



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, November 29, 2023, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, D. Astorina, L. Pelotte
 - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, September 27, 2023.
 - b. Acknowledgement of Financial Reports through October 31, 2023
 - c. Status of Temple/Liberty Street owned properties
 - i. RFP for single-family home site plan
 - d. Status of 103 Liberty Street/OACSD project
 - e. Status of 80, 82 and 84 Main St, Candor NYMS Project
 - f. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects
 - i. LBI Phase 1
 - ii. LBI Phase 2
 - g. New Board Member Discussion
4. New Business
 - a. 2023-2024 snow removal services
 - b. Deluge Media proposal
 - c. Property in Waverly candidate for demolition
5. Chairman's Remarks
6. Adjournment

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TEAM TIOGA





T C P D C

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687. 8256

| www.tiogacountyny.gov

| 56 Main St. Owego NY 13827

Tioga County Property Development Corporation
Regular Board of Directors

DRAFT

Wednesday, September 27, 2023, at 4:00 PM

Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

Economic Development Conference Room #109

MINUTES

1. Call to Order – Chairman R. Kelsey called the meeting to order at 4:03 PM.
2. Attendance
 - a. Present: R. Kelsey, D. Astorina (arrived at 4:22 pm), M. Baratta (arrived at 4:06 pm), H. Murray, M. Sauerbrey, L. Pelotte, S. Yetter
 - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, July 26, 2023
The board reviewed the minutes, there being no questions,
Motion to approve July 26, 2023 Regular Board Meeting Minutes as written:
S. Yetter/M. Sauerbrey/Carried
None Opposed
No Abstentions
 - b. Acknowledgement of Financial Reports Through August 31, 2023
Ms. Woodburn summarized the distributed financial reports, including income sources, expenditures, and a table summarizing all the grant funds and their current status. Following review of the reports, Mr. Kelsey inquired about the status of the Candor NYMS project for closeout. Ms. Woodburn replied that the remaining payment will be distributed soon. There being no further questions,
Motion to acknowledge financial report, as presented:
M. Sauerbrey/S. Yetter/Carried
None Opposed
No Abstentions

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TEAM TIOGA

c. Status of Temple/Liberty Street Owned Properties

i. Providence Housing – Ms. Woodburn spoke with Denise at Providence Housing regarding the board’s decision to end negotiations. Ms. Woodburn thanked Providence for their time and effort and expressed hope for a partnership opportunity in the future. Providence was agreeable with the board’s decision.

ii. RFP for single-family home site plan – Per the discussion at the previous board meeting, Ms. Woodburn and Elaine Jardine, Tioga County Planning Director, requested quotes from engineering firms for site plans for the potential development of single-family homes on the Temple/Liberty Street properties. It is anticipated quotes will be received and ready for board review at the next board meeting. After some discussion, the board decided to form a Steering Committee to include: some TCPDC board members, a Village of Owego board member, a realtor and a code enforcement officer to develop a site plan concept to present to the full board. Ms. Woodburn noted that two of the properties might be future cooperative projects with OACSD.

d. Status of 103 Liberty Street/OACSD Project

i. Memorandum of Understanding and Option Agreement – Ms. Woodburn provided an update of the construction work. It is anticipated the inside will be buttoned up by the end of the school year and outside work (e.g., siding) will begin next summer. The existing MOU will be revised to include the two properties that the district wants to do new construction projects on. BT-BOCES will be taking over the O-A CTE program, including the construction program. Therefore, the future MOU may be with BT-BOCES.

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

Ms. Woodburn reported that NYS agreed to extend the grant agreement to the end of October to allow time to finish the project and close it out. Board members commented on how impressive the project is and the anticipation of the community to the opening of the business located there.

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

i. LBI Phase 1 – Year 1 is closed out. Ms. Woodburn provided a summary of LBI Year 1 budget, actual LBI Year 1 expenses, and the proposed LBI Year 2 budget. Ms. Woodburn is in the process of executing Year 2 of LBI Phase 1 program and she explained the HTFC is requiring Land Banks to sign an amendment for Year 2 of the Land Bank Initiative Grant Agreement.

Motion to authorize Brittany Woodburn to sign amendment to Land Bank Initiative Grant Agreement dated 9.18.23 between TCPDC and HTFC.

