



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

**607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827**

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, May 28, 2025 at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

### **Agenda**

1. Call to Order
2. Attendance
  - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, J. Case, L. Pelotte, J. Whitmore
  - b. Invited Guests: S. Zubalsky-Peer, R. Buntz
3. Old Business
  - a. Approval of Minutes from April 2025 Meeting
  - b. Acknowledgement of Financial Reports through April 30, 2025.
    - i. Grant Spreadsheet Update- LBI Phase I Year 3 Funds
    - ii. New Grant funds
      1. LBI Phase II Amendment
      2. LBI Capital Funds
  - c. Project Updates
    - i. 81 North- OHPC update
    - ii. 247 Main- SHPO update
    - iii. 62-64 North Ave- Environmental Testing RFP
    - iv. 103 Liberty Street- Electrical Inspection, permit renewal
    - v. Homebuyer Development Grant Application
4. New Business
  - a. 121 Providence, Waverly- Engineering Negotiation
  - b. 81 Hickory Road, Owego- Negotiation
  - c. 39 Railroad Ave- Negotiation
  - d. Company Cam Software
5. Chairman's Remarks
6. Adjournment

**A PARTNER OF**

**TEAM TIOGA**



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

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**DRAFT**

**Tioga County Property Development Corporation  
Regular Board of Directors Meeting Minutes  
Wednesday, April 9, 2025 at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

1. Call to Order at 4:01 pm
2. Attendance
  - a. Present: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte
  - b. Absent: J. Whitmore, J. Case
  - c. Invited Guests: S. Zubalsky-Peer
  - d. Matthew Freeze
3. Old Business
  - a. Regular Board Meeting Minutes, January 29, 2025
  - b. Annual Board Meeting Minutes, January 29 2025

**Motion to approve minutes of Regular Board Meeting, January 29, 2025 and approve minutes of Annual Board Meeting, January 29, 2025.**

**1<sup>st</sup>: S. Yetter**

**2<sup>nd</sup>: H. Murray**

**In Favor: All**

- c. Acknowledgement of Financial Reports through February 28, 2025.
  - i. Grant Spreadsheet Update

Now have to update LBI Shared Tracker with HCR in order to received disbursements;  
only \$57,000 left of LBI Phase II; \$145,000 left of LBI Phase I Year 3 Operational Funds

**Motion to accept financial reports through February 28, 2025.**

**1<sup>st</sup>: R. Kelsey**

**2<sup>nd</sup>: S. Yetter**

**In Favor: All**

**Motion to enter executive session at 4:46pm**

**1<sup>st</sup>: S. Yetter**

**2<sup>nd</sup>: M. Sauerbrey**

**In Favor: All**

**A PARTNER OF**

**TEAM TIOGA**

- d. 1380 Taylor Road, Owego- Negotiation  
81 Hickory Park Road, Owego- Negotiation  
Tioga County Administrative Agreement Changes  
Exit Executive Session at 5:24pm

**1<sup>st</sup>: S Yetter**  
**2<sup>nd</sup>: L. Pelotte**  
**In Favor: All**

- e. 81 Hickory Road, Owego

**Motion to approve acquisition of 81 Hickory Road, Owego and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documentation, pending results of environmental testing within the due diligence period.**

**1<sup>st</sup>: M. Baratta**  
**2<sup>nd</sup>: H. Murray**  
**In Favor: 5**  
**Opposed: 1**

- f. Project Updates

- i. 121 Providence

S. Zubalsky-Peer explained a walk-through was performed with Construction Management Associates and L2 Engineering as a professional service to get pricing for design services to keep project moving. Will share proposal with the board once received.

- ii. 81 North

S. Zubalsky-Peer shared photos of the updated work; explaining painting of commercial space happening this week; staging of cabinets/fixtures; front windows going in; Owego code enforcement happy with the work.

- iii. 247 Main

S. Zubalsky-Peer stated a walk-through would be upcoming within the next month with Construction Management Associates and L2 engineering to get pricing; explained this will be a big project and the next steps involve resubmission to SHPO to ask for permission to demolish all but the original front historic home; the additions are beginning to separate from the main structure of the house; the roof has collapsed in the back portion; the active water leak is much worse and has begun deteriorating the rear additions even more.

#### 4. New Business

- a. Open Meeting Law- NYSABO

S. Zubalsky-Peer stated that TCPDC will need to start live streaming; okay from the Board to put in a ticket to IT to set up a YouTube Channel and prepare for live streaming; R. Kelsey expressed concern over live streaming, stated he has no issue with anyone from the public being welcome to attend but feels frustrated the meetings will need to be recorded and posted for the appropriate record retention period and considers it burdensome. S. Yetter stated he brought this up at a previous meeting and it caused quite a stir.

