



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

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**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, May 29, 2024, 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, L. Pelotte, J. Whitmore
  - b. Invited Guests: B. Woodburn, M. Schnabl, Joan Case, Beatriz Murray (Bowers)
3. Old Business
  - a. Approval of Minutes of Regular, March 27, 2024, and Special, May 1, 2024, Board Meetings.
  - b. Acknowledgement of Financial Reports through April 30, 2024 – Beatriz Murray (Bowers) will attend.
  - c. Status of Temple/Liberty Street single-family home site plan
  - d. Status of 103 Liberty Street/OACSD project
  - e. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects
    - i. LBI Phase 1 – operational funds
    - ii. LBI Phase 2 – capital improvement funds
      1. 247 Main Street, Owego
      2. 10 Watson Avenue, Newark Valley
      3. 32 Lyman Avenue, Waverly
      4. 121 Providence Street, Waverly
        - a. Asbestos abatement proposals
      5. 81 North Avenue, Owego
        - a. Brick repair/repointing proposals
  - f. Other potential grant funding sources
    - i. Restore NY – submitted
    - ii. HOME Homebuyer Development Program application – in process
    - iii. CrossMod Pilot Program application – in process
    - iv. NYMS, 62-64 North Avenue, Owego – potential
    - v. LBI Open Round Property Services – potential
  - g. New Board Member Discussion
4. New Business
  - a. Resignation letter – David Astorina
  - b. Town of Berkshire properties
  - c. Changes to RPTL Article 11
  - d. NYLBA Temporary Housing Study
5. Chairman’s Remarks
6. Adjournment

**A PARTNER OF**

**TEAM TIOGA**





DRAFT

**Tioga County Property Development Corporation  
Regular Board Meeting  
Wednesday, March 27, 2024, at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

**MINUTES**

1. Chairman Kelsey called the meeting to order at 4:03 PM.
2. Present: R. Kelsey, H. Murray, M. Sauerbrey (arrived 4:32 PM), S. Yetter, D. Astorina  
Present via TEAMS: J. Whitmore  
Absent/Excused: M. Baratta, L. Pelotte  
Invited Guests: B. Woodburn, K. Warfle, M. Schnabl, C. Lynch, J. Palladino, M. Daly, M. Knapp (left 5:06 PM)
3. Privilege of the Floor
  - a. Presentation by Christopher Lynch (Delta) and intern Joseph Palladino (OACSD) on single-family home design for 107 Liberty Street, Owego property – C. Lynch introduced the internship program and J. Palladino, who then provided his site plan. H. Murray inquired whether a variance will be needed. M. Knapp will check on the setback requirements. C. Lynch stated there is room in the back if the setbacks will require the structure to be built back farther. J. Palladino then described the open layout of the first floor. No basement is planned, just a crawl space. The utility room will be located on the first floor. The second floor will have three bedrooms and an additional bathroom. M. Knapp inquired whether the elevations conform to FEMA’s flood plain. C. Lynch stated yes and that the exact height needs to be confirmed. J. Palladino also researched the “smart vent” flood vents and will be included in the foundation of the first floor. C. Lynch pointed out that the first floor is raised above grade. As the plan moves into the civil engineering phase, the exact height will be noted. M. Knapp requested confirmation that the mechanicals will be located two feet above as well. C. Lynch confirmed they will be. R. Kelsey noted a directional labeling error regarding the entrance. It will be corrected. J. Palladino then described the exterior plan, including a front porch, gutters, double-hung windows, the suggested colors and materials for siding and roofing, including passing around material samples. D. Astorina noted cement fiber board is not a durable option for siding and recommends against using it, particularly because anywhere water can get into it, it will blow up and fall apart. He suggested an alternative of a composite or vinyl product that would be more suitable, long-term.

**A PARTNER OF**

**TEAM TIOGA**

J. Palladino inquired whether a metal roof is an option. M. Knapp confirmed the property is not in the historic district. M. Daly noted there is a metal roof on the back of the 103 Liberty St. property. D. Astorina noted the plan is impressive so far. J. Palladino has done all the research, drafting and 3D modeling and Delta guided him along the process. J. Whitmore inquired what is being considered for the heat source. C. Lynch stated the internship process includes all the disciplines separately and it has not reached the mechanical engineering tract yet. Heating will be discussed and planned then. J. Whitmore agreed with all the comments made regarding the plan. H. Murray asked about the first floor/second floor lining up with the back of the utility room to have one roof-foundation bearing wall. C. Lynch agreed and stated the next step will be to talk to the structural engineers. Additional discussion regarding roof color. H. Murray also noted to make sure the back roof is steep enough for shingles vs. flat requiring rubber roofing. All agreed J. Palladino is doing a great job with the plan. R. Kelsey credited Delta and OACSD for taking on this project. M. Daly noted the school district is ecstatic to partner with Delta on this project. C. Lynch noted an update will be provided in a couple of months.

#### 4. Old Business

a. Approval of Minutes of Annual Board Meeting and Regular Board Meeting, January 31, 2024 – The minutes were distributed and were reviewed by the board.

**Motion to approve the Minutes of the Annual Board Meeting and Regular Board Meeting as written:**

**M. Sauerbrey/S. Yetter/Carried**

**None Opposed**

**No Abstentions**

b. Acknowledgement of Financial Reports through February 29, 2024 – Ms. Woodburn presented the financial reports through the end of February. Bank accounts have a little over \$427,000, primarily ARPA funds, but also include NYMS administration fees, and income from property sales. Expenses included operational costs of professional services and property maintenance. R. Kelsey inquired whether any funds in the bank are unrestricted. Ms. Woodburn stated the ARPA funds are available for projects, the rest is from property sales and administration fees. R. Kelsey noted the year-end statement provided by Bonadio stated the unrestricted cash is only \$26,000. Ms. Woodburn clarified that Bonadio considers the ARPA funds restricted vs. the property sales and admin fees income. The TCPDC isn't restricted to a specific project, there is some flexibility in how it is spent. Ms. Woodburn is in the process of working on the second reimbursement of the LBI Phase I operational funds grant. It should be received by the end of April. R. Kelsey requested to have Bowers invited to the next board meeting to give a review of the financial statement. Ms. Woodburn will extend the invitation.

**Motion to acknowledge the Financial Reports through February 29, 2024, as presented:**

**H. Murray/D. Astorina/Carried**

**None Opposed**

**No Abstentions**

c. Status of Temple/Liberty Street owned properties

i. Single-family home site plan update and discussion – A copy of the architectural firm's plans was included in the meeting packet and handed out to those present at this meeting. Ms. Woodburn noted that both Village of Owego Code Enforcement officers were present during the meeting with Fagan to take a look at the site plan, which includes five lots. Ms. Woodburn described the research done regarding types of homes and stated the Project Review Committee met and Ms. Woodburn will be setting up a site visit to Butters Homes, a modular home building company. The board will be invited to attend and look at some of the modular home footprints to consider as a possible overlay on the site plan. The stick-built options the committee looked at did not seem feasible due to cost. Ms. Woodburn informed the board of an opportunity to work with the County to apply for a Restore NY

grant for up to \$180,000 in funding per lot to help with the construction of the single-family houses. H. Murray noted a zoning overlay, among other hurdles, would be needed to consider tiny homes, which was brought up as an option to increase the yield of housing available on these properties. R. Kelsey stated that a project developer would be needed, and the consideration of a tiny homes plan creates a different set of discussion points. Ms. Woodburn will get more information and bring it to the board. H. Murray requested information on the feasibility of duplexes as another option to increase the yield without encountering insurmountable hurdles. R. Kelsey stated the Village of Owego needs to be involved in the discussions to provide their input before making final decisions. M. Sauerbrey agreed.

d. Status of 103 Liberty Street/OACSD project – M. Daly provided an update and asked Ms. Woodburn whether there is LBI Phase 2 Capital Improvement funding available to help with the removal of asbestos siding. Ms. Woodburn obtained quotes for the removal and asked the board whether they would consider supporting this part of the project and noted the funding must be spent by December 1, 2024.

**Motion to authorize Ms. Woodburn to move forward with contracting with LCP Group for \$7,400 for asbestos siding removal and with O'Rourke for \$325 for air monitoring:**

**D. Astorina/S. Yetter/Carried**

**None Opposed**

**No Abstentions**

H. Murray inquired what the final end-use of this property will be. Ms. Woodburn said it will be sold as a single-family home, therefore, both the TCPDC and OACSD will recoup much of the investment made into this property and will be able to reinvest it in another project. D. Astorina asked if it will be sold at standard market value. Ms. Woodburn confirmed that it will and that there are no affordability requirements associated with this project or its funding.

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

i. LBI Phase 1 – operational funds – Ms. Woodburn is in the process of completing the 2<sup>nd</sup> disbursement request. Year 2 expires in August 2024. Ms. Woodburn provided the board with a spreadsheet detailing the budget, expenses paid and funding amount remaining. Ms. Woodburn noted the remaining \$17,433.74 will be spent before August 31<sup>st</sup>.

i. LBI Phase 2 – capital improvement funds - Ms. Woodburn provided the board with a project update spreadsheet in the meeting materials and noted all the demolitions are complete. Ms. Woodburn then provided an update on the following properties:

1. 247 Main Street, Owego – According to SHPO, the house cannot be demolished. One application to rehab the property has been received and the project review committee will be putting out an RFP to solicit additional applications. The board will have a special board meeting to determine which application to move forward with from all applications received.

2. 10 Watson Avenue, Newark Valley – The sale of the property to Fleicher Properties LLC was finalized on March 1<sup>st</sup>. Since the closing, the property is already gutted, rough electrical installed, the foundation work that is being funded by the LBI phase 2 will be starting in April. S. Yetter noted the neighbors are ecstatic that something is being done with the property.

3. 32 Lyman Avenue, Waverly – The Southern Tier Enterprise Group (STEG) has signed the sales agreement and pre-possession agreement and will access the property this week to obtain quotes for interior demolition. TCPDC agreed to provide \$40,000 for stabilization which will include the cleanout, interior gutting, and roof replacement.

4. 121 Providence Street, Waverly – The project review committee met today. Ms. Woodburn provided a brief history of the original plan and noted that currently the committee's decision is to stabilize the property with LBI Phase 2 funds. Quotes have been solicited for asbestos testing, interior cleanout, interior demolition, roof replacement, tree removal, and demolition of the

collapsing detached garage. Once the property is stabilized, funds will be sought from NYS HCR to rehabilitate the property. H. Murray inquired whether this funding would have income-based requirements once completed. Ms. Woodburn replied yes, but final criteria have not been published yet. Ms. Woodburn also noted that the committee discussed the alternatives if the funding does not come to fruition. Ms. Woodburn then reviewed the proposals and their bids for the asbestos testing, interior cleanout, interior demolition, roof replacement, tree removal, and demolition of the detached garage.