H. Murray/L. Pelotte/Carried

None Opposed

No Abstentions

ii. LBI Phase 2 -

Ms. Woodburn then reviewed the LBI Phase 2 Program budget, including all properties included in the proposal for the use of the LBI Phase 2 grant received. Invoices for the completed demolitions should be received soon and to be submitted for reimbursement. NY SHPO requires a full structural report for 247 Main St., which will be covered with LBI Phase 2 funds. Proposals have been received from three firms and were provided to the board for review. After discussion of the three firms, their proposals, scope and completeness, Chairman Kelsey received a motion,

Motion to move forward with Hunt Engineering:

L. Pelotte/M. Baratta/Carried

None Opposed

No Abstentions

Ms. Woodburn reported that an RFP for acquisition and rehabilitation for 10 Watson Ave., Newark Valley, NY was issued, posted, publicized and direct outreach was done. Several interested parties requested applications, but only one was submitted. Ms. Woodburn provided a summary of the one proposal received from Fleicher Properties LLC, who intends to acquire and fully rehabilitate the property and sell it as a single-family home. The board discussed the potential collaborative project, the cost to the TCPDC and the alternative of demolition. It was agreed that a counteroffer should be made.

Motion to authorize the sale of 10 Watson Ave., Newark Valley, NY to Fleicher Properties LLC, in the amount of \$5,000 and to authorize the reimbursement of the foundation and HVAC work for 10 Watson Avenue up to \$45,000 to Fleicher Properties LLC:

M. Sauerbrey/S. Yetter/Carried

None Opposed

No Abstentions

Ms. Woodburn provided an update of the properties, 32 Lyman Ave., 121 Providence St., Waverly, and 81 North Ave., Owego: The Waverly property deeds have been received and sent to J. Meagher for review and approval. A purchase application from TOI's development arm, STEG (Southern Tier Economic Growth), is in process for 32 Lyman Ave. An RFP has been issued for 121 Providence and will be extended and additional outreach will be done. An RFP for environmental testing was issued for 81 North Ave. Two proposals were received. An additional RFP for cleanup/remediation was issued and three proposals are anticipated. Ms. Woodburn will reach out to other companies for additional cleanup proposals.

g. New Board Member Discussion

S. Yetter and B. Woodburn recently met with the potential board member from the Village of Waverly area. The candidate is interested in serving on the TCPDC board. A resume is forthcoming for review. Ms. Woodburn will schedule a governance committee meeting to meet the candidate. Legislative Chair Sauerbrey will also be invited to the meeting. In anticipation of the board accepting S. Zubalsky-Peer resignation, Ms. Woodburn requested suggestions for

replacements for this at-large board position. A potential candidate from the Town of Candor will be approached to discuss and assess interest.

4. New Business

a. Approval of proposed 2024 Budget

Ms. Woodburn reported that the Finance Committee met today to review the proposed budget and they made a recommendation to the board for approval. Ms. Woodburn provided copies for review and summarized the proposed budget, noting that a line item has been added for marketing.

Motion to accept and approve the TCPDC 2024 budget as presented:

D. Astorina/S. Yetter/Carried

None Opposed

No Abstentions

b. Procurement Policy – Proposed Amendment

Ms. Woodburn and Chairman Kesley suggested clarification in the language of the current procurement policy section 2.2 to clarify “or other designee.” This proposed change would read “...at the discretion of the Executive Director, in addition to the Chairperson or the Treasurer.” Two signatures are still required to authorize any payment – the Executive Director and either the Chairman or the Treasurer.

Motion to approve and amend the TCPDC Procurement Policy as presented:

M. Sauerbrey/M. Baratta/Carried

None Opposed

No Abstentions

c. Catholic Charities Housing Discussion

Ms. Woodburn recently attended a meeting between Catholic Charities, and representatives from TC DSS, TC ED&P, TC Legislature to discuss transitional housing needs in Tioga County. Tioga County has \$250K in America Recovery Funds which could be used, perhaps by partnering with Catholic Charities on a project, to help meet these needs. Due to zoning restrictions, no currently available TCPDC properties could be used for this purpose, but Ms. Woodburn asked the board to keep it in mind for potential future opportunity to collaborate. Catholic Charities said the property would need to have 3-4 bedrooms and this one would be to house men. Zoning variance might be a possibility, or to locate a property in a town without zoning that limits transitional house. Ms. Woodburn stated it will be researched further.

d. Resignation letter – Sara Zubalsky-Peer

Ms. Woodburn provided a copy of Ms. Zubalsky-Peer’s resignation letter. Chairman Kelsey will send a letter on behalf of the Board to Ms. Zubalsky-Peer, thanking her for her service and regretfully accepting her resignation.

Motion to enter Executive Session at 5:08 PM pursuant to Public Officers Law Section 105 to discuss personnel compensation:

H. Murray/D. Astorina/Carried

**None Opposed
No Abstentions**

Motion to exit Executive Session at 5:17 PM:

**L. Pelotte/M. Baratta/Carried
None Opposed
No Abstentions**

Motion to authorize providing a one-time performance-based stipend to Brittany Woodburn, Executive Director of the TCPDC, in the amount of \$10,000.00 for a one-year period for her work related to implementing projects and securing funding sources on behalf of the TCPDC Board of Directors.