- b. Insurance Requirements for Contractors

S. Zubalsky-Peer stated the drafted standard requirements that will be included in every bid packet have been reviewed by attorney; board okayed to begin including in bid packets.

- c. Audit Report

R. Kelsey summarized the audit report and conversation with the auditor; commended S. Zubalsky-Peer as receiving high praise from the auditor; stated nothing of concern was noted, no findings.

d. PARIS Report

R. Kelsey summarized the PARIS report; no board members raised any questions; S. Zubalsky-Peer stated they completed the report by the deadline and both the audit and report would be posted to the TCPDC website as soon as approved.

**Motion to accept and approve the 2024 Audit and 2024 PARIS report.**

**1<sup>st</sup>: R. Kelsey**

**2<sup>nd</sup>: M. Sauerbrey**

**In Favor: All**

e. Application to Community Foundation re: Women's Construction Skills Class

S. Zubalsky-Peer stated she had discussed an idea with B. Woodburn for the TCPDC to partner with OACSD and CMA, Associates, LLC to host a women's construction skills course to provide DIY home maintenance skills to women in a safe, non-threatening environment; S. Zubalsky-Peer spoke to the representative of the Women's Fund at Community Foundation of South Central NY and the idea was highly received; OACSD and CMA, LLC are both on board to participate; S. Zubalsky-Peer drafted an application and program budget to include supplies, teaching costs, insurance costs, and marketing; H. Murray ensured the plan was well thought out and that advertising and marketing would be effective. S. Yetter stated his was very supportive especially for people who've never done these kinds of skills before. L. Pelotte also expressed enthusiasm.

**Motion to accept and approval submission of LOI and application to Community Foundation of South Century NY for Women's Fund for construction skills class.**

**1<sup>st</sup>: M. Baratta**

**2<sup>nd</sup>: S. Yetter**

**In Favor: All**

f. Homebuyer Development Grant

i. Metro Interfaith MOU

S. Zubalsky-Peer explained that last year's application was reviewed by NYS; she had a conversation with the state rep who felt it was a strong application but the committee needed to see a formal agreement with a partner agency for the HUD certified housing counseling to know if it would be fee based or in-kind services; S. Zubalsky-Peer reached out to local agencies with HUD certified counselors and Metro Interfaith Housing provided a proposal; the board reviewed the proposals and found it acceptable

**Motion to accept and approve MOU with Metro Interfaith housing for intake of applicants, screening, and home buyer counseling for purposes of the Homebuyer Development Grant and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documents; and to approve submission of Homebuyer Development Grant application to HCR and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documents.**

**1<sup>st</sup>: S. Yetter**  
**2<sup>nd</sup>: M. Baratta**  
**In Favor: All**

g. RFPs

- i. Construction Management
- ii. Environmental Testing
- iii. Engineering/Architecture
- iv. Audit Firm

S. Zubalsky-Peer discussed sending out RFPs to have firms on two-year contracts, with the option to renew for a third year at the same price, for the above services; the TCPDC could contract with multiple firms and assign/rotate as necessary for projects as they arise; the board agreed this would streamline processes. S. Zubalsky-Peer asked if the board would be okay with her drafting an RFP for accounting and audit services at the end of the year when the contract terms were up and issuing as a joint RFP for the TCPDC, IDA, and LDC; R. Kelsey felt better pricing might be acquired; no one raised any concerns. H. Murray wanted to know if these would be listed on contract reporter; S. Zubalsky-Peer stated she would set up an account.

**Board wanted it recorded in the minutes they approve issuance of Construction Management, Environmental Testing, Engineering/Architecture RFPs, set up subcommittee for review and approval of responses, and authorize S. Zubalsky-Peer and Board Chair to execute any necessary documents.**

i. Chairman's Remarks

R. Kelsey discussed the board assisting S. Zubalsky-Peer with objectives or priorities for the year to ensure the TCPDC is achieving goals; discussed appointment of new member; R. Kelsey approached M. Sauerbrey to reach out to R. Buntz to gauge his interest in becoming a board member; R. Kelsey would like the governance committee to weigh in once the board meetings R. Buntz

