		87.61	8,117.96	197,110.00	\$205,315.57
Total Income	\$0.00	\$87.61	\$8,117.96	\$197,110.00	\$205,315.57
Cost of Goods Sold					
50000 Cost of Goods Sold					\$0.00
50006 Property Utilities		87.61	231.45		\$319.06
Total 50000 Cost of Goods Sold		87.61	231.45		\$319.06
Total Cost of Goods Sold	\$0.00	\$87.61	\$231.45	\$0.00	\$319.06
GROSS PROFIT	\$0.00	\$0.00	\$7,886.51	\$197,110.00	\$204,996.51
Expenses					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees	3,360.00		1,000.00		\$4,360.00
62150 Outside Contract Services			3,801.51		\$3,801.51
Total 62100 Contract Services	3,360.00		4,801.51		\$8,161.51
65120 Insurance - Liability, D and O	212.44		1,085.00		\$1,297.44
65150 Memberships and Dues			2,000.00		\$2,000.00
Total 62000 Operating Expenses	3,572.44		7,886.51		\$11,458.95
Total Expenses	\$3,572.44	\$0.00	\$7,886.51	\$0.00	\$11,458.95
NET OPERATING INCOME	\$ -3,572.44	\$0.00	\$0.00	\$197,110.00	\$193,537.56
Other Income					
7000 Interest Income	834.12				\$834.12
Total Other Income	\$834.12	\$0.00	\$0.00	\$0.00	\$834.12
NET OTHER INCOME	\$834.12	\$0.00	\$0.00	\$0.00	\$834.12
NET INCOME	\$ -2,738.32	\$0.00	\$0.00	\$197,110.00	\$194,371.68

Tioga County Property Development Corporation

Profit and Loss by Month

January - February, 2025

	JAN 2025	FEB 2025	TOTAL
Income			
44400 Government Contracts			\$0.00
44440 Hooker Foundation	87.61		\$87.61
44470 LBI Phase 1	3,141.29	4,976.67	\$8,117.96
44480 LBI Phase II		197,110.00	\$197,110.00
Total 44400 Government Contracts	3,228.90	202,086.67	\$205,315.57
Total Income	\$3,228.90	\$202,086.67	\$205,315.57
Cost of Goods Sold			
50000 Cost of Goods Sold			\$0.00
50006 Property Utilities	260.72	58.34	\$319.06
Total 50000 Cost of Goods Sold	260.72	58.34	\$319.06
Total Cost of Goods Sold	\$260.72	\$58.34	\$319.06
GROSS PROFIT	\$2,968.18	\$202,028.33	\$204,996.51
Expenses			
62000 Operating Expenses			\$0.00
62100 Contract Services			\$0.00
62110 Accounting Fees	2,000.00	2,360.00	\$4,360.00
62150 Outside Contract Services	2,968.18	833.33	\$3,801.51
Total 62100 Contract Services	4,968.18	3,193.33	\$8,161.51
65120 Insurance - Liability, D and O	106.22	1,191.22	\$1,297.44
65150 Memberships and Dues		2,000.00	\$2,000.00
Total 62000 Operating Expenses	5,074.40	6,384.55	\$11,458.95
Total Expenses	\$5,074.40	\$6,384.55	\$11,458.95
NET OPERATING INCOME	\$ -2,106.22	\$195,643.78	\$193,537.56
Other Income			
7000 Interest Income	437.94	396.18	\$834.12
Total Other Income	\$437.94	\$396.18	\$834.12
NET OTHER INCOME	\$437.94	\$396.18	\$834.12
NET INCOME	\$ -1,668.28	\$196,039.96	\$194,371.68

Tioga County Property Development Corporation

Transaction Detail by Account

February 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
02/03/2025	Check	532	No	Smith Brothers Insurance			-Split-	-1,085.00	-1,085.00
02/04/2025	Deposit		No	Housing Trust Fund Corporation			12102.1 LBI Phase 1:Left to Receive	37,726.50	36,641.50
02/04/2025	Deposit		No	Housing Trust Fund Corporation			12103.1 LBI Phase 2:Left to Receive	78,411.00	115,052.50
02/07/2025	Check	533	No	Bonadio & Co., LLP			-Split-	-1,000.00	114,052.50
02/11/2025	Check	534	No	Clearview Door & Window			-Split-	-100,710.00	13,342.50
02/11/2025	Check	535	No	Construction Management Associates LLC			-Split-	-3,500.00	9,842.50
02/11/2025	Check	536	No	Sara Zubalsky-Peer			-Split-	-833.33	9,009.17
02/11/2025	Check	537	No	Thomas, Collison & Meagher			22000 Accrued Expenses	-2,125.00	6,884.17
02/18/2025	Check	538	No	Thomas, Collison & Meagher			22000 Accrued Expenses	-3,025.00	3,859.17
02/19/2025	Deposit		No	Housing Trust Fund Corporation			12103.1 LBI Phase 2:Left to Receive	107,580.00	111,439.17
02/19/2025	Deposit		No	Housing Trust Fund Corporation			12102.1 LBI Phase 1:Left to Receive	6,393.33	117,832.50
02/20/2025	Check	541	No	Village of Waverly			-Split-	-30.60	117,801.90
02/20/2025	Check	540	No	NYSEG			-Split-	-27.74	117,774.16
02/20/2025	Check	539	No	Centerstate CEO Foundation, Inc.			-Split-	-2,000.00	115,774.16
02/25/2025	Check	543	No	Construction Management Associates LLC			-Split-	-2,000.00	113,774.16
02/25/2025	Check	542	No	Clearview Door & Window			-Split-	-90,900.00	22,874.16
Total for 10000 Tioga State Bank								\$22,874.16	
10001 Tioga Bank ICS									
02/28/2025	Deposit		No	General & Administrative		Interest Earned	7000 Interest Income	396.18	396.18
Total for 10001 Tioga Bank ICS								\$396.18	
12102 LBI Phase 1									
12102.1 Left to Receive									
02/04/2025	Deposit		No	Housing Trust Fund Corporation			10000 Tioga State Bank	-37,726.50	-37,726.50
02/19/2025	Deposit		No	Housing Trust Fund Corporation			10000 Tioga State Bank	-6,393.33	-44,119.83
Total for 12102.1 Left to Receive								\$ -44,119.83	
12102.2 Left to Spend									
02/03/2025	Check	532	No	Smith Brothers Insurance		To recognize grant income	10000 Tioga State Bank	1,085.00	1,085.00
02/07/2025	Check	533	No	Bonadio & Co., LLP		To recognize grant income	10000 Tioga State Bank	1,000.00	2,085.00
02/11/2025	Check	536	No	Sara Zubalsky-Peer		To recognize grant income	10000 Tioga State Bank	833.33	2,918.33
02/20/2025	Check	540	No	NYSEG		To recognize grant income	10000 Tioga State Bank	27.74	2,946.07
02/20/2025	Check	541	No	Village of Waverly		To recognize grant income	10000 Tioga State Bank	30.60	2,976.67
02/20/2025	Check	539	No	Centerstate CEO Foundation, Inc.		To recognize grant income	10000 Tioga State Bank	2,000.00	4,976.67
Total for 12102.2 Left to Spend								\$4,976.67	
Total for 12102 LBI Phase 1								\$ -39,143.16	
12103 LBI Phase 2									
12103.1 Left to Receive									
02/04/2025	Deposit		No	Housing Trust Fund Corporation			10000 Tioga State Bank	-78,411.00	-78,411.00
02/19/2025	Deposit		No	Housing Trust Fund Corporation			10000 Tioga State Bank	-107,580.00	-185,991.00
Total for 12103.1 Left to Receive								\$ -185,991.00	
12103.2 Left to Spend									
02/11/2025	Check	535	No	Construction Management Associates LLC		To recognize grant income	10000 Tioga State Bank	3,500.00	3,500.00
02/11/2025	Check	534	No	Clearview Door & Window		To recognize grant income	10000 Tioga State Bank	100,710.00	104,210.00
02/25/2025	Check	542	No	Clearview Door & Window		To recognize grant income	10000 Tioga State Bank	90,900.00	195,110.00
02/25/2025	Check	543	No	Construction Management Associates LLC		To recognize grant income	10000 Tioga State Bank	2,000.00	197,110.00
Total for 12103.2 Left to Spend								\$197,110.00	
Total for 12103 LBI Phase 2								\$11,119.00	
14000 Property Inventory									
14098 81 North Ave									
02/11/2025	Check	535	No	Construction Management Associates LLC	LBI Phase 2	81 North Ave Draw #1	10000 Tioga State Bank	3,500.00	3,500.00
02/11/2025	Check	534	No	Clearview Door & Window	LBI Phase 2	1st draw renovations 81 North Avenue	10000 Tioga State Bank	100,710.00	104,210.00
02/25/2025	Check	543	No	Construction Management Associates LLC	LBI Phase 2	Draw #3 81 North Ave	10000 Tioga State Bank	2,000.00	106,210.00
02/25/2025	Check	542	No	Clearview Door & Window	LBI Phase 2	2nd draw renovations 81 North Avenue	10000 Tioga State Bank	90,900.00	197,110.00
Total for 14098 81 North Ave								\$197,110.00	
Total for 14000 Property Inventory								\$197,110.00	
17000 Prepaid Insurance									
02/28/2025	Journal Entry	130	No			To record insurance expense for Feb 2025	-Split-	-106.22	-106.22
Total for 17000 Prepaid Insurance								\$ -106.22	
22000 Accrued Expenses									
02/11/2025	Check	537	No	Thomas, Collison & Meagher		October 2024 Legal Fees	10000 Tioga State Bank	-2,125.00	-2,125.00
02/18/2025	Check	538	No	Thomas, Collison & Meagher		Legal services December 2024	10000 Tioga State Bank	-3,025.00	-5,150.00
02/28/2025	Journal Entry	132	No			B&C Inv# 237753 To record accounting services for Jan 2025.	-Split-	1,360.00	-3,790.00
Total for 22000 Accrued Expenses								\$ -3,790.00	
44400 Government Contracts									
44470 LBI Phase 1									
02/03/2025	Check	532	No	Smith Brothers Insurance	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	1,085.00	1,085.00
02/07/2025	Check	533	No	Bonadio & Co., LLP	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	1,000.00	2,085.00
02/11/2025	Check	536	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	833.33	2,918.33
02/20/2025	Check	540	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	27.74	2,946.07
02/20/2025	Check	541	No	Village of Waverly	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	30.60	2,976.67
02/20/2025	Check	539	No	Centerstate CEO Foundation, Inc.	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	2,000.00	4,976.67
Total for 44470 LBI Phase 1								\$4,976.67	
44480 LBI Phase II									
02/11/2025	Check	534	No	Clearview Door & Window	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	100,710.00	100,710.00
02/11/2025	Check	535	No	Construction Management Associates LLC	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	3,500.00	104,210.00
02/25/2025	Check	542	No	Clearview Door & Window	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	90,900.00	195,110.00
02/25/2025	Check	543	No	Construction Management Associates LLC	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	2,000.00	197,110.00
Total for 44480 LBI Phase II								\$197,110.00	
Total for 44400 Government Contracts								\$202,086.67	
50000 Cost of Goods Sold									
50006 Property Utilities									
02/20/2025	Check	540	No	NYSEG	LBI Phase 1, Year 3	81 North Ave electric	10000 Tioga State Bank	27.74	27.74
02/20/2025	Check	541	No	Village of Waverly	LBI Phase 1, Year 3	121 Providence St sewer	10000 Tioga State Bank	30.60	58.34
Total for 50006 Property Utilities								\$58.34	
Total for 50000 Cost of Goods Sold								\$58.34	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
02/07/2025	Check	533	No	Bonadio & Co., LLP	LBI Phase 1, Year 3	Professional audit services re: December 31, 2024 financial statements	10000 Tioga State Bank	1,000.00	1,000.00
02/28/2025	Journal Entry	132	No		General & Administrative	B&C Inv# 237753 To record accounting services for Jan 2025.	-Split-	1,360.00	2,360.00
Total for 62110 Accounting Fees								\$2,360.00	
62150 Outside Contract Services									
02/11/2025	Check	536	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	January 2025 Admin	10000 Tioga State Bank	833.33	833.33

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 62150 Outside Contract Services								\$833.33	
Total for 62100 Contract Services								\$3,193.33	
65120 Insurance - Liability, D and O									
02/03/2025	Check	532	No	Smith Brothers Insurance	LBI Phase 1, Year 3	Smith Bros Renewal of Directors & Officers eff. 4/5/2025	10000 Tioga State Bank	1,085.00	1,085.00
02/28/2025	Journal Entry	130	No		General & Administrative	To record insurance expense for Feb 2025	-Split-	106.22	1,191.22
Total for 65120 Insurance - Liability, D and O								\$1,191.22	
65150 Memberships and Dues									
02/20/2025	Check	539	No	Centerstate CEO Foundation, Inc.	LBI Phase 1, Year 3	2025 NYLBA membership fee	10000 Tioga State Bank	2,000.00	2,000.00
Total for 65150 Memberships and Dues								\$2,000.00	
Total for 62000 Operating Expenses								\$6,384.55	
7000 Interest Income									
02/28/2025	Deposit		No	General & Administrative	General & Administrative		10001 Tioga Bank ICS	396.18	396.18
Total for 7000 Interest Income								\$396.18	

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 62,436.40	\$ 2,563.60
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	\$ 54,140.08	\$ 145,859.92
LBI Phase 2***	\$ 900,000.00	\$ 752,572.97	\$ 147,427.03
TOTAL	\$ 2,365,000.00	\$ 1,678,998.87	\$ 686,001.13

*Program funds received upfront

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

***Reimbursable grant program

From: abo.sm.info <info@abo.ny.gov>
Sent: Thursday, March 6, 2025 8:14 AM
Subject: [EXTERNAL] Authorities Budget Office Issues Policy Guidance 25-01: Freedom of Information Law and Open Meetings Law



STATE OF NEW YORK
Authorities Budget Office

P O Box 2076
Albany, NY 12220-0076
WWW.ABO.NY.GOV

e-mail address:
info@abo.ny.gov

Local: 518-474-19-
Toll Free: 1-800-560-

The Authorities Budget Office Issues Policy Guidance 25-01: Freedom of Information Law and Open Meetings Law

Pursuant to Section 2829 of Public Authorities Law (PAL), all state and local authorities, as defined by Section 2 of PAL, and their subsidiaries, are subject to the Freedom of Information and Open Meetings laws (Public Officers Law Articles 6 and 7, respectively).