**Motion to authorize Brittany Woodburn to contract with Clean Earth Solutions for interior cleanout/demolition, tree removal and demolition of detached garage in the amount of \$16,000; and to authorize Brittany Woodburn to contract with O'Rourke for asbestos testing in the amount of \$1,075; and to authorize Brittany Woodburn to contract with DP Roofing for chimney removal and roof replacement in the amount of \$15,000 for 121 Providence Street.**

**M. Sauerbrey/S. Yetter/Carried**

**None Opposed**

**No Abstentions**

5. 81 North Avenue, Owego – Ms. Woodburn reported that the bulk of the pigeon dropping remediation of the third floor is complete, and all holes have been boarded up. The ceiling on the 3<sup>rd</sup> floor could not be torn down until after the asbestos testing is complete. The asbestos testing was done after the remediation work was complete, and the report states the interior is clean. The report on the roof is yet to be received. Lead and radon test results are pending as well. Proposals have been received from architects to begin the design process. Bids were also received for the interior cleanout and interior demolition of the first and second floors as well as for the roof tear off and replacement. Because the building is historic, the architect will do a historical inventory and historical items will be retained. The board discussed the submitted bids and the contractors and their experience. The board requested Ms. Woodburn to confirm with Anne Hersh, Architect, that the structural and mechanical design fees are included in the proposed price.

**Motion to authorize Brittany Woodburn to contract with Anne Hersh for architectural design work for 81 North Avenue, Owego, in the amount of \$30,000 contingent upon the fee, including the structural and mechanical design fees; and to authorize Brittany Woodburn to contract with CJM Quality for the interior cleanout and demolition of the 1<sup>st</sup> and 2<sup>nd</sup> floors of 81 North Avenue, Owego in the amount of \$8,750.**

**D. Astorina/M. Sauerbrey/Carried**

**None Opposed**

**No Abstentions**

f. New Board Member Discussion – The board discussed potential board members that would represent the Village of Waverly, the Town of Berkshire, and the Village of Spencer. Ms. Woodburn will reach out to the Waverly candidate, R. Kelsey will reach out to the Spencer candidate, and S. Yetter will reach out to the Berkshire candidate.

## 5. New Business

a. Approval of 2023 Audit Report - R. Kelsey requested a breakdown of the professional fees, which are the second largest expense, but he does not need this information prior to approval of the report. Ms. Woodburn noted that Bowers will provide that information from both FY 2022 and FY 2023 as well as explain restricted vs. unrestricted funds at the next meeting. Ms. Woodburn noted that the auditors were pleased with the collateral investments.

**Motion to approve the 2023 Audit Report:**

**M. Sauerbrey/S. Yetter/Carried**

**None Opposed, No Abstentions**

b. Approval of the 2023 PARIS Report – Ms. Woodburn explained this entails four reports that are due to the Authorities Budget Office (ABO) after the audit each year. The drafts of these reports were distributed to the board prior to the meeting.

**Motion to submit the PARIS Report:**

**D. Astorina/H. Murray/Carried**

**None Opposed**

**No Abstentions**

c. Potential NYMS and Restore NY applications – Ms. Woodburn stated a special meeting will be scheduled to discuss the potential Restore NY application to fund the Temple and Liberty Streets single-family home construction. A property owner (NAVO Properties) approached TCPDC and Tioga County to request a NYMS application be submitted on behalf of the property owner. The property owner offered to attend the May Regular board meeting to present some information regarding this request. The board was agreeable to hearing the presentation.

d. Lawn Maintenance Proposals – Ms. Woodburn noted that Scotts' Lawncare was the low bid for the 2024 season, with an option to renew it for a second year, and that the TCPDC has used this contractor for the past two years. One Board member indicated that they would abstain from the vote due to a professional relationship with the company. The board decided to vote on this matter at the next meeting due to lack of quorum.

e. Property Insurance Policy Review – R. Kelsey requested the board review the property and liability insurance policies. Ms. Woodburn provided the board with copies of all the TCPDC insurance policies, including the property insurance, board insurance, liability insurance, and the crime and fidelity insurance that is required by the grant funder. She shared how the property insurance is handled based on whether the property is for demolition or rehabilitation. There is no actual TCPDC organization policy regarding insurance. D. Astorina recommended requesting a risk management assessment from The Wood Agency. R. Kelsey agreed this would be a good next step to take. D. Astorina suggested it is a good idea to do an overall assessment of insurance policies and obtain quotes from various agencies. S. Yetter agreed. M. Sauerbrey asked whether there was an entity that advises Land Banks regarding insurance or other matters. Ms. Woodburn will check with other Land Banks to see what agencies they use.

6. Chairman's Remarks – R. Kelsey asked for comments from the board. Ms. Woodburn informed the board that ED&P Director LeeAnn Tinney is retiring in May. Ms. Woodburn will be stepping into the ED&P Director position and Megan Schnabl will become the Deputy Director, both pending legislative approval. Ms. Schnabl will start to shadow Ms. Woodburn regarding TCPDC.

7. S. Yetter motioned to adjourn the meeting at 5:29 PM.

Respectfully submitted,

Karen Warfle, OSII  
Tioga County Economic Development and Planning



DRAFT

Tioga County Property Development Corporation  
Special Board Meeting  
Wednesday, May 1, 2024, at 3:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109

MINUTES

1. Chairman Kelsey called the meeting to order at 3:00 PM.
2. Present: R. Kelsey, H. Murray, L. Pelotte, M. Sauerbrey, S. Yetter, J. Whitmore  
Absent/Excused: M. Baratta  
Invited Guests: B. Woodburn, K. Warfle, M. Schnabl
3. Old Business
  - a. Lawn maintenance proposals for 2024-2025  
Ms. Woodburn distributed to the board a summary comparison of the received proposals for the lawn maintenance of the Owego and Waverly properties. Scott’s Lawncare had the lowest overall proposal.  
**Motion to authorize Scott’s Lawncare to provide lawn maintenance services in the amount of \$365 per service for 2024 with an option to renew for 2025:**  
**M. Sauerbrey/L. Pelotte /Carried**  
**None Opposed**  
**1 Abstention – S. Yetter**
  - b. 247 Main Street, Owego – Request for Proposals
    - i. Fleicher Properties, LLC application  
Ms. Woodburn stated an RFP for proposals to acquire and rehabilitate 247 Main Street, Owego, was put on the TCPDC website, published as a press release, and advertised in the newspaper. The RFP was out for 3 weeks and resulted in no additional applications. Ms. Woodburn reviewed with the board the application from Fleicher Properties LLC and noted the actual cost to demolish the entire property would have been \$56,000 plus asbestos air monitoring. SHPO approved the demolition of the rear garage and the garage structure with the living area above it. OHPC still needs to approve. The resulting total investment by Fleicher Properties, LLC will be \$176,000. Photos of the work being done at 10 Watson Ave, Newark Valley, by the same contractor were shared with the board for reference as to progress and quality of work.



**Motion to authorize the sale of 247 Main Street, Owego to Fleicher Properties, LLC for \$5,000 and provide up to \$45,000 reimbursement to Fleicher Properties, LLC for the foundation repair and installation of new HVAC:**

**S. Yetter/J. Whitmore/Carried  
None Opposed  
No Abstentions**

c. 121 Providence Street, Waverly

i. Roof replacement proposals

Ms. Woodburn provided an update regarding asbestos testing and the scheduled cleanout and garage teardown/landscape cleanup of this property. Ms. Woodburn then informed the board that 3 proposals were received for roof replacement and chimney teardown to below roof level at 121 providence St., Waverly. DP Roofing had the lowest proposal at \$15,000, but they have not been responsive and not provided documentation requested by Ms. Woodburn. The next lowest proposal was from First Choice Roofers in the amount of \$22,925 and BSR's proposal was \$26,583. Chair Kelsey requested an update on the plans for this property. Ms. Woodburn noted LBI Phase 2 funds will be used to stabilize the property and the Project Review Committee met recently and recommended applying to the HOME Homebuyer Development Program to obtain additional funds to complete the rehabilitation. TCPDC could also partner with another organization for construction management. The HOME Homebuyer Program is listed later in the agenda for discussion.

**Motion to contract with First Choice Roofers in the amount of \$22,225 to replace the roof at 121 Providence Street, Waverly:**

**M. Sauerbrey/J. Whitmore /Carried  
None Opposed  
No Abstentions**

d. Status of Temple/Liberty Street owned properties

i. Single-family home site plan update – Chair Kelsey and Ms. Woodburn toured Butter's onsite modular home builds. Ms. Woodburn summarized the layout and pricing, and the services included, and she provided photos of the layout and the interior/exterior of the model home that seemed most suitable for this project. The price for that model is \$160,000. A separate hired contractor would take care of everything from the sill plate down. Ms. Woodburn is obtaining quotes for the site work portion of the project (site work, foundation, driveway, plumbing and heating, front porch, utility connections for 5 modular homes). Estimated cost is \$125,000 due to challenges with having to raise properties above the floodplain.

Ms. Sauerbrey asked, "So there's no basement, there would need to be something to raise them above flood level." Ms. Woodburn referred to the architect's plan to raise some houses 10 feet, so they could have a garage underneath and all the living space would be above. Flood vents would still be required. Others need to be raised 4 feet. Ms. Woodburn provided an initial overall estimated cost for all 5 houses of \$1.4-1.6 million, not including soft costs. The TCPDC would sell the completed homes, individually. Ms. Woodburn recently attended a Village of Owego Board meeting to provide an update on Land Bank projects. At that meeting, there was a brief discussion regarding tiny homes - zoning did not allow for this type of development, in addition to the concerns regarding the challenges of the floodplain. The Village of Owego Board seemed supportive of the single-family home development. Chair Kelsey asked what the anticipated amount of funding from the various possible programs might be. Ms. Woodburn stated it depends on the funding source and that multiple sources would be required for the various stages. She then explained some of the specifics based on an example home.