H. Murray requested the TCPDC mission statement be included on every meeting agenda.

5. Adjournment at 5:28pm

# Tioga County Property Development Corporation

## Balance Sheet Comparison

As of April 30, 2025

	TOTAL			
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
10000 Tioga State Bank	168,366.15	135,135.28	33,230.87	24.59 %
10001 Tioga Bank ICS	259,314.67	254,180.22	5,134.45	2.02 %
<b>Total Bank Accounts</b>	<b>\$427,680.82</b>	<b>\$389,315.50</b>	<b>\$38,365.32</b>	<b>9.85 %</b>
Other Current Assets				
12102 LBI Phase 1				
12102.1 Left to Receive	155,880.17	58,445.40	97,434.77	166.71 %
12102.2 Left to Spend	-122,878.16	-12,414.13	-110,464.03	-889.82 %
<b>Total 12102 LBI Phase 1</b>	<b>33,002.01</b>	<b>46,031.27</b>	<b>-13,029.26</b>	<b>-28.31 %</b>
12103 LBI Phase 2				
12103.1 Left to Receive	60,429.23	696,365.52	-635,936.29	-91.32 %
12103.2 Left to Spend	-54,427.03	-666,363.76	611,936.73	91.83 %
<b>Total 12103 LBI Phase 2</b>	<b>6,002.20</b>	<b>30,001.76</b>	<b>-23,999.56</b>	<b>-79.99 %</b>
14000 Property Inventory				
14045 117 Liberty St	2,666.67	2,666.67	0.00	0.00 %
14050 39-41 Temple St.	3,000.00	3,000.00	0.00	0.00 %
14055 115-117 Chestnut Owego	5,000.00	5,000.00	0.00	0.00 %
14060 112 Liberty St.	50.00	50.00	0.00	0.00 %
14061 110 Liberty Street, Owego	6,339.93	6,339.93	0.00	0.00 %
14062 107 Liberty Street, Owego	4,162.13	4,162.13	0.00	0.00 %
14063 96-102 Liberty Street, Owego	13,962.26	13,962.26	0.00	0.00 %
14075 119 Liberty Street	3,111.11	3,111.11	0.00	0.00 %
14081 92-94 Liberty Str.	6,050.31	6,050.31	0.00	0.00 %
14082 37 Temple Str.	4,654.09	4,654.09	0.00	0.00 %
14083 43-45 Temple St.	6,981.13	6,981.13	0.00	0.00 %
14084 47 Temple Str.	3,257.86	3,257.86	0.00	0.00 %
14085 49 Temple Str.	6,515.74	6,515.74	0.00	0.00 %
14086 113 Liberty Street, Owego	1.00	1.00	0.00	0.00 %
14087 247 Main St	1.00	1.00	0.00	0.00 %
14089 {s} 98 Fox St.	0.00	1.00	-1.00	-100.00 %
14092 103 Liberty St	20,000.00	20,000.00	0.00	0.00 %
14093 94 Spencer Ave	1.00	1.00	0.00	0.00 %
14094 54 Temple St	1.00	1.00	0.00	0.00 %
14095 98 Spencer Ave	1.00	1.00	0.00	0.00 %
14096 {s} 32 Lyman Ave	0.00	1.00	-1.00	-100.00 %
14097 121 Providence St	22,926.00	1.00	22,925.00	2,292,500.00 %
14098 81 North Ave	413,752.00	81,344.13	332,407.87	408.64 %
<b>Total 14000 Property Inventory</b>	<b>522,434.23</b>	<b>167,103.36</b>	<b>355,330.87</b>	<b>212.64 %</b>
17000 Prepaid Insurance	15.37	1,363.23	-1,347.86	-98.87 %
<b>Total Other Current Assets</b>	<b>\$561,453.81</b>	<b>\$244,499.62</b>	<b>\$316,954.19</b>	<b>129.63 %</b>
<b>Total Current Assets</b>	<b>\$989,134.63</b>	<b>\$633,815.12</b>	<b>\$355,319.51</b>	<b>56.06 %</b>

No Assurance Provided, All Disclosures Omitted, GAAP Basis.