**H. Murray/S. Yetter/Carried
None Opposed
No Abstentions**

e. NYLBA Annual Conference report

Ms. Woodburn reported that the NYLBA Annual Conference was held in Lake George from September 17th – 18th. Sessions included Land Banking 101, alternative means to acquiring properties, strategic planning, brownfields, real property tax reform, rural land bank panel and SEQR. ED&P will invoice TCPDC for the \$149 room charge.

5. Chairman's Remarks

6. Adjournment – D. Astorina motioned to adjourn; the meeting adjourned at 5:25 PM

Respectfully submitted,

Karen Warfle, OSII

Tioga County Economic Development and Planning

Tioga County Property Development Corporation

Balance Sheet Comparison

As of October 31, 2023

	TOTAL			
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	31,346.88	498,833.84	-467,486.96	-93.72 %
10001 Tioga Bank ICS	251,665.35		251,665.35	
Total Bank Accounts	\$283,012.23	\$498,833.84	\$ -215,821.61	-43.27 %
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	100,000.00	100,000.00	0.00	0.00 %
12102.2 Left to Spend	-81,315.88	-100,000.00	18,684.12	18.68 %
Total 12102 LBI Phase 1	18,684.12	0.00	18,684.12	
12103 LBI Phase 2				
12103.1 Left to Receive	900,000.00		900,000.00	
12103.2 Left to Spend	-741,705.65		-741,705.65	
Total 12103 LBI Phase 2	158,294.35		158,294.35	
14000 Property Inventory				
14045 117 Liberty St	3,001.02	3,001.02	0.00	0.00 %
14050 39-41 Temple St.	3,000.00	3,000.72	-0.72	-0.02 %
14055 115-117 Chestnut Owego	5,000.00	5,001.32	-1.32	-0.03 %
14060 112 Liberty St.	50.00	50.00	0.00	0.00 %
14061 110 Liberty Street, Owego	6,339.93	6,339.93	0.00	0.00 %
14062 107 Liberty Street, Owego	4,162.13	4,162.13	0.00	0.00 %
14063 96-102 Liberty Street, Owego	42,120.00	36,800.16	5,319.84	14.46 %
14075 119 Liberty Street	6,799.74	6,799.74	0.00	0.00 %
14081 92-94 Liberty Str.	11,700.00	11,700.00	0.00	0.00 %
14082 37 Temple Str.	9,200.00	9,200.00	0.00	0.00 %
14083 43-45 Temple St.	15,200.00	15,200.00	0.00	0.00 %
14084 47 Temple Str.	7,300.00	7,300.00	0.00	0.00 %
14085 49 Temple Str.	9,999.60	9,999.60	0.00	0.00 %
14086 113 Liberty Street, Owego	1.00	1.00	0.00	0.00 %
14087 247 Main St	2,925.81		2,925.81	
14089 98 Fox St.	1,492.07		1,492.07	
14090 10 Watson Ave.	1,172.46		1,172.46	
14092 103 Liberty St	53,456.58	17,375.30	36,081.28	207.66 %
14093 94 Spencer Ave	2,352.59		2,352.59	
14094 54 Temple St	1.00		1.00	
14095 98 Spencer Ave	1.00		1.00	
14096 32 Lyman Ave	1.00		1.00	
14097 121 Providence St	1.00		1.00	
Total 14000 Property Inventory	185,276.93	135,930.92	49,346.01	36.30 %
17000 Prepaid Insurance	860.03	809.63	50.40	6.23 %
18700 Deposit on Property Purchase	2,000.00		2,000.00	
Total Other Current Assets	\$365,115.43	\$136,740.55	\$228,374.88	167.01 %

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	AS OF OCT 31, 2023	AS OF OCT 31, 2022 (PY)	CHANGE	% CHANGE
Total Current Assets	\$648,127.66	\$635,574.39	\$12,553.27	1.98 %
TOTAL ASSETS	\$648,127.66	\$635,574.39	\$12,553.27	1.98 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	2,250.00		2,250.00	
23000 Deferred Grant Revenue	390,150.58	455,175.00	-65,024.42	-14.29 %
23002 Hooker Foundation	4,427.02	65,000.00	-60,572.98	-93.19 %
Total 23000 Deferred Grant Revenue	394,577.60	520,175.00	-125,597.40	-24.15 %
Total Other Current Liabilities	\$396,827.60	\$520,175.00	\$ -123,347.40	-23.71 %
Total Current Liabilities	\$396,827.60	\$520,175.00	\$ -123,347.40	-23.71 %
Total Liabilities	\$396,827.60	\$520,175.00	\$ -123,347.40	-23.71 %
Equity				
32000 Unrestricted Net Assets	207,751.29	154,404.57	53,346.72	34.55 %
Net Income	43,548.77	-39,005.18	82,553.95	211.65 %
Total Equity	\$251,300.06	\$115,399.39	\$135,900.67	117.77 %
TOTAL LIABILITIES AND EQUITY	\$648,127.66	\$635,574.39	\$12,553.27	1.98 %