#### 4. New Business

##### a. Grant Programs

i. Restore NY application – This grant program is open, and applications are due May 22<sup>nd</sup>. Municipalities are the only eligible applicants and then grant funds are sub-awarded to property owners. The County is considering making the application on behalf of the TCPDC for the Temple/Liberty projects and 81 North Ave. is a good fit for this program as well. The Land Bank is seeking \$900,000 and \$165,000 respectively, so a total \$1,065,000 Restore Grant application and the required match would be \$535,000, a portion of which could be ARPA funds, LBI Phase 2 and/or HOME Homebuyer Development program. The TCPDC would not move forward until the funding is secured. Note, no actual motion made here. Per R. Kelsey, none needed.

ii. HOME Homebuyer Development program application discussion – the State recently launched this program in response to feedback from rural land banks who are not able to access the other funding sources, even for single-family home construction due to the requirements of number of homes or home locations. Ms. Woodburn summarized the basic requirements and noted the program is on a rolling basis and can be reapplied for again as projects are completed. Ms. Woodburn asked the board whether they are agreeable to applying for 121 Providence Street, Waverly, NY to complete the rehabilitation. Project management can be handled by the TCPDC or could be contracted out. Additionally, Ms. Woodburn offered that the TCPDC apply for two new construction single-family homes for Temple/Liberty Streets to match the Restore NY funds, if TCPDC is awarded those funds. Ms. Woodburn noted that \$40M in LBI Phase II funding for Land Banks has been included in the State budget. There are 27 Land Banks across NYS. Ms. Woodburn reviewed the affordability guidelines for the program, and explained that there would be a 15-year period of affordability included in the note and mortgage at the time of sale.

iii. Land Bank CrossMod Pilot request for applications discussion – Three Land Banks will be selected to participate in this program to test the viability of Crossover Modern Homes (CrossMods) within the Land Banks' service areas. Cross Mods are a relatively new type of manufactured home that are built to resemble stick-built housing but have the potential to significantly reduce per unit development costs. HCR is looking for Land Banks that have evidence of site control, preferably in developed neighborhoods with the ability to present multiple sites in close proximity to one another. HCR and the selected Land Bank's would put out a RFP to select a CrossMod Home Builder. HCR funds will cover the cost of putting a CrossMod on the selected sites. Ms. Woodburn provided a link to the board for more information about CrossMod homes. The board discussed the program and code requirements. Ms. Woodburn noted the application is not difficult. Chair Kelsey noted that potential buyers would want a garage and this needs to be considered for these units. Ms. Woodburn will look into it and stated it depends on the funding that is able to be obtained and flood plain considerations. J. Whitmore noted that a garage under the home would elevate it above the flood plain and provide the desired garage. Chair Kelsey requested a summary for the board of the projects and potential grant sources just discussed. Ms. Woodburn will provide.

**Motion to authorize application to the HOME Homebuyer Development program for funds to rehabilitate 121 Providence Street in Waverly and new construction of two single-family homes on Temple and Liberty Street in an amount not to exceed \$750,000:**

**L. Pelotte/M. Sauerbrey/Carried**

**None Opposed**

**No Abstentions**

**Motion to authorize application to the Land Bank CrossMod PILOT program for the Temple/Liberty Street sites:**

**M. Sauerbrey/J. Whitmore/Carried  
None Opposed  
No Abstentions**

b. Ms. Woodburn reported the Rural Land Bank Committee (part of NYLBA) is planning to do a study analyzing temporary housing data and potential partnership models between Land Bank's and County's. Ms. Woodburn asked whether the TCPDC would like to participate in this study. NYLBA would hire a consultant to conduct the study and the cost to participate is estimated at \$1,000. The board discussed potential outcomes and what insights might be obtained from the study and felt more information was needed. Ms. Woodburn will email to the board the scope of work of the proposed study.

5. Chairman's Remarks – Mr. Kelsey remarked that despite current adequate State funding and the support received from the County, the board should not lose sight of developing a revenue stream to keep the TCPDC viable in the future. Ms. Murray noted that 81 North Ave. should provide an ROI with apartment and commercial rental revenue. Ms. Woodburn provided an update on the progress with this property. Mr. Kelsey stated he is pleased that 247 Main Street, Owego, will be rehabilitated and will stay on the tax rolls. M. Sauerbrey agreed and noted the same for 10 Watson Avenue, Newark Valley. Mr. Kelsey and Mr. Yetter will be meeting with a potential board member at 10:00 am, May 2<sup>nd</sup>, in the ED&P Conference Room. Mr. Kelsey asked Ms. Woodburn to review the TCPDC board attendance policy.

6. S. Yetter motioned to adjourn the meeting at 4:06 PM.

Respectfully submitted,

Karen Warfle, OSII  
Tioga County Economic Development and Planning

# Tioga County Property Development Corporation

## Balance Sheet Comparison

As of April 30, 2024

	TOTAL			
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	135,135.28	439,748.48	-304,613.20	-69.27 %
10001 Tioga Bank ICS	254,180.22		254,180.22	
<b>Total Bank Accounts</b>	<b>\$389,315.50</b>	<b>\$439,748.48</b>	<b>\$ -50,432.98</b>	<b>-11.47 %</b>
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	58,445.40	45,181.95	13,263.45	29.36 %
12102.2 Left to Spend	-12,414.13	-12,097.70	-316.43	-2.62 %
<b>Total 12102 LBI Phase 1</b>	<b>46,031.27</b>	<b>33,084.25</b>	<b>12,947.02</b>	<b>39.13 %</b>
12103 LBI Phase 2				
12103.1 Left to Receive	696,365.52		696,365.52	
12103.2 Left to Spend	-666,363.76		-666,363.76	
<b>Total 12103 LBI Phase 2</b>	<b>30,001.76</b>		<b>30,001.76</b>	
14000 Property Inventory				
14045 117 Liberty St	2,666.67	3,001.02	-334.35	-11.14 %
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	36,800.00	-22,837.74	-62.06 %
14075 119 Liberty Street	3,111.11	6,799.74	-3,688.63	-54.25 %
14081 92-94 Liberty Str.	6,050.31	11,700.00	-5,649.69	-48.29 %
14082 37 Temple Str.	4,654.09	9,200.00	-4,545.91	-49.41 %
14083 43-45 Temple St.	6,981.13	15,200.00	-8,218.87	-54.07 %
14084 47 Temple Str.	3,257.86	7,300.00	-4,042.14	-55.37 %
14085 49 Temple Str.	6,515.74	9,999.60	-3,483.86	-34.84 %
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 %
14088 {s} 437 Front St.	0.00	39,355.00	-39,355.00	-100.00 %
14089 98 Fox St.	1.00	1.00	0.00	0.00 %
14090 {s} 10 Watson Ave.	0.00	1.00	-1.00	-100.00 %
14091 {s} 58 Whig St.	0.00	5,261.20	-5,261.20	-100.00 %
14092 103 Liberty St	20,000.00	17,375.30	2,624.70	15.11 %
14093 94 Spencer Ave	1.00	1.00	0.00	0.00 %
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	
14098 81 North Ave	81,344.13		81,344.13	
<b>Total 14000 Property Inventory</b>	<b>167,103.36</b>	<b>180,548.92</b>	<b>-13,445.56</b>	<b>-7.45 %</b>

	TOTAL			
	AS OF APR 30, 2024	AS OF APR 30, 2023 (PY)	CHANGE	% CHANGE
17000 Prepaid Insurance	309.23	1,267.58	-958.35	-75.60 %
18700 Deposit on Property Purchase	0.00	250.00	-250.00	-100.00 %
<b>Total Other Current Assets</b>	<b>\$243,445.62</b>	<b>\$215,150.75</b>	<b>\$28,294.87</b>	<b>13.15 %</b>
<b>Total Current Assets</b>	<b>\$632,761.12</b>	<b>\$654,899.23</b>	<b>\$ -22,138.11</b>	<b>-3.38 %</b>
<b>TOTAL ASSETS</b>	<b>\$632,761.12</b>	<b>\$654,899.23</b>	<b>\$ -22,138.11</b>	<b>-3.38 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	775.00	750.00	25.00	3.33 %
23000 Deferred Grant Revenue	390,150.58	395,470.58	-5,320.00	-1.35 %
23002 Hooker Foundation	4,009.29	40,917.53	-36,908.24	-90.20 %
<b>Total 23000 Deferred Grant Revenue</b>	<b>394,159.87</b>	<b>436,388.11</b>	<b>-42,228.24</b>	<b>-9.68 %</b>
24000 Down Payment on Property Sale	500.00	500.00	0.00	0.00 %
<b>Total Other Current Liabilities</b>	<b>\$395,434.87</b>	<b>\$437,638.11</b>	<b>\$ -42,203.24</b>	<b>-9.64 %</b>
<b>Total Current Liabilities</b>	<b>\$395,434.87</b>	<b>\$437,638.11</b>	<b>\$ -42,203.24</b>	<b>-9.64 %</b>
<b>Total Liabilities</b>	<b>\$395,434.87</b>	<b>\$437,638.11</b>	<b>\$ -42,203.24</b>	<b>-9.64 %</b>
Equity				
32000 Unrestricted Net Assets	228,766.18	207,751.29	21,014.89	10.12 %
Net Income	8,560.07	9,509.83	-949.76	-9.99 %
<b>Total Equity</b>	<b>\$237,326.25</b>	<b>\$217,261.12</b>	<b>\$20,065.13</b>	<b>9.24 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$632,761.12</b>	<b>\$654,899.23</b>	<b>\$ -22,138.11</b>	<b>-3.38 %</b>