	TOTAL			
	AS OF APR 30, 2025	AS OF APR 30, 2024 (PY)	CHANGE	% CHANGE
<b>TOTAL ASSETS</b>	<b>\$989,134.63</b>	<b>\$633,815.12</b>	<b>\$355,319.51</b>	<b>56.06 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
22000 Accrued Expenses	1,300.00	775.00	525.00	67.74 %
23000 Deferred Grant Revenue	390,150.58	390,150.58	0.00	0.00 %
23002 Hooker Foundation	2,398.10	4,009.29	-1,611.19	-40.19 %
<b>Total 23000 Deferred Grant Revenue</b>	<b>392,548.68</b>	<b>394,159.87</b>	<b>-1,611.19</b>	<b>-0.41 %</b>
24000 Down Payment on Property Sale	0.00	500.00	-500.00	-100.00 %
<b>Total Other Current Liabilities</b>	<b>\$393,848.68</b>	<b>\$395,434.87</b>	<b>\$ -1,586.19</b>	<b>-0.40 %</b>
<b>Total Current Liabilities</b>	<b>\$393,848.68</b>	<b>\$395,434.87</b>	<b>\$ -1,586.19</b>	<b>-0.40 %</b>
<b>Total Liabilities</b>	<b>\$393,848.68</b>	<b>\$395,434.87</b>	<b>\$ -1,586.19</b>	<b>-0.40 %</b>
Equity				
32000 Unrestricted Net Assets	308,894.79	228,766.18	80,128.61	35.03 %
Net Income	286,391.16	9,614.07	276,777.09	2,878.88 %
<b>Total Equity</b>	<b>\$595,285.95</b>	<b>\$238,380.25</b>	<b>\$356,905.70</b>	<b>149.72 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$989,134.63</b>	<b>\$633,815.12</b>	<b>\$355,319.51</b>	<b>56.06 %</b>

# Tioga County Property Development Corporation

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - April, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
44400 Government Contracts				
44440 Hooker Foundation	253.11		253.11	
44450 State Contracts		384,158.00	-384,158.00	
44470 LBI Phase 1	31,099.72	200,000.00	-168,900.28	15.55 %
44480 LBI Phase II	290,110.00	1,200,000.00	-909,890.00	24.18 %
<b>Total 44400 Government Contracts</b>	<b>321,462.83</b>	<b>1,784,158.00</b>	<b>-1,462,695.17</b>	<b>18.02 %</b>
47200 Program Income				
47250 Property Sales		10,000.00	-10,000.00	
<b>Total 47200 Program Income</b>		<b>10,000.00</b>	<b>-10,000.00</b>	
<b>Total Income</b>	<b>\$321,462.83</b>	<b>\$1,794,158.00</b>	<b>\$ -1,472,695.17</b>	<b>17.92 %</b>
Cost of Goods Sold				
50000 Cost of Goods Sold				
50001 Demolition		82,500.00	-82,500.00	
50004 Property Insurance	2,569.42	8,000.00	-5,430.58	32.12 %
50005 Permits/Fees		1,000.00	-1,000.00	
50006 Property Utilities	1,113.57	4,500.00	-3,386.43	24.75 %
50010 Property Taxes		20,000.00	-20,000.00	
50012 Property- Outside Contract Services		16,000.00	-16,000.00	
<b>Total 50000 Cost of Goods Sold</b>	<b>3,682.99</b>	<b>132,000.00</b>	<b>-128,317.01</b>	<b>2.79 %</b>
52000 COGS- Inventorial		1,506,233.00	-1,506,233.00	
<b>Total Cost of Goods Sold</b>	<b>\$3,682.99</b>	<b>\$1,638,233.00</b>	<b>\$ -1,634,550.01</b>	<b>0.22 %</b>
<b>GROSS PROFIT</b>	<b>\$317,779.84</b>	<b>\$155,925.00</b>	<b>\$161,854.84</b>	<b>203.80 %</b>
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	9,860.00	28,125.00	-18,265.00	35.06 %
62140 Legal Fees		25,000.00	-25,000.00	
62150 Outside Contract Services	19,718.17	40,000.00	-20,281.83	49.30 %
<b>Total 62100 Contract Services</b>	<b>29,578.17</b>	<b>93,125.00</b>	<b>-63,546.83</b>	<b>31.76 %</b>
65120 Insurance - Liability, D and O	1,509.88	1,300.00	209.88	116.14 %
65150 Memberships and Dues	2,000.00	2,500.00	-500.00	80.00 %
<b>Total 62000 Operating Expenses</b>	<b>33,088.05</b>	<b>96,925.00</b>	<b>-63,836.95</b>	<b>34.14 %</b>
65100 Other Types of Expenses				
65110 Advertising Expenses		3,000.00	-3,000.00	
<b>Total 65100 Other Types of Expenses</b>		<b>3,000.00</b>	<b>-3,000.00</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>\$33,088.05</b>	<b>\$100,925.00</b>	<b>\$ -67,836.95</b>	<b>32.78 %</b>
<b>NET OPERATING INCOME</b>	<b>\$284,691.79</b>	<b>\$55,000.00</b>	<b>\$229,691.79</b>	<b>517.62 %</b>