Tioga County Property Development Corporation

Profit and Loss Comparison

January - October, 2023

	TOTAL			
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44430 APRA Grant	5,320.00	44,825.00	-39,505.00	-88.13 %
44440 Hooker Foundation	36,715.84		36,715.84	
44450 State Contracts	25,000.00	138,057.00	-113,057.00	-81.89 %
44470 LBI Phase 1	90,615.98		90,615.98	
44480 LBI Phase II	158,294.35		158,294.35	
Total 44400 Government Contracts	315,946.17	182,882.00	133,064.17	72.76 %
46400 Other Types of Income				
46430 Miscellaneous Revenue		78.91	-78.91	-100.00 %
Total 46400 Other Types of Income		78.91	-78.91	-100.00 %
47200 Program Income				
47250 Property Sales	12,000.00		12,000.00	
Total 47200 Program Income	12,000.00		12,000.00	
Total Income	\$327,946.17	\$182,960.91	\$144,985.26	79.24 %
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition	151,930.00	186,709.00	-34,779.00	-18.63 %
50002 Lawn Maintenance	3,780.00	4,479.80	-699.80	-15.62 %
50003 Snow Removal	662.48	1,468.80	-806.32	-54.90 %
50004 Property Insurance	2,334.73	1,496.18	838.55	56.05 %
50005 Permits/Fees		130.00	-130.00	-100.00 %
50006 Property Utilities	4,824.67	230.44	4,594.23	1,993.68 %
50009 Survey/Abatement Pre- Demo		8,783.50	-8,783.50	-100.00 %
50010 Property Taxes	3,194.82		3,194.82	
50011 Property Maintenance	4,750.52		4,750.52	
50999 Spec Reclass to/from Inventory	44,298.45		44,298.45	
Total 50000 Cost of Goods Sold	215,775.67	203,297.72	12,477.95	6.14 %
Total Cost of Goods Sold	\$215,775.67	\$203,297.72	\$12,477.95	6.14 %
GROSS PROFIT	\$112,170.50	\$ -20,336.81	\$132,507.31	651.56 %
Expenses				
62000 Operating Expenses				
60900 Business Expenses				
60930 Bank Fees		6.00	-6.00	-100.00 %
Total 60900 Business Expenses		6.00	-6.00	-100.00 %
62100 Contract Services				
62110 Accounting Fees	18,360.00	6,860.00	11,500.00	167.64 %
62140 Legal Fees	6,795.00		6,795.00	
62150 Outside Contract Services	41,411.53	9,722.00	31,689.53	325.96 %
Total 62100 Contract Services	66,566.53	16,582.00	49,984.53	301.44 %
65120 Insurance - Liability, D and O	1,050.92	580.37	470.55	81.08 %
65150 Memberships and Dues	1,500.00	1,000.00	500.00	50.00 %

	TOTAL			
	JAN - OCT, 2023	JAN - OCT, 2022 (PY)	CHANGE	% CHANGE
Total 62000 Operating Expenses	69,117.45	18,168.37	50,949.08	280.43 %
62800 Facilities and Equipment				
62870 Property Insurance	542.14		542.14	
Total 62800 Facilities and Equipment	542.14		542.14	
65100 Other Types of Expenses				
65110 Advertising Expenses	488.49		488.49	
65160 Other Costs		500.00	-500.00	-100.00 %
Total 65100 Other Types of Expenses	488.49	500.00	-11.51	-2.30 %
68300 Travel and Meetings				
68310 Conference, Convention, Meeting	139.00		139.00	
Total 68300 Travel and Meetings	139.00		139.00	
Total Expenses	\$70,287.08	\$18,668.37	\$51,618.71	276.50 %
NET OPERATING INCOME	\$41,883.42	\$ -39,005.18	\$80,888.60	207.38 %
Other Income				
7000 Interest Income	1,665.35		1,665.35	
Total Other Income	\$1,665.35	\$0.00	\$1,665.35	0.00%
NET OTHER INCOME	\$1,665.35	\$0.00	\$1,665.35	0.00%
NET INCOME	\$43,548.77	\$ -39,005.18	\$82,553.95	211.65 %

