

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

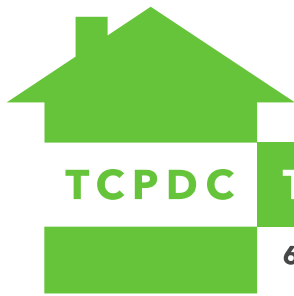
**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, September 25, 2025 at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

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
3. Old Business
 - a. Approval of Minutes from Regular Board Meeting August 27, 2025
 - b. Acknowledgement of Financial Reports through August 30, 2025.
 - i. Grant Spreadsheet Update
 - c. Project Updates
 - i. 81 North
 - ii. 121 Providence
 - iii. 247 Main
 - iv. 62-64 North
 - d. Audit RFP
4. New Business
 - a. Budget
 - b. Property Management RFP
 - c. Snow Removal RFP
 - d. Lawn Maintenance RFP
 - e. Executive session- Appointment of new member, Acquisition Negotiations
5. Chairman's Remarks
6. Adjournment

A PARTNER OF

TEAM TIOGA



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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DRAFT

**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes
Wednesday, August 27, 2025 at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

- 1) Call to Order at 4:01 pm
- 2) Attendance
 - a) Present: R. Kelsey, M. Baratta, H. Murray, J. Case, L. Pelotte
 - b) Absent: M. Sauerbrey, S. Yetter, J. Whitmore
 - c) Invited Guests: S. Zubalsky-Peer
 - d) Matthew Freeze
- 3) Old Business
 - a) Regular Board Meeting Minutes May 2025
 - b) Special Board Meeting June 2025

Motion to approve minutes of Regular Board Meeting, May 28th, 2025 and approve minutes of Special Board Meeting, June 2025

1st: H. Murray
2nd: L. Pelotte
In Favor: All
 - c) S. Zubalsky-Peer requested hold on financial reports – been working with Bowers – there is a discrepancy of \$12,300 in LBI Phase II funds they are tracking down -once sorted – reports will be sent
 - d) Company Cam software approval

S. Zubalsky-Peer stated from June meeting approved IT from the county looked through and approved, the Land Bank purchased. S. Zubalsky-Peer pulled up Company Cam to show 81 North pictures for board to get a feel for it. S. Zubalsky-Peer stated it is working out very well.
 - e) Project Updates
 - i) 81 North

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S. Zubalsky-Peer stated moving along, S. Zubalsky-Peer stopped by, did not get pictures but noted the contractor is putting up the trim. S. Zubalsky-Peer brought up photos. Working on fire escape but is a bit complicated due to the size of the building and the way it had to be engineered, the contractor is working very closely with Mic at Code Enforcement. S. Zubalsky-Peer stated the façade will be a beige color, accent color is a green – color chosen from Benjamin Moore historic color palette. Right now, most of the work being done is on the exterior, S. Zubalsky-Peer stated they are still waiting on NYSEG to install new meters for the electric; they completed the wire work and are just waiting for them to get the meters up. R. Kelsey asked if the wiring is temporarily rerouted or permanently rerouted. S. Zubalsky-Peer answered permanently – where it was previously on 81 North was not to code since anyone in the residential areas could reach out the window and touch it. H. Murray asked if the meters were on the back of the building; S. Zubalsky-Peer answered, meters are on the alley side. S. Zubalsky-Peer explained meters are taken out of the basement, out of the flood zone and placed on the side. S. Zubalsky-Peer showing update photos; S. Zubalsky-Peer said once space is cleared out, they can do a walk through, hopefully start planning an open house so we can invite the public in. R. Kelsey asked if we are ready to advertise and lease, stated we have not yet hired a manager. S. Zubalsky-Peer answered no, that will be one of the items further down on the agenda.

ii) 121 Providence

S. Zubalsky-Peer touched base with L2 they are nearly finished with the construction documents asked us for our materials, such as our non-collusive certificate and insurance requirements. They are starting to build a big package that they will send to us. S. Zubalsky-Peer said when we receive the draft, it will be sent to all of board members for review.

iii) 247 Main

S. Zubalsky-Peer said we know where we are at with that and will discuss during negotiations for the design work, the next step is choosing the architect.

iv) 62-64 North

S. Zubalsky-Peer said this is the NY Main Street grant that we have for the private property owner and right now we are at a standstill. The owners are discussing some internal changes they might be facing with ownership. S. Zubalsky-Peer met with state on Tuesday and discussed it with them. They advised us to issue a letter to the owners with a deadline of September 30th to decide if they would like to move forward with the grant or not – we issued that to the owners and are waiting to hear back. H. Murray asked if it changes owners in an unexpected way we wouldn't have any exposure. S. Zubalsky-Peer answered no, and did ask them if it comes to that where we close out the grant and return the funds to the state, does it affect us as the Land Bank for future grant applicants, and they said no, it wouldn't be a red mark

against us, it is a private ownership situation so it wouldn't affect us applying for future funds.

v) 103 Liberty

S. Zubalsky-Peer explained it is finally moving along once we got all inspections and permits taken care of. The insulation is done, drywall is done, they are starting some of the finish work and carpentry inside. S. Zubalsky-Peer did let them know that the board would like to see this project completed by the end of this year. We are going to issue a formal letter to them making sure they stay on track. If it is not complete by this year, we would like to hire a contractor to finish it so we can put it on the market and have it sold and move onto the next project with them. S. Zubalsky-Peer spoke to Mike and Rick, and they are confident that they can get it done.

vi) 81 Hickories Park

S. Zubalsky-Peer said we do officially own it, we signed all the documentation, and it should be recorded. Once we took ownership Owego Code called to see if we can clean up the property because it was quite overgrown. We had Scott, who has our mowing contract go out and clean it up – he let us know that there is quite a bit of debris on the ground. S. Zubalsky-Peer told him to leave it we will take care of it when we get out there with a contractor and a dumpster. Actual funds for the demolition will be pending the CDBG Imminent Threat application.

vii) 39 Railroad

S. Zubalsky-Peer explained same situation, waiting to hear back from Joe Mayor – understanding that there is a closing set for November – she is waiting for him to confirm the date, so we should have that property in November.

4) New Business

a) Motion to approve the top two scoring firms in each of the categories that the RFP were issued for.

1st: H. Murray

2nd: M. Baratta

In Favor: All

b) Property Service application – new round of funding – allowing new eligible activities, construction of new homes for sale to low to moderate income buyers. Recommend to the board submit app for the full amount for 2 mil and propose building new homes on temple and liberty. Have been in our inventory for a long time, this would give us opportunity to return them to productive use. Started budgeting based on quotes site work contractors and modular companies. Propose budget for \$150,000 each for site work and \$250,000 each for units, with the understanding that these numbers may change per parcel depending on how much

will need to be elevated due to their location within the floodplain. *J. Case* asked where is this property located, S. Zubalsky-Peer explained location of properties and plans on photos. R. Kelsey suggested building garages under the modulars. *H/J?* asks what are the strings that come with the low-income requirements. S. Zubalsky-Peer spoke with HCR and it is up to TCDPC to decide – S. Zubalsky-Peer stated it makes sense in our area to do 80%AMI – the board agreed. R.Kelsey states some concerns about transparency and the village board – would like TCPDC to be open with the Village Board once we know what we are doing. S. Zubalsky-Peer offered to go to Village Board Meeting when necessary and get them involved in the project. S. Zubalsky-Peer will work on the draft and send to board for review.

Motion to approve submission of application to the Land Bank Initiative Property Services Grant in the amount of \$2,000,000 and authorize S. Zubalsky-Peer and R. Kelsey to sign all necessary documentation.

1st: M.Baratta

2nd: J. Case

In Favor: All

Motion to approve the 2026 Tioga County Administration Agreement in the amount of \$50,000 authorizing R. Kelsey to sign all necessary documentation.

1st:

2nd:

In Favor: All

Application for Credit Card through TSB with \$5,000 limit. Will still have two signatures on all the backup docs for audit purposes. R. Kelsey Will not have a Quorum for this vote. Hold over for next meeting.

Bank Accounts – some accounting changes are needed since we are getting into property management. 81 North hold security and escrow. Wise to keep unrestricted income in separate accounts from tenant rents and accounts we have our grant funds in. TSB utilize Zrent and Zdeposit. Putting on the table no motion tonight.

Contract with Thoma – County is eligible to apply for CDBG Imminent threat – the land bank would be the subrecipient of those funds – county has held the necessary public hearing passed their appropriate resolutions to allow submission to cover costs of demolition to 81 Hickories Park Rd and potentially 39 Railroad Ave. Application is for \$200,000.

Motion to approve contract with THOMA Development in the amount of \$3,500 for CDBG Imminent Threat Application

1st: M.Baratta

2nd: J. Case

In Favor: All

Motion to approve 81 North two change orders – brick work on first floor commercial space – Clearview was able to repair areas - \$5,000. First Choice Roofers need to increase their price due to increase in materials - \$33,000

1st: H. Murray

2nd: J. Case

In favor: All

S. Zubalsky-Peer passed around a list of items and qualifications for property management firm to go into RFP to handle 81 North. Will draft full RFP after input from board. R. Kelsey asked about pricing for maintenance. S. Zubalsky-Peer will discuss with other Land Banks on how they do their structuring. Will vote next time

Motion to accept Audit RFP this will be jointly issued RFP with all three agencies (TCPDC, IDA, LPC)

1st: M. Baratta

2: H. Murray

In favor: All

Motion to accept recommendation for R. Bunce as new member for Board. Unable to have governance meeting in person – did not have Quorum. Legislature will have to approve officially.

1st: R. Kelsey

2nd: J. Case

In Favor: All

Motion to enter executive session at 4:41PM

1st: H. Murray

2nd: J. Case

In Favor: All

Motion to move out of Executive session at 5:29 PM

Motion to accept contract in the amount of \$68,000 with L2 Studio Architecture for the schematic design, construction document preparation, and construction support for 247 Main Street.