The Authorities Budget Office (ABO) has issued [Policy Guidance 25-01: Freedom of Information Law and Open Meetings Law](#) to assist state and local authorities, and their subsidiaries, in meeting the requirements of the Freedom of Information Law (FOIL) and Open Meetings Law (OML).

NYS Authorities Budget Office
www.abo.ny.gov

From: Joe Meagher <jmeagher@tcmslaw.com> Susan McGregor smcgregor@tcmslaw.com
Sent: Thursday, March 6, 2025 9:47 AM
To: Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>
Subject: FW: [EXTERNAL] Authorities Budget Office Issues Policy Guidance 25-01: Freedom of Information Law and Open Meetings Law

Of course, we are required to stream. We are a “local Authority” and are subject to the requirements of the PAL. Will elaborate at your convenience.

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

Zubalsky-Peer, Sara

From: Susan McGregor <smcgregor@tcmslaw.com>
Sent: Monday, February 24, 2025 9:37 AM
To: Zubalsky-Peer, Sara
Cc: Joe Meagher; meagherjb@gmail.com
Subject: [EXTERNAL] TCPDC Insurance for Contractors

Follow Up Flag: Follow up
Flag Status: Completed

Hi Sara,

I'm unsure as to whether Joe responded to you regarding the TCPDC's Proposed General Liability Insurance Requirements for Contracts.

I've talked with him and he said they're fine.

Let me know if you need anything further.

Thanks!

Susan McGregor
Paralegal to Joseph B. Meagher, Esq.
Thomas, Collison & Meagher PLLC
1201 Monroe Street
Endicott, New York 13760
Telephone: (607) 754-0410
E-mail: smcgregor@tcmslaw.com

March 26, 2025

Sara Zubalsky-Peer
Tioga County Property Development Corporation
56 Main Street #109
Owego, NY 13827

Dear Sara,

Land Bank Corporations, which are authorized under the Not-for-Profit Corporation Law, fall under the Public Authorities Accountability Act (PAAA) and Public Authorities Reform Act (PARA) definition if they are affiliated with, sponsored by, or created by a municipal government.

One of the specific requirements of the Public Authorities Law (PAL) is Section 2925, subdivision 6 that indicates:

“Each corporation shall annually prepare and approve an investment report which shall include the investment guidelines, as specified in subdivision three of this section, amendments to such guidelines since the last investment report, an explanation of the investment guidelines and amendments, the results of the annual independent audit, the investment income record of the corporation and a list of the total fees, commissions, or other charges paid to each investment banker, broker, agent, dealer and adviser rendering investment associated services to the corporation since the last investment report. Such investment report may be a part of any other annual report that the corporation is required to make.”

In discussions with the Authorities Budget Office (ABO), they have indicated that the annual financial statement audit does not satisfy the requirement above. Furthermore, the requirement extends to not only investments in the conventional sense, but all funds available for deposit in the organization, except for traditional checking and savings type deposits, or trustee directed investments in association with bond issuances. Certificates of deposits would qualify as investments under the regulations.

The complexity of the audit is based primarily on the nature of the organization's investments. Organizations with certificates of deposit or other non-complex investments may be able to satisfy the requirements by having an agreed-upon procedures review of its investment policy performed to ensure that the organization is in compliance with said policy.

432 North Franklin Street, #60
Syracuse, NY 13204
p (315) 476-4004
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(Continued)

Since the Tioga County Property Development Corporation does not have investments that meet the criteria as defined above, there is no filing requirement for December 31, 2024.

We can assist you with the requirements of this legislation and provide the reports required to satisfy the objectives, going forward. As necessary, we can perform these concurrently with our annual financial statement audits at an estimated hour basis. Please contact me to discuss the specifics of your needs.

Very truly yours,

BONADIO & CO., LLP



by:

Jacob Skeval, CPA

Draft - Subject to Change

March 26, 2025

To the Members of the Audit Committee of the
Tioga County Property Development Corporation:

We have audited the financial statements of the Tioga County Property Development Corporation (the Corporation) for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated December 20, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Corporation are described in Note 2 to the financial statements. No new accounting policies, having material impact, were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the Corporation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Valuation of inventory

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Significant Audit Matters (Continued)

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated as of our Independent Auditor's Report.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Corporation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Corporation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of the Tioga County Property Development Corporation and is not intended to be, and should not be used by anyone other than these specified parties.

**TIOGA COUNTY PROPERTY DEVELOPMENT
CORPORATION**

**Financial Statements as of
December 31, 2024 and 2023
Together with
Independent Auditor's Report**

Draft - Subject to Change

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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INDEPENDENT AUDITOR'S REPORT

March 26, 2025

To the Board of Directors of the
Tioga County Property Development Corporation:

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Tioga County Property Development Corporation (the Corporation), as of and for the years ended December 31, 2024 and 2023, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Corporation as of December 31, 2024 and 2023, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

432 North Franklin Street, #60
Syracuse, NY 13204
p (315) 476-4004
f (315) 254-2384

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(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 26, 2025, on our consideration of the Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control over financial reporting and compliance.

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

December 31, 2024 and 2023

This section of the Tioga County Property Development Corporation (the Corporation) annual financial report presents discussion and analysis of the Corporation's financial performance during the fiscal years ended December 31, 2024, 2023, and 2022. Please read it in conjunction with the Corporation's financial statements and accompanying notes.

GENERAL INFORMATION

The Corporation was incorporated in March 2017, but activity began in 2019. The mission was to foster economic and community development by acquiring, holding, managing, developing and marketing distressed, vacant, abandoned, tax foreclosed and under-utilized residential and commercial properties.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual financial report consists of two parts: this section, the Management's Discussion and Analysis (MD&A) and the basic financial statements. The Corporation is a self-supporting entity and follows business-type activity reporting; accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Business-type activity statements offer short-term and long-term financial information about the activities and operations of the Corporation. This annual report consists of the financial statements and notes to those statements. The Statements of Net Position, Statements of Revenues, Expenses and Change in Net Position, the Statements of Cash Flows and related notes provide a detailed look at the specific financial activities of the Corporation and generally provide an indication of the Corporation's financial health. The Statements of Net Position include all of the Corporation's assets and liabilities, using the accrual basis of accounting. The Statements of Revenues, Expenses and Change in Net Position report all of the revenues and expenses during the time period indicated. The Statements of Cash Flows report the cash provided and used by operating activities, as well as other cash sources such as investment income and cash payments for debt.

FINANCIAL HIGHLIGHTS

- The Corporation's net position at December 31, 2024 is \$303,743 compared to \$228,767 at December 31, 2023 and \$207,752 at December 31, 2022.
- Total current assets at December 31, 2024 are \$746,168, \$647,340 at December 31, 2023 and \$689,149 at December 31, 2022. It is comprised of cash on hand, inventory, receivables, and prepaid expenses.
- Total current liabilities at December 31, 2024 are \$442,425, \$418,573 at December 31, 2023 and \$481,397 at December 31, 2022. The liabilities are comprised of grant advances, payables and accrued liabilities.
- Operating revenues in 2024, 2023, and 2022 were \$445,418, \$601,922, and \$616,330, respectively, primarily as a result of grant and government subsidy revenue and property sales. Operating expenses mainly comprised of cost of sales, professional services and unrealized loss on inventory – \$375,555 in 2024, \$583,407 in 2023 and \$562,983 in 2022.

FINANCIAL ANALYSIS OF THE CORPORATION

Below is an analysis of the assets, liabilities, revenues, and expenses of the Corporation.

Summary of Assets, Liabilities, and Net Position

	<u>2024</u>	<u>2023</u>	<u>2022</u>
Current assets	\$ 746,168	\$ 647,340	\$ 689,149
Current liabilities	<u>442,425</u>	<u>418,573</u>	<u>481,397</u>
Total net position	<u>\$ 303,743</u>	<u>\$ 228,767</u>	<u>\$ 207,752</u>

Current Assets

Current assets were comprised of cash, inventory, grant receivables and prepaid expenses.

Inventory

Properties held for sale comprise inventory. At December 31, 2024, 2023 and 2022, the Corporation owned 21, 24, and 20 properties, respectively.

Capital Assets

At this moment, the Corporation does not possess any capital assets.

Current Liabilities

Current liabilities are comprised of grant advances, payables and accrued liabilities. One grant advance is part of the American Rescue Plan Act (ARPA) funds received from Tioga County. All \$500,000 in funds per the agreement were disbursed in 2021. Revenue is recognized as funds are spent on allowable expenses.

In addition, another grant advance is part of a grant awarded from the Floyd Hooker Foundation. All \$65,000 in funds per the agreement were disbursed in 2022. Revenue is recognized as funds are spent on allowable expenses.

Summary of Revenues, Expenses and Change in Net Position

	<u>2024</u>	<u>% of Total</u>	<u>2023</u>	<u>% of Total</u>	<u>2022</u>	<u>% of Total</u>
OPERATING REVENUES:						
Grant and government subsidy revenue	\$ 435,418	97.75%	\$ 589,922	98.01%	\$ 616,251	99.99%
Property sales	10,000	2.25%	12,000	1.99%	-	0.00%
Other revenue	-	0.00%	-	0.00%	79	0.01%
	<u>445,418</u>		<u>601,922</u>		<u>616,330</u>	
OPERATING EXPENSES:						
Cost of sales	270,758	72.09%	243,796	41.78%	207,977	36.94%
Unrealized loss on inventory	22,727	6.05%	91,578	15.70%	2	0.00%
General & admin expenses	2,764	0.74%	3,304	0.57%	1,081	0.19%
Professional services	78,039	20.78%	243,332	41.71%	352,656	62.64%
Insurance	1,267	0.34%	1,258	0.22%	768	0.14%
Other expense	-	0.00%	139	0.02%	499	0.09%
	<u>375,555</u>		<u>583,407</u>		<u>562,983</u>	
OPERATING INCOME (LOSS):	<u>69,863</u>		<u>18,515</u>		<u>53,347</u>	
NON-OPERATING INCOME:						
Interest income	<u>5,113</u>		<u>2,500</u>		<u>-</u>	
CHANGE IN NET POSITION	74,976		21,015		53,347	
NET POSITION - beginning of year	<u>228,767</u>		<u>207,752</u>		<u>154,405</u>	
NET POSITION - end of year	<u>\$ 303,743</u>		<u>\$ 228,767</u>		<u>\$ 207,752</u>	

Operating Revenues

Operating revenues primarily include grant revenue and property sales. The number of properties sold in 2024, 2023, and 2022 were 3, 6, and 0, respectively.

Operating Expenses

Operating expenses primarily include cost of sales, unrealized loss on property, and professional services.

Operating Results

The Corporation had operating income of \$69,863 for the year ended December 31, 2024 and operating income of \$18,515 for the year ended December 31, 2023. The increase from the prior year was the result of a significant decrease in professional services expenses incurred in 2024 along with a decrease in unrealized loss on inventory, partially offset by an overall decrease in grant income. Professional services expense decreased by approximately \$165,000 due significant outside contract services expenses incurred in the prior year under the New York Main Street grant program. Unrealized loss on inventory decreased from the prior year as the result of a re-appraisal of several properties in the prior year, decreasing their market value.