Tioga County Property Development Corporation

Profit and Loss by Class

January - October, 2023

	ARPA	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1	LBI PHASE 1, YEAR 2	LBI PHASE 2	NYMS	TOTAL
Income								
44400 Government Contracts								\$0.00
44430 APRA Grant	5,320.00							\$5,320.00
44440 Hooker Foundation			36,715.84					\$36,715.84
44450 State Contracts							25,000.00	\$25,000.00
44470 LBI Phase 1				71,931.86	18,684.12			\$90,615.98
44480 LBI Phase II						158,294.35		\$158,294.35
Total 44400 Government Contracts	5,320.00		36,715.84	71,931.86	18,684.12	158,294.35	25,000.00	\$315,946.17
47200 Program Income								\$0.00
47250 Property Sales		12,000.00						\$12,000.00
Total 47200 Program Income		12,000.00						\$12,000.00
Total Income	\$5,320.00	\$12,000.00	\$36,715.84	\$71,931.86	\$18,684.12	\$158,294.35	\$25,000.00	\$327,946.17
Cost of Goods Sold								
50000 Cost of Goods Sold								\$0.00
50001 Demolition						151,930.00		\$151,930.00
50002 Lawn Maintenance		959.12		615.88	2,205.00			\$3,780.00
50003 Snow Removal				662.48				\$662.48
50004 Property Insurance				2,334.73				\$2,334.73
50006 Property Utilities		135.68	634.56	1,244.94	2,809.49			\$4,824.67
50010 Property Taxes		3,194.82						\$3,194.82
50011 Property Maintenance				4,750.52				\$4,750.52
50999 Spec Reclass to/from Inventory		44,298.45						\$44,298.45
Total 50000 Cost of Goods Sold		48,588.07	634.56	9,608.55	5,014.49	151,930.00		\$215,775.67
Total Cost of Goods Sold	\$0.00	\$48,588.07	\$634.56	\$9,608.55	\$5,014.49	\$151,930.00	\$0.00	\$215,775.67
GROSS PROFIT	\$5,320.00	\$ -36,588.07	\$36,081.28	\$62,323.31	\$13,669.63	\$6,364.35	\$25,000.00	\$112,170.50
Expenses								
62000 Operating Expenses								\$0.00
62100 Contract Services								\$0.00
62110 Accounting Fees		3,000.00		15,360.00				\$18,360.00
62140 Legal Fees				6,795.00				\$6,795.00
62150 Outside Contract Services		1,975.00		20,576.18	12,500.00	6,360.35	0.00	\$41,411.53
Total 62100 Contract Services		4,975.00		42,731.18	12,500.00	6,360.35	0.00	\$66,566.53
65120 Insurance - Liability, D and O		1,050.92						\$1,050.92
65150 Memberships and Dues				1,500.00				\$1,500.00
Total 62000 Operating Expenses		6,025.92		44,231.18	12,500.00	6,360.35	0.00	\$69,117.45
62800 Facilities and Equipment								\$0.00
62870 Property Insurance					542.14			\$542.14
Total 62800 Facilities and Equipment					542.14			\$542.14
65100 Other Types of Expenses								\$0.00
65110 Advertising Expenses					488.49			\$488.49
Total 65100 Other Types of Expenses					488.49			\$488.49
68300 Travel and Meetings								\$0.00
68310 Conference, Convention, Meeting					139.00			\$139.00
Total 68300 Travel and Meetings					139.00			\$139.00
Total Expenses	\$0.00	\$6,025.92	\$0.00	\$44,231.18	\$13,669.63	\$6,360.35	\$0.00	\$70,287.08
NET OPERATING INCOME	\$5,320.00	\$ -42,613.99	\$36,081.28	\$18,092.13	\$0.00	\$4.00	\$25,000.00	\$41,883.42
Other Income								
7000 Interest Income		1,665.35						\$1,665.35
Total Other Income	\$0.00	\$1,665.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,665.35
NET OTHER INCOME	\$0.00	\$1,665.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,665.35
NET INCOME	\$5,320.00	\$ -40,948.64	\$36,081.28	\$18,092.13	\$0.00	\$4.00	\$25,000.00	\$43,548.77