1st: M. Baratta

2nd: L. Pelotte

In Favor: All

Meeting ended 5:32PM

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 63,118.93	\$ 1,881.07
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	\$ 137,394.44	\$ 62,605.56
LBI Phase 2***	\$ 900,000.00	\$ 900,000.00	\$ -
LBI Phase 2 - Capital	\$ 1,283,000.00	\$ 154,534.97	\$ 1,128,465.03
TOTAL	\$ 3,648,000.00	\$ 2,064,897.76	\$ 1,583,102.24

*Program funds received upfront

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

***Reimbursable grant program

Tioga County Property Development Corporation

Balance Sheet Comparison

As of July 31, 2025

	TOTAL			
	AS OF JUL 31, 2025	AS OF JUL 31, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	210,475.78	120,295.08	90,180.70	74.97 %
10001 Tioga Bank ICS	95,284.39	255,464.73	-160,180.34	-62.70 %
Total Bank Accounts	\$305,760.17	\$375,759.81	\$ -69,999.64	-18.63 %
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	137,762.95	6,089.13	131,673.82	2,162.44 %
12102.2 Left to Spend	-92,624.31	1,450.00	-94,074.31	-6,487.88 %
Total 12102 LBI Phase 1	45,138.64	7,539.13	37,599.51	498.72 %
12103 LBI Phase 2				
12103.1 Left to Receive	6,002.20	610,230.23	-604,228.03	-99.02 %
12103.2 Left to Spend	0.00	-527,340.03	527,340.03	100.00 %
Total 12103 LBI Phase 2	6,002.20	82,890.20	-76,888.00	-92.76 %
12104 LBI Phase II - Capital				
12104.1 Left to Receive	1,238,727.03		1,238,727.03	
12104.2 Left to Spend	-1,128,465.03		-1,128,465.03	
Total 12104 LBI Phase II - Capital	110,262.00		110,262.00	
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	35,881.00	-35,881.00	-100.00 %
14097 121 Providence St	34,926.00	1.00	34,925.00	3,492,500.00 %
14098 81 North Ave	622,714.00	81,344.13	541,369.87	665.53 %

	TOTAL			
	AS OF JUL 31, 2025	AS OF JUL 31, 2024 (PY)	CHANGE	% CHANGE
Total 14000 Property Inventory	743,396.23	202,983.36	540,412.87	266.24 %
17000 Prepaid Insurance	33.39	1,308.06	-1,274.67	-97.45 %
Total Other Current Assets	\$904,832.46	\$294,720.75	\$610,111.71	207.01 %
Total Current Assets	\$1,210,592.63	\$670,480.56	\$540,112.07	80.56 %
TOTAL ASSETS	\$1,210,592.63	\$670,480.56	\$540,112.07	80.56 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	1,300.00	2,225.00	-925.00	-41.57 %
23000 Deferred Grant Revenue	390,150.58	390,150.58	0.00	0.00 %
23002 Hooker Foundation	1,906.36	3,033.82	-1,127.46	-37.16 %
Total 23000 Deferred Grant Revenue	392,056.94	393,184.40	-1,127.46	-0.29 %
24000 Down Payment on Property Sale	0.00	1,000.00	-1,000.00	-100.00 %
Total Other Current Liabilities	\$393,356.94	\$396,409.40	\$ -3,052.46	-0.77 %
Total Current Liabilities	\$393,356.94	\$396,409.40	\$ -3,052.46	-0.77 %
Total Liabilities	\$393,356.94	\$396,409.40	\$ -3,052.46	-0.77 %
Equity				
32000 Unrestricted Net Assets	308,894.79	228,766.18	80,128.61	35.03 %
Net Income	508,340.90	45,304.98	463,035.92	1,022.04 %
Total Equity	\$817,235.69	\$274,071.16	\$543,164.53	198.18 %
TOTAL LIABILITIES AND EQUITY	\$1,210,592.63	\$670,480.56	\$540,112.07	80.56 %

Tioga County Property Development Corporation

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

January - July, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
44400 Government Contracts				
44440 Hooker Foundation	744.85		744.85	
44450 State Contracts		384,158.00	-384,158.00	
44470 LBI Phase 1	61,353.57	200,000.00	-138,646.43	30.68 %
44480 LBI Phase II	344,537.03	1,200,000.00	-855,462.97	28.71 %
44481 LBI Phase II - Capital	154,534.97		154,534.97	
Total 44400 Government Contracts	561,170.42	1,784,158.00	-1,222,987.58	31.45 %
47200 Program Income				
47250 Property Sales		10,000.00	-10,000.00	
Total 47200 Program Income		10,000.00	-10,000.00	
Total Income	\$561,170.42	\$1,794,158.00	\$ -1,232,987.58	31.28 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		82,500.00	-82,500.00	
50002 Lawn Maintenance	620.00		620.00	
50004 Property Insurance	2,569.42	8,000.00	-5,430.58	32.12 %
50005 Permits/Fees		1,000.00	-1,000.00	
50006 Property Utilities	3,305.85	4,500.00	-1,194.15	73.46 %
50009 Survey/Asbestos Abatement	1,400.00		1,400.00	
50010 Property Taxes		20,000.00	-20,000.00	
50012 Property- Outside Contract Services	1,509.00	16,000.00	-14,491.00	9.43 %
Total 50000 Cost of Goods Sold	9,404.27	132,000.00	-122,595.73	7.12 %
52000 COGS- Inventorial		1,506,233.00	-1,506,233.00	
Total Cost of Goods Sold	\$9,404.27	\$1,638,233.00	\$ -1,628,828.73	0.57 %
GROSS PROFIT	\$551,766.15	\$155,925.00	\$395,841.15	353.87 %
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	12,268.00	28,125.00	-15,857.00	43.62 %
62140 Legal Fees		25,000.00	-25,000.00	
62150 Outside Contract Services	28,468.16	40,000.00	-11,531.84	71.17 %
Total 62100 Contract Services	40,736.16	93,125.00	-52,388.84	43.74 %
65120 Insurance - Liability, D and O	3,358.18	1,300.00	2,058.18	258.32 %
65150 Memberships and Dues	2,000.00	2,500.00	-500.00	80.00 %
Total 62000 Operating Expenses	46,094.34	96,925.00	-50,830.66	47.56 %
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	\$46,094.34	\$100,925.00	\$ -54,830.66	45.67 %
NET OPERATING INCOME	\$505,671.81	\$55,000.00	\$450,671.81	919.40 %
Other Income				
7000 Interest Income	2,669.09		2,669.09	
Total Other Income	\$2,669.09	\$0.00	\$2,669.09	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	\$2,669.09	\$0.00	\$2,669.09	0.00%
NET INCOME	\$508,340.90	\$55,000.00	\$453,340.90	924.26 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - July, 2025

	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1, YEAR 3	LBI PHASE 2	LBI PHASE II CAPITAL	TOTAL
Income						
44400 Government Contracts						\$0.00
44440 Hooker Foundation		744.85				\$744.85
44470 LBI Phase 1			61,353.57			\$61,353.57
44480 LBI Phase II				344,537.03		\$344,537.03
44481 LBI Phase II - Capital					154,534.97	\$154,534.97
Total 44400 Government Contracts		744.85	61,353.57	344,537.03	154,534.97	\$561,170.42
Total Income	\$0.00	\$744.85	\$61,353.57	\$344,537.03	\$154,534.97	\$561,170.42
Cost of Goods Sold						
50000 Cost of Goods Sold						\$0.00
50002 Lawn Maintenance			620.00			\$620.00
50004 Property Insurance			2,569.42			\$2,569.42
50006 Property Utilities		464.85	2,841.00			\$3,305.85
50009 Survey/Asbestos Abatement			1,400.00			\$1,400.00
50012 Property- Outside Contract Services		280.00	1,229.00			\$1,509.00
Total 50000 Cost of Goods Sold		744.85	8,659.42			\$9,404.27
Total Cost of Goods Sold	\$0.00	\$744.85	\$8,659.42	\$0.00	\$0.00	\$9,404.27
GROSS PROFIT	\$0.00	\$0.00	\$52,694.15	\$344,537.03	\$154,534.97	\$551,766.15
Expenses						
62000 Operating Expenses						\$0.00
62100 Contract Services						\$0.00
62110 Accounting Fees	4,160.00		8,108.00			\$12,268.00
62150 Outside Contract Services	833.33		27,634.83			\$28,468.16
Total 62100 Contract Services	4,993.33		35,742.83			\$40,736.16
65120 Insurance - Liability, D and O	406.86		2,951.32			\$3,358.18
65150 Memberships and Dues			2,000.00			\$2,000.00
Total 62000 Operating Expenses	5,400.19		40,694.15			\$46,094.34
Total Expenses	\$5,400.19	\$0.00	\$40,694.15	\$0.00	\$0.00	\$46,094.34
NET OPERATING INCOME	\$ -5,400.19	\$0.00	\$12,000.00	\$344,537.03	\$154,534.97	\$505,671.81
Other Income						
7000 Interest Income	2,669.09					\$2,669.09
Total Other Income	\$2,669.09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.09
NET OTHER INCOME	\$2,669.09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.09
NET INCOME	\$ -2,731.10	\$0.00	\$12,000.00	\$344,537.03	\$154,534.97	\$508,340.90