# Tioga County Property Development Corporation

## Profit and Loss Comparison

January - April, 2024

	TOTAL			
	JAN - APR, 2024	JAN - APR, 2023 (PY)	CHANGE	% CHANGE
<b>Income</b>				
44400 Government Contracts				
44440 Hooker Foundation	233.77	225.33	8.44	3.75 %
44470 LBI Phase 1	34,656.27	59,834.16	-25,177.89	-42.08 %
44480 LBI Phase II	24,056.56		24,056.56	
<b>Total 44400 Government Contracts</b>	<b>58,946.60</b>	<b>60,059.49</b>	<b>-1,112.89</b>	<b>-1.85 %</b>
47200 Program Income				
47250 Property Sales	5,000.00		5,000.00	
<b>Total 47200 Program Income</b>	<b>5,000.00</b>		<b>5,000.00</b>	
<b>Total Income</b>	<b>\$63,946.60</b>	<b>\$60,059.49</b>	<b>\$3,887.11</b>	<b>6.47 %</b>
<b>Cost of Goods Sold</b>				
50000 Cost of Goods Sold				
50003 Snow Removal	779.00	662.48	116.52	17.59 %
50004 Property Insurance	2,079.61	1,388.42	691.19	49.78 %
50006 Property Utilities	545.19	940.76	-395.57	-42.05 %
50009 Survey/Abatement Pre- Demo		9,776.18	-9,776.18	-100.00 %
50010 Property Taxes	1,494.06	7,938.93	-6,444.87	-81.18 %
50011 Property Maintenance	25.00	4,750.52	-4,725.52	-99.47 %
50999 Spec Reclass to/from Inventory	1.00		1.00	
<b>Total 50000 Cost of Goods Sold</b>	<b>4,923.86</b>	<b>25,457.29</b>	<b>-20,533.43</b>	<b>-80.66 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$4,923.86</b>	<b>\$25,457.29</b>	<b>\$ -20,533.43</b>	<b>-80.66 %</b>
<b>GROSS PROFIT</b>	<b>\$59,022.74</b>	<b>\$34,602.20</b>	<b>\$24,420.54</b>	<b>70.58 %</b>
<b>Expenses</b>				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	12,695.00	13,350.00	-655.00	-4.91 %
62140 Legal Fees	2,275.00	2,565.00	-290.00	-11.31 %
62150 Outside Contract Services	33,774.74	7,300.00	26,474.74	362.67 %
<b>Total 62100 Contract Services</b>	<b>48,744.74</b>	<b>23,215.00</b>	<b>25,529.74</b>	<b>109.97 %</b>
65120 Insurance - Liability, D and O	1,397.52	377.37	1,020.15	270.33 %
65150 Memberships and Dues	2,000.00	1,500.00	500.00	33.33 %
<b>Total 62000 Operating Expenses</b>	<b>52,142.26</b>	<b>25,092.37</b>	<b>27,049.89</b>	<b>107.80 %</b>
<b>Total Expenses</b>	<b>\$52,142.26</b>	<b>\$25,092.37</b>	<b>\$27,049.89</b>	<b>107.80 %</b>
<b>NET OPERATING INCOME</b>	<b>\$6,880.48</b>	<b>\$9,509.83</b>	<b>\$ -2,629.35</b>	<b>-27.65 %</b>
<b>Other Income</b>				
7000 Interest Income	1,679.59		1,679.59	
<b>Total Other Income</b>	<b>\$1,679.59</b>	<b>\$0.00</b>	<b>\$1,679.59</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$1,679.59</b>	<b>\$0.00</b>	<b>\$1,679.59</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$8,560.07</b>	<b>\$9,509.83</b>	<b>\$ -949.76</b>	<b>-9.99 %</b>

# Tioga County Property Development Corporation

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

January - April, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
44400 Government Contracts				
44440 Hooker Foundation	233.77		233.77	
44450 State Contracts		275,000.00	-275,000.00	
44470 LBI Phase 1	34,656.27	100,000.00	-65,343.73	34.66 %
44480 LBI Phase II	24,056.56	900,000.00	-875,943.44	2.67 %
<b>Total 44400 Government Contracts</b>	<b>58,946.60</b>	<b>1,275,000.00</b>	<b>-1,216,053.40</b>	<b>4.62 %</b>
47200 Program Income				
47250 Property Sales	5,000.00	12,000.00	-7,000.00	41.67 %
<b>Total 47200 Program Income</b>	<b>5,000.00</b>	<b>12,000.00</b>	<b>-7,000.00</b>	<b>41.67 %</b>
<b>Total Income</b>	<b>\$63,946.60</b>	<b>\$1,287,000.00</b>	<b>\$ -1,223,053.40</b>	<b>4.97 %</b>
<b>Cost of Goods Sold</b>				
50000 Cost of Goods Sold				
50001 Demolition		225,000.00	-225,000.00	
50003 Snow Removal	779.00		779.00	
50004 Property Insurance	2,079.61	4,500.00	-2,420.39	46.21 %
50006 Property Utilities	545.19	3,300.00	-2,754.81	16.52 %
50010 Property Taxes	1,494.06	5,000.00	-3,505.94	29.88 %
50011 Property Maintenance	25.00	9,200.00	-9,175.00	0.27 %
50999 Spec Reclass to/from Inventory	1.00		1.00	
<b>Total 50000 Cost of Goods Sold</b>	<b>4,923.86</b>	<b>247,000.00</b>	<b>-242,076.14</b>	<b>1.99 %</b>
52000 COGS- Inventorial		891,252.00	-891,252.00	
<b>Total Cost of Goods Sold</b>	<b>\$4,923.86</b>	<b>\$1,138,252.00</b>	<b>\$ -1,133,328.14</b>	<b>0.43 %</b>
<b>GROSS PROFIT</b>	<b>\$59,022.74</b>	<b>\$148,748.00</b>	<b>\$ -89,725.26</b>	<b>39.68 %</b>
<b>Expenses</b>				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	12,695.00	22,500.00	-9,805.00	56.42 %
62140 Legal Fees	2,275.00	10,200.00	-7,925.00	22.30 %
62150 Outside Contract Services	33,774.74	41,000.00	-7,225.26	82.38 %
<b>Total 62100 Contract Services</b>	<b>48,744.74</b>	<b>73,700.00</b>	<b>-24,955.26</b>	<b>66.14 %</b>
65120 Insurance - Liability, D and O	1,397.52	1,300.00	97.52	107.50 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	100.00 %
<b>Total 62000 Operating Expenses</b>	<b>52,142.26</b>	<b>77,000.00</b>	<b>-24,857.74</b>	<b>67.72 %</b>
68300 Travel and Meetings				
68320 Travel		1,000.00	-1,000.00	
<b>Total 68300 Travel and Meetings</b>		<b>1,000.00</b>	<b>-1,000.00</b>	
<b>Total Expenses</b>	<b>\$52,142.26</b>	<b>\$78,000.00</b>	<b>\$ -25,857.74</b>	<b>66.85 %</b>
<b>NET OPERATING INCOME</b>	<b>\$6,880.48</b>	<b>\$70,748.00</b>	<b>\$ -63,867.52</b>	<b>9.73 %</b>
<b>Other Income</b>				
7000 Interest Income	1,679.59		1,679.59	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Other Income</b>	<b>\$1,679.59</b>	<b>\$0.00</b>	<b>\$1,679.59</b>	<b>0.00%</b>
NET OTHER INCOME	\$1,679.59	\$0.00	\$1,679.59	0.00%
NET INCOME	\$8,560.07	\$70,748.00	\$ -62,187.93	12.10 %

# Tioga County Property Development Corporation

## Profit and Loss by Class

January - April, 2024

	GENERAL & ADMINISTRATIVE	HOOKER FOUNDATION	LBI PHASE 1, YEAR 2	LBI PHASE 2	TOTAL
<b>Income</b>					
44400 Government Contracts					\$0.00
44440 Hooker Foundation		233.77			\$233.77
44470 LBI Phase 1			34,656.27		\$34,656.27
44480 LBI Phase II				24,056.56	\$24,056.56
<b>Total 44400 Government Contracts</b>		<b>233.77</b>	<b>34,656.27</b>	<b>24,056.56</b>	<b>\$58,946.60</b>
47200 Program Income					\$0.00
47250 Property Sales	5,000.00				\$5,000.00
<b>Total 47200 Program Income</b>	<b>5,000.00</b>				<b>\$5,000.00</b>
<b>Total Income</b>	<b>\$5,000.00</b>	<b>\$233.77</b>	<b>\$34,656.27</b>	<b>\$24,056.56</b>	<b>\$63,946.60</b>
<b>Cost of Goods Sold</b>					
50000 Cost of Goods Sold					\$0.00
50003 Snow Removal			779.00		\$779.00
50004 Property Insurance			2,079.61		\$2,079.61
50006 Property Utilities		233.77	311.42		\$545.19
50010 Property Taxes			1,494.06		\$1,494.06
50011 Property Maintenance			25.00		\$25.00
50999 Spec Reclass to/from Inventory	1.00				\$1.00
<b>Total 50000 Cost of Goods Sold</b>	<b>1.00</b>	<b>233.77</b>	<b>4,689.09</b>		<b>\$4,923.86</b>
<b>Total Cost of Goods Sold</b>	<b>\$1.00</b>	<b>\$233.77</b>	<b>\$4,689.09</b>	<b>\$0.00</b>	<b>\$4,923.86</b>
<b>GROSS PROFIT</b>	<b>\$4,999.00</b>	<b>\$0.00</b>	<b>\$29,967.18</b>	<b>\$24,056.56</b>	<b>\$59,022.74</b>
<b>Expenses</b>					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees	-2,225.00		14,920.00		\$12,695.00
62140 Legal Fees			2,275.00		\$2,275.00
62150 Outside Contract Services			9,718.18	24,056.56	\$33,774.74
<b>Total 62100 Contract Services</b>	<b>-2,225.00</b>		<b>26,913.18</b>	<b>24,056.56</b>	<b>\$48,744.74</b>
65120 Insurance - Liability, D and O	343.52		1,054.00		\$1,397.52
65150 Memberships and Dues			2,000.00		\$2,000.00
<b>Total 62000 Operating Expenses</b>	<b>-1,881.48</b>		<b>29,967.18</b>	<b>24,056.56</b>	<b>\$52,142.26</b>
<b>Total Expenses</b>	<b>\$ -1,881.48</b>	<b>\$0.00</b>	<b>\$29,967.18</b>	<b>\$24,056.56</b>	<b>\$52,142.26</b>
<b>NET OPERATING INCOME</b>	<b>\$6,880.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,880.48</b>
<b>Other Income</b>					
7000 Interest Income	1,679.59				\$1,679.59
<b>Total Other Income</b>	<b>\$1,679.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,679.59</b>
<b>NET OTHER INCOME</b>	<b>\$1,679.59</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,679.59</b>
<b>NET INCOME</b>	<b>\$8,560.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,560.07</b>