Tioga County Property Development Corporation

Profit and Loss by Month

January - October, 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	TOTAL
Income											
44400 Government Contracts											\$0.00
44430 APRA Grant						5,320.00					\$5,320.00
44440 Hooker Foundation	19.81		186.50	19.02	19.76	36,246.30		38.50	166.93	19.02	\$36,715.84
44450 State Contracts										25,000.00	\$25,000.00
44470 LBI Phase 1	19,589.17	8,733.00	10,360.39	21,151.60	4,649.34	6,707.48	740.88		11,101.63	7,582.49	\$90,615.98
44480 LBI Phase II										158,294.35	\$158,294.35
Total 44400 Government Contracts	19,608.98	8,733.00	10,546.89	21,170.62	4,669.10	48,273.78	740.88	38.50	11,268.56	190,895.86	\$315,946.17
47200 Program Income											\$0.00
47250 Property Sales					12,000.00						\$12,000.00
Total 47200 Program Income					12,000.00						\$12,000.00
Total Income	\$19,608.98	\$8,733.00	\$10,546.89	\$21,170.62	\$16,669.10	\$48,273.78	\$740.88	\$38.50	\$11,268.56	\$190,895.86	\$327,946.17
Cost of Goods Sold											
50000 Cost of Goods Sold											\$0.00
50001 Demolition										151,930.00	\$151,930.00
50002 Lawn Maintenance						375.00	750.00		1,500.00	1,155.00	\$3,780.00
50003 Snow Removal	662.48										\$662.48
50004 Property Insurance	23.56			1,364.86		946.31					\$2,334.73
50006 Property Utilities	19.81		517.96	402.99	371.42	305.19		38.50	2,976.42	192.38	\$4,824.67
50010 Property Taxes					-283.28					3,478.10	\$3,194.82
50011 Property Maintenance		4,560.00	190.52								\$4,750.52
50999 Spec Reclass to/from Inventory					44,298.45						\$44,298.45
Total 50000 Cost of Goods Sold	705.85	4,560.00	708.48	1,767.85	44,386.59	1,626.50	750.00	38.50	4,476.42	156,755.48	\$215,775.67
Total Cost of Goods Sold	\$705.85	\$4,560.00	\$708.48	\$1,767.85	\$44,386.59	\$1,626.50	\$750.00	\$38.50	\$4,476.42	\$156,755.48	\$215,775.67
GROSS PROFIT	\$18,903.13	\$4,173.00	\$9,838.41	\$19,402.77	\$-27,717.49	\$46,647.28	\$-9.12	\$0.00	\$6,792.14	\$34,140.38	\$112,170.50
Expenses											
62000 Operating Expenses											\$0.00
62100 Contract Services											\$0.00
62110 Accounting Fees	2,100.00	1,650.00	5,250.00	4,350.00	1,260.00	750.00	750.00	750.00	750.00	750.00	\$18,360.00
62140 Legal Fees				2,565.00		4,230.00					\$6,795.00
62150 Outside Contract Services			4,420.93	12,655.25	3,000.00		1,000.00	950.00	6,775.00	12,610.35	\$41,411.53
Total 62100 Contract Services	2,100.00	1,650.00	9,670.93	19,570.25	4,260.00	4,980.00	1,750.00	1,700.00	7,525.00	13,360.35	\$66,566.53
65120 Insurance - Liability, D and O	93.84	93.84	93.84	95.85	96.25	162.75	103.64	103.64	103.64	103.63	\$1,050.92
65150 Memberships and Dues		1,500.00									\$1,500.00
Total 62000 Operating Expenses	2,193.84	3,243.84	9,764.77	19,666.10	4,356.25	5,142.75	1,853.64	1,803.64	7,628.64	13,463.98	\$69,117.45
62800 Facilities and Equipment											\$0.00
62870 Property Insurance									542.14		\$542.14
Total 62800 Facilities and Equipment									542.14		\$542.14
65100 Other Types of Expenses											\$0.00
65110 Advertising Expenses										488.49	\$488.49
Total 65100 Other Types of Expenses										488.49	\$488.49
68300 Travel and Meetings											\$0.00
68310 Conference, Convention, Meeting										139.00	\$139.00
Total 68300 Travel and Meetings										139.00	\$139.00
Total Expenses	\$2,193.84	\$3,243.84	\$9,764.77	\$19,666.10	\$4,356.25	\$5,142.75	\$1,853.64	\$1,803.64	\$8,170.78	\$14,091.47	\$70,287.08
NET OPERATING INCOME	\$16,709.29	\$929.16	\$73.64	\$-263.33	\$-32,073.74	\$41,504.53	\$-1,862.76	\$-1,803.64	\$-1,378.64	\$20,048.91	\$41,883.42
Other Income											
7000 Interest Income						101.36	393.25	393.88	381.76	395.10	\$1,665.35
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.36	\$393.25	\$393.88	\$381.76	\$395.10	\$1,665.35
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.36	\$393.25	\$393.88	\$381.76	\$395.10	\$1,665.35
NET INCOME	\$16,709.29	\$929.16	\$73.64	\$-263.33	\$-32,073.74	\$41,605.89	\$-1,469.51	\$-1,409.76	\$-996.88	\$20,444.01	\$43,548.77