Tioga County Property Development Corporation

Profit and Loss Comparison

January - July, 2025

	TOTAL			
	JAN - JUL, 2025	JAN - JUL, 2024 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44440 Hooker Foundation	744.85	1,209.24	-464.39	-38.40 %
44470 LBI Phase 1	61,353.57	48,520.40	12,833.17	26.45 %
44480 LBI Phase II	344,537.03	163,080.29	181,456.74	111.27 %
44481 LBI Phase II - Capital	154,534.97		154,534.97	
Total 44400 Government Contracts	561,170.42	212,809.93	348,360.49	163.70 %
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	\$561,170.42	\$217,809.93	\$343,360.49	157.64 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		17,500.00	-17,500.00	-100.00 %
50002 Lawn Maintenance	620.00	1,715.00	-1,095.00	-63.85 %
50003 Snow Removal		779.00	-779.00	-100.00 %
50004 Property Insurance	2,569.42	3,777.86	-1,208.44	-31.99 %
50005 Permits/Fees		50.00	-50.00	-100.00 %
50006 Property Utilities	3,305.85	1,021.05	2,284.80	223.77 %
50008 Debris Removal-Periodic		9,120.00	-9,120.00	-100.00 %
50009 Survey/Asbestos Abatement	1,400.00	13,458.73	-12,058.73	-89.60 %
50010 Property Taxes		1,494.06	-1,494.06	-100.00 %
50011 Property Maintenance		25.00	-25.00	-100.00 %
50012 Property- Outside Contract Services	1,509.00	84,320.56	-82,811.56	-98.21 %
50999 Spec Reclass to/from Inventory		1.00	-1.00	-100.00 %
Total 50000 Cost of Goods Sold	9,404.27	133,262.26	-123,857.99	-92.94 %
Total Cost of Goods Sold	\$9,404.27	\$133,262.26	\$ -123,857.99	-92.94 %
GROSS PROFIT	\$551,766.15	\$84,547.67	\$467,218.48	552.61 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees		25.00	-25.00	-100.00 %
Total 60900 Business Expenses		25.00	-25.00	-100.00 %
62100 Contract Services				
62110 Accounting Fees	12,268.00	20,795.00	-8,527.00	-41.01 %
62140 Legal Fees		3,725.00	-3,725.00	-100.00 %
62150 Outside Contract Services	28,468.16	14,994.18	13,473.98	89.86 %
Total 62100 Contract Services	40,736.16	39,514.18	1,221.98	3.09 %
65120 Insurance - Liability, D and O	3,358.18	398.69	2,959.49	742.30 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	0.00 %
Total 62000 Operating Expenses	46,094.34	41,937.87	4,156.47	9.91 %
65000 Operations				
65010 Books, Subscriptions, Reference		75.00	-75.00	-100.00 %
Total 65000 Operations		75.00	-75.00	-100.00 %
65100 Other Types of Expenses				
65110 Advertising Expenses		193.92	-193.92	-100.00 %
Total 65100 Other Types of Expenses		193.92	-193.92	-100.00 %
Total Expenses	\$46,094.34	\$42,206.79	\$3,887.55	9.21 %

	TOTAL			
	JAN - JUL, 2025	JAN - JUL, 2024 (PY)	CHANGE	% CHANGE
NET OPERATING INCOME	\$505,671.81	\$42,340.88	\$463,330.93	1,094.29 %
Other Income				
7000 Interest Income	2,669.09	2,964.10	-295.01	-9.95 %
Total Other Income	\$2,669.09	\$2,964.10	\$ -295.01	-9.95 %
NET OTHER INCOME	\$2,669.09	\$2,964.10	\$ -295.01	-9.95 %
NET INCOME	\$508,340.90	\$45,304.98	\$463,035.92	1,022.04 %

Tioga County Property Development Corporation

Profit and Loss by Month

January - July, 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	TOTAL
Income								
44400 Government Contracts								\$0.00
44440 Hooker Foundation	87.61		146.00	19.50	320.91	3.06	167.77	\$744.85
44470 LBI Phase 1	3,141.29	4,976.67	13,038.06	9,943.70	2,751.80	11,181.59	16,320.46	\$61,353.57
44480 LBI Phase II		197,110.00	93,000.00		54,427.03			\$344,537.03
44481 LBI Phase II - Capital					44,272.97		110,262.00	\$154,534.97
Total 44400 Government Contracts	3,228.90	202,086.67	106,184.06	9,963.20	101,772.71	11,184.65	126,750.23	\$561,170.42
Total Income	\$3,228.90	\$202,086.67	\$106,184.06	\$9,963.20	\$101,772.71	\$11,184.65	\$126,750.23	\$561,170.42
Cost of Goods Sold								
50000 Cost of Goods Sold								\$0.00
50002 Lawn Maintenance					620.00			\$620.00
50004 Property Insurance			2,569.42					\$2,569.42
50006 Property Utilities	260.72	58.34	464.64	329.87	531.38	706.00	954.90	\$3,305.85
50009 Survey/Asbestos Abatement							1,400.00	\$1,400.00
50012 Property- Outside Contract Services					280.00	729.00	500.00	\$1,509.00
Total 50000 Cost of Goods Sold	260.72	58.34	3,034.06	329.87	1,431.38	1,435.00	2,854.90	\$9,404.27
Total Cost of Goods Sold	\$260.72	\$58.34	\$3,034.06	\$329.87	\$1,431.38	\$1,435.00	\$2,854.90	\$9,404.27
GROSS PROFIT	\$2,968.18	\$202,028.33	\$103,150.00	\$9,633.33	\$100,341.33	\$9,749.65	\$123,895.33	\$551,766.15
Expenses								
62000 Operating Expenses								\$0.00
62100 Contract Services								\$0.00
62110 Accounting Fees	2,000.00	2,360.00	4,700.00	800.00	808.00	800.00	800.00	\$12,268.00
62150 Outside Contract Services	2,968.18	833.33	7,083.33	8,833.33	833.33	7,083.33	833.33	\$28,468.16
Total 62100 Contract Services	4,968.18	3,193.33	11,783.33	9,633.33	1,641.33	7,883.33	1,633.33	\$40,736.16
65120 Insurance - Liability, D and O	106.22	1,191.22	106.22	33.03	18.39	1,884.71	18.39	\$3,358.18
65150 Memberships and Dues		2,000.00						\$2,000.00
Total 62000 Operating Expenses	5,074.40	6,384.55	11,889.55	9,666.36	1,659.72	9,768.04	1,651.72	\$46,094.34
Total Expenses	\$5,074.40	\$6,384.55	\$11,889.55	\$9,666.36	\$1,659.72	\$9,768.04	\$1,651.72	\$46,094.34
NET OPERATING INCOME	\$ -2,106.22	\$195,643.78	\$91,260.45	\$ -33.03	\$98,681.61	\$ -18.39	\$122,243.61	\$505,671.81
Other Income								
7000 Interest Income	437.94	396.18	439.35	425.90	408.80	373.81	187.11	\$2,669.09
Total Other Income	\$437.94	\$396.18	\$439.35	\$425.90	\$408.80	\$373.81	\$187.11	\$2,669.09
NET OTHER INCOME	\$437.94	\$396.18	\$439.35	\$425.90	\$408.80	\$373.81	\$187.11	\$2,669.09
NET INCOME	\$ -1,668.28	\$196,039.96	\$91,699.80	\$392.87	\$99,090.41	\$355.42	\$122,430.72	\$508,340.90