# Tioga County Property Development Corporation

## Profit and Loss by Month

January - April, 2024

	JAN 2024	FEB 2024	MAR 2024	APR 2024	TOTAL
<b>Income</b>					
44400 Government Contracts					\$0.00
44440 Hooker Foundation	43.73	0.24	168.40	21.40	\$233.77
44470 LBI Phase 1	3,048.06	4,813.60	13,320.65	13,473.96	\$34,656.27
44480 LBI Phase II			415.00	23,641.56	\$24,056.56
<b>Total 44400 Government Contracts</b>	<b>3,091.79</b>	<b>4,813.84</b>	<b>13,904.05</b>	<b>37,136.92</b>	<b>\$58,946.60</b>
47200 Program Income					\$0.00
47250 Property Sales		5,000.00			\$5,000.00
<b>Total 47200 Program Income</b>		<b>5,000.00</b>			<b>\$5,000.00</b>
<b>Total Income</b>	<b>\$3,091.79</b>	<b>\$9,813.84</b>	<b>\$13,904.05</b>	<b>\$37,136.92</b>	<b>\$63,946.60</b>
<b>Cost of Goods Sold</b>					
50000 Cost of Goods Sold					\$0.00
50003 Snow Removal	779.00				\$779.00
50004 Property Insurance			2,079.61		\$2,079.61
50006 Property Utilities	43.73	93.84	184.44	223.18	\$545.19
50010 Property Taxes	1,494.06				\$1,494.06
50011 Property Maintenance			25.00		\$25.00
50999 Spec Reclass to/from Inventory		1.00			\$1.00
<b>Total 50000 Cost of Goods Sold</b>	<b>2,316.79</b>	<b>94.84</b>	<b>2,289.05</b>	<b>223.18</b>	<b>\$4,923.86</b>
<b>Total Cost of Goods Sold</b>	<b>\$2,316.79</b>	<b>\$94.84</b>	<b>\$2,289.05</b>	<b>\$223.18</b>	<b>\$4,923.86</b>
<b>GROSS PROFIT</b>	<b>\$775.00</b>	<b>\$9,719.00</b>	<b>\$11,615.00</b>	<b>\$36,913.74</b>	<b>\$59,022.74</b>
<b>Expenses</b>					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees	775.00	2,720.00	925.00	8,275.00	\$12,695.00
62140 Legal Fees			2,275.00		\$2,275.00
62150 Outside Contract Services			8,415.00	25,359.74	\$33,774.74
<b>Total 62100 Contract Services</b>	<b>775.00</b>	<b>2,720.00</b>	<b>11,615.00</b>	<b>33,634.74</b>	<b>\$48,744.74</b>
65120 Insurance - Liability, D and O	103.64	103.64	103.64	1,086.60	\$1,397.52
65150 Memberships and Dues		2,000.00			\$2,000.00
<b>Total 62000 Operating Expenses</b>	<b>878.64</b>	<b>4,823.64</b>	<b>11,718.64</b>	<b>34,721.34</b>	<b>\$52,142.26</b>
<b>Total Expenses</b>	<b>\$878.64</b>	<b>\$4,823.64</b>	<b>\$11,718.64</b>	<b>\$34,721.34</b>	<b>\$52,142.26</b>
<b>NET OPERATING INCOME</b>	<b>\$ -103.64</b>	<b>\$4,895.36</b>	<b>\$ -103.64</b>	<b>\$2,192.40</b>	<b>\$6,880.48</b>
<b>Other Income</b>					
7000 Interest Income	429.24	402.22	430.66	417.47	\$1,679.59
<b>Total Other Income</b>	<b>\$429.24</b>	<b>\$402.22</b>	<b>\$430.66</b>	<b>\$417.47</b>	<b>\$1,679.59</b>
<b>NET OTHER INCOME</b>	<b>\$429.24</b>	<b>\$402.22</b>	<b>\$430.66</b>	<b>\$417.47</b>	<b>\$1,679.59</b>
<b>NET INCOME</b>	<b>\$325.60</b>	<b>\$5,297.58</b>	<b>\$327.02</b>	<b>\$2,609.87</b>	<b>\$8,560.07</b>

Tioga County Property Development Corporation

Transaction Detail by Account

April 2024

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
04/01/2024	Deposit		No	32 Lyman Avenue			24000 Down Payment on Property Sale	500.00	500.00
04/17/2024	Check	428	No	Village of Owego Clerk Treasurer		81 North Avenue, Owego - sewer charges	-Split-	-146.00	354.00
04/17/2024	Check	423	No	NYSEG		103 Liberty Street, Owego electric and 81 North Avenue, Owego electric	-Split-	-47.18	306.82
04/17/2024	Check	430	No	Hunt Engineers		247 Main Street, Owego structural report	-Split-	-5,400.00	-5,093.18
04/17/2024	Check	424	No	Sunstream Corporation		81 North Ave. cleanup and disinfection of 3rd floor pigeon droppings	-Split-	-18,241.56	-23,334.74
04/17/2024	Check	425	No	Bowers & Company CPAS PLLC		Accounting services March 2024	22000 Accrued Expenses	-925.00	-24,259.74
						2023 audit prep. - final invoice			
04/17/2024	Check	422	No	Smith Brothers Insurance		Renewal of Directors and Officers effective 4/5/24	-Split-	-1,054.00	-25,313.74
04/17/2024	Check	429	No	Tioga County Industrial Development Agency		2024 Deluge Media professional services contribution	-Split-	-1,718.18	-27,031.92
04/17/2024	Check	426	No	Bonadio & Co., LLP		2023 audit services - final payment	-Split-	-7,500.00	-34,531.92
04/17/2024	Check	427	No	Village of Waverly		32 Lyman Avenue, Waverly water and sewer fees	-Split-	-30.00	-34,561.92
<b>Total for 10000 Tioga State Bank</b>								<b>\$ -34,561.92</b>	
10001 Tioga Bank ICS									
04/30/2024	Deposit	INTEREST	No			Interest Earned	7000 Interest Income	417.47	417.47
<b>Total for 10001 Tioga Bank ICS</b>								<b>\$417.47</b>	
12102 LBI Phase 1									
12102.2 Left to Spend									
04/17/2024	Check	428	No	Village of Owego Clerk Treasurer		To recognize grant income	10000 Tioga State Bank	146.00	146.00
04/17/2024	Check	422	No	Smith Brothers Insurance		To recognize grant income	10000 Tioga State Bank	1,054.00	1,200.00
04/17/2024	Check	427	No	Village of Waverly		To recognize grant income	10000 Tioga State Bank	30.00	1,230.00
04/17/2024	Check	426	No	Bonadio & Co., LLP		To recognize grant income	10000 Tioga State Bank	7,500.00	8,730.00
04/17/2024	Check	423	No	NYSEG		To recognize grant income	10000 Tioga State Bank	25.78	8,755.78
04/17/2024	Check	429	No	Tioga County Industrial Development Agency		To recognize grant income	10000 Tioga State Bank	1,718.18	10,473.96
04/30/2024	Journal Entry	89	No			To recognize grant income	-Split-	775.00	11,248.96
04/30/2024	Journal Entry	90	No			To recognize grant income	-Split-	2,225.00	13,473.96
<b>Total for 12102.2 Left to Spend</b>								<b>\$13,473.96</b>	
<b>Total for 12102 LBI Phase 1</b>								<b>\$13,473.96</b>	
12103 LBI Phase 2									
12103.2 Left to Spend									
04/17/2024	Check	430	No	Hunt Engineers		To recognize grant income	10000 Tioga State Bank	5,400.00	5,400.00
04/17/2024	Check	424	No	Sunstream Corporation		To recognize grant income	10000 Tioga State Bank	18,241.56	23,641.56
<b>Total for 12103.2 Left to Spend</b>								<b>\$23,641.56</b>	
<b>Total for 12103 LBI Phase 2</b>								<b>\$23,641.56</b>	
17000 Prepaid Insurance									
04/30/2024	Journal Entry	88	No			To record insurance expense for Apr 2024	-Split-	-32.60	-32.60
<b>Total for 17000 Prepaid Insurance</b>								<b>\$ -32.60</b>	
22000 Accrued Expenses									
04/17/2024	Check	425	No	Bowers & Company CPAS PLLC	LBI Phase 1, Year 2	Accounting services March 2024	10000 Tioga State Bank	-925.00	-925.00
						2023 audit prep. - final invoice			
04/30/2024	Journal Entry	89	No			B&C - To record April 2024 accounting services	-Split-	775.00	-150.00
<b>Total for 22000 Accrued Expenses</b>								<b>\$ -150.00</b>	
23000 Deferred Grant Revenue									
23002 Hooker Foundation									
04/17/2024	Check	423	No	NYSEG		To recognize grant income	10000 Tioga State Bank	-21.40	-21.40
<b>Total for 23002 Hooker Foundation</b>								<b>\$ -21.40</b>	
<b>Total for 23000 Deferred Grant Revenue</b>								<b>\$ -21.40</b>	
24000 Down Payment on Property Sale									
04/01/2024	Deposit		No	32 Lyman Avenue	General & Administrative	deposit for the purchase of 32 Lyman Avenue	10000 Tioga State Bank	500.00	500.00
<b>Total for 24000 Down Payment on Property Sale</b>								<b>\$500.00</b>	
44400 Government Contracts									
44440 Hooker Foundation									
04/17/2024	Check	423	No	NYSEG	Hooker Foundation	To recognize grant income	10000 Tioga State Bank	21.40	21.40
<b>Total for 44440 Hooker Foundation</b>								<b>\$21.40</b>	
44470 LBI Phase 1									
04/17/2024	Check	427	No	Village of Waverly	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	30.00	30.00
04/17/2024	Check	429	No	Tioga County Industrial Development Agency	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	1,718.18	1,748.18
04/17/2024	Check	422	No	Smith Brothers Insurance	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	1,054.00	2,802.18
04/17/2024	Check	426	No	Bonadio & Co., LLP	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	7,500.00	10,302.18
04/17/2024	Check	423	No	NYSEG	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	25.78	10,327.96
04/17/2024	Check	428	No	Village of Owego Clerk Treasurer	LBI Phase 1, Year 2	To recognize grant income	10000 Tioga State Bank	146.00	10,473.96
04/30/2024	Journal Entry	90	No		LBI Phase 1, Year 2	To recognize grant income	-Split-	2,225.00	12,698.96
04/30/2024	Journal Entry	89	No		LBI Phase 1, Year 2	To recognize grant income	-Split-	775.00	13,473.96
<b>Total for 44470 LBI Phase 1</b>								<b>\$13,473.96</b>	
44480 LBI Phase II									
04/17/2024	Check	430	No	Hunt Engineers	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	5,400.00	5,400.00
04/17/2024	Check	424	No	Sunstream Corporation	LBI Phase 2	To recognize grant income	10000 Tioga State Bank	18,241.56	23,641.56
<b>Total for 44480 LBI Phase II</b>								<b>\$23,641.56</b>	
<b>Total for 44400 Government Contracts</b>								<b>\$37,136.92</b>	
50000 Cost of Goods Sold									
50006 Property Utilities									
04/17/2024	Check	423	No	NYSEG	LBI Phase 1, Year 2	81 North Avenue, Owego electric	10000 Tioga State Bank	25.78	25.78
04/17/2024	Check	423	No	NYSEG	Hooker Foundation	103 Liberty Street, Owego electric	10000 Tioga State Bank	21.40	47.18
04/17/2024	Check	427	No	Village of Waverly	LBI Phase 1, Year 2	32 Lyman Avenue, Waverly water and sewer fees	10000 Tioga State Bank	30.00	77.18
04/17/2024	Check	428	No	Village of Owego Clerk Treasurer	LBI Phase 1, Year 2	81 North Avenue, Owego - sewer charges	10000 Tioga State Bank	146.00	223.18
<b>Total for 50006 Property Utilities</b>								<b>\$223.18</b>	
<b>Total for 50000 Cost of Goods Sold</b>								<b>\$223.18</b>	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
04/17/2024	Check	426	No	Bonadio & Co., LLP	LBI Phase 1, Year 2	2023 audit services - final payment	10000 Tioga State Bank	7,500.00	7,500.00
04/30/2024	Journal Entry	90	No		General & Administrative	To recognize grant income	-Split-	-2,225.00	5,275.00
04/30/2024	Journal Entry	89	No		LBI Phase 1, Year 2	B&C - To record April 2024 accounting services	-Split-	775.00	6,050.00
04/30/2024	Journal Entry	90	No		LBI Phase 1, Year 2	To recognize grant income	-Split-	2,225.00	8,275.00
<b>Total for 62110 Accounting Fees</b>								<b>\$8,275.00</b>	
62150 Outside Contract Services									
04/17/2024	Check	429	No	Tioga County Industrial Development Agency	LBI Phase 1, Year 2	2024 Deluge Media professional services contribution	10000 Tioga State Bank	1,718.18	1,718.18
04/17/2024	Check	424	No	Sunstream Corporation	LBI Phase 2	81 North Ave. cleanup and disinfection of 3rd floor pigeon droppings	10000 Tioga State Bank	18,241.56	19,959.74
04/17/2024	Check	430	No	Hunt Engineers	LBI Phase 2	247 Main Street, Owego structural report	10000 Tioga State Bank	5,400.00	25,359.74
<b>Total for 62150 Outside Contract Services</b>								<b>\$25,359.74</b>	
<b>Total for 62100 Contract Services</b>								<b>\$33,634.74</b>	
65120 Insurance - Liability, D and O									
04/17/2024	Check	422	No	Smith Brothers Insurance	LBI Phase 1, Year 2	Renewal of Directors and Officers effective 4/5/24	10000 Tioga State Bank	1,054.00	1,054.00
04/30/2024	Journal Entry	88	No		General & Administrative	To record insurance expense for Apr 2024	-Split-	32.60	1,086.60