Request For Information

This financial report is designed to provide the reader with a general overview of the Corporation's finances. Questions concerning any information provided in this report or requests for additional financial information should be addressed to the Tioga County Property Development Corporation, 56 Main Street #109, Owego, NY 1382.

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

Statements of Net Position December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 384,749	\$ 420,707
Grant receivables	128,655	58,876
Inventory	232,324	167,104
Prepaid expenses	440	653
	<hr/>	<hr/>
Total current assets	746,168	647,340
	<hr/>	<hr/>
Total assets	746,168	647,340
LIABILITIES		
CURRENT LIABILITIES:		
Payables and accrued expenses	49,623	24,179
Grant and government subsidy revenue advances	392,802	394,394
	<hr/>	<hr/>
Total current liabilities	442,425	418,573
	<hr/>	<hr/>
Total liabilities	442,425	418,573
NET POSITION		
Unrestricted	303,743	228,767
	<hr/>	<hr/>
Total net position	\$ 303,743	\$ 228,767
	<hr/>	<hr/>

The accompanying notes are an integral part of these statements.

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

**Statements of Revenues, Expenses and Change in Net Position
For the Years Ended December 31, 2024 and 2023**

	<u>2024</u>	<u>2023</u>
OPERATING REVENUES:		
Grant and government subsidy revenue	\$ 435,418	\$ 589,922
Property sales	<u>10,000</u>	<u>12,000</u>
Total operating revenues	<u>445,418</u>	<u>601,922</u>
OPERATING EXPENSES:		
Cost of sales	270,758	243,796
Unrealized loss on inventory	22,727	91,578
General and administrative expenses	2,764	3,304
Professional services	78,039	243,332
Insurance	1,267	1,258
Other expense	<u>-</u>	<u>139</u>
Total operating expenses	<u>375,555</u>	<u>583,407</u>
OPERATING INCOME (LOSS)	<u>69,863</u>	<u>18,515</u>
NON-OPERATING INCOME:		
Interest income	<u>5,113</u>	<u>2,500</u>
CHANGE IN NET POSITION	74,976	21,015
NET POSITION - beginning of year	<u>228,767</u>	<u>207,752</u>
NET POSITION - end of year	<u>\$ 303,743</u>	<u>\$ 228,767</u>

The accompanying notes are an integral part of these statements.

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

Statements of Cash Flows

For the Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from grant and government subsidies	\$ 364,047	\$ 498,125
Cash received from sale of property	10,000	12,000
Cash paid for inventory	(338,411)	(342,365)
Cash paid for general and administrative expenses	(2,764)	(3,304)
Cash paid for professional services	(72,889)	(243,332)
Cash paid for insurance	(1,054)	(1,289)
Cash paid for other expense	-	(139)
	<u>(41,071)</u>	<u>(80,304)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Cash received from interest	5,113	2,500
	<u>5,113</u>	<u>2,500</u>
CHANGE IN CASH		
	(35,958)	(77,804)
CASH - beginning of year	<u>420,707</u>	<u>498,511</u>
CASH - end of year	<u>\$ 384,749</u>	<u>\$ 420,707</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO CASH FLOWS FROM OPERATING ACTIVITIES:		
Operating income (loss)	\$ 69,863	\$ 18,515
Adjustments to reconcile operating income (loss) to net cash flow from operating activities:		
Unrealized loss on inventory	22,727	91,578
Changes in:		
Inventory	(87,947)	(86,748)
Grant receivables	(69,779)	(40,794)
Prepaid expenses	213	(31)
Payables and accrued expenses	25,444	(11,821)
Grant and government subsidy revenue advances	(1,592)	(51,003)
	<u>(41,071)</u>	<u>(80,304)</u>

The accompanying notes are an integral part of these statements.

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2024 AND 2023

1. ORGANIZATION

The Tioga County Property Development Corporation (the Corporation) was formed in 2017 to address the problems of vacant, abandoned, or tax delinquent property in the County of Tioga, New York (the County) in a coordinated manner through the acquisition of real property. Operations did not commence until 2019. The mission of the Corporation is to return that property to productive use in order to strengthen the economy, improve the quality of life, and improve the financial condition of the municipalities, through the use of the powers and tools granted to land banks by New York State (NYS).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The basic financial statements of the Corporation have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) for governments as prescribed by the Governmental Accounting Standards Board (GASB), which is the primary standard-setting body for establishing governmental accounting and financial principles.

Measurement Focus and Basis of Accounting

The Corporation operates as a proprietary fund. Proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources (whether current or noncurrent) associated with their activities are reported. Fund equity is classified as net position.

The Corporation utilizes the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or an economic asset is used.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates and such differences may be significant.

Income Tax Status

The Corporation was organized as a not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash

Custodial credit risk related to cash deposits is the risk that in the event of a failure of a depository financial institution, the reporting entity may not recover its deposits.

The Corporation had bank balances totaling \$385,610 at December 31, 2024, all of which was insured by the Federal Deposit Insurance Corporation (FDIC). Bank balances of \$420,807 were held at December 31, 2023, all of which was insured by the FDIC.

Inventory

Inventory consists of vacant, abandoned, or tax delinquent property in the County purchased by the Corporation. Inventory is valued at the lower of cost or market. Market value is defined as estimated selling price and is based on assessed value for rehabilitation candidate properties, assessed land value for vacant lots and demolition candidate properties, and third-party appraisals or other methods as deemed appropriate. Cost includes, but is not limited to, property purchase cost, appraisal, inspection and recording fees, renovation costs and professional services.

Grant Receivable

Grant receivable represents funds earned but not yet received by the Corporation related to grant and government subsidy revenue. Management does not believe a reserve for uncollectible receivables is necessary at December 31, 2024 and 2023.

Grant and Government Subsidy Revenue Advance

Grant advances consist of amounts of received grant and government subsidy revenue for which the definition of earned has not been met. Such amounts are reflected as a liability until the amounts are deemed earned and then recognized as revenue.

Operating and Non-Operating Revenues and Expenses

As a business-type activity, the Corporation distinguishes operating revenues and expenses from non-operating items. Operating revenues are mostly comprised of grant and government subsidy revenue resulting from exchange transactions and sale of properties associated with the principal activities of the Corporation. Operating expenses generally result from the acquisition, demolition and renovation of properties, and general and administrative expenses in accordance with the Corporation's mission. Non-operating income of the Corporation comprises interest earnings on deposits.

Cost of Sales

At the time of sale of inventory, the book value of inventory is recognized as expense under cost of sales. Cost of sales also include expenses incurred to maintain properties held in inventory that do not meet the definition to be treated as inventory. These include, but are not limited to, property taxes, mowing, and other property maintenance costs.

Unrealized Loss on Inventory

Deterioration, damage, changing prices and other factors have caused the cost of certain inventory to exceed its market value. In accordance with GAAP, inventory has been reduced to market value and an unrealized loss is recognized.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Position

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. The Corporation did not have net investment in capital assets at December 31, 2024 and 2023.
- b. Restricted net position – net position with constraints placed on their use either by (1) external groups such as creditors or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. The Corporation did not have restricted net position at December 31, 2024 and 2023.
- c. Unrestricted net position – all other net position that does not meet the definition of net investment in capital assets or restricted net position.

It is the Corporation's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

3. CONCENTRATIONS

The Corporation receives significant support from certain governmental entities. The primary source of funding is through grant awards. Grant funding from the Housing Trust Fund Corporation comprised 97% of operating revenue for the year ended December 31, 2024 and 85% in 2023.

4. AGREEMENT WITH COUNTY OF TIOGA, NEW YORK

The Corporation entered into an agreement with Tioga County for the period of January 1, 2022 through December 31, 2023, under which the County provides administrative services, office space, and equipment for the Corporation to operate. This agreement was renewed for the period of January 1, 2024 through December 31, 2025. The Corporation is to pay an administrative fee of \$6,250 quarterly for the term of the agreement. For the years ended December 31, 2024 and 2023, \$25,000 in expenses were incurred by the Corporation for each year under the agreement.

5. RECLASSIFICATIONS

Certain prior year amounts have been reclassified for consistency with current year presentation.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

March 26, 2025

To the Board of Directors of the
Tioga County Property Development Corporation:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Tioga County Property Development Corporation (the Corporation) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Corporation's basic financial statements and have issued our report thereon dated March 26, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS
(Continued)**

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Annual Report Data Submittal

By checking this box, I confirm that this Annual Report is complete and, that to the best of my knowledge and belief after reasonable inquiry, the information provided herein is accurate and correct. I also confirm that the financial information included in this report has been discussed with and approved by the Board.

Additional Comments

Real Property Transaction Attestation

I certify that the real property acquisitions that exceeded fair market value and the dispositions that were for less than fair market value selected below were made in compliance with applicable laws and procurement guidelines.

Action	Description of property	Purchase/Sale Price	Fair Market Value	Name of Attestor	Date
<input type="checkbox"/>	Residential Building	5,000.00	42,553.00		
<input type="checkbox"/>	Vacant Lot/Undeveloped Land	1.00	85,981.00		

New York State Comptroller Residential Building
THOMAS P. DiNAPOLI

PARIS

Public Authorities Reporting
Information System

80,000.00

Authorities Budget Office

Submit

Print

Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

Search Staff

Enter all staff of the Authority.

To enter a staff member, select the 'New' button.

To bulk load staff using an Excel template, select the 'Bulk Load' button and follow directions for uploading a CSV file. This option is better for authorities with higher numbers of staff.

To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button.

To indicate that the Authority has no staff, select the 'No Staff' button.

All search results are sorted by 'Last Name' in ascending order and are limited to 1,000 records.

Total Number Of Employees	Total Base Annualized Salary	Total Actual Salary Paid	Total Overtime Paid	Total Performance Bonus	Total Extra Pay	Total Other Compensation	Total Compensation
2	0.00	0.00	0.00	0.00	0.00	1,666.66	1,666.66

Last Name Search
First Name Search

Annualized Salary Range Search

 to

Total Compensation Range Search

 to

2 items found

Action	Last Name	First Name	Title	Exempt	Group	Annualized Salary	Total Compensation
View Modify Delete	Woodburn	Brittany	Executive Director	Yes	Administrative and Clerical	0.00	0.00
View Modify Delete	Zubalsky-Peer	Sara	Executive Administrator	Yes	Administrative and Clerical	0.00	1,666.66

2 items found

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Subsidiary/Component Unit Verification

Subsidiary/Component Unit List

*** Required Field**

This list should include only those subsidiaries and component units that are active and whose information is included in the PARIS reports certified by this Authority.

*** Is this list accurate and complete?**
 Yes No

*** Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?**
 Yes No

Name of Subsidiary/Component Unit	Status
<input type="button" value="Save"/>	

Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

* This page has been modified successfully.

Summary Financial Information	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> Modify Delete </div> <div style="border: 1px solid black; padding: 2px 10px; border-radius: 3px; text-align: right;">Definitions</div> </div>	
Summary statement of net assets	
<u>Assets</u>	
Current assets	
Cash and cash equivalents	\$ 384,749.00
Investments	0.00
Receivables, net	128,655.00
Other assets	232,764.00
Total current assets	746,168.00
Noncurrent assets	
Restricted cash and investments	0.00

New York State Comptroller
THOMAS P. DiNAPOLI

PARIS Public Authorities Reporting
Information System

0.00
Authorities Budget Office

Long-term receivables, net

Other assets

0.00

Capital assets

Land and other nondepreciable property

0.00

Buildings and equipment

0.00

Infrastructure

0.00

Accumulated depreciation

0.00

Net capital assets

0.00

Total noncurrent assets

0.00

Total assets

746,168.00

Liabilities

Current liabilities

Accounts payable

49,623.00

Pension contribution payable

0.00

Other post-employment benefits

0.00

Accrued liabilities

0.00

Deferred revenues

0.00

Bonds and notes payable

0.00

New York State Comptroller
THOMAS P. DiNAPOLI

Other long-term obligations due within one year



Public Authorities Reporting
Information System

392,802.00
Authorities Budget Office

Total current liabilities

442,425.00

Noncurrent liabilities

Pension contribution payable

0.00

Other post-employment benefits

0.00

Bonds and notes payable

0.00

Long term leases

0.00

Other long-term obligations

0.00

Total noncurrent liabilities

0.00

Total liabilities

442,425.00

Net asset (deficit)

Net assets

Invested in capital assets, net of related debt

0.00

Restricted

0.00

Unrestricted

303,743.00

Total net assets

303,743.00

New York State Comptroller
THOMAS P. DiNAPOLI

PARIS Public Authorities Reporting
Information System

Authorities Budget Office

Summary statement of revenues, expenses and change in net assets

Operating revenues

Charges for services	0.00
Rental and financing income	0.00
Other operating revenues	445,418.00