Tioga County Property Development Corporation

Transaction Detail by Account
July 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
07/02/2025	Deposit		No			Provided by the client	12103.1 LBI Phase 2:Left to Receive	54,427.03	54,427.03
07/03/2025	Deposit		No			Provided by the client	12104.1 LBI Phase II - Capital:Left to Receive	44,272.97	98,700.00
07/10/2025	Check	584	No	Construction Management Associates LLC			-Split-	-2,500.00	96,200.00
07/10/2025	Check	586	No	Williams & Edsall Land Surveyors, P.C.			-Split-	-1,400.00	94,800.00
07/10/2025	Check	582	No	Bowers & Company CPAS PLLC			22000 Accrued Expenses	-800.00	94,000.00
07/10/2025	Check	583	No	Scott's Lawn & Landscape Care			-Split-	-620.00	93,380.00
07/10/2025	Check	585	No	Clearview Door & Window			-Split-	-107,762.00	-14,382.00
07/10/2025	Check	581	No	Village of Owego Clerk Treasurer			-Split-	-146.00	-14,528.00
07/16/2025	Transfer		No				10001 Tioga Bank ICS	165,000.00	150,472.00
07/24/2025	Check	587	No	NYSEG			-Split-	-21.13	150,450.87
07/24/2025	Check	591	No	NYSEG			-Split-	-21.77	150,429.10
07/24/2025	Check	590	No	Construction Management Associates LLC			-Split-	-500.00	149,929.10
07/24/2025	Check	589	No	Village of Owego Clerk Treasurer			-Split-	-146.00	149,783.10
07/24/2025	Check	588	No	Sara Zubalsky-Peer			-Split-	-833.33	148,949.77
07/31/2025	Check	592	No	L2 Studio			-Split-	-12,000.00	136,949.77
Total for 10000 Tioga State Bank								\$136,949.77	
10001 Tioga Bank ICS									
07/16/2025	Deposit		No	General & Administrative			7000 Interest Income	187.11	187.11
07/16/2025	Transfer		No				10000 Tioga State Bank	-165,000.00	-164,812.89
Total for 10001 Tioga Bank ICS								\$ -164,812.89	
12102 LBI Phase 1									
12102.2 Left to Spend									
07/10/2025	Check	586	No	Williams & Edsall Land Surveyors, P.C.		To recognize grant income	10000 Tioga State Bank	1,400.00	1,400.00
07/10/2025	Check	583	No	Scott's Lawn & Landscape Care		To recognize grant income	10000 Tioga State Bank	620.00	2,020.00
07/24/2025	Check	589	No	Village of Owego Clerk Treasurer		To recognize grant income	10000 Tioga State Bank	146.00	2,166.00
07/24/2025	Check	590	No	Construction Management Associates LLC		To recognize grant income	10000 Tioga State Bank	500.00	2,666.00
07/24/2025	Check	587	No	NYSEG		To recognize grant income	10000 Tioga State Bank	21.13	2,687.13
07/24/2025	Check	588	No	Sara Zubalsky-Peer		To recognize grant income	10000 Tioga State Bank	833.33	3,520.46
07/31/2025	Journal Entry	Accrued Exp July	No			To recognize grant income	-Split-	800.00	4,320.46
07/31/2025	Check	592	No	L2 Studio		To recognize grant income	10000 Tioga State Bank	12,000.00	16,320.46
Total for 12102.2 Left to Spend								\$16,320.46	
Total for 12102 LBI Phase 1								\$16,320.46	
12103 LBI Phase 2									
12103.1 Left to Receive									
07/02/2025	Deposit		No		LBI Phase 2		10000 Tioga State Bank	-54,427.03	-54,427.03
Total for 12103.1 Left to Receive								\$ -54,427.03	
Total for 12103 LBI Phase 2								\$ -54,427.03	
12104 LBI Phase II - Capital									
12104.1 Left to Receive									
07/03/2025	Deposit		No		LBI Phase II Capital		10000 Tioga State Bank	-44,272.97	-44,272.97
Total for 12104.1 Left to Receive								\$ -44,272.97	
12104.2 Left to Spend									
07/10/2025	Check	584	No	Construction Management Associates LLC		To recognize grant income	10000 Tioga State Bank	2,500.00	2,500.00
07/10/2025	Check	585	No	Clearview Door & Window		To recognize grant income	10000 Tioga State Bank	107,762.00	110,262.00
Total for 12104.2 Left to Spend								\$110,262.00	
Total for 12104 LBI Phase II - Capital								\$65,989.03	
14000 Property Inventory									
14097 121 Providence St									
07/31/2025	Check	592	No	L2 Studio	LBI Phase 1, Year 3	Schematic Design 121 Providence Street, Waverly	10000 Tioga State Bank	12,000.00	12,000.00
Total for 14097 121 Providence St								\$12,000.00	
14098 81 North Ave									
07/10/2025	Check	584	No	Construction Management Associates LLC	LBI Phase II Capital	81 North Ave 6th draw construction management	10000 Tioga State Bank	2,500.00	2,500.00
07/10/2025	Check	585	No	Clearview Door & Window	LBI Phase II Capital	81 North Ave Interior Renovations Draw #5	10000 Tioga State Bank	107,762.00	110,262.00
Total for 14098 81 North Ave								\$110,262.00	
Total for 14000 Property Inventory								\$122,262.00	
17000 Prepaid Insurance									
07/31/2025	Journal Entry	B&C PPD July	No			To record insurance expense for May 2025	-Split-	-18.39	-18.39
Total for 17000 Prepaid Insurance								\$ -18.39	
22000 Accrued Expenses									
07/10/2025	Check	582	No	Bowers & Company CPAS PLLC	LBI Phase 1, Year 3	Accounting services through 6/30/25	10000 Tioga State Bank	-800.00	-800.00
07/31/2025	Journal Entry	Accrued Exp July	No			To record accounting services fees for July 2025	-Split-	800.00	0.00
Total for 22000 Accrued Expenses								\$0.00	
23000 Deferred Grant Revenue									
23002 Hooker Foundation									
07/10/2025	Check	581	No	Village of Owego Clerk Treasurer		To recognize grant income	10000 Tioga State Bank	-146.00	-146.00
07/24/2025	Check	591	No	NYSEG		To recognize grant income	10000 Tioga State Bank	-21.77	-167.77
Total for 23002 Hooker Foundation								\$ -167.77	
Total for 23000 Deferred Grant Revenue								\$ -167.77	
44400 Government Contracts									
44440 Hooker Foundation									
07/10/2025	Check	581	No	Village of Owego Clerk Treasurer	Hooker Foundation	To recognize grant income	10000 Tioga State Bank	146.00	146.00
07/24/2025	Check	591	No	NYSEG	Hooker Foundation	To recognize grant income	10000 Tioga State Bank	21.77	167.77
Total for 44440 Hooker Foundation								\$167.77	
44470 LBI Phase 1									
07/10/2025	Check	583	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	620.00	620.00
07/10/2025	Check	586	No	Williams & Edsall Land Surveyors, P.C.	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	1,400.00	2,020.00
07/24/2025	Check	588	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	833.33	2,853.33
07/24/2025	Check	590	No	Construction Management Associates LLC	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	500.00	3,353.33
07/24/2025	Check	589	No	Village of Owego Clerk Treasurer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	146.00	3,499.33
07/24/2025	Check	587	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	21.13	3,520.46
07/31/2025	Check	592	No	L2 Studio	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	12,000.00	15,520.46
07/31/2025	Journal Entry	Accrued Exp July	No		LBI Phase 1, Year 3	To recognize grant income	-Split-	800.00	16,320.46
Total for 44470 LBI Phase 1								\$16,320.46	
44481 LBI Phase II - Capital									
07/10/2025	Check	584	No	Construction Management Associates LLC	LBI Phase II Capital	To recognize grant income	10000 Tioga State Bank	2,500.00	2,500.00
07/10/2025	Check	585	No	Clearview Door & Window	LBI Phase II Capital	To recognize grant income	10000 Tioga State Bank	107,762.00	110,262.00
Total for 44481 LBI Phase II - Capital								\$110,262.00	
Total for 44400 Government Contracts								\$126,750.23	
50000 Cost of Goods Sold									
50006 Property Utilities									
07/10/2025	Check	581	No	Village of Owego Clerk Treasurer	Hooker Foundation	103 Liberty St sewer	10000 Tioga State Bank	146.00	146.00
07/10/2025	Check	583	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	Mowing June 2025	10000 Tioga State Bank	620.00	766.00
07/24/2025	Check	591	No	NYSEG	Hooker Foundation	103 Liberty St	10000 Tioga State Bank	21.77	787.77
07/24/2025	Check	589	No	Village of Owego Clerk Treasurer	LBI Phase 1, Year 3	81 North Ave sewer	10000 Tioga State Bank	146.00	933.77
07/24/2025	Check	587	No	NYSEG	LBI Phase 1, Year 3	81 North Ave 2nd Floor	10000 Tioga State Bank	21.13	954.90
Total for 50006 Property Utilities								\$954.90	

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
50009 Survey/Asbestos Abatement									
07/10/2025	Check	586	No	Williams & Edsall Land Surveyors, P.C.	LBI Phase 1, Year 3	121 Providence Survey	10000 Tioga State Bank	1,400.00	1,400.00
Total for 50009 Survey/Asbestos Abatement								\$1,400.00	
50012 Property- Outside Contract Services									
07/24/2025	Check	590	No	Construction Management Associates LLC	LBI Phase 1, Year 3	Consultation for processes/procedures	10000 Tioga State Bank	500.00	500.00
Total for 50012 Property- Outside Contract Services								\$500.00	
Total for 50000 Cost of Goods Sold								\$2,854.90	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
07/31/2025	Journal Entry	Accrued Exp July	No		LBI Phase 1, Year 3	To record accounting services fees for July 2025	-Split-	800.00	800.00
Total for 62110 Accounting Fees								\$800.00	
62150 Outside Contract Services									
07/24/2025	Check	588	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	June 2025 Admin Services	10000 Tioga State Bank	833.33	833.33
Total for 62150 Outside Contract Services								\$833.33	
Total for 62100 Contract Services								\$1,633.33	
65120 Insurance - Liability, D and O									
07/31/2025	Journal Entry	B&C PPD July	No		General & Administrative	To record insurance expense for May 2025	-Split-	18.39	18.39
Total for 65120 Insurance - Liability, D and O								\$18.39	
Total for 62000 Operating Expenses								\$1,651.72	
7000 Interest Income									
07/16/2025	Deposit		No	General & Administrative	General & Administrative		10001 Tioga Bank ICS	187.11	187.11
Total for 7000 Interest Income								\$187.11	

Tioga County Property Development Corporation

Balance Sheet Comparison

As of August 31, 2025

	TOTAL			
	AS OF AUG 31, 2025	AS OF AUG 31, 2024 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	180,431.74	108,285.08	72,146.66	66.63 %
10001 Tioga Bank ICS	95,284.39	255,899.02	-160,614.63	-62.76 %
Total Bank Accounts	\$275,716.13	\$364,184.10	\$ -88,467.97	-24.29 %
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	137,762.95	6,089.13	131,673.82	2,162.44 %
12102.2 Left to Spend	-62,605.56	2,950.00	-65,555.56	-2,222.22 %
Total 12102 LBI Phase 1	75,157.39	9,039.13	66,118.26	731.47 %
12103 LBI Phase 2				
12103.1 Left to Receive	6,002.20	610,230.23	-604,228.03	-99.02 %
12103.2 Left to Spend	0.00	-515,330.03	515,330.03	100.00 %
Total 12103 LBI Phase 2	6,002.20	94,900.20	-88,898.00	-93.68 %
12104 LBI Phase II - Capital				
12104.1 Left to Receive	1,238,727.03		1,238,727.03	
12104.2 Left to Spend	-1,128,465.03		-1,128,465.03	
Total 12104 LBI Phase II - Capital	110,262.00		110,262.00	
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	35,881.00	-35,881.00	-100.00 %
14097 121 Providence St	52,223.50	1.00	52,222.50	5,222,250.00 %
14098 81 North Ave	622,714.00	81,344.13	541,369.87	665.53 %
Total 14000 Property Inventory	760,693.73	202,983.36	557,710.37	274.76 %
17000 Prepaid Insurance	15.00	1,289.67	-1,274.67	-98.84 %
Total Other Current Assets	\$952,130.32	\$308,212.36	\$643,917.96	208.92 %
Total Current Assets	\$1,227,846.45	\$672,396.46	\$555,449.99	82.61 %
TOTAL ASSETS	\$1,227,846.45	\$672,396.46	\$555,449.99	82.61 %

LIABILITIES AND EQUITY

Liabilities

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	AS OF AUG 31, 2025	AS OF AUG 31, 2024 (PY)	CHANGE	% CHANGE
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	1,300.00	3,725.00	-2,425.00	-65.10 %
23000 Deferred Grant Revenue	390,150.58	390,150.58	0.00	0.00 %
23002 Hooker Foundation	1,881.07	3,033.82	-1,152.75	-38.00 %
Total 23000 Deferred Grant Revenue	392,031.65	393,184.40	-1,152.75	-0.29 %
24000 Down Payment on Property Sale	0.00	1,000.00	-1,000.00	-100.00 %
Total Other Current Liabilities	\$393,331.65	\$397,909.40	\$ -4,577.75	-1.15 %
Total Current Liabilities	\$393,331.65	\$397,909.40	\$ -4,577.75	-1.15 %
Total Liabilities	\$393,331.65	\$397,909.40	\$ -4,577.75	-1.15 %
Equity				
32000 Unrestricted Net Assets	308,894.79	228,766.18	80,128.61	35.03 %
Net Income	525,620.01	45,720.88	479,899.13	1,049.63 %
Total Equity	\$834,514.80	\$274,487.06	\$560,027.74	204.03 %
TOTAL LIABILITIES AND EQUITY	\$1,227,846.45	\$672,396.46	\$555,449.99	82.61 %