Entity	Amount Changed	Periods Affected	Description	Date of Entry	Entry #	Invoice #
Tioga Co. Econ. Dev & Planning	\$ 6,250.00	Sept '23	To recognize grant income (LBI Phase 1) for Sept. Info rec'd Oct '23	9/26/2023	NA	368
Scott's Lawn & Landscape Care	\$ 1,500.00	Sept '23	To recognize grant income (LBI Phase 1) for Sept. Info rec'd Oct '23	9/26/2023	NA	369
Leatherstocking Cooperative Insurance Co.	\$ 542.14	Sept '23	To recognize grant income (LBI Phase 1) for Sept. Info rec'd Oct '23	9/26/2023	NA	365
Village of Newark Valley	\$ 48.75	Sept '23	To recognize grant income (LBI Phase 1) for Sept. Info rec'd Oct '23	9/26/2023	NA	367
Oswego Co. Clerk/Treasurer	\$ 2,760.74	Sept '23	To recognize grant income (LBI Phase 1) for Sept. Info rec'd Oct '23	9/29/2023	NA	371
NYSEG	\$ 19.13	Aug '23	To recognize grant income (Hooker Foundation) for August . Info rec'd Oct '23	8/2/2023	NA	359
NYSEG	\$ 19.37	Aug '23	To recognize grant income (Hooker Foundation) for August . Info rec'd Oct '23	8/24/2023	NA	361
NYSEG	\$ 20.93	Sept '23	To recognize grant income (Hooker Foundation) for Sept. Info rec'd Oct '23	9/26/2023	NA	366
Oswego Co. Clerk/Treasurer	\$ 146.00	Sept '23	To recognize grant income (Hooker Foundation) for Sept. Info rec'd Oct '23	9/26/2023	NA	364
	\$ 11,307.06					

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

Joshua C. Whitmore
Candor, New York 13743

Qualifications Summary

Over 20 years of facility maintenance and construction experience, thirteen of which were for Cornell University and 12 years in the private sector. Experienced in all facility operations with a very strong background of the electrical industry, estimating services, construction management, project management, supervision of personnel, electrical design, NFPA and NEC. Exceptional communication and customer service Skills. Dependable team player.

Professional Experience

International Brotherhood of Electrical Workers (IBEW 241), Ithaca, NY

July 1999 – February 2001

Apprentice Electrician

- Cornell University, Building Renovation of Catherwood Library
- Cornell University, Plant Science Electrical Control Upgrade
- Lansing Town Hall – New Build
- Tops Market – Pyramid Location – New Build

Cornell University, Ithaca, NY

February 2001 – May 2014

Facilities Services, Electrician (Apprentice) February 2001 – July 2004

- Hired as an apprentice, worked on many major projects as an apprentice including Phillips Hall Data Upgrade, Maplewood Fire Alarm Project, Maplewood Data Project. Hollister Hall Electrical Service Upgrade. Phillips Hall Elevator Upgrade. Duffield High Volt feeder installation.

Facilities Services, Electrician (Journeyman)

July 2004 – July 2005

- Journeyman Electrician- Performed building electrical system installations, maintenance and repairs, also worked as a fire alarm, security and card access technician
- Communicated scheduling and status with campus partners on a regular basis

Facilities Services, Electrical Estimator/Foreman

July 2005 to July 2009

- Provided estimating services for all electrical needs of campus partners
- Performed Construction Management
- Supervision of an installation crew of Journeyman and Apprentices

- Served as Interim Lead Estimator during this term as well as performing own job duties
- Assisted with estimating of many Ezranet projects (Olin Hall, Rhodes Hall, Clark Hall)

Facilities Services, Interim Lead Estimator

January 2008 to June 2008

- Managed electrical estimate backlog
- Reviewed final draft of estimates prior to release
- Performed supervision of electrical estimators
- Prepared high profile / value estimates
- Direct contact with Campus partners on daily basis

Facilities Services, Field Foreman of Fire Alarm Crew

July 2009 to October 2010

- Supervised crew of Journeyman and Apprentices installing Fire Alarm and Card Access Systems
- Time management and scheduling of Crew
- Provided onsite project layout and execution of work for multiple projects

Facilities Services, General Foreman of Fire Alarm Crew

October 2010 to October 2012

- Day to Day planning and prioritization of work including management of emergency service requests
- Supervision of Fire Alarm, Card Access, Security Technicians, and Installation Crew
- Oversee the execution of multiple projects at one time with strict deadlines, including Amanda's Law Phase I which consisted of 47 residential buildings, to be completed within a 3-month period (while most buildings were occupied)

Facilities Services, Senior Electrical Designer

October 2012 to May 2014

- Serving as Lead Designer for Amanda's Law Phase III for entire campus
- CADD/MicroStation
- Prepare specifications, drawings, opinions of probable costs

Richardson Brothers Electrical Contractors, Project Manager

May 2014 – May 2017

- Manage two large industrial accounts
- Perform Day to Day Supervision of Field Electricians
- Estimate / Bid various levels of electrical construction on a daily basis
- Perform Design / Build services
- Administer multiple projects from conception to completion