Total operating revenue 445,418.00

Operating expenses

Salaries and wages	0.00
Other employee benefits	0.00
Professional services contracts	78,039.00
Supplies and materials	2,764.00
Depreciation and amortization	0.00
Other operating expenses	294,752.00

Total operating expenses 375,555.00

Operating income (loss) 69,863.00

New York State Comptroller
THOMAS P. DiNAPOLI

PARIS Public Authorities Reporting
Information System

Authorities Budget Office

Nonoperating revenues

Investment earnings	0.00
State subsidies/grants	0.00
Federal subsidies/grants	0.00
Municipal subsidies/grants	0.00
Public authority subsidies	0.00
Other nonoperating revenues	5,113.00

Total nonoperating revenue 5,113.00

Nonoperating expenses

Interest and other financing charges	0.00
Subsidies to other public authorities	0.00
Grants and donations	0.00
Other nonoperating expenses	0.00

Total nonoperating expenses 0.00

Income (loss) before contributions 74,976.00

New York State **Capital Contributions**
THOMAS P. DiNAPOLI

PARIS Public Authorities Reporting
Information System

0.00
Authorities Budget Office

Change in net assets	74,976.00
Net assets (deficit) beginning of year	228,767.00
Other net assets changes	0.00
Net assets (deficit) at end of year	\$ 303,743.00

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

View Investment Information

*** Required Field**

Annual Investment Report

*** 1 Has the Authority prepared an Annual Investment Report for the reporting period as required by section 2925(6) of PAL?**

Yes No

If Yes, provide the URL link to the document below:

Investment Guidelines

*** 2 Are the Authority's investment guidelines reviewed and approved annually?**

Yes No

Investment Audit Report

*** 3 Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?**

Yes No

If Yes, provide the URL link to the document below:

Management Letter

*** 4 Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?**

Yes No

If Yes, provide the URL link to the document below:

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

Modify

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Enter Procurement Information

*** Required Field**

Current Document List

0 items found

Action	Document Name	Document Type	Date Attached
--------	---------------	---------------	---------------

Procurement Guidelines

*** 1 Does the Authority have procurement guidelines?**

Yes No

If Yes, provide the URL link to the document below:

2 Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?

Yes No

3 Does the Authority allow for exceptions to the procurement guidelines?

Yes No

*** 4 Does the Authority assign credit cards to employees for travel and/or business purchases?**

Yes No
 Yes No

*** 6 Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?**

Yes No

*** 7 Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, 'The Procurement Lobbying Act'?**

Yes No

Impermissible Contacts

*** 8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?**

Yes No

If Yes, was a record made of this impermissible contact?

Yes No

If Yes, attach the document below:

Document Type:

Impermissible Contacts

Select Document:

Choose File No file chosen

Update to List

? Need help? Click here for instructions to answer a question that requires an attachment

New York State Comptroller
THOMAS P. DI NAPOLI

*** 9 Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 87(2)(g) of the State Finance Law?**

PARIS

Public Authorities Reporting
Information System

Authority: Budget Office

Yes No

Save

Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

Search Procurement Transactions

Enter all procurement transactions open during the reporting period with an actual or estimated value of \$5,000 or more.

To enter a procurement transaction, select the 'New' button. To bulk load transactions using an Excel template, select the 'Bulk Load' button and follow directions for uploading a CSV file. This option is better for authorities with higher numbers of procurement transactions. To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button. To indicate that the Authority has no open procurement transactions, select the 'No Transactions' button.

Only report "Non Contract Procurement/Purchase Order" and "Purchased Under State Contract" transactions if all purchases made from a single vendor total \$5,000 or more during the reporting period. These purchases should be reported as a single transaction for the total amount, not as individual transactions.

Any combination of search criteria can be entered to conduct the search. The search results will be sorted by 'Vendor Name' in ascending order and limited to 1,000 records.

Total Number Of Procurements	Total Amount	Total Amount Expended for Fiscal Year
14	855,145.00	232,145.00

Vendor Name

New York State Comptroller
 THOMAS P. DI NAPOLI

PARIS Public Authorities Reporting
 Information System

Authorities Budget Office

Award Date From

Award Date To

New

Bulk Load

Copy Forward

No Transactions

Reset

Definitions

14 items found

Action	Vendor Name	Amount	Amount Expended for Fiscal Year	Award Date
View Modify Delete	1st Choice Roofers	22,925.00	22,925.00	06/07/2024
View Modify Delete	Arrow Masonry	65,000.00	65,000.00	10/07/2024
View Modify Delete	Bonadio & Co., LLP	13,125.00	13,125.00	01/01/2024
View Modify Delete	Bowers and Co. CPA PLLC	10,075.00	10,075.00	01/01/2024
View Modify Delete	CJM Quality, LLC	10,500.00	17,500.00	05/20/2024
View Modify Delete	Clean Earth Solutions, LLC	16,000.00	16,000.00	05/04/2024
View Modify Delete	Clearview Door and Window	630,000.00	0.00	12/17/2024
View Modify Delete	Construction Management Associates, LLC	5,000.00	5,000.00	10/01/2024

New York State Comptroller
THOMAS P. DIAPOLI



Public Authorities Reporting
Information System

Amount Expended for Fiscal
Year

Award
Authorities Budget Office
Date

Action	Vendor Name	Amount	Year	Award Date
View Modify Delete	Kascon, LLC	20,660.00	20,660.00	10/30/2024
View Modify Delete	LCP Group, Inc.	5,500.00	5,500.00	08/05/2024
View Modify Delete	O'Rourke, Inc.	9,710.00	9,710.00	10/30/2024
View Modify Delete	Sunstream Corp	11,650.00	11,650.00	08/20/2024
View Modify Delete	Thomas, Collison, & Meagher	10,000.00	10,000.00	01/01/2024
View Modify Delete	Tioga County Economic Development & Planning	25,000.00	25,000.00	01/01/2024

14 items found

Benefits List

The tables below display benefits for all Board Members and for staff whose annualized salary is greater than \$100,000. To enter or modify this information, and to answer the question at the bottom of the page, select "Modify."

The intent of this screen is to capture information on:

- Any benefit available to Board members.
- Extraordinary benefits available to staff earning over \$100,000 in annualized salary by virtue of their position.

An extraordinary benefit should only be reported if it is provided for the exclusive use of a staff member. For example, you should report:

- A car assigned to a staff member for personal use,
- A financial package provided at retirement or the end of a contract that exceeds the normal conversion of unused vacation time, or
- Some other benefit that is not also available to rank and file staff.

Do not report benefits that are equally available to all staff. For example, you should not report:

- Staff use of a credit card for business travel,
- Access to a fleet vehicle owned by the Authority and available to all staff for business use only, or
- The right of all staff to convert unused vacation time as a condition of employment.

* Required Field

Board Members

New York State Comptroller
THOMAS P. DiNAPOLI



Use of Public Authorities Reporting Information System

Authorities Budget Office

Name	Title	Severance Package (Select All)	Payment for Unused Leave (Select All)	Club Memberships (Select All)	Use of Corporate Credit Cards (Select All)	Personal Loans (Select All)	Automobile (Select All)	Transportation (Select All)	Housing Allowance (Select All)	Spousal / Dependent Life Insurance (Select All)	Tuition Assistance (Select All)	Multi-Year Employment Contract (Select All)	None of These Benefits (Select All)
Baratta, Michael	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Case, Joan	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kelsey, Ralph	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Murray, Hannah	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pelotte, Lesley	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sauerbry, Martha	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whitmore, Joshua	Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Staff

Showing 0 to 0 of 0

Name	Title	Severance Package (Select All)	Payment for Unused Leave (Select All)	Club Memberships (Select All)	Use of Corporate Credit Cards (Select All)	Personal Loans (Select All)	Automobile (Select All)	Transportation (Select All)	Housing Allowance (Select All)	Spousal / Dependent Life Insurance (Select All)	Tuition Assistance (Select All)	Multi-Year Employment Contract (Select All)	None of These Benefits (Select All)
------	-------	-----------------------------------	--	----------------------------------	---	--------------------------------	----------------------------	--------------------------------	-----------------------------------	--	------------------------------------	--	--

New York State Controller
THOMAS P. DiNAPOLI

PARIS

Public Authorities Reporting
Information System

Authorities Budget Office

Name	Title	Severance Package (Select All)	Payment for Unused Leave (Select All)	Club Memberships (Select All)	Use of Corporate Credit Cards (Select All)	Personal Loans (Select All)	Automobile (Select All)	Transportation (Select All)	Housing Allowance (Select All)	Spousal / Dependent Life Insurance (Select All)	Tuition Assistance (Select All)	Multi-Year Employment Contract (Select All)	None of These Benefits (Select All)

*** During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated with the Authority after those individuals left the Authority?**

Yes No

[Modify](#) [Return to Annual Report](#)



Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

Board of Directors List

Enter all filled and vacant Board member positions. To enter a Board member, select the 'New' button.
 To copy previously entered data into the current reporting period for editing, select the 'Copy Forward' button.

9 items found

Action	Last Name	First Name	Chair	Appointed by	Term Exp. Date
View Modify Delete	Baratta	Michael	No	Other	12/31/2025
View Modify Delete	Case	Joan	No	Other	12/31/2026
View Modify Delete	Kelsey	Ralph	Yes	Other	12/31/2025
View Modify Delete	Murray	Hannah	No	Other	12/31/2025
View Modify Delete	Pelotte	Lesley	No	Other	12/31/2026
View Modify Delete	Sauerbry	Martha	No	Other	12/31/2025
View Modify Delete	Whitmore	Joshua	No	Other	12/31/2025

New York State Comptroller
THOMAS P. DiNAPOLI

Last Name

PARIS

First Name Public Authority Reporting Information System

Chair

Appointed by

Term Exp. Date

Authorities Budget Office

[View](#) [Modify](#) [Delete](#)

Yetter

Stuart Jr.

No

Other

12/31/2026

[View](#) [Modify](#) [Delete](#)

Vacant

Other

9 items found

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Bond Information List

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

To change this statement select 'No Bonds'.

No Bonds

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Current Debt

*** Required Field**

If both questions below are answered "No," select "Save" and exit the Current Debt function.

If Question 1 is "Yes" and Question 2 is "No," select "Save" and then select the "Schedule of Debt" link and complete the schedule of debt function.

If both questions are answered "Yes," select "Save," then select the "New Debt Issuances" link to complete the new debt function, and then select the "Schedule of Debt" link and complete the schedule of debt function.

*** 1 Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?**

Yes No

2 If yes, has the Authority issued any debt during the reporting period?

Yes No

Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

View Governance Information (Authority-Related)

Current Document List

2 items found

Action	Document Name	Document Type	Date Attached
View	TCPDC 2024 Annual Report-FINAL.pdf	Operations and Accomplishments	03/11/2025
View	TCPDC 2024 Annual Report-FINAL.pdf	Measurement Report	03/11/2025

*** Required Field**

Operations and Accomplishments

*** 1 Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by Section 2800 of PAL?**

Yes No

If Yes, provide the URL link to the document below:

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

*** 2 As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?**

Yes No
<https://tiogacountyny.com/programs-agencies/property-development-corporation/>

*** 3 Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?**

Yes No

*** 4 Does the independent auditor provide non-audit services to the Authority?**

Yes No

*** 5 Does the Authority have an organization chart?**

Yes No

If Yes, provide the URL link to the document below:

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

*** 6 Are any Authority staff also employed by another government agency?**

Yes No

If Yes, identify the agency:

Tioga County

Authority Mission Statement

*** 7 Has the Authority posted their mission statement to their website?**

Yes No

If Yes, provide the URL link to the document below:

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

*** 8 Has the Authority's mission statement been revised and adopted during the reporting period?**

Yes No

Authority Measurement Report

*** 9 Attach the Authority's measurement report, as required by Section 2824-a of PAL and provide the URL.**

New York State Comptroller

THOMAS P. DI NAPOLI

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

PARIS

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Authorities Budget Office

Modify

Delete

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

View Governance Information (Board-Related)

*** Required Field***** 1 Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?** Yes No*** 2 Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?** Yes No*** 3 Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?** Yes No*** 4 Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):***** 5 Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?** Yes No*** 6 Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year:***** 7 Has the Board adopted bylaws and made them available to Board members and staff?**

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

*** 8 Has the Board adopted a code of ethics for Board members and staff?**

Yes No

If Yes, provide the URL link to the document below:

<https://tiogacountyny.com/departments/county-attorney/>

*** 9 Does the Board review and monitor the Authority's implementation of financial and management controls?**

Yes No

*** 10 Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?**

Yes No

11 Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL:

*** Salary and Compensation**

Yes No

*** Time and Attendance**

Yes No

*** Whistleblower Protection**

Yes No

*** Defense and Indemnification of Board Members**

Yes No

*** 12 Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?**

Yes No

*** 13 Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?**

Yes No

New York State Comptroller

THOMAS P. DIANA



Public Authorities Reporting

Information System

Authorities Budget Office

Yes No

*** 15 Was compensation paid by the Authority made in accordance with employee or union contracts?**

Yes No

*** 16 Has the Board adopted a conditional/additional compensation policy governing all employees?**

Yes No

If Yes, provide the URL link to the document below:

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

Modify

Delete

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Grant Information List

This Authority has indicated that it did not award any grants during the reporting period.