Tioga County Property Development Corporation

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

January - August, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
44400 Government Contracts				
44440 Hooker Foundation	770.14		770.14	
44450 State Contracts		384,158.00	-384,158.00	
44470 LBI Phase 1	91,372.32	200,000.00	-108,627.68	45.69 %
44480 LBI Phase II	344,537.03	1,200,000.00	-855,462.97	28.71 %
44481 LBI Phase II - Capital	154,534.97		154,534.97	
Total 44400 Government Contracts	591,214.46	1,784,158.00	-1,192,943.54	33.14 %
47200 Program Income				
47250 Property Sales		10,000.00	-10,000.00	
Total 47200 Program Income		10,000.00	-10,000.00	
Total Income	\$591,214.46	\$1,794,158.00	\$ -1,202,943.54	32.95 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		82,500.00	-82,500.00	
50002 Lawn Maintenance	620.00		620.00	
50004 Property Insurance	2,569.42	8,000.00	-5,430.58	32.12 %
50005 Permits/Fees		1,000.00	-1,000.00	
50006 Property Utilities	4,152.73	4,500.00	-347.27	92.28 %
50009 Survey/Asbestos Abatement	1,400.00		1,400.00	
50010 Property Taxes		20,000.00	-20,000.00	
50011 Property Maintenance	3,570.00		3,570.00	
50012 Property- Outside Contract Services	1,509.00	16,000.00	-14,491.00	9.43 %
Total 50000 Cost of Goods Sold	13,821.15	132,000.00	-118,178.85	10.47 %
52000 COGS- Inventorial		1,506,233.00	-1,506,233.00	
Total Cost of Goods Sold	\$13,821.15	\$1,638,233.00	\$ -1,624,411.85	0.84 %
GROSS PROFIT	\$577,393.31	\$155,925.00	\$421,468.31	370.30 %
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	13,068.00	28,125.00	-15,057.00	46.46 %
62140 Legal Fees	3,475.00	25,000.00	-21,525.00	13.90 %
62150 Outside Contract Services	32,522.82	40,000.00	-7,477.18	81.31 %
Total 62100 Contract Services	49,065.82	93,125.00	-44,059.18	52.69 %
65120 Insurance - Liability, D and O	3,376.57	1,300.00	2,076.57	259.74 %
65150 Memberships and Dues	2,000.00	2,500.00	-500.00	80.00 %
Total 62000 Operating Expenses	54,442.39	96,925.00	-42,482.61	56.17 %
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	\$54,442.39	\$100,925.00	\$ -46,482.61	53.94 %
NET OPERATING INCOME	\$522,950.92	\$55,000.00	\$467,950.92	950.82 %
Other Income				
7000 Interest Income	2,669.09		2,669.09	
Total Other Income	\$2,669.09	\$0.00	\$2,669.09	0.00%

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OTHER INCOME	\$2,669.09	\$0.00	\$2,669.09	0.00%
NET INCOME	\$525,620.01	\$55,000.00	\$470,620.01	955.67 %

Tioga County Property Development Corporation

Profit and Loss Comparison

January - August, 2025

	TOTAL			
	JAN - AUG, 2025	JAN - AUG, 2024 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44440 Hooker Foundation	770.14	1,209.24	-439.10	-36.31 %
44470 LBI Phase 1	91,372.32	50,020.40	41,351.92	82.67 %
44480 LBI Phase II	344,537.03	175,090.29	169,446.74	96.78 %
44481 LBI Phase II - Capital	154,534.97		154,534.97	
Total 44400 Government Contracts	591,214.46	226,319.93	364,894.53	161.23 %
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	\$591,214.46	\$231,319.93	\$359,894.53	155.58 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		23,000.00	-23,000.00	-100.00 %
50002 Lawn Maintenance	620.00	2,335.00	-1,715.00	-73.45 %
50003 Snow Removal		779.00	-779.00	-100.00 %
50004 Property Insurance	2,569.42	3,777.86	-1,208.44	-31.99 %
50005 Permits/Fees		50.00	-50.00	-100.00 %
50006 Property Utilities	4,152.73	1,021.05	3,131.68	306.71 %
50008 Debris Removal-Periodic		9,120.00	-9,120.00	-100.00 %
50009 Survey/Asbestos Abatement	1,400.00	13,458.73	-12,058.73	-89.60 %
50010 Property Taxes		1,494.06	-1,494.06	-100.00 %
50011 Property Maintenance	3,570.00	25.00	3,545.00	14,180.00 %
50012 Property- Outside Contract Services	1,509.00	89,435.56	-87,926.56	-98.31 %
50999 Spec Reclass to/from Inventory		1.00	-1.00	-100.00 %
Total 50000 Cost of Goods Sold	13,821.15	144,497.26	-130,676.11	-90.44 %
Total Cost of Goods Sold	\$13,821.15	\$144,497.26	\$ -130,676.11	-90.44 %
GROSS PROFIT	\$577,393.31	\$86,822.67	\$490,570.64	565.03 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees		25.00	-25.00	-100.00 %
Total 60900 Business Expenses		25.00	-25.00	-100.00 %
62100 Contract Services				
62110 Accounting Fees	13,068.00	21,570.00	-8,502.00	-39.42 %
62140 Legal Fees	3,475.00	5,225.00	-1,750.00	-33.49 %
62150 Outside Contract Services	32,522.82	14,994.18	17,528.64	116.90 %
Total 62100 Contract Services	49,065.82	41,789.18	7,276.64	17.41 %
65120 Insurance - Liability, D and O	3,376.57	417.08	2,959.49	709.57 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	0.00 %
Total 62000 Operating Expenses	54,442.39	44,231.26	10,211.13	23.09 %
65000 Operations				
65010 Books, Subscriptions, Reference		75.00	-75.00	-100.00 %
Total 65000 Operations		75.00	-75.00	-100.00 %
65100 Other Types of Expenses				
65110 Advertising Expenses		193.92	-193.92	-100.00 %
Total 65100 Other Types of Expenses		193.92	-193.92	-100.00 %
Total Expenses	\$54,442.39	\$44,500.18	\$9,942.21	22.34 %

	TOTAL			
	JAN - AUG, 2025	JAN - AUG, 2024 (PY)	CHANGE	% CHANGE
NET OPERATING INCOME	\$522,950.92	\$42,322.49	\$480,628.43	1,135.63 %
Other Income				
7000 Interest Income	2,669.09	3,398.39	-729.30	-21.46 %
Total Other Income	\$2,669.09	\$3,398.39	\$ -729.30	-21.46 %
NET OTHER INCOME	\$2,669.09	\$3,398.39	\$ -729.30	-21.46 %
NET INCOME	\$525,620.01	\$45,720.88	\$479,899.13	1,049.63 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - August, 2025

	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1, YEAR 3	LBI PHASE 2	LBI PHASE II CAPITAL	TOTAL
Income						
44400 Government Contracts						\$0.00
44440 Hooker Foundation		770.14				\$770.14
44470 LBI Phase 1			91,372.32			\$91,372.32
44480 LBI Phase II				344,537.03		\$344,537.03
44481 LBI Phase II - Capital					154,534.97	\$154,534.97
Total 44400 Government Contracts		770.14	91,372.32	344,537.03	154,534.97	\$591,214.46
Total Income	\$0.00	\$770.14	\$91,372.32	\$344,537.03	\$154,534.97	\$591,214.46
Cost of Goods Sold						
50000 Cost of Goods Sold						\$0.00
50002 Lawn Maintenance			620.00			\$620.00
50004 Property Insurance			2,569.42			\$2,569.42
50006 Property Utilities		490.14	3,662.59			\$4,152.73
50009 Survey/Asbestos Abatement			1,400.00			\$1,400.00
50011 Property Maintenance			3,570.00			\$3,570.00
50012 Property- Outside Contract Services		280.00	1,229.00			\$1,509.00
Total 50000 Cost of Goods Sold		770.14	13,051.01			\$13,821.15
Total Cost of Goods Sold	\$0.00	\$770.14	\$13,051.01	\$0.00	\$0.00	\$13,821.15
GROSS PROFIT	\$0.00	\$0.00	\$78,321.31	\$344,537.03	\$154,534.97	\$577,393.31
Expenses						
62000 Operating Expenses						\$0.00
62100 Contract Services						\$0.00
62110 Accounting Fees	4,160.00		8,908.00			\$13,068.00
62140 Legal Fees			3,475.00			\$3,475.00
62150 Outside Contract Services	833.33		31,689.49			\$32,522.82
Total 62100 Contract Services	4,993.33		44,072.49			\$49,065.82
65120 Insurance - Liability, D and O	425.25		2,951.32			\$3,376.57
65150 Memberships and Dues			2,000.00			\$2,000.00
Total 62000 Operating Expenses	5,418.58		49,023.81			\$54,442.39
Total Expenses	\$5,418.58	\$0.00	\$49,023.81	\$0.00	\$0.00	\$54,442.39
NET OPERATING INCOME	\$ -5,418.58	\$0.00	\$29,297.50	\$344,537.03	\$154,534.97	\$522,950.92
Other Income						
7000 Interest Income	2,669.09					\$2,669.09
Total Other Income	\$2,669.09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.09
NET OTHER INCOME	\$2,669.09	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.09
NET INCOME	\$ -2,749.49	\$0.00	\$29,297.50	\$344,537.03	\$154,534.97	\$525,620.01