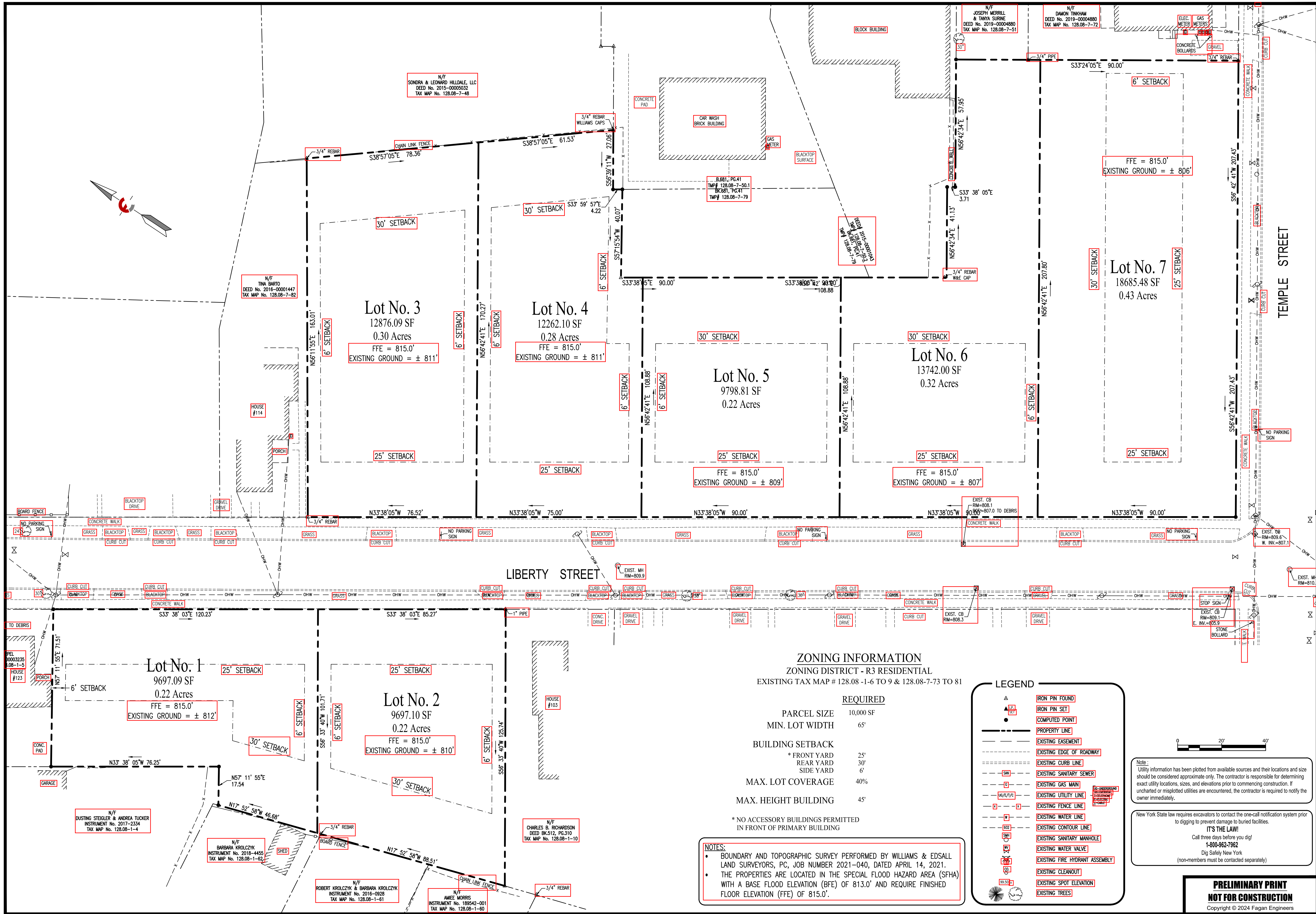
DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for 65120 Insurance - Liability, D and O</b>								<b>\$1,086.60</b>	
<b>Total for 62000 Operating Expenses</b>								<b>\$34,721.34</b>	
7000 Interest Income									
04/30/2024	Deposit		INTEREST	No	General & Administrative		10001 Tioga Bank ICS	417.47	417.47
<b>Total for 7000 Interest Income</b>								<b>\$417.47</b>	

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 60,990.71	\$ 4,009.29
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	\$ 87,585.87	\$ 12,414.13
Year 3 (8/15/24 - 8/14/25)	\$ 100,000.00	\$ -	\$ 100,000.00
LBI Phase 2***	\$ 900,000.00	\$ 233,636.24	\$ 666,363.76
<b>TOTAL</b>	<b>\$ 2,265,000.00</b>	<b>\$ 1,092,062.24</b>	<b>\$ 1,172,937.76</b>

\*Program funds received upfront

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

\*\*\*Reimbursable grant program



N/F SONORA & LEONARD HILLDALE, LLC  
DEED No. 2015-0000532  
TAX MAP No. 128.08-7-48

N/F TINA BARTO  
DEED No. 2016-00001447  
TAX MAP No. 128.08-7-82

**Lot No. 3**  
12876.09 SF  
0.30 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 811'

**Lot No. 4**  
12262.10 SF  
0.28 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 811'

**Lot No. 5**  
9798.81 SF  
0.22 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 809'

**Lot No. 6**  
13742.00 SF  
0.32 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 807'

**Lot No. 7**  
18685.48 SF  
0.43 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 806'

**Lot No. 1**  
9697.09 SF  
0.22 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 812'

**Lot No. 2**  
9697.10 SF  
0.22 Acres  
FFE = 815.0'  
EXISTING GROUND = ± 810'

**ZONING INFORMATION**  
ZONING DISTRICT - R3 RESIDENTIAL  
EXISTING TAX MAP # 128.08-1-6 TO 9 & 128.08-7-3 TO 81

REQUIRED	REQUIRED
PARCEL SIZE	10,000 SF
MIN. LOT WIDTH	65'
BUILDING SETBACK	
* FRONT YARD	25'
REAR YARD	30'
SIDE YARD	6'
MAX. LOT COVERAGE	40%
MAX. HEIGHT BUILDING	45'

\* NO ACCESSORY BUILDINGS PERMITTED IN FRONT OF PRIMARY BUILDING

**LEGEND**

▲	IRON PIN FOUND
▲	IRON PIN SET
●	COMPUTED POINT
---	PROPERTY LINE
---	EXISTING EASEMENT
---	EXISTING EDGE OF ROADWAY
---	EXISTING CURB LINE
---	EXISTING SANITARY SEWER
---	EXISTING GAS MAIN
---	EXISTING UTILITY LINE
---	EXISTING FENCE LINE
---	EXISTING WATER LINE
---	EXISTING CONTOUR LINE
---	EXISTING SANITARY MANHOLE
---	EXISTING WATER VALVE
---	EXISTING FIRE HYDRANT ASSEMBLY
---	EXISTING CLEANOUT
---	EXISTING SPOT ELEVATION
---	EXISTING TREES

**NOTES:**

- BOUNDARY AND TOPOGRAPHIC SURVEY PERFORMED BY WILLIAMS & EDSALL LAND SURVEYORS, PC, JOB NUMBER 2021-040, DATED APRIL 14, 2021.
- THE PROPERTIES ARE LOCATED IN THE SPECIAL FLOOD HAZARD AREA (SFHA) WITH A BASE FLOOD ELEVATION (BFE) OF 813.0' AND REQUIRE FINISHED FLOOR ELEVATION (FFE) OF 815.0'.

**Note:**  
Utility information has been plotted from available sources and their locations and size should be considered approximate only. The contractor is responsible for determining exact utility locations, sizes, and elevations prior to commencing construction. If uncharted or misplotted utilities are encountered, the contractor is notified to notify the owner immediately.