To change this statement select 'No Grants'.

No Grants

Tioga County Property Development Corporation (1357)

Fiscal Year End Date: 12/31/2024

Status: UNSUBMITTED

Loan Information List

This Authority has indicated that it did not have any outstanding loans during the reporting period.

To change this statement select 'No Loans'.

No Loans

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

Personal Property Disposal List

In accordance with the Public Authorities Law, please provide information on any personal property of the Authority having an estimated fair market value in excess of \$5,000 that the Authority disposed of during the reporting period.

0 items found

Action	Transaction Date	Sale Price	Description
--------	------------------	------------	-------------

0 items found

Tioga County Property Development Corporation (1357)
Fiscal Year End Date: 12/31/2024
Status: UNSUBMITTED

View Property Documents

*** Required Field**

*** 1 In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?**

Yes No

If Yes, provide the URL link to the document below:

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

*** 2 Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?**

Yes No

If Yes, provide the URL link to the document below:

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

*** 3 In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?**

Yes No

Modify

Tioga County Property Development Corporation (1357)
 Fiscal Year End Date: 12/31/2024
 Status: UNSUBMITTED

Real Property Acquisition/Disposal List

In accordance with the Public Authorities Law, please provide information on any real property of the Authority having an estimated fair market value in excess of \$15,000 that the Authority either acquired or disposed of during the reporting period.

-

3 items found

Action	Transaction Date	Transaction Type	Purchase/Sale Price	Property Address	City	Description
View Modify Delete	02/09/2024	Disposition - Sale	5,000.00	10 Watson Avenue	Newark Valley	Residential Building
View Modify Delete	05/16/2024	Disposition - Sale	1.00	98 Fox Street	Owego	Vacant Lot/Undeveloped Land
View Modify Delete	10/04/2024	Disposition - Sale	5,000.00	32 Lyman Avenue	Waverly	Residential Building

3 items found

Skip to main content

LOI

C ★ Public Profile

📄 Copy Previous Answers

Women's Home Maintenance Construction Skills Course

Process: Women's Fund 2025

Contact Info

Request

Documents 0

Applicant:

Sara Zubalsky-Peer
zubalsky-peers@tiogacountyny.gov
607-687-8266
56 Main Street
Owego, NY 13827



Organization:

Tioga County Property Development Corporation
82-0986791
607-687-8266
56 Main Street
Owego, NY 13827



Contact Email History



📄 LOI Packet

📄 Question List



i Fields with an asterisk (*) are required.

Organization Information

Please be aware that based on your answers to the questions below, additional tabs may appear at the bottom of the page. All tabs shown must be completed before it will allow you to submit your request.

Type of Organization*

Please check the type of organization you are applying on behalf of

Nonprofit 501 c 3

Organization's Operating Budget*

Please enter your organization's yearly operating budget.

\$ 200,000.00

∨ LOI Narrative

Please be aware that based on your answers to the questions below, additional tabs may appear at the bottom of the page. All tabs shown must be completed before it will allow you to submit your request.

Project Name*

Name of Project.

Women's Home Maintenance Construction Skills Course

Project Statement*

Please provide a very brief statement about what it is you are proposing. For example "We would like to purchase four new laptop computers to replace our current, outdated ones", or "We would like to replace the carpet in our pre-school classroom."

We would like to host a women's empowerment course to provide home maintenance/construction/self-sufficiency DIY skills in a non-intir

Counties Served*

Please check all that apply to your project.

- Broome
- Chenango
- Delaware
- Otsego
- Tioga
- Other

Type of Support Requested*

Please select the type of assistance you will be requesting with this inquiry

Amount Requested*

Please provide the amount of support, between \$1,000 and \$10,000, you are requesting from the Community Foundation with this inquiry

Total Cost of Project*

Please provide the total cost of your proposed project. If this is an operating request, please provide your total organizational operating budget.

Other Sources of Funding PENDING for Proposed Request*

Check all that apply for other sources of funding that you anticipate, but have not yet been secured for this project

- Bank loan
- United Way support

- In-Kind support
- Corporate sponsor
- Foundation support
- Donor appeal
- Organizational fundraiser
- Federal grant
- State grant
- Local municipal grant
- No other support
- Other

Other Sources of Funding SECURED for Proposed Request*

Please check all that apply as related to this proposal

- Bank loan
- United Way support
- Corporate sponsor
- Donor appeal
- Organizational fundraiser
- Federal grant support
- State grant support
- Local municipal support
- No other financial support
- Other
- In-kind support

Thank you for your inquiry to the Community Foundation for South Central NY. The Program Officer will be in touch soon to either decline or invite a full application. Should you have questions, please feel free to e-mail Stacy Mastrogiacommo at: stacym@donorswhocare.org or call her at: 607-752-2317

Abandon Request

Save LOI

Submit LOI

Sources of Development Financing

List each source of funds that will support the uses budget, the dollar amount requested and/or committed from each source, type, and t

Construction Financing			
Source Name	Amount	Assistance Type	Financing
NYS HOME - Development Assistance	\$500,000.00	Forgivable Loan	Period of .
Other 1 - <i>Tioga State Bank, Construction Loan</i>	\$300,000.00	<i>Loan</i>	10.5%, 12
Other 2 - <i>Specify</i>	\$-	<i>Loan</i>	
Other 3 - <i>Specify</i>	\$-	<i>Describe</i>	
Rollover of Net Sales Proceeds for Additional Units (if anticipated)	\$-	Forgivable Loan	Period of .
Sales Proceeds to Pay Development Costs	\$-	Forgivable Loan	Period of .
Equity Advances by Developer	\$34,268.00	Equity	TCPDC E
Total	\$834,268.00		

CHECK Surplus/Gap? \$ -

the term of the assistance.
Term
Affordability up to 15 years
!-month with extension option,
Affordability up to 15 years
Affordability up to 15 years
quity

Instructions:

- Identify the sources of funding to complete your project, input information in any blue cell
- If applicable, specify other sources of funding.
- If a construction line of credit is being used and rolled over, please explain how and reflect the total uses of the line of credit rather than the maximum outstanding at any one time.
- If more sources are needed, reach out to homeprogram@hcr.ny.gov

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made as of this _____ day of _____ 2025, by and between Metro Interfaith Housing Management, a non-profit organization organized and existing under the laws of the State of New York with offices at 21 New Street, Binghamton NY 13903 (hereinafter referred to as "Metro"), and the Tioga County Property Development Corporation, a local development corporation organized and existing under the laws of the State of New York with an office for the transaction of business at 56 Main Street, Owego, NY 13827 (hereinafter referred to as "Land Bank") .

In consideration of the mutual agreements, promises and covenants herein, Metro and Land Bank agree as follows:

Metro will maintain a pipeline of eligible homeowner participants by providing the following services:

1. Processing Applicant Homebuyer Intake and Waiting List in accordance with the NYS HOME Program Homebuyer Development Administrative Plan; this includes ensuring that program accessibility is maintained, including affirmative outreach, accessible office locations, and assistance with applications;
2. Screen potential participants for eligibility, including all eligibility criteria and methodology outlined in the NYS HOME Program Homebuyer Development

Administrative Plan (to be provided upon execution of agreement); criteria include, but are not limited to, income calculation, property insurance requirements

3. Updating the waiting list every 6 months, as necessary;
4. Notification of applicants of application status, whether approved or denied; if denied, the letter must include the reason(s) for denial;
5. Provide homeownership counseling to each homeowner participant by a HUD certified Housing Counselor prior to purchase of the HOME assisted unit;

The Land Bank will:

1. Pay Metro a fee of \$_____ per applicant screened and \$_____ per applicant provided homebuyer counseling, with the understanding that only 4 units will be available for purchase under this grant program and only 4 counseled applicants will be required; unless an applicant falls through, in which case the Land Bank will pay the above fees for each additional applicant pulled from the waiting list.

Metro and Land Bank shall defend, indemnify and hold harmless each other from and against any and all actual or alleged causes of action, claim, damage, expense, fire, lien, liability, loss, penalty, suit and tax (including attorney's fees) arising in any way as a result of that Parties' performance of its obligations hereunder. The Parties will immediately notify each other of any claims of which they become aware. Despite the above, a Party will have no obligation to indemnify the other

Party for claims to the extent caused by the other Parties' negligence, gross negligence or willful misconduct.

Neither party shall be deemed in default under this Agreement until the other party has given them at least ten (10) days written notice of any default hereunder and the defaulting party has failed to cure the same within thirty (30) days after receipt of such notice; provided, however, that where such default cannot reasonably be cured in such thirty (30) day period and if the defaulting party shall proceed promptly to cure the same and prosecute such curing with due diligence, the time for curing such default shall be extended for such period of time as may be deemed necessary by the non-defaulting party in its sole discretion to complete such curing.

Any written notice to be given under this Agreement shall be mailed to each party at the address shown below. All notices shall be sent by registered or certified mail, postage prepaid, return receipt requested; or by a reputable express carrier which provides overnight delivery service following receipt of a signature from the receiver, and shall be deemed given when so mailed or sent.

Metro Interfaith Housing Management
21 New Street
Binghamton, NY 13903
Attn: Conant Smith

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

This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein or by other written agreements between the parties. If any provision herein is held by a court of competent jurisdiction to be invalid, it shall be considered deleted from this Agreement, however, the remainder of this Agreement shall survive and be deemed enforceable.

Subject to the provisions hereof, this Agreement shall extend to and bind the parties and their successors and assigns.

This Agreement shall be interpreted and governed in accordance with the laws of the State of New York, to which the parties agree to submit for all jurisdictions, including without limitation personal jurisdiction

IN WITNESS WHEREOF the parties have executed this Agreement on the day and year first above written, intending to be legally bound to the terms and conditions contained herein.

METRO INTERFAITH
HOUSING
MANAGEMENT

TIOGA COUNTY
PROPERTY
DEVELOPMENT
CORPORATION



REQUEST FOR PROPOSALS Environmental Testing & Consulting Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Proposals for Environmental Testing & Consulting Services for the Tioga County Property Development Corporation (“TCPDC” or “Land Bank”). These services are needed for the environmental testing of asbestos, radon, lead-based paint, mold, PCB and other hazardous materials at Land Bank properties intended to be rehabilitated or demolished as part of the Land Bank’s programs using a variety of local, State and Federal grant sources including but not limited to Land Bank Initiative (“LBI”) funds awarded by New York State Homes & Community Renewal (“HCR”), RESTORE NY funds awarded by New York State Homes and Community Renewal, and New York Main Street Funds awarded by Empire State Development (ESD). This request includes services for air quality testing and monitoring, project design, preparation of bid documents, construction-phase project and air monitoring services, etc. These services are being solicited to assist the TCPDC in its responsibilities of its mission driven work on a county-wide basis.

The submission requirements and deadline for this Request for Proposals are included in the attached document. This is a two-year contract with the possibility of a one-year extension. The TCPDC reserves the right to award multiple contracts as a result of this solicitation.

The TCPDC is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Service-Disabled Veteran Business Enterprises, Small Business Enterprises, and Labor Surplus Area Firms are encouraged to submit proposals.

Please submit Proposals to:

Sara Zubalsky-Peer, Executive Administrator
Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827
Zubalsky-peers@tiogacountyny.gov

Attachments:

Request for Proposals for Environmental Testing & Consulting Services

Attachment A -Unit Price Environmental Testing Analytical Services

Attachment B -Per Hour Environmental Consulting/Labor Services

Attachment C -Rating Sheet

EEO/MWBE Form

Non-Collusive Certificate

Non-Collusive Affidavit

Insurance Specifications

REQUEST FOR PROPOSALS
Environmental Testing & Consulting Services

Professional Service Contract

DATE, 2025

To Whom it May Concern:

The Tioga County Property Development Corporation is soliciting proposals for environmental testing and consulting services at properties to be rehabilitated or demolished and replaced using a variety of local, State and Federal grant sources. These services are needed for the environmental testing of asbestos, radon, lead-based paint, mold, PCB and other hazardous materials as well as environmental consulting such as air quality testing and monitoring, project design, preparation of bid documents, construction-phase project and air monitoring services, etc. These services are being solicited at this time to assist the TCPDC in its responsibilities of its mission driven work on a county-wide basis.

It is the intent of the TCPDC to rehabilitate single-family and multi-family homes, mixed-use buildings, and demolish severely blighted structures under their various grant programs.