Tioga County Property Development Corporation

Profit and Loss by Month

January - August, 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	TOTAL
Income									
44400 Government Contracts									\$0.00
44440 Hooker Foundation	87.61		146.00	19.50	320.91	3.06	167.77	25.29	\$770.14
44470 LBI Phase 1	3,141.29	4,976.67	13,038.06	9,943.70	2,751.80	11,181.59	16,320.46	30,018.75	\$91,372.32
44480 LBI Phase II		197,110.00	93,000.00		54,427.03				\$344,537.03
44481 LBI Phase II - Capital					44,272.97		110,262.00		\$154,534.97
Total 44400 Government Contracts	3,228.90	202,086.67	106,184.06	9,963.20	101,772.71	11,184.65	126,750.23	30,044.04	\$591,214.46
Total Income	\$3,228.90	\$202,086.67	\$106,184.06	\$9,963.20	\$101,772.71	\$11,184.65	\$126,750.23	\$30,044.04	\$591,214.46
Cost of Goods Sold									
50000 Cost of Goods Sold									\$0.00
50002 Lawn Maintenance					620.00				\$620.00
50004 Property Insurance			2,569.42						\$2,569.42
50006 Property Utilities	260.72	58.34	464.64	329.87	531.38	706.00	954.90	846.88	\$4,152.73
50009 Survey/Asbestos Abatement							1,400.00		\$1,400.00
50011 Property Maintenance								3,570.00	\$3,570.00
50012 Property- Outside Contract Services					280.00	729.00	500.00		\$1,509.00
Total 50000 Cost of Goods Sold	260.72	58.34	3,034.06	329.87	1,431.38	1,435.00	2,854.90	4,416.88	\$13,821.15
Total Cost of Goods Sold	\$260.72	\$58.34	\$3,034.06	\$329.87	\$1,431.38	\$1,435.00	\$2,854.90	\$4,416.88	\$13,821.15
GROSS PROFIT	\$2,968.18	\$202,028.33	\$103,150.00	\$9,633.33	\$100,341.33	\$9,749.65	\$123,895.33	\$25,627.16	\$577,393.31
Expenses									
62000 Operating Expenses									\$0.00
62100 Contract Services									\$0.00
62110 Accounting Fees	2,000.00	2,360.00	4,700.00	800.00	808.00	800.00	800.00	800.00	\$13,068.00
62140 Legal Fees								3,475.00	\$3,475.00
62150 Outside Contract Services	2,968.18	833.33	7,083.33	8,833.33	833.33	7,083.33	833.33	4,054.66	\$32,522.82
Total 62100 Contract Services	4,968.18	3,193.33	11,783.33	9,633.33	1,641.33	7,883.33	1,633.33	8,329.66	\$49,065.82
65120 Insurance - Liability, D and O	106.22	1,191.22	106.22	33.03	18.39	1,884.71	18.39	18.39	\$3,376.57
65150 Memberships and Dues		2,000.00							\$2,000.00
Total 62000 Operating Expenses	5,074.40	6,384.55	11,889.55	9,666.36	1,659.72	9,768.04	1,651.72	8,348.05	\$54,442.39
Total Expenses	\$5,074.40	\$6,384.55	\$11,889.55	\$9,666.36	\$1,659.72	\$9,768.04	\$1,651.72	\$8,348.05	\$54,442.39
NET OPERATING INCOME	\$ -2,106.22	\$195,643.78	\$91,260.45	\$ -33.03	\$98,681.61	\$ -18.39	\$122,243.61	\$17,279.11	\$522,950.92
Other Income									
7000 Interest Income	437.94	396.18	439.35	425.90	408.80	373.81	187.11		\$2,669.09
Total Other Income	\$437.94	\$396.18	\$439.35	\$425.90	\$408.80	\$373.81	\$187.11	\$0.00	\$2,669.09
NET OTHER INCOME	\$437.94	\$396.18	\$439.35	\$425.90	\$408.80	\$373.81	\$187.11	\$0.00	\$2,669.09
NET INCOME	\$ -1,668.28	\$196,039.96	\$91,699.80	\$392.87	\$99,090.41	\$355.42	\$122,430.72	\$17,279.11	\$525,620.01

Tioga County Property Development Corporation

Transaction Detail by Account
August 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
08/11/2025	Check	594	No	Sara Zubalsky-Peer			-Split-	-833.33	-833.33
08/11/2025	Check	595	No	Bowers & Company CPAS PLLC			22000 Accrued Expenses	-800.00	-1,633.33
08/11/2025	Check	593	No	Tioga Co. Econ. Dev & Planning			-Split-	-2,388.00	-4,021.33
08/12/2025	Check	596	No	Village of Waverly			-Split-	-31.00	-4,052.33
08/14/2025	Check	597	No	Thomas, Collison & Meagher			-Split-	-3,475.00	-7,527.33
08/14/2025	Check	598	No	L2 Studio			-Split-	-17,297.50	-24,824.83
08/19/2025	Check	599	No	NYSEG			-Split-	-25.29	-24,850.12
08/19/2025	Check	603	No	Sara Zubalsky-Peer			-Split-	-833.33	-25,683.45
08/19/2025	Check	604	No	Scott's Lawn & Landscape Care			-Split-	-3,570.00	-29,253.45
08/19/2025	Check	602	No	NYSEG			-Split-	-272.58	-29,526.03
08/19/2025	Check	601	No	NYSEG			-Split-	-469.13	-29,995.16
08/19/2025	Check	600	No	NYSEG			-Split-	-48.88	-30,044.04
Total for 10000 Tioga State Bank								\$ -30,044.04	
12102 LBI Phase 1									
12102.2 Left to Spend									
08/11/2025	Check	594	No	Sara Zubalsky-Peer		To recognize grant income	10000 Tioga State Bank	833.33	833.33
08/11/2025	Check	593	No	Tioga Co. Econ. Dev & Planning		To recognize grant income	10000 Tioga State Bank	2,388.00	3,221.33
08/12/2025	Check	596	No	Village of Waverly		To recognize grant income	10000 Tioga State Bank	31.00	3,252.33
08/14/2025	Check	597	No	Thomas, Collison & Meagher		To recognize grant income	10000 Tioga State Bank	3,475.00	6,727.33
08/14/2025	Check	598	No	L2 Studio		To recognize grant income	10000 Tioga State Bank	17,297.50	24,024.83
08/19/2025	Check	603	No	Sara Zubalsky-Peer		To recognize grant income	10000 Tioga State Bank	833.33	24,858.16
08/19/2025	Check	604	No	Scott's Lawn & Landscape Care		To recognize grant income	10000 Tioga State Bank	3,570.00	28,428.16
08/19/2025	Check	600	No	NYSEG		To recognize grant income	10000 Tioga State Bank	48.88	28,477.04
08/19/2025	Check	601	No	NYSEG		To recognize grant income	10000 Tioga State Bank	469.13	28,946.17
08/19/2025	Check	602	No	NYSEG		To recognize grant income	10000 Tioga State Bank	272.58	29,218.75
08/31/2025	Journal Entry	BC Accr Expenses Aug	No			To recognize grant income	-Split-	800.00	30,018.75
Total for 12102.2 Left to Spend								\$30,018.75	
Total for 12102 LBI Phase 1								\$30,018.75	
14000 Property Inventory									
14097 121 Providence St									
08/14/2025	Check	598	No	L2 Studio	LBI Phase 1, Year 3	Remaining balance 121 Providence Construction docs & mileage expenses	10000 Tioga State Bank	17,297.50	17,297.50
Total for 14097 121 Providence St								\$17,297.50	
Total for 14000 Property Inventory								\$17,297.50	
17000 Prepaid Insurance									
08/31/2025	Journal Entry	B&C PPD August	No			To record insurance expense for Aug 2025	-Split-	-18.39	-18.39
Total for 17000 Prepaid Insurance								\$ -18.39	
22000 Accrued Expenses									
08/11/2025	Check	595	No	Bowers & Company CPAS PLLC	LBI Phase 1, Year 3	Accounting services through 7/31/2025	10000 Tioga State Bank	-800.00	-800.00
08/31/2025	Journal Entry	BC Accr Expenses Aug	No			To record accounting services fees for Aug 2025	-Split-	800.00	0.00
Total for 22000 Accrued Expenses								\$0.00	
23000 Deferred Grant Revenue									
23002 Hooker Foundation									
08/19/2025	Check	599	No	NYSEG		To recognize grant income	10000 Tioga State Bank	-25.29	-25.29
Total for 23002 Hooker Foundation								\$ -25.29	
Total for 23000 Deferred Grant Revenue								\$ -25.29	
44400 Government Contracts									
44440 Hooker Foundation									
08/19/2025	Check	599	No	NYSEG	Hooker Foundation	To recognize grant income	10000 Tioga State Bank	25.29	25.29
Total for 44440 Hooker Foundation								\$25.29	
44470 LBI Phase 1									
08/11/2025	Check	593	No	Tioga Co. Econ. Dev & Planning	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	2,388.00	2,388.00
08/11/2025	Check	594	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	833.33	3,221.33
08/12/2025	Check	596	No	Village of Waverly	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	31.00	3,252.33
08/14/2025	Check	597	No	Thomas, Collison & Meagher	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	3,475.00	6,727.33
08/14/2025	Check	598	No	L2 Studio	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	17,297.50	24,024.83
08/19/2025	Check	604	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	3,570.00	27,594.83
08/19/2025	Check	602	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	272.58	27,867.41
08/19/2025	Check	603	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	833.33	28,700.74
08/19/2025	Check	600	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	48.88	28,749.62
08/19/2025	Check	601	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	469.13	29,218.75
08/31/2025	Journal Entry	BC Accr Expenses Aug	No		LBI Phase 1, Year 3	To recognize grant income	-Split-	800.00	30,018.75
Total for 44470 LBI Phase 1								\$30,018.75	
Total for 44400 Government Contracts								\$30,044.04	
50000 Cost of Goods Sold									
50006 Property Utilities									
08/12/2025	Check	596	No	Village of Waverly	LBI Phase 1, Year 3	121 Providence sewer	10000 Tioga State Bank	31.00	31.00
08/19/2025	Check	600	No	NYSEG	LBI Phase 1, Year 3	81 North Ave electric 2nd floor	10000 Tioga State Bank	48.88	79.88
08/19/2025	Check	601	No	NYSEG	LBI Phase 1, Year 3	81 North Ave 1st floor	10000 Tioga State Bank	469.13	549.01
08/19/2025	Check	599	No	NYSEG	Hooker Foundation	103 Liberty Street electric	10000 Tioga State Bank	25.29	574.30
08/19/2025	Check	602	No	NYSEG	LBI Phase 1, Year 3	81 North Ave 2st floor- overdue electric	10000 Tioga State Bank	272.58	846.88
Total for 50006 Property Utilities								\$846.88	
50011 Property Maintenance									
08/19/2025	Check	604	No	Scott's Lawn & Landscape Care	LBI Phase 1, Year 3	Initial clean up of 81 Hickory Park Road Owego	10000 Tioga State Bank	3,570.00	3,570.00
Total for 50011 Property Maintenance								\$3,570.00	
Total for 50000 Cost of Goods Sold								\$4,416.88	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
08/31/2025	Journal Entry	BC Accr Expenses Aug	No		LBI Phase 1, Year 3	To record accounting services fees for Aug 2025	-Split-	800.00	800.00
Total for 62110 Accounting Fees								\$800.00	
62140 Legal Fees									
08/14/2025	Check	597	No	Thomas, Collison & Meagher	LBI Phase 1, Year 3	Legal services January 1, 2025 - June 30, 2025	10000 Tioga State Bank	3,475.00	3,475.00
Total for 62140 Legal Fees								\$3,475.00	
62150 Outside Contract Services									
08/11/2025	Check	594	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	July 2025 Admin Services	10000 Tioga State Bank	833.33	833.33
08/11/2025	Check	593	No	Tioga Co. Econ. Dev & Planning	LBI Phase 1, Year 3	Reimbursement for CompanyCam Subscription- Project management software	10000 Tioga State Bank	2,388.00	3,221.33
08/19/2025	Check	603	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	August 2025 Admin services	10000 Tioga State Bank	833.33	4,054.66
Total for 62150 Outside Contract Services								\$4,054.66	
Total for 62100 Contract Services								\$8,329.66	
65120 Insurance - Liability, D and O									
08/31/2025	Journal Entry	B&C PPD August	No		General & Administrative	To record insurance expense for Aug 2025	-Split-	18.39	18.39
Total for 65120 Insurance - Liability, D and O								\$18.39	
Total for 62000 Operating Expenses								\$8,348.05	