New York State law requires excavators to contact the one-call notification system prior to digging to prevent damage to buried facilities.  
**IT'S THE LAW!**  
Call three days before you dig!  
1-800-962-7962  
Dig Safely New York  
(non-members must be contacted separately)

**PRELIMINARY PRINT**  
**NOT FOR CONSTRUCTION**  
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Rev.	Date	Revision Description
2.	05/20/24	As Per Review - Added Footprints
1.	02/28/24	As Per Review

It is a Violation Of The New York Education Law, Article 145 Section 7209, For Any Person, Unless He is Acting Under The Direction Of A Licensed Professional Engineer Or Land Surveyor To Alter An Item In Any Way, If An Item Bearing The Seal Of An Engineer Or Land Surveyor is Altered, The Altering Engineer Or Land Surveyor Shall Affix To The Item His Seal And The Notation "Altered By" Followed By His Signature And The Date Of Such Alteration, And A Specific Description Of The Alteration.

SEAL

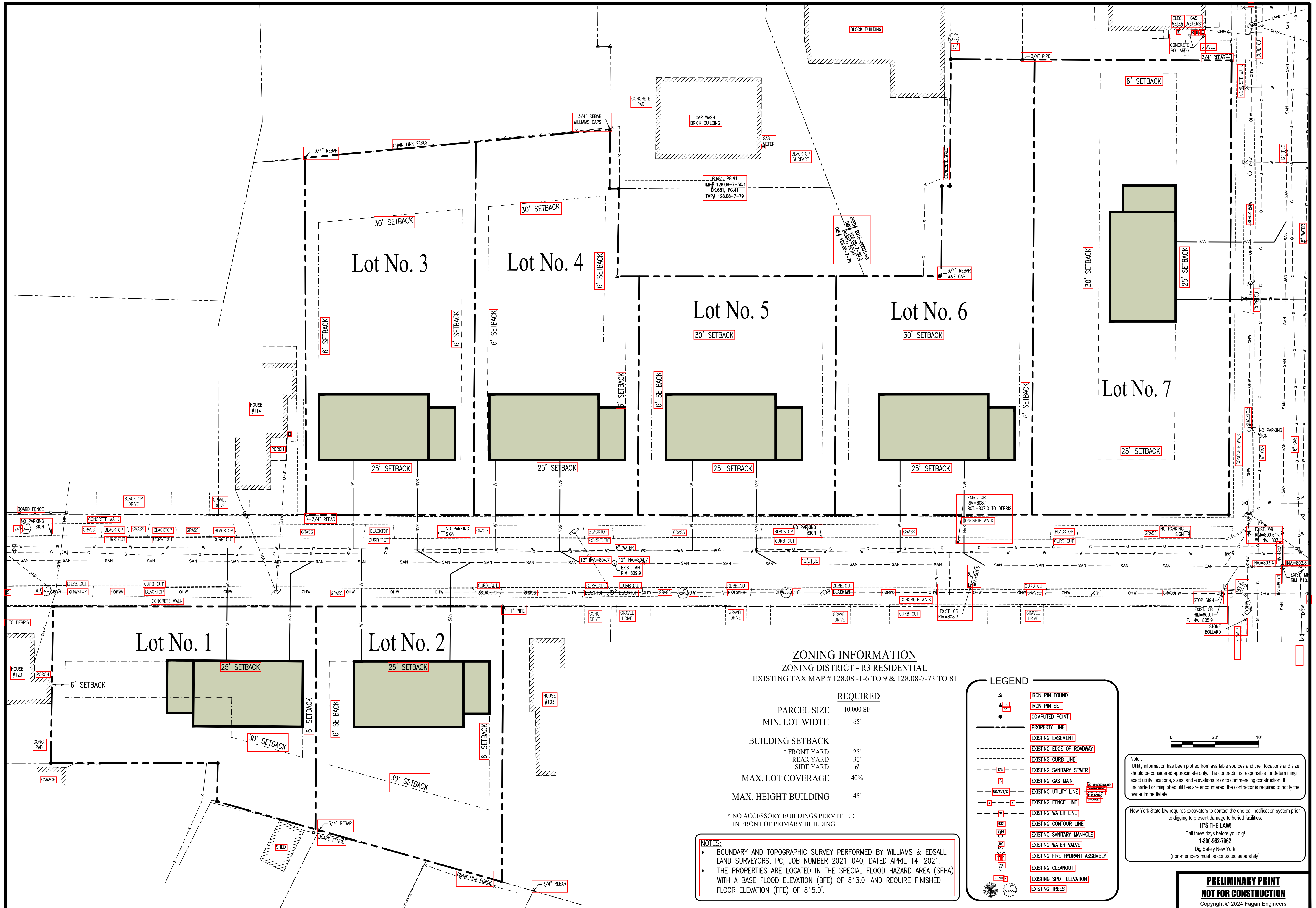
**TEMPLE-LIBERTY**  
**RESIDENTIAL DEVELOPMENT**  
37-49 TEMPLE STREET AND  
107-119 & 92-112 LIBERTY STREET  
VILLAGE OF OWEGO, TIOGA COUNTY, NEW YORK

**FAGAN ENGINEERS**  
S. LAND SURVEYORS P.C.  
113 East Chemung Place  
Elmira N.Y. 14904  
Phone (607) 734-2165  
Fax (607) 734-2169  
www.FaganEngineers.com

Scale: 1" = 20'  
11x17 Prints are 1/2 Size

Date:	February, 2024
Design By:	-
Drawn By:	CEL
Checked By:	-
Project No.:	2024.008
Drawing Name:	24008-1.dwg

**SUBDIVISION**  
**C3**



Rev.	Date	Revision Description
2.	05/20/24	As Per Review - Added Footprints
1.	02/28/24	As Per Review

It is a Violation Of The New York Education Law, Article 145 Section 7209, For Any Person, Unless He is Acting Under The Direction Of A Licensed Professional Engineer Or Land Surveyor To Alter An Item In Any Way, If An Item Bearing The Seal Of An Engineer Or Land Surveyor is Altered. The Altering Engineer Or Land Surveyor Shall Affix To The Item His Seal And The Notation "Altered By" Followed By His Signature And The Date Of Such Alteration, And A Specific Description Of The Alteration.

SEAL

**TEMPLE-LIBERTY**  
**RESIDENTIAL DEVELOPMENT**  
 37-49 TEMPLE STREET AND  
 107-119 & 92-112 LIBERTY STREET  
 VILLAGE OF OWEGO, TIOGA COUNTY, NEW YORK

**FAGAN ENGINEERS**  
 & LAND SURVEYORS PC

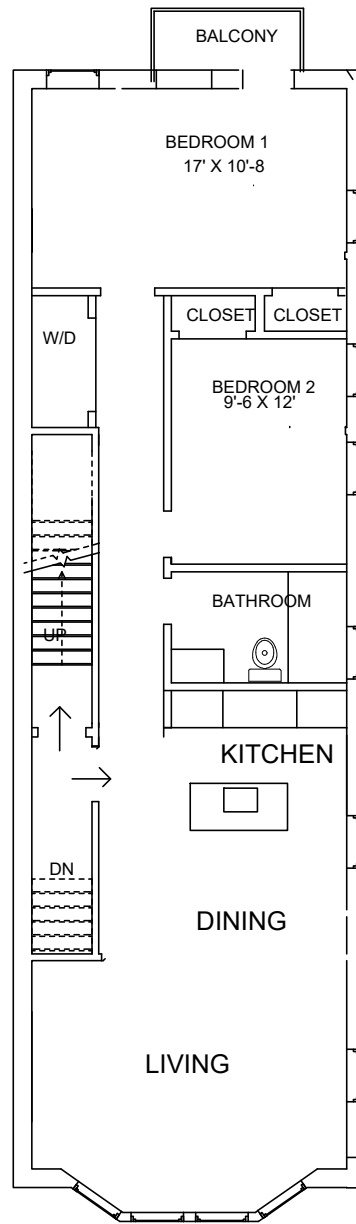
113 East Chemung Place  
 Elmira N.Y. 14904  
 Phone (607) 734-2165  
 Fax (607) 734-2169  
 www.FaganEngineers.com