1.0 REQUIRED SCOPE OF SERVICES

- 1.1 Specific testing expertise in asbestos, radon, lead, PCB, mold, and other hazardous materials.
- 1.2 Air quality testing and monitoring per Federal, State and local guidelines and regulations.
- 1.3 Project design and daily project management.
- 1.4 Project monitoring, inspection, survey, sampling, and analysis.
- 1.5 Miscellaneous technical support and assistance as necessary.
- 1.6 Ability to coordinate review and approval with involved agencies and municipal code enforcement, as required.
- 1.7 Structural evaluation/analysis of buildings/structures for stability.
- 1.8 Preparation of environmental abatement/remediation documents for rehabilitation or demolition of structures including:

- a. Asbestos abatement
- b. Lead-based paint abatement
- c. Radon remediation
- d. Mold remediation
- e. PCB abatement
- f. Hazardous material remediation
- g. Any additional environmental remediation determined from evaluation
- h. Structure demolition and disposal
- i. Site restoration work

1.9 Preparation of bid documents for public bid and bid support.

1.10 Construction phase services including asbestos abatement project monitoring/air monitoring services and construction inspection services.

1.11 Post-construction phase services including clearance testing and final abatement/remediation close-out services.

All work under this contract shall be completed in accordance with all applicable Federal, State, and local rules, regulations and codes. All work must be performed under the direction and supervision of a Professional Engineer or Architect (of other licensed professional as required by law), registered to practice in the State of New York.

2.0 REQUIRED SUBMITTALS

2.1 Statement of interest in performing the proposed services

2.2 Statement of qualifications or recent experience directly related to the general services specified in this RFP.

2.3 Resumes of those individuals in the office designated to provide these services who will work on Land Bank projects and the office that they typically work from.

2.4 Copies of the firm's certificates to perform asbestos, lead, mold, and other hazardous material testing (e.g., NYSDOL Asbestos Handling License; U.S. EPA Lead-Based Paint certifications; NYSDOL Mold Assessor License; etc.).

2.5 Completed "Attachment A-1" Unit Price and "Attachment A-2" Per Hour forms.

2.6 Indicate average turnaround time for surveys, assessments, abatement work plans, remediation plans, and clearance reports.

3.0 INSURANCE REQUIREMENTS

**Please see attached insurance requirements.*

4.0 PROPOSAL EVALUATION

The TCPDC shall apply the following evaluation criteria for selecting a firm(s). Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

Criteria	Max Points
<ul style="list-style-type: none">Average turnaround times	10
<ul style="list-style-type: none">Staffing	10
<ul style="list-style-type: none">Prior experience	20
<ul style="list-style-type: none">Proposed Unit Price & Per Hour estimates compared with all estimates received	60
A = Lowest Estimate \$	
B = Respondent's Estimate \$	
$A \div B \times 60 = \text{Respondent's Score}$	

Once firms are evaluated on the above criteria, a committee of the Land Bank's Board of Directors may invite firms to interview.

5.0 SCHEDULING AND COMPLETION

Please submit questions to Sara Zubalsky-Peer, Executive Administrator at zubalsky-peers@tiogacountyny.gov by 5:00 PM on **DATE**, 2025. It is anticipated that a contract will be awarded by **DATE**, 2025 to the lowest responsible bidder. This is an as-needed contract for two years, with an optional one-year mutually agreed upon renewal at the same terms and conditions.

6.0 PROPOSAL SUBMISSION

Interested parties should submit all required submittals to Sara Zubalsky-Peer, Executive Administrator by 5:00 PM on **DATE**, 2025 by mail, hand delivery or email as follows:

Email: zubalsky-peers@tiogacountyny.gov

By Mail or Hand Delivery:

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

Please do not hesitate to call with questions at (607) 687-8266.

Sincerely,
Sara Zubalsky-Peer
Executive Administrator

Attachment A

Unit Price Environmental Testing Analytical Services

Category	Unit Price
Lead Based Paint Sample Analysis	
Sample Analysis of Paint Chip, Dust Wipe, and Soil by Method EPA 7000B – 24 Hour TAT	
Sample Analysis of Soil for LBP by TCLP Lead EPA Method 1311/6010 – 3 Day TAT	
Sample Analysis of Soil for LBP by TCLP Lead EPA Method 1311/6010 – 5 Day TAT	
Asbestos Bulk Sample Analysis	
PLM Bulk Sample Analysis for Asbestos by EPA 600/M4-82-020, NY ELAP Friable 198.1 & NOB 198.6 – Rush/12 Hour TAT	
PLM Bulk Sample Analysis for Asbestos by EPA 600/M4-82-020, NY ELAP Friable 198.1 & NOB 198.6 – 24 Hour TAT	
PLM Bulk Sample Analysis for Asbestos by EPA 600/M4-82-020, NY ELAP Friable 198.1 & NOB 198.6 – 5 Day TAT	
ELAP Bulk Prep: NOB Prep for 198.6/198.4 – Rush/12 Hour TAT	
ELAP Bulk Prep: NOB Prep for 198.6/198.4 – 24 Hour TAT	
ELAP Bulk Prep: NOB Prep for 198.6/198.4 – 5 Day TAT	
TEM Bulk sample analysis for asbestos by ELAP 198.4 – Rush/12 Hour TAT	
TEM Bulk sample analysis for asbestos by ELAP 198.4 – 24 Hour TAT	
TEM Bulk sample analysis for asbestos by ELAP 198.4 – 5 Day TAT	
SOFV Bulk sample analysis (Vermiculite) by ELAP 198.8 – 5 Day TAT	
Mold Sample Analysis	
Spore Trap Air Sample Analysis – 48 Hour TAT	
Bulk/Tape/Swab Sample Analysis for Mold (ID and Semi-Quantitative Enumeration of Spores) – 48 Hour TAT	
PCB Bulk Sample Analysis	
PCB Bulk Sample Analysis by EPA 8082A – 48 Hour TAT	
PCB Bulk Sample Analysis by EPA 8082A – 5 Day TAT	
Asbestos Air Sample Analysis	
PCM Air Sample Analysis via NIOSH 7400 Methodology - < 12 Hour TAT	
PCM Air Sample Analysis via NIOSH 7400 Methodology - > / = 24 Hour TAT	
TEM Air Sample Analysis via AHERA Methodology - < 12 Hour TAT	
TEM Air Sample Analysis via AHERA Methodology - 24 Hour TAT	
TEM Air Sample Analysis via NIOSH 7402 Methodology - 12 Hour TAT	
TEM Air Sample Analysis via NIOSH 7402 Methodology - 24 Hour TAT	

Attachment B

Unit Price Environmental Consulting / Labor Services

Labor Discipline	
EPA / NYS Certified Lead Based Paint Risk Assessor, Services to include Lead Based Paint Survey/Risk Assessment via XRF, Lead Based Paint Abatement Work Plan, Lead Based Paint Clearance Report & Lead Based Paint Site Visit for Re-Inspection of Encapsulated LBP	Per Hour
EPA/NYS Certified Asbestos Inspector – Asbestos Bulk Sampling, Pre-Renovation / Pre-Demolition Asbestos Survey, Sampling / Survey Report Preparation	Per Hour
EPA/NYS Certified Asbestos Project Designer - Asbestos Abatement Work Plan, Asbestos Abatement Technical Specification / Drawing Preparation, Front-end Bid Documents Preparation, and CA Phase non-Monitoring Services, Project Closeout Support Services	Per Hour
EPA/NYS Certified Project Monitor/Air Sampling Technician – Asbestos Project Monitoring, Air Monitoring & Monitoring Report Preparation Services, Straight time (up to 8 hours site, weekday work shift)	Per Hour
EPA/NYS Certified Project Monitor/Air Sampling Technician – Onsite Asbestos Project Monitoring & Air Monitoring Services, Overtime (greater than 8 hours site for weekday work shift and all hours for weekend / holiday work shifts)	Per Hour
NYS Certified Mold Assessor - Mold Assessments, Remediation Work Plan Preparation & Post-Remediation Inspection Services	Per Hour
Industrial Hygienist for PCB Survey/Assessment, Remediation Work Plan Preparation & Post-Remediation Inspection Services	Per Hour
Industrial Hygienist for Radon Inspection, Sampling, Report & Mitigation Work Plan Preparation Services	Per Hour
Project Manager – Overall Project Management, QA/QC Review of Reports, Specifications, etc.	Per Hour

Attachment C

Environmental Testing & Consulting Services Evaluation Form

FIRM NAME:

DATE: _____

Required Submissions	YES	NO
• Copies of certifications to perform environmental testing		
• Unit Price & Per Hour forms		
• EEO / MWBE Policy Statement		
• Non-Collusive & Affidavit		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Average turnaround times		10	
• Staffing		10	
• Prior experience		20	
• Proposed Unit Price & Per Hour estimates compared with all estimates received		60	
A = Lowest Estimate \$ _____			
B = Respondent's Estimate \$ _____			
A ÷ B X 60 = Respondent's Score			

TOTAL: _____

EVALUATOR NAME:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of _____ (name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

M/WBE PARTICIPATION

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.
Documentation shall include:
 - a. Copies of solicitations to M/WBE firms and copies of any responses.
 - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.

3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this _____ day of _____, 20_____

By:

(Signature)

Print Name: _____

Title: _____

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
 - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

NAME OF BIDDER

SIGNATURE OF SIGNER

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

INSURANCE SPECIFICATIONS

Project Description: Work includes environmental testing services related to asbestos, radon, lead, mold and other hazardous materials for TCPDC rehabilitation or demolition projects funded by various grants. Contract is an as-needed contract with no assignments guaranteed.

Please read these specifications very carefully. These specifications are part of your Agreement with the Tioga County Property Development Corporation (TCPDC). It is advisable that you forward a copy of these specifications to your insurance agent. TCPDC waiver of any requirement(s) set forth herein shall not constitute a waiver of any other Agreement provision.

Part I. General Provisions

1. The Contractor shall procure and maintain during the term of this Agreement, at the Contractor's expense, the insurance policies listed in Part II with limits equal to or greater than the enumerated limits.
2. The contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies.
3. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by TCPDC, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor.
4. Every required coverage type shall be "occurrence basis".
5. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form).
6. All insurance certificates must be approved by the TCPDC. See section II for specific requirements regarding insurance proof.
7. The TCPDC reserves its right to request certified copies of any policy or endorsement thereto.
8. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide).
9. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of Agreement, whereupon BCLBC may exercise any rights it has in law or equity, including but not limited to the following:
 - (a) immediate termination of the Agreement;
 - (b) withholding any / all payment(s) due under this Agreement or any other Agreement it has with the vendor (common law set-off); OR
 - (c) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by BCLBC shall be repaid upon demand, or at the BCLBC's option, may be offset against any monies due to the Contractor.

Part II. Required Insurance – Minimum coverage types and amounts

- a. Commercial General Liability insurance (including contractual and contractor's protective liability coverage) with combined single limits of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate for bodily injury and property damage; Aggregate limit must be per project.

Proof of additional insured coverage shall be evidenced through a carrier issued endorsement (ISO CG 20 10 11 85 or equivalent)

- b. Automobile Liability coverage including owned and hired vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage;
- c. Worker's Compensation and Employer's Liability insurance in compliance with all applicable New York State laws and regulations and Disability Benefits, if required by law.
- d. Professional Liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) on either a per-occurrence or claims-made coverage basis.

Proof of additional insured coverage shall be evidenced through a carrier issued endorsement

Certificates must list the Tioga County Property Development Corporation as additional insured with Waiver of Subrogation included. Location of the properties must be listed on the description of certificate.

1. The certificate face shall:

- indicate coverage(s) (other than Workers' Compensation & Disability) & minimum amounts required in part II.1
- provide that the coverage(s) shall not be cancelled, terminated or materially changed (including an insurance limits reduction) unless **thirty (30) days** prior written notice has been given to the BCLB.
- Disclose all policy exclusions
- Disclose the amount of self-insured retention or deductibles.
- Show Products & completed operation

2. Proof of Workers' Compensation Coverage must be provided on WCB form C-105.2 or U-26.3

3. Proof of NYS Disability Coverage must be provided on WCB form DB-120.1 OR DB-820/829 OR DB-155

4. The Additional Insured & Certificate Holder should read:

Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827

Other additional insured may be required based on project specific funders, co-development agreements, and professional services contracts. Specific requirements on a project-by-project basis will be conveyed to the winning bidder.

Part III Defense and Indemnification

The following provisions concerning indemnification shall not be construed to indemnify the TCPDC for damages arising from bodily injury to persons or property contributed to, caused by or resulting from the sole negligence of the TCPDC or its employees.

The Contractor agrees to defend, indemnify and hold the Tioga County Property Development Corporation and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damages, settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the negligent error(s) and/or omission(s) and/or act(s) of the Contractor (including Contractor's employees, agents or and/or subcontractors) in the performance of this agreement.

Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

Part IV Safety

Tioga County Property Development Corporation specifically reserves the right to suspend or terminate all work under this Agreement whenever Contractor and/or contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of contractor's employees, subcontractor's employees, TCPDC employees or member(s) of the general public on TCPDC property. This reservation of rights by TCPDC in no way obligates TCPDC to inspect the safety practices of the Contractor.