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687. 8256

| www.tiogacountyny.gov

| 56 Main St. Owego NY 13827

REQUEST FOR PROPOSALS

SNOW REMOVAL SERVICES

To All Interested Parties:

Attached is a Request for Proposals for Snow Removal Services for the Tioga County Property Development Corporation ("TCPDC" or "Land Bank"). These services are required for the ongoing maintenance and safety of various Land Bank-owned properties located throughout Tioga County, particularly during the winter season. We are seeking qualified contractors who can provide timely, reliable, and cost-effective snow removal services at designated locations. The TCPDC manages a range of properties that are in various stages of redevelopment, including rehabilitation, newly constructed, or demolition. Maintaining safe and accessible conditions at these sites is critical to the success of the Land Bank's mission.

The submission requirements and deadline for this Request for Proposals are included in the attached document. The selected contractor(s) will be awarded a one-year contract for the 2025–2026 snow season, with an option to renew for the 2026–2027 season. *Please note: The snow season is defined as November 1 through April 30, unless otherwise specified by the TCPDC Director.

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

A PARTNER OF

TEAM TIOGA

REQUEST FOR PROPOSAL

Snow Removal Services

To Whom it May Concern:

The Tioga County Property Development Corporation (TCPDC) is soliciting proposals for high-quality snow removal and related services under this RFP. Specifically, seeking a professional who will care for and treat our property's walkways and parking lots in a manner that truly minimizes any weather-related inconvenience, regardless of location within Tioga County, NY. While the winning contractor will need to be cost-competitive, even more than a low price, we are seeking high-quality, timely and thorough snow removal and related services. TCPDC currently owns 35 properties that require snow removal services, consisting of 31 vacant lots and 4 properties with structures.

The Tioga County Property Development Corporation (a NYS Land Bank) was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse. TCPDC owns a variety of properties including vacant and improved lots, some with vacant structures. Many of these properties are located in the Villages of Owego and Waverly, NY.

1. SCOPE OF SERVICES

- TCPDC is seeking proposals for snow removal services at one or more locations listed in Section 2. TCPDC reserves the right to add or change locations during the contract term.
- Services include, but are not limited to:
 - Shoveling and plowing
 - Clearing snow from walkways, fire escapes (where applicable), and parking lots
 - Relocating snow to prevent meltwater from draining onto cleared areas
- Environmentally friendly, pet-safe salting/de-icing agents approved for use on concrete and asphalt must be used.
- Snow removal must be completed by 6:00 AM following any snowfall exceeding two (2) inches. During ongoing or heavy snow events, the Contractor must maintain regular clearing to keep parking lots and sidewalks accessible and safe for public use.
- Salting/De-icing must also be applied as needed, including during snowfalls of less than two (2) inches.
- The Contractor is responsible for repairing, at their own expense, any damage to curbs, fences, or vegetation caused by snow removal activities. Repairs must be completed promptly, as agreed upon with the TCPDC Director.

2. REQUIRED SUBMITTALS

LOCATIONS:

<u>Lot/Building Number</u>	<u>Street Name</u>	<u>City</u>	<u>Task Needed</u>
115-117	Chestnut Street	Owego, NY	Sidewalks
92-94,96-102, 107,110,112, 113,117, 119	Liberty Street	Owego, NY	Sidewalks
103	Liberty Street	Owego, NY	Sidewalk, walkways, driveway
37,39-41,43-45,47,49,54	Temple Street	Owego, NY	Sidewalks
247	Main Street	Owego, NY	Sidewalks
94, 98	Spencer Avenue	Owego, NY	Sidewalks
81	North Avenue	Owego, NY	Sidewalk, walkway, designated parking spots, fire escape*
121	Providence Street	Waverly, NY	Sidewalk, walkway, driveway

- Indicate whether the proposal is for the entire contract or for specific portions of TCPDC's property inventory. Include details of any current or previous contracts with a comparable volume of scattered site locations.
- Provide a description of the current and anticipated staffing capacity required to complete the work. Specify whether in-house personnel or subcontracted labor will be utilized to fulfill contract requirements.
- Provide a description of currently owned equipment and any additional equipment that would be acquired if awarded the contract.
- Provide pricing as follows:
 - A standard unit price for routine snow removal and salting/de-icing of parking lots
 - A standard unit price for routine snow removal and salting/de-icing of sidewalks
 - A standard unit price for salting/de-icing only (no plowing) of parking lots and sidewalks when snow or ice accumulation is less than 2 inches
 - An hourly rate for non-routine snow removal services, including but not limited to responding to emergency accumulations. These services will be requested by TCPDC on an as-needed basis.
- Provide names and contact information for two (2) professional references.

3. INSURANCE REQUIREMENTS

**Please see attached insurance requirements.*

4. PROPOSAL EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting a contractor(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 contractors are evaluated on the above criteria, a committee of the Land Bank's Board of Directors will invite contractors to interview.

5. SCHEDULING AND COMPLETION

Please submit questions to Sara Zubalsky-Peer, Executive Administrator at zubalsky-peers@tiogacountyny.gov by 5:00PM on 10/2/2025. It is anticipated that a contract will be awarded by 10/29/2025 to the lowest responsible bidder. This is an as-needed contract for one -year snow season, with an optional one-year mutual agreed upon renewal at the same terms and conditions.

6. PROPOSAL SUBMISSION

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

Interested contractors should submit all required submittals to Sara Zubalsky-Peer, Executive Administrator, by 5:00PM on 10/10/2025 by mail, hand delivery, or email as follows:

Email: zubalsky-peers@tiogaopp.org

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



T C P D C

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687. 8256

| www.tiogacountyny.gov

| 56 Main St. Owego NY 13827

Request for Proposals

LAWN MAINTENANCE SERVICES

To All Interested Parties:

Attached is a Request for Proposals for Lawn Maintenance Services for the Tioga County Property Development Corporation ("TCPDC" or "Land Bank"). These services are required for the ongoing upkeep and safety of various properties owned by the Land Bank located throughout Tioga County, particularly during the spring and summer months. The Land Bank is seeking qualified contractors who can deliver timely, reliable, and cost-effective lawn maintenance at designated sites. The Land Bank owns a range of properties including vacant and improved lots, as well as lots containing vacant structures. Keeping these properties maintained is important for safety, accessibility, and helping improve neighborhoods. Clean, well-kept lots make the community look better and support the Land Bank's mission.

The submission requirements and deadline for this Request for Proposals are included in the attached document. The selected contractor(s) will be awarded a one-year contract for the 2026 mowing season, with an option to renew for the 2027 season. *Please note: The start of the mowing season is determined by vegetation growth and is at the discretion of the Land Bank Director.

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

A PARTNER OF

TEAM TIOGA

REQUEST FOR PROPOSAL
Lawn Maintenance Services

To Whom it May Concern:

The Tioga County Property Development Corporation (TCPDC) is looking for a reliable and professional contractor to provide lawn maintenance services for our properties across Tioga County, NY. We're not just looking for the lowest price, we want someone who takes pride in their work and can help us keep our properties looking clean, cared for, and appealing to the surrounding neighborhoods.

Right now, TCPDC owns 35 properties that need regular lawn maintenance. These include 31 vacant lots and 4 with structures. Each property should be mowed and trimmed every three weeks, unless otherwise directed by the Land Bank Director. If a property is sold, the Land Bank Director will let the contractor know in writing when to stop maintenance at that location. The winning contractor should be dependable, providing consistent quality service, and can help us maintain these properties to a high standard across the county.

The Tioga County Property Development Corporation (a NYS Land Bank) was incorporated in 2017 and is a public benefit corporation chartered by the State of New York overseen by a nine-member board appointed by the Tioga County Legislature. Authorized under Article 16 of the Not-For-Profit-Corporation Law, TCPDC is empowered to acquire, demolish, rehabilitate, manage or develop tax-foreclosed, vacant or abandoned properties for the purpose of putting such properties back for productive reuse. TCPDC owns a variety of properties including vacant and improved lots, some with vacant structures. Many of these properties are located in the Villages of Owego and Waverly, NY.