**SITE PLAN**

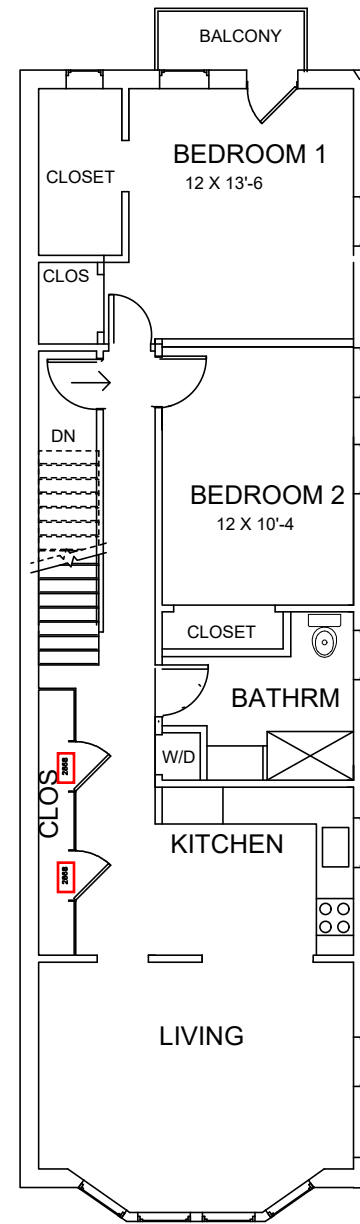
**C4**



FIRST FLOOR  
RETAIL OR OFFICE



SECOND FLOOR  
2 BEDROOM APARTMENT

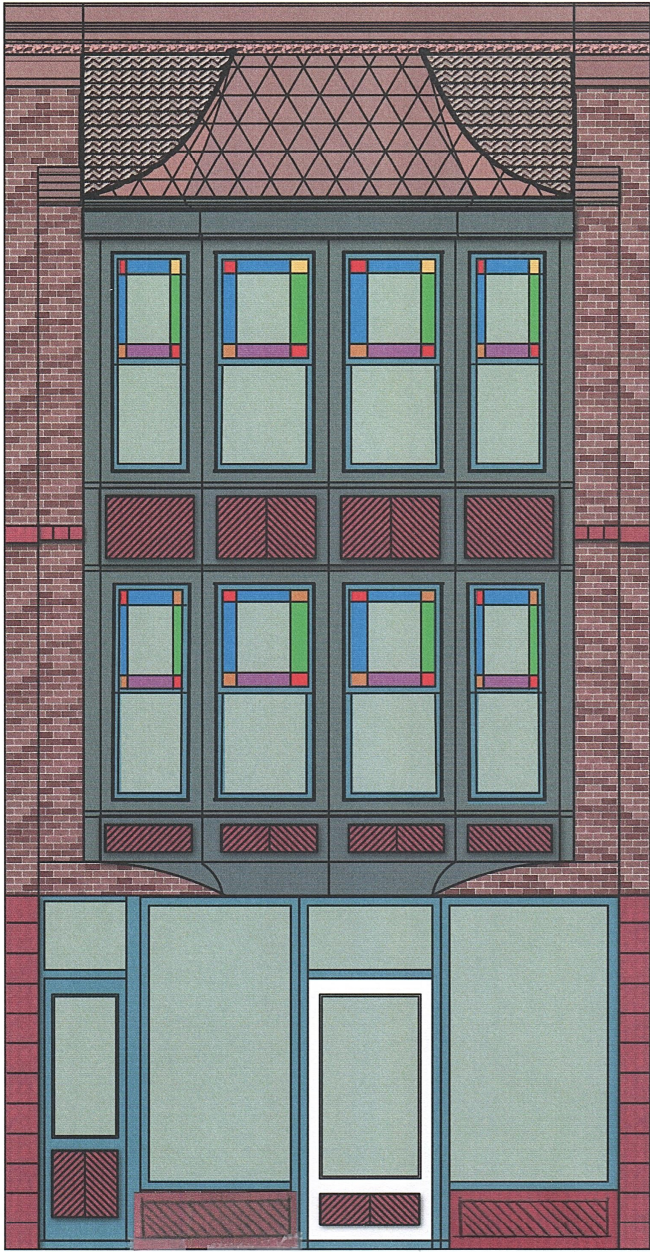


THIRD FLOOR  
2 BEDROOM APARTMENT

81 NORTH AVENUE  
OWEGO, NY

MAY 27, 2024

ANNE HERSH A.I.A. ARCHITECT  
2 W. MARKET ST., CORNING, NEW YORK 14830  
T 607 962 7846 C 340 642 7407 EMAIL: ahershaia@aol.com





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**Joan Case**

470 Pennsylvania Ave  
Waverly, New York 14892  
607-565-4451(H)  
607-331-3873(C)  
joan.case@stnyrr.com

**PROFILE**

Several years of supervisory/management experience. Ability to work effectively with others.

**PROFESSIONAL EXPERIENCE**

Chemung County, New York - 1979 - 2006 (retired)

Held several titles over tenure of employment from Clerk to Employment Coordinator. Served 25 years in a Supervisor/Management capacity. Supervised, coordinated and managed all employment related programs. Established working and positive relationships with several educational facilities and community based agencies and organizations.

**EDUCATION**

Elmira College, Elmira, New York

St. Joseph's Hospital School of Nursing, Elmira, New York

Notre Dame High School, Elmira, New York

**SKILLS**

Supervisory/management experience

Personnel supervision

Program interpretation and implementation

Experience dealing with public and other professionals

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**PROFESSIONAL MEMBERSHIPS**

Village of Waverly Planning Board: Chair (current)

Tioga County Board of Ethics: Vice-Chair (current)

Waverly Community Chest: Board member (current)

Economic Development Zone: Human Resource Committee

SCT BOCES: Advisory Board

Chemung County Chamber of Commerce: Training Committee

Economic Opportunity Program: Advisory Board, Steering Committee

Southern Tier Professional Development Consortium: Chair, Vice-Chair

**VOLUNTEER WORK**

Catholic Charities of Tompkins/Tioga

American Cancer Society

Robert Packer Hospital (current)

---

David Astorina  
95 Candor Hill Rd.  
Candor, NY 13743  
[david.astorina@me.com](mailto:david.astorina@me.com)  
(607) 379-9739

Brittany Woodburn  
Deputy Director  
Tioga County Department of Economic Development and Planning  
607 687-8256

Hi Brittany,

I am writing to formally tender my resignation from the Land Bank board, with my last day of service being March 31, 2024.

Being part of the Land Bank board has been an incredibly rewarding experience for me, and I will truly miss the camaraderie and the impactful work that we have achieved together.

I am relocating to Slatington, PA to be closer to my grandkids and the Jersey Shore. This move necessitates my resignation from the board, but my commitment to supporting the organization remains strong.

I have always left our meetings feeling inspired and motivated by the dedication and passion displayed by our team. I am confident that the Land Bank will continue to thrive under your leadership, and I wish you, as well as the entire board, continued success in all your endeavors.

I want to express my deepest gratitude for the opportunity to serve on the board and for the friendships I have gained along the way. Your support and collaboration have meant a great deal to me, and I will carry fond memories of our time together.

Thank you once again for everything.

Warm regards,  
Dave

A handwritten signature in black ink that reads "David Astorina". The signature is written in a cursive, flowing style.

David Astorina

The New York Land Bank Association (NYLBA) is seeking a professional consultant to gather data and create a report focused on temporary and emergency housing in New York State and opportunities for land banks to partner with local governments in addressing issues.

The goal for this whitepaper is to summarize local governments' protocols for dealing with temporary and/or emergency housing, including; level of need, shortfalls and successes of current municipal temporary/emergency housing efforts and to provide recommendations for creating strong partnerships between land banks, local governments and stakeholders.

## **BACKGROUND**

The New York Land Bank Association (NYLBA) and its Rural Land Bank Committee, recognize statewide challenges in temporary/emergency housing programs administered by their partner Counties' Social Services Departments. NYLBA is seeking a consultant(s) to assist the NYLBA with drafting a whitepaper outlining the issues and opportunities in temporary/emergency housing. In addition, the report should offer brief recommendations for land banks and counties to consider while initiating conversations at the local level. Eligible respondents include professional consultants, graduate program students and professors, technical assistance nonprofits, or other qualified individuals or entities.

County Social or Human Services Departments traditionally house individuals and families needing temporary or emergency assistance in area motels or hotels. In context with the statewide and national housing crisis, worsened by the Covid-19 pandemic, many of these Social Services Departments are seeing rapidly growing need and escalating costs. Many counties, especially in rural areas, have a limited inventory of available rental units available to families to transition into permanent housing. The limited supply of permanent housing solutions is increasing the durations of stay at motels and contributing to the growing costs experienced by local governments. Social Service providers and local officials facing increased need, and the associated rising costs, could benefit from alternative models for temporary/emergency housing.

Land banks can be impactful resources for local governments and service providers addressing temporary/emergency housing needs by repurposing tax-foreclosed, vacant and abandoned land bank owned properties into safe, clean, and cost-effective housing. Land bank properties utilized by partnering counties for emergency placement can also serve other needs associated with temporary housing or related programs. The intent for this whitepaper is to assist statewide land banks, local and county governments and non-profit stakeholders in an assessment of policy options, strategic planning efforts and partnership agreements that can meet the needs and overcome challenges. The selected consultant shall provide broad recommendations from a state-wide perspective, not individual recommendations for each subject municipal jurisdiction being studied. Rather, the selected consultant will focus on current and relevant data to highlight how communities are addressing temporary/emergency housing challenges and possible ways that collaborative partnerships with land banks could be a resource.

## **EXPECTED WORK PRODUCT**

The NYLBA believes that land banks can play a valuable role in addressing these issues. The whitepaper will further research and summarize the problem in identified rural counties including, but not limited to:

- Number of individuals and families served
- Average duration of stay
- Average cost per night
- Emergency units available
- Total costs to local governments relying on publicly available data and administered surveys.
- Consultant and participating Land Banks will work to identify and refine parameters.

The whitepaper will also present case studies from Wayne and Livingston Counties to show existing programs and partnerships between local governments and land banks. The paper should conclude with policy recommendations that will target partnerships between land banks, local social service providers and county governments to utilize formerly tax-foreclosed, vacant and abandoned land bank properties to create temporary/emergency housing.

Participating Land Banks:

- Allegany County Land Bank Corporation
- Wayne County Regional Land Bank Corporation
- Finger Lakes Regional Land Bank Corporation (Seneca County)
- Chautauqua County Land Bank Corporation
- Sullivan County Land Bank Corporation
- Chemung County Land Bank Corporation
- Livingston County Land Bank Corporation

**Consultant Scope:**

- Identify and compile publicly available county level data for the identified counties on emergency housing including annual spending, households served, duration of stay, etc.
- Survey participating counties and land banks on emergency or transitional housing issues and opportunities. Survey would include both quantitative and qualitative questions and incorporate the various terminology used from county to county for similar programs.
- Work with participating land banks on administering surveys in partnership with local county Social Services Departments.
- Identify how counties are funding current programming for transitional or emergency housing eg. general fund, state, or federal grants etc.
- Research and incorporate relevant census data including population, households, median income, etc., as necessary.

- Compile and present results of the research above including a brief list of known funding sources, eligibility information, requirements, restrictions etc. that could potentially be leveraged in a county-land bank partnership model.
- Conduct at least one remote teleconference with stakeholders for both Wayne and Livingston County case studies. Budget for at least one additional teleconference.
- Summarize and analyze the nascent programs and partnerships forming in Wayne and Livingston Counties utilizing land bank resources to address emergency/temporary housing in partnership with local governments.
- Identify at least one other example of a creative solution for emergency housing development at the county or local level with project components that could be adapted to land banks.
- Summarize issues of temporary housing in rural NYS. The opportunities for partnership based on survey results and case studies, and policy recommendations and/or next steps.
- Organize and attend bi-weekly check-in teleconferences with the NYLBA project team.
- Compile, draft, and format whitepaper.

Proposal Submission Requirements:

- Three page written response
- Resume(s) (not included in page limit)
- Relevant example of previous work product (not included in page limit)
- References

Expected Project Duration: 3 Months

Questions will be accepted via email by Wednesday, May 22, 2024. Responses will be distributed within one week.

**Proposal submissions due by email by 4:00 PM on Friday, June 1, 2024.**

Jonathan Link Logan  
Senior Manager of Neighborhood Development  
CenterState Corporation for Economic Opportunity  
[jlinklogan@centerstateceo.com](mailto:jlinklogan@centerstateceo.com)

Note: Jonathan Link Logan is facilitating the RFP process on behalf of the NYLBA but not managing it. Jonathan will work with NYLBA members to gather and share responses as quickly and efficiently as possible but will not be available for direct questions or phone calls regarding this opportunity.