If Tioga County Property Development Corporation exercises its rights pursuant to this part, the contractor shall be given three days to cure the defect, unless TCPDC in its sole and absolute discretion, determines that the service cannot be suspended for three days due to TCPDC's legal obligation to continuously provide contractor's service to the public or TCPDC's immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect.

If the Contractor fails to cure the identified defect(s), Tioga County Property Development Corporation shall have the right to immediately terminate this Agreement. In the event that TCPDC terminates this Agreement, any payments for work completed by the Contractor shall be reduced by the costs incurred by TCPDC in re-bidding the work and /or by the increase in cost that results from using a difference vendor.



REQUEST FOR QUALIFICATIONS Construction Management Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Qualifications for Construction Management Services for the Tioga County Property Development Corporation (“TCPDC” or “Land Bank”). These services are being solicited of a qualified and experienced individuals and/or firms (hereinafter “Respondents”) capable of providing the TCPDC with Construction Management services, as well as to oversee the full rehabilitation of eligible properties in the TCPDC’s inventory. Individuals and/or firms that have experience working with other New York based Land Banks or similar organizations are encouraged to respond.

The submission requirements and deadline for this Request for Qualifications are included in the attached document. The Land Bank may award multiple contracts as a result of this solicitation and reserves the right to terminate such contract(s) at any point during the period.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Owned Businesses, and Labor Surplus Area Firms are encouraged to submit qualifications.

Please submit Qualifications to:

Sara Zubalsky-Peer, Executive Administrator
Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827
zubalsky-peers@tiogacountyny.gov

Attachments:

Request for Qualifications for Construction Management Services
Rating Sheet
EEO/MWBE Form
Non-Collusive Certificate

REQUEST FOR QUALIFICATIONS

Construction Management Services

Professional Service Contract

DATE

To Whom it May Concern:

The Tioga County Property Development Corporation is currently seeking respondents with demonstrated experience in providing construction management services for the TCPDC, specifically related to overseeing the renovation of properties utilizing multiple grant funding sources including, but not limited to, Land Bank Initiative (LBI), RESTORE NY, New York Main Street, and ARPA.

The TCPDC was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member Board of Directors appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, the TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant, or abandoned properties for the purpose of placing such properties back to productive reuse.

1.0 REQUIRED SCOPE OF SERVICES

1.1 The Construction Manager (CM) or firm shall provide construction management services, which will typically include construction inspections for compliance with construction documents, review of test results, payment applications/drawdowns, management of requests for information (RFI), change order review and negotiation, review and tracking of the construction schedule and quantities completed in the field, conduct construction coordination and progress meetings, and related CM services.

The CM may assist the TCPDC in their administration the projects including all construction contracts (prime and approved subcontractors) on the TCPDC's behalf. The administration of construction projects may but are not limited to: reviewing contractor schedules, project updates, coordination of the contractors and subcontractors, notifying the TCPDC of any delays, reviewing subsequent schedule updates, and informing the TCPDC of operations and progress.

The CM shall attend periodic meetings with the TCPDC, consultants, contractors, etc. These meetings shall include but are not limited to: pre-bidding meetings to develop and refine renovation scopes of work, all meetings during the bidding and awarding process, and throughout the duration of the renovation projects.

Projects will include residential, mixed-use, and vacant buildings. Project scopes include a combination of gut-rehab and mod-rehab and, in some cases, demolition. The TCPDC will rely heavily on the CM to develop an appropriate scope of work for each property. Properties may be retained by the TCPDC or sold to private owners, most likely for homeownership opportunities. Some projects may have affordability restrictions, depending upon the grant funding source.

2.0 SUBMISSION REQUIREMENTS

2.1 A statement of interest in performing the proposed services

2.2 Individual/Firm Management Experience and Capacity

- Provide information regarding the individual/firm's qualifications to perform the proposed services outlined in the scope of the services above, including relevant experience providing services to other Land Banks or similar organizations (e.g., nonprofits, public authorities, etc);
- Identify the names and titles of those that will be assigned to TCPDC projects and

- provide resumes for each individual proposed to be assigned to these projects.
- Provide a list of current clients and projects managed, and a brief summary of work for each; and
- All members of the firm chosen by the TCPDC shall be in good standing.

2.3 Professional References

- Provide a minimum of three (3) professional references for projects that respondent and/or firm has managed where the services were similar to those outlined in this RFQ.
- Respondents are encouraged to supply a more comprehensive listing of past and current clients.
- Please identify all public and non-profit organizations, if any, for which the firm has provided services in the past five years.

2.4 Cost structure

- The TCPDC is looking for an approximate cost structure to manage expectations of what to allocate to hire each firm. Selection will be based upon the qualifications as listed in Part 3 of the RFQ. However, TCPDC wants to know an anticipated cost to ensure it fits within budgets, or to rearrange costs to complete each project. The TCPDC understands that this service is unique, and costs will likely vary from property to property and project to project so final rates/costs that are negotiated may not reflect exactly what's submitted in the statement of qualifications.

	Estimated Cost
Per property/project:	\$
Per hour:	\$

2.5 Completed EEO/MWBE form and Non-Collusive Certificate

3.0 QUALIFICATIONS EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting an individual or firm. Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate; to reject any or all proposals, in whole or any part thereof; to re-solicit for proposals; and to waive any minor nonconformities in accordance with the Land Bank's determination of its own best interests.

Criteria	Max Points
• Quality and completeness of submission	10
• Qualifications of the individual/firm	35
• Relevant management experience & capacity	35

<ul style="list-style-type: none"> Past record of performance, including Land Banks or related non-profit organizations 	15
<ul style="list-style-type: none"> Minority/Women Business Enterprise (“M/WBE”) and/or Service-Disabled Veteran Owned Business (“SDVOB”) Certification* 	5

**Note that the Land Bank will consider M/WBE and/or SDVOB utilization plans.*

Once firms are evaluated on the above criteria, a committee of the Land Bank’s Board of Directors and staff may invite individuals and/or firms to interview.

4.0 SCHEDULING AND COMPLETION

The Land Bank expects to undertake the selection process according to the following schedule:

RFQ release date:	DATE
Closing date for RFQ questions:	DATE
Deadline for submission of Qualifications:	DATE
Anticipated selection:	DATE

**This schedule is subject to change at the discretion of the Land Bank*

Please submit questions to Sara Zubalsky-Peer, Executive Administrator at zubalsky-peers@tiogacountyny.gov by 5:00 PM on **DATE**. This is a two-year professional services contract with the option to renew for a third year.

5.0 QUALIFICATIONS SUBMISSION

Upon receipt of qualifications, submittals will be reviewed by a committee determined by the Land Bank Board. The TCPDC may invite several qualified individuals and/or firms to interview for a more in-depth evaluation of qualifications and ability to meet the terms of the proposed contract. The individuals and/or firms will be asked to address their professional expertise as a part of their interview (and that of their sub-consultant(s)), with the planned scope of services outline above. Individuals and/or firms should be willing and able to provide additional information that may be required by the selection committee.

Interested parties should submit all required submittals to Sara Zubalsky-Peer by 5:00 PM on **DATE** by mail, hand delivery or email as follows:

Email: zubalsky-peers@tiogacountyny.gov

By Mail or Hand Delivery

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

Please do not hesitate to call me at (607) 778-8266 with any questions.

Sincerely,

Sara Zubalsky-Peer
Executive Administrator

Attachment A

Construction Management Services Evaluation Form

FIRM NAME:

DATE:

Required Submissions	YES	NO
• EEO / MWBE Policy Statement		
• Non-Collusive Bidding Certificate		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Quality and completeness of submission		10	
• Qualifications of the individual/firm		35	
• Relevant management experience & capacity		35	
• Past record of performance, including Land Banks or related non-profit organizations		15	
• Minority/Women Business Enterprise ("M/WBE") and/or Service-Disabled Veteran Owned Business ("SDVOB") Certification*		5	

TOTAL:

EVALUATOR NAME:

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION
TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of _____ (name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

M/WBE PARTICIPATION

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.

Documentation shall include:

- a. Copies of solicitations to M/WBE firms and copies of any responses.
 - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.

3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this _____ day of _____, 20_____

By: _____ (Signature)

Print Name: _____

Title:

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation, is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
 - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

NAME OF BIDDER

SIGNATURE OF SIGNER

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

NON-COLLUSIVE AFFIDAVIT

STATE OF NEW YORK _____)
)ss.
COUNTY OF _____)

_____)
being first duly sworn, deposes and says that:

- A. He/She is owner, partner, officer, representative or agent of:

_____)
the Bidder that has submitted the attached Quotation.
- B. He/She is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation;
- C. Such quotation is genuine and is not a collusive or sham Quotation;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived, agreed, directly or indirectly, with any other Bidder, firm or person, to submit a collusive or sham Qualification, in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Quotation or that of any other Bidder, or to fix any overhead, profit or cost element of the quote price or the quoted price of any other Bidder or to secure, through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Local Public Agency or any person interested in the proposed Contract, and;
- E. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this Affiant.

(Signed): _____
_____)

Subscribed and sworn to before me

this day of _____ 20

_____)
My Commission expires:



REQUEST FOR QUALIFICATIONS Architectural & Engineering Design Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Qualifications for Architectural & Engineering Design Services for the Tioga County Property Development Corporation (“TCPDC” or “Land Bank”). These services are needed for the architectural, structural, mechanical, electrical, and plumbing design of single and multi-family buildings as well as site design and permitting as needed at Land Bank properties intended to be rehabilitated, newly constructed, or demolished. The TCPDC utilizes local, State and Federal grant sources including but not limited to Land Bank Initiative (“LBI”) funds awarded by New York State Homes & Community Renewal (“HCR”). The aforementioned services are being solicited at this time to assist the Land Bank in its mission to return properties to productive use in Tioga County.

The submission requirements and deadline for this Request for Qualifications are included in the attached document. This is a two-year contract with the possibility of a one-year extension. The Land Bank reserves the right to award multiple contracts as a result of this solicitation.

The Land Bank is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Section 3 Businesses, Minority Business Enterprises, Women Business Enterprises, Small Business Enterprises, Service-Disabled Veteran Business Enterprises, and Labor Surplus Area Firms are encouraged to submit proposals.

Please submit Qualifications to:

Sara Zubalsky-Peer, Executive Administrator
Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827
zubalsky-peers@tiogacountyny.gov

Attachments:

Request for Qualifications for Architectural & Engineering Design Services
Rating Sheet
EEO/MWBE Form
Non-Collusive Certificate
Insurance Specifications



REQUEST FOR QUALIFICATIONS
Architectural & Engineering Design Services

Professional Service Contract

DATE

To Whom it May Concern:

The Tioga County Property Development Corporation is soliciting qualifications for architectural & engineering services, including structural, mechanical, electrical, and plumbing design of single and multi-family buildings as well as site design and permitting as needed at Land Bank properties intended to be rehabilitated, newly constructed, or demolished. The TCPDC utilizes local, State and Federal grant sources including but not limited to Land Bank Initiative (“LBI”) funds awarded by New York State Homes & Community Renewal (“HCR”). The aforementioned services are being solicited at this time to assist the Land Bank in its mission to return properties to productive use in Tioga County.

It is the intent of the Land Bank to demolish, rehabilitate, or newly construct single-family, multi-family, and mixed use properties under their various grant programs.

1.0 REQUIRED SCOPE OF SERVICES

1.1 Planning for new and/or existing single, multi-family residential buildings and mixed use buildings.

1.2 Land Surveying as needed to provide boundary information and pin locations.

1.3 Evaluate new and/or existing single, multi-family, and mixed use buildings to identify maintenance issues and/or code compliance issues including current cost estimates to address such issues.

1.4 Project schematic design, preliminary design, and design development for each respective discipline required under this solicitation, including but not limited to architecture, building structural engineering, site design, and mechanical/electrical/plumbing design, including preliminary cost estimates.

1.5 Final project design and bid support including preparation of final plans and specifications, preparation of final cost estimates, preparation of bid documents, bid assistance (pre-bid meeting coordination and addressing addendum if required), and bid analysis.

1.6 Construction-phase services as needed including review and approval of contractor submittals, daily project management, construction monitoring, on-site inspection, analysis, survey reporting and miscellaneous technical support and assistance as necessary- please note, the TCPDC has a separate RFP for construction management services. It is expected the engineer/architect would coordinate with the construction manager and/or contractor as needed.

1.7 Post construction phase and final project close-out services to assure compliance with all guarantees and funding sources as necessary.

1.8 Coordination of all review and permitting/approval with involved agencies as required, including but not limited to Local Governments (planning and zoning), local utility companies, Tioga County Health Department, and any other involved agencies and/or funding sources.