1. SCOPE OF SERVICES

- TCPDC is seeking proposals for lawn maintenance services at one or more locations listed in Section 2. TCPDC reserves the right to add or change locations during the contract term.
- Services include, but are not limited to:
 - Mowing all properties once every three weeks unless otherwise directed by Land Bank Director
 - Trimming around trees, shrubs, and other obstacles
 - Clean up and removal of fallen limbs and branches
- Parking areas, sidewalks, curbs and other hard surfaces shall be kept free of leaves, litter and debris. Accumulations of debris must be removed from the site and not blown onto adjacent property, street surfaces, or sewer drains.
- Undesired vegetation in sidewalks, curbs, cracks and other hard surfaces need maintained so there are no weeds growing in them.
- Ruts, holes and other disfigurement of mowed areas caused by mowing equipment shall be the responsibility of the Contractor to repair to original condition.

2. REQUIRED SUBMITTALS

LOCATIONS:

<u>Lot/Building Number</u>	<u>Street Name</u>	<u>City</u>	<u>Task Needed</u>
115-117	Chestnut Street	Owego, NY	Vacant lot
92-94,96-102, 107,110,112, 113,117, 119	Liberty Street	Owego, NY	Vacant lot
103	Liberty Street	Owego, NY	Vacant Structure – Rehab in progress
37,39-41,43-45,47,49,54	Temple Street	Owego, NY	Vacant lot
247	Main Street	Owego, NY	Vacant Structure
94, 98	Spencer Avenue	Owego, NY	Vacant lot
81	Hickories Park Avenue	Owego, NY	Vacant Structure
121	Providence Street	Waverly, NY	Vacant Structure – Rehab in progress

- Please indicate whether you are interested in bidding on the whole contract or only a portion of the Land Bank's property inventory and describe the details of any current or past contracts your company has had that would compare to this volume of scattered locations.
- Describe your capacity (current staffing and future staffing if awarded the contract) and how you plan to carry out the work being bid on. Do you plan to use your own employees or subcontract labor?
- Describe the equipment that you currently own and any additional equipment you plan to purchase if awarded the contract.
- Quote a:
 - standard unit price for routine mowing of vacant lots,
 - standard unit price for routine mowing of a lot with a structure, and
 - an hourly rate for non-routine work such as brush removal, which will be requested by the Land Bank on an as-needed basis.

Standard unit prices should include removal of up to ½ cubic yard of debris from each lot (general trash/litter) at each mowing.

- Provide names and contact information for two (2) professional references.

3. INSURANCE REQUIREMENTS

**Please see attached insurance requirements.*

4. PROPOSAL EVALUATION

The Land Bank shall apply the following evaluation criteria for selecting a contractor(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 contractors are evaluated on the above criteria, a committee of the Land Bank's Board of Directors will invite contractors to interview.

5. SCHEDULING AND COMPLETION

Please submit questions to Sara Zubalsky-Peer, Executive Administrator at zubalsky-peers@tiogacountyny.gov by 5:00PM on 10/2/2025. It is anticipated that a contract will be awarded by 10/29/2025 to the lowest responsible bidder. This is an as-needed contract for one -year mowing season, with an optional one-year mutual agreed upon renewal at the same terms and conditions.

6. PROPOSAL SUBMISSION

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

Interested contractors should submit all required submittals to Sara Zubalsky-Peer, Executive Administrator, by 5:00PM on 10/10/2025 by mail, hand delivery, or email as follows:

Email: zubalsky-peers@tiogaopp.org

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



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8255 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

REQUEST FOR PROPOSAL Property Management Services

Professional Service Contract

To All Interested Parties:

Attached is a copy of a Request for Proposal for Property Management Services to 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 Property Management Services. 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 Proposals 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 Veterans 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 Proposals for Property Management Services
Rating Sheet
EEO/MWBE Form
Non-Collusive Certificate

A PARTNER OF  **TEAM TIOGA**

REQUEST FOR PROPOSAL
Property Management Services

Professional Service Contract

To Whom it May Concern:

The Tioga County Property Development Corporation is currently seeking respondents with demonstrated experience in providing full-service property management service to manage, including but not limited to, 81 North Avenue, Owego, NY, consisting of two rental units, both two-bedroom, one bath units, and one commercial space. In addition to this property, others may be added to the portfolio in the future. **Proposals are for a one (1) year Agreement, with an option to renew for a second year.**

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** Execute, administer, and enforce the terms of all rental agreements, in accordance with federal, state, and local laws, and in compliance with TCPDC policies. Provide copies of each executed agreement to the TCPDC
- 1.2** Develop and implement an affirmative marketing plan and tenant selection procedure that ensures non-discrimination in accordance with the Fair Housing Act and other relevant laws.
- 1.3** Advertise and market available units/spaces to maintain maximum occupancy
- 1.4** Screen, qualify, and select tenants in full compliance with Fair Housing Act and applicable regulations
- 1.5** Manage all tenant move-in and move-out activities, including unit inspections and deposit reconciliation, in coordination with the TCPDC Executive Administrator, TCPDC Accounting Firm, and designated financial institution
- 1.6** Initiate and execute tenancy terminations and serve appropriate notices, including actions for possession and rent recovery, as necessary
- 1.7** Pursue legal action on behalf of the TCPDC only with prior approval from the TCPDC Board and TCPDC legal counsel; manage court appearances and settlements as authorized.
- 1.8** Provide 24/7 emergency maintenance response, and report emergency incidents to TCPDC by the next business day
- 1.9** Maintain positive tenant relations, promptly address complaints and service requests, and represent the TCPDC in all tenant-related matters

- 1.10** Conduct regular property inspections and assist the TCPDC in securing contractors for repairs, maintenance, janitorial services, landscaping and pest control as needed.
- 1.11** Maintain all properties in compliance with Village of Owego code and applicable state regulations; support enforcement of rules concerning loitering and criminal activity as permitted by law.
- 1.12** Submit quarterly digital photographs of each property's exterior to the TCPDC
- 1.13** Perform and document annual interior and exterior inspections of each unit, according to NYS building code and applicable regulations
- 1.14** Assist the TCPDC in capital improvement and rehabilitation related scheduling
- 1.15** Provide a detailed monthly management report to the TCPDC that includes: rent collection and delinquencies, vacancies and waiting list status, revenue and expenditures; maintenance and repair logs, onsite property visit records, tenant evictions and legal matters (current and pending)

2.0 REQUIRED QUALIFICATIONS

- 2.1** Hold a valid real estate broker's license and be in good standing with NYS Dept of Consumer Affairs, Bureau of Real Estate
- 2.2** Have reasonable and working knowledge and understanding of the general principles and responsibilities of property management including the laws concerning real estate licensing, contracts, tenant/landlord responsibilities, fair housing, employment, property protection, and insurance
- 2.3** Hold a current inventory of residential and commercial rental properties that meet minimum standards of habitability, consistent with housing quality standards, health, safety, and building codes
- 2.4** Have working knowledge of principles of business administration, marketing, accounting, advertising, insurance, repairs and maintenance, taxation, and public relations
- 2.5** Working knowledge of financial principles, including separation of bank accounts for contracted clients, with no comingling of funds between client accounts
- 2.6** Carry satisfactory fidelity bond on all employees whose duties involve handling of funds and satisfactory liability insurance coverage that meets TCPDC standards
- 2.7** Have demonstrated the ability to work with law enforcement, code compliance, and fair housing advocates
- 2.8** Have access to skilled specialists for routine repair and maintenance, with the capacity to respond promptly to both standard maintenance needs and property-related emergencies on a 24-hour basis. Repairs that exceed routine maintenance such as HVAC, flooring, roofing, and similar work must be completed by a licensed contractor, as directed by the TCPDC

3.0 REQUIRED SUBMITTALS

To ensure consistency across all submitted proposals, Respondents are requested to include the following information in their submission. The content, completeness, clarity, and conciseness of the proposal will be key factors in evaluating the Respondent's qualifications and capabilities.

3.1 A statement of interest in performing the proposed services

3.2 Individual/Firm Management Experience and Capacity

- Provide a detailed summary of your firm's relevant experience, including the geographic locations, sizes, and durations of properties managed. Emphasis should be placed on experience working with Land Banks or similar entities such as nonprofit organizations, public authorities, or governmental agencies.
- Identify the personnel who will be assigned to work on TCPDC-managed properties. Include the names, titles, and roles of each individual, along with resumes highlighting their relevant qualifications and experience.
- Provide a list of current clients and the properties you manage for each. Include a brief description of the services performed, the scope of work, and the duration of the engagement, and
- All members of the firm chosen by the TCPDC shall be in good standing.

3.3 Professional References

- Provide a minimum of three (3) professional references for properties that respondent and/or firm has managed where services were similar to those outlined in the 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.

3.4 Cost Structure

Please provide a proposed monthly property management service fee to perform the Scope of Services outlined in Section 1 of this RFP.

- If your firm offers additional services not explicitly identified in the Scope of Services, but included in the proposed monthly fee, describe them in detail.
- Likewise, if any services outlined in the Scope of Services are excluded from the proposed monthly fee, identify those services and provide a separate cost estimate, if applicable.
- You may attach additional sheets or supporting documentation as needed to clarify or break down costs.

All proposed fees must be inclusive of any and all incidental expenses related to the delivery of the services described in the Scope of Services.

While the selection of the successful firm will be based on the qualifications criteria described in Part 3 of the RFP, the TCPDC requests this cost proposal to understand the anticipated budget requirements and assess alignment with financial expectations.

3.5 Completed EEO/MWBE form and Non-Collusive Certificate

4.0 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 waive any minor nonconformities in accordance with the Land Bank's determination or its own best interests.

Criteria	Max Points
<ul style="list-style-type: none">Quality and completeness of submission	10
<ul style="list-style-type: none">Qualifications of the individual/firm	35
<ul style="list-style-type: none">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.

5.0 SCHEDULING AND COMPLETION

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

RFP release date:

Closing date for RFP questions:

Deadline for submission of Qualifications:

Anticipated selection (board):

**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 one-year professional services contract with the option to renew for a second year.**

6.0 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 outlined 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 5:00PM 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