Schuler Haas Electrical Contractors, Senior Project Manager / Estimator

June 2017 – Present

- Manage Various Large Commercial and Residential Projects
 - Baseball Hall of Fame Theater Renovation, Cooperstown NY
 - Ithaca International Airport Complete Renovation and Additions
 - Cargill Salt Mine – Manage Various Surface and Underground Projects
 - Cornell University Hoy Baseball Field Relocation
 - Knickerbocker Manufacture – Design / Build an entire manufacturing facility
- Supervision of electricians at multiple locations in many municipalities
- Estimate / Bid various levels of electrical construction on a daily basis ranging from \$500 to \$25,000,000
- Perform Design / Build services

Community Involvement

July 2019 – Present

- Tioga Central School Board

January 2021 – Present

- Town of Candor Board of Appeals

Educational Background

Candor Central School; K-12

Alfred State College; December 1994

IBEW Apprenticeship; completed July 2004

AOS SUNY Delhi, Degree in Electrical Construction and Instrumentation, completed August 2012

Honors

2012 Summa Cum Laude, Deans List, SUNY Delhi (GPA 4.0)

Certifications

Leviton Voice & Data Certification, August 2001

WireScope 350 Certification, August 2001

OSHA 10 March 2003

System User BASIS Partnership Certification, March 2006

Ademco Vista Certification, February 2012

Other Related Experience:

eBuilder Construction Management Program

Maximo – Experience with billing, logs, updating status, opening and closing work orders

Microstation – Drafting

Microsoft Office - Excel, Powerpoint, Word etc.

Trimble – Accubid Live

Sharepoint – exposure to Sharepoint program as an Estimator

Strong Knowledge and understanding of National Electrical Code and NFPA 72 (National Fire Alarm and Signaling Code)

References – Available upon request

10.2023 Properties Snow Removal Quote Comparison

Contractor		Total for All Properties, including salting
WetGrass Property Care, wetgrasspropertycare@gmail.com	607-223-9152,	\$221
Scott Kasmarcik, silckasmarcik@yahoo.com	607-239-0731,	\$476
Andy Lisak, atlisak08@gmail.com	607-687-4042	\$1000, if Owego addresses only
John DeLola, 607-372-8536 johndelola@gmail.com	Lawn Care w/Flair	
Nathan Weaver, nateweav78@gmail.com	845-707-9483	\$540 plus cost of the salt, starting at \$24 (\$12/50 lb bag)
Tom Golden,	607-349-2731	X
John Bradley Cortright,	607-760-4360	
Mr. Green Landscaping and Lawn Care, 570-485-9498 huffmanconsulting@outlook.com		
Chase Foster, 607-972-3077,	Forse Excavation, forseexcavation@gmail.com	X
Dan Metera & Sons dmeterandsons@gmail.com	607-341-8771,	X
Eric Volger, Landscaping, evtreelandscaping@gmail.com	EV Tree & 609-358-9190	\$990 - Quote does not provide whether per address or continuous site

**Memorandum of Understanding between Tioga County and
Tioga County Industrial Development Agency**

This Memorandum of Understanding is executed between the County of Tioga (County), having offices at 56 Main Street, Owego, New York, and the Tioga County Industrial Development Agency (TCIDA), having offices at 56 Main Street, Owego, New York to detail each Party's fee.

WHEREAS: the TCIDA will execute the contract with Deluge for professional services for public relations/social media totaling \$17,145.00; and

WHEREAS: the TCIDA will pay the contract in full and the following entities, Tioga County Property Development Corporation, Tioga County Economic Development & Planning Department, and Tioga County Sustainability, will reimburse as described below; and

WHEREAS: the professional services will be split between TCIDA, Tioga County Property Development Corporation, Tioga County Economic Development & Planning Department, and Tioga County Sustainability; and

WHEREAS: the TCIDA will invoice as follows:

Tioga County Property Development Corporation: \$1,250 for 2023 and \$1,718.18 for 2024

Tioga County Economic Development: \$1,250 for 2023 and \$1,718.18 for 2024

Tioga County Planning: \$1,250 for 2023 and \$429.55 for 2024

Tioga County Sustainability: \$2,695 for 2023 and \$3,865.91 for 2024;

therefore be it

RESOLVED the parties hereto agree to these stated procedures for the administration of the contract with Deluge.

Tioga County

By: _____
Martha Sauerbrey, Legislative Chair

Date: _____

Tioga County Industrial Development Agency

By: _____
Jenny Ceccherelli, Board Chair

Date: _____

Tioga County Property Development Corporation

By: _____
Brittany Woodburn, Director

Date: _____