All work under this contract shall be completed in accordance with all applicable Federal, State, and local rules, regulations and codes. All work must be performed under the direction and supervision of a Professional Engineer or Architect (or other licensed professional as required by law), registered to practice in the State of New York.

2.0 REQUIRED SUBMITTALS

To be considered for selection, your qualification/proposal submittal must include Federal General Service Administration Form SF-330 as a minimum. If the requested services are not available within a single firm, it will be necessary to include the above requested information for each proposed subcontracted firm. Submittals should include and/or address the following items:

2.1 Name and overall size of your firm.

2.2 Location of offices with a description of the size and specific location of the office that will provide the proposed services.

2.3 If a branch office will provide services, the capability of a branch office to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.

2.4 A statement of interest in performing the proposed services.

2.5 A description of other contracted small housing-related services your firm provides (either current or in the past), as well as a list of current clients that you have term contract experience with if any. Included with this information should be at least 2 (two) professional references with contact information that can attest to your experience with the requested services.

2.6 Evidence in your presented project history of your firm's ability to work within project budgets and schedules.

2.7 A statement of qualifications to include recent specialized experience specific to the general services specified in this RFP.

2.8 The resumes of those individuals in the office designated to provide these services who will work on Land Bank projects and the office that they typically work from.

2.9 If applicable, the names of sub consultants or associate consultants, or joint venture partner consultants, who would be engaged by your firm including their background, relevant experience, key personnel, location of offices that would provide services, etc.

2.10 A description of your proposed approach to providing services for single-family and multi-family residential buildings for the Land Bank. Your description would address such items as projected project staffing, average turnaround time for design documents, the need for sub consultant support, etc.

2.11 An organizational chart.

2.12 Completed EEO/MWBE form and Non-Collusive Bidding Certificate

3.0 INSURANCE REQUIREMENTS

**Please see attached insurance requirements.*

4.0 PROPOSAL EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting a firm(s). Such criteria are not necessarily listed in order of importance. The Land Bank reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

Criteria	Max Points
• Proposer's capacity and capability to provide the services	20
• Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing the services	20
• Proposer's experience to perform the proposed services	20
• Past record of performance	20
• Ability to rapidly mobilize	20

Once firms are evaluated on the above criteria, a committee of the Land Bank's Board of Directors will invite firms to interview.

5.0 SCHEDULING AND COMPLETION

Please submit questions to Sara Zubalsky-Peer, Executive Administrator at zubalsky-peers@tiogacountyny.gov by 5:00 PM on **DATE**, 2025. It is anticipated that a contract will be awarded by **DATE**, 2025 to the lowest responsible bidder. This is an as-needed contract for two years, with an optional one-year mutual agreed upon renewal at the same terms and conditions.

6.0 PROPOSAL SUBMISSION

Upon receipt of qualification proposals, submittals will be reviewed by a Committee comprised of Land Bank Board Members and/or appointees. The TCPDC may invite several qualified firms to interview for a more detailed in-depth evaluation of qualifications and ability to meet the terms of the proposed contract. The firms interviewed will be asked to address their professional expertise as a part of their interview (and that of their sub-consultant(s)), with the planned scope of services outlined above. Firms should be willing and able to provide additional information that may be required by the selection committee.

Interested parties should submit all required submittals to Sara Zubalsky-Peer, Executive Administrator by 5:00 PM on **DATE**, 2025 by mail, hand delivery or email as follows:

Email: zubalsky-peers@tiogacountyny.gov

By Mail or Hand Delivery

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

Please do not hesitate to call with questions at (607) 687-8266.

Sincerely,

Sara Zubalsky-Peer
Executive Administrator

Attachment A-1

Architectural & Engineering Design Services Evaluation Form

FIRM NAME:

DATE:

Required Submissions	YES	NO
• EEO / MWBE Policy Statement		
• Non-Collusive Bidding Certificate		

EVALUATION CRITERIA	SCORE	MAX. POINTS	NOTES
• Proposer's capacity and capability to provide the services.		20	
• Evaluation of the professional qualifications, personal background and resume(s) of individuals involved in providing services.		20	
• Proposer's experience to perform the proposed services.		20	
• Past record of performance.		20	
• Ability to rapidly mobilize		20	

TOTAL:

EVALUATOR NAME:

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT & M/WBE PARTICIPATION
TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of _____ (name of organization) to provide equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status. This organization will undertake and/or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force. These programs will be in accordance with all relevant Federal and State non-discrimination laws and regulations.

This organization shall state in all solicitation and advertisements for employees that all qualified applicants will be afforded equal employment opportunities without discrimination. In addition, this organization shall request of any employment agency, labor union, or other authorized representative used to solicit employees that they will not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual preference, or veteran status, AND that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

Finally, this organization agrees to include these same EEO provisions in every subcontract in such a manner that the requirements will be binding upon the subcontractor doing work in connection with this contract.

M/WBE PARTICIPATION

This organization shall take good faith actions to achieve M/WBE participation in this contract by taking and documenting the following steps:

1. Actively and affirmatively solicit bids and/or quotes for subcontracts (and/or supplies) from qualified State certified MBEs or WBEs, including solicitations from M/WBE contractor associations.

Documentation shall include:

- a. Copies of solicitations to M/WBE firms and copies of any responses.
 - b. Copies of any advertisements placed for participation of M/WBEs (including dates of advertisements and publications)
2. Ensure that documents used to secure bids and/or quotes are made available in sufficient time for review by prospective M/WBE's.

3. If responses to the organization's solicitations were received, but a certified M/WBE was not selected, provide specific reasons that such enterprise was not selected.
4. Contractor will also ask for and maintain records of any actions that subcontractors have taken to achieve M/WBE participation.

This organization agrees to provide copies of said documentation illustrating good faith efforts upon award of contract.

Agreed on this _____ day of _____, 20_____

By: _____ (Signature)

Print Name: _____

Title:

NON-COLLUSIVE BIDDING CERTIFICATION

Special Note:

BIDDER MUST RETURN THIS FORM WITH THE PROPOSAL FORM

TO THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION:

In accordance with Section 103D of the New York State General Municipal Law, the Undersigned declares that, in submitting this Proposal, he/she is or they are the only person(s) interested in said Proposal that it is made without any connection with any person making another Proposal for the same Contract; that the Proposal is, in all respects, fair and without Collusion, Fraud or Mental Reservation; and that no officials of the Tioga County Property Development Corporation or any person in the employ of the Tioga County Property Development Corporation is directly or indirectly interested in said Proposal or in the Supplies, Materials, Equipment or Work to which it relates, or in any portion of the profits thereof.

NON-COLLUSIVE BIDDING CERTIFICATION: (Section 103d, as amended)

1. By submission of this Proposal, each Bidder and each Person signing on behalf of any Bidder certifies, and in the case of a Joint Proposal, each Party thereto, certifies as to its own organization, under penalty of perjury, that, to the best knowledge and belief:
 - A. The prices in this Proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other Bidder or with any Competitor.
 - B. Unless otherwise required by law, the prices which have been quoted in this Proposal, have not been knowingly disclosed by the Bidder and will not knowingly be disclosed, by the Bidder prior to Proposal Opening, either directly or indirectly, to any Bidder or to any Competitor.
 - C. No attempt has been made or will be made, by the Bidder, to induce any other person, partnership or corporation to submit or not submit a Proposal, with the purpose or restricting competition.

NAME OF BIDDER

SIGNATURE OF SIGNER

TITLE

NOTE:

A Proposal shall not be considered for award nor shall any award be made where: Paragraph 1, Subparagraphs A, B and C above, have not been complied with, providing however, that, if in any case, the Bidder cannot make the foregoing certification, the Bidder shall so state and shall furnish, with the Proposal, a signed statement which sets forth, in detail, the reason therefore.

Where Paragraph 1, Subparagraphs A, B and C above, have not been complied with, the Proposal shall not be considered for award nor shall any award to made, unless, the Head of the Purchasing Unit of the political subdivision, public department, agency or official thereof, to which the Proposal is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Bidder has published price lists, rates or tariffs covering items being procured; informed prospective customers of proposed or pending publications of new or revised price lists for such items or has sold the same items to other customers at the same prices as being Proposed; does not constitute, without more, a disclosure within the meaning of paragraph 1, subparagraphs A, B & C.

INSURANCE SPECIFICATIONS

Project Description: Work includes environmental testing services related to asbestos, radon, lead, mold and other hazardous materials for TCPDC rehabilitation or demolition projects funded by various grants. Contract is an as-needed contract with no assignments guaranteed.

Please read these specifications very carefully. These specifications are part of your Agreement with the Tioga County Property Development Corporation (TCPDC). It is advisable that you forward a copy of these specifications to your insurance agent. TCPDC waiver of any requirement(s) set forth herein shall not constitute a waiver of any other Agreement provision.

Part I. General Provisions

1. The Contractor shall procure and maintain during the term of this Agreement, at the Contractor's expense, the insurance policies listed in Part II with limits equal to or greater than the enumerated limits.
2. The contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies.
3. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by TCPDC, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor.
4. Every required coverage type shall be "occurrence basis".
5. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form).
6. All insurance certificates must be approved by the TCPDC. See section II for specific requirements regarding insurance proof.
7. The TCPDC reserves its right to request certified copies of any policy or endorsement thereto.
8. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide).
9. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of Agreement, whereupon BCLBC may exercise any rights it has in law or equity, including but not limited to the following:
 - (a) immediate termination of the Agreement;
 - (b) withholding any / all payment(s) due under this Agreement or any other Agreement it has with the vendor (common law set-off); OR
 - (c) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by BCLBC shall be repaid upon demand, or at the BCLBC's option, may be offset against any monies due to the Contractor.

Part II. Required Insurance – Minimum coverage types and amounts

- a. Commercial General Liability insurance (including contractual and contractor's protective liability coverage) with combined single limits of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate for bodily injury and property damage; Aggregate limit must be per project.

Proof of additional insured coverage shall be evidenced through a carrier issued endorsement (ISO CG 20 10 11 85 or equivalent)

- b. Automobile Liability coverage including owned and hired vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage;
- c. Worker's Compensation and Employer's Liability insurance in compliance with all applicable New York State laws and regulations and Disability Benefits, if required by law.
- d. Professional Liability insurance in an amount not less than One Million Dollars (\$1,000,000.00) on either a per-occurrence or claims-made coverage basis.

Proof of additional insured coverage shall be evidenced through a carrier issued endorsement

Certificates must list the Tioga County Property Development Corporation as additional insured with Waiver of Subrogation included. Location of the properties must be listed on the description of certificate.

1. The certificate face shall:

- indicate coverage(s) (other than Workers' Compensation & Disability) & minimum amounts required in part II.1
- provide that the coverage(s) shall not be cancelled, terminated or materially changed (including an insurance limits reduction) unless **thirty (30) days** prior written notice has been given to the BCLB.
- Disclose all policy exclusions
- Disclose the amount of self-insured retention or deductibles.
- Show Products & completed operation

2. Proof of Workers' Compensation Coverage must be provided on WCB form C-105.2 or U-26.3

3. Proof of NYS Disability Coverage must be provided on WCB form DB-120.1 OR DB-820/829 OR DB-155

4. The Additional Insured & Certificate Holder should read:

Tioga County Property Development Corporation
56 Main Street
Owego, NY 13827

Other additional insured may be required based on project specific funders, co-development agreements, and professional services contracts. Specific requirements on a project-by-project basis will be conveyed to the winning bidder.

Part III Defense and Indemnification

The following provisions concerning indemnification shall not be construed to indemnify the TCPDC for damages arising from bodily injury to persons or property contributed to, caused by or resulting from the sole negligence of the TCPDC or its employees.

The Contractor agrees to defend, indemnify and hold the Tioga County Property Development Corporation and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damages, settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the negligent error(s) and/or omission(s) and/or act(s) of the Contractor (including Contractor's employees, agents or and/or subcontractors) in the performance of this agreement.

Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

Part IV Safety

Tioga County Property Development Corporation specifically reserves the right to suspend or terminate all work under this Agreement whenever Contractor and/or contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of contractor's employees, subcontractor's employees, TCPDC employees or member(s) of the general public on TCPDC property. This reservation of rights by TCPDC in no way obligates TCPDC to inspect the safety practices of the Contractor.

If Tioga County Property Development Corporation exercises its rights pursuant to this part, the contractor shall be given three days to cure the defect, unless TCPDC in its sole and absolute discretion, determines that the service cannot be suspended for three days due to TCPDC's legal obligation to continuously provide contractor's service to the public or TCPDC's immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect.

If the Contractor fails to cure the identified defect(s), Tioga County Property Development Corporation shall have the right to immediately terminate this Agreement. In the event that TCPDC terminates this Agreement, any payments for work completed by the Contractor shall be reduced by the costs incurred by TCPDC in re-bidding the work and /or by the increase in cost that results from using a difference vendor.