	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Income				
7000 Interest Income	1,699.37		1,699.37	
<b>Total Other Income</b>	<b>\$1,699.37</b>	<b>\$0.00</b>	<b>\$1,699.37</b>	<b>0.00%</b>
NET OTHER INCOME	<b>\$1,699.37</b>	<b>\$0.00</b>	<b>\$1,699.37</b>	<b>0.00%</b>
NET INCOME	<b>\$286,391.16</b>	<b>\$55,000.00</b>	<b>\$231,391.16</b>	<b>520.71 %</b>

# Tioga County Property Development Corporation

## Profit and Loss Comparison

January - April, 2025

	TOTAL			
	JAN - APR, 2025	JAN - APR, 2024 (PY)	CHANGE	% CHANGE
Income				
44400 Government Contracts				
44440 Hooker Foundation	253.11	233.77	19.34	8.27 %
44470 LBI Phase 1	31,099.72	34,656.27	-3,556.55	-10.26 %
44480 LBI Phase II	290,110.00	24,056.56	266,053.44	1,105.95 %
<b>Total 44400 Government Contracts</b>	<b>321,462.83</b>	<b>58,946.60</b>	<b>262,516.23</b>	<b>445.35 %</b>
47200 Program Income				
47250 Property Sales		5,000.00	-5,000.00	-100.00 %
<b>Total 47200 Program Income</b>		<b>5,000.00</b>	<b>-5,000.00</b>	<b>-100.00 %</b>
<b>Total Income</b>	<b>\$321,462.83</b>	<b>\$63,946.60</b>	<b>\$257,516.23</b>	<b>402.71 %</b>
Cost of Goods Sold				
50000 Cost of Goods Sold				
50003 Snow Removal		779.00	-779.00	-100.00 %
50004 Property Insurance	2,569.42	2,079.61	489.81	23.55 %
50006 Property Utilities	1,113.57	545.19	568.38	104.25 %
50010 Property Taxes		1,494.06	-1,494.06	-100.00 %
50011 Property Maintenance		25.00	-25.00	-100.00 %
50012 Property- Outside Contract Services		27,056.56	-27,056.56	-100.00 %
50999 Spec Reclass to/from Inventory		1.00	-1.00	-100.00 %
<b>Total 50000 Cost of Goods Sold</b>	<b>3,682.99</b>	<b>31,980.42</b>	<b>-28,297.43</b>	<b>-88.48 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$3,682.99</b>	<b>\$31,980.42</b>	<b>\$ -28,297.43</b>	<b>-88.48 %</b>
<b>GROSS PROFIT</b>	<b>\$317,779.84</b>	<b>\$31,966.18</b>	<b>\$285,813.66</b>	<b>894.11 %</b>
Expenses				
62000 Operating Expenses				
62100 Contract Services				
62110 Accounting Fees	9,860.00	17,695.00	-7,835.00	-44.28 %
62140 Legal Fees		2,275.00	-2,275.00	-100.00 %
62150 Outside Contract Services	19,718.17	1,718.18	17,999.99	1,047.62 %
<b>Total 62100 Contract Services</b>	<b>29,578.17</b>	<b>21,688.18</b>	<b>7,889.99</b>	<b>36.38 %</b>
65120 Insurance - Liability, D and O	1,509.88	343.52	1,166.36	339.53 %
65150 Memberships and Dues	2,000.00	2,000.00	0.00	0.00 %
<b>Total 62000 Operating Expenses</b>	<b>33,088.05</b>	<b>24,031.70</b>	<b>9,056.35</b>	<b>37.69 %</b>
<b>Total Expenses</b>	<b>\$33,088.05</b>	<b>\$24,031.70</b>	<b>\$9,056.35</b>	<b>37.69 %</b>
<b>NET OPERATING INCOME</b>	<b>\$284,691.79</b>	<b>\$7,934.48</b>	<b>\$276,757.31</b>	<b>3,488.03 %</b>
Other Income				
7000 Interest Income	1,699.37	1,679.59	19.78	1.18 %
<b>Total Other Income</b>	<b>\$1,699.37</b>	<b>\$1,679.59</b>	<b>\$19.78</b>	<b>1.18 %</b>
<b>NET OTHER INCOME</b>	<b>\$1,699.37</b>	<b>\$1,679.59</b>	<b>\$19.78</b>	<b>1.18 %</b>
<b>NET INCOME</b>	<b>\$286,391.16</b>	<b>\$9,614.07</b>	<b>\$276,777.09</b>	<b>2,878.88 %</b>

# Tioga County Property Development Corporation

## Profit and Loss by Class

January - April, 2025

	GENERAL & ADMINISTRATIVE	HOOKEER FOUNDATION	LBI PHASE 1, YEAR 3	LBI PHASE 2	TOTAL
Income					
44400 Government Contracts					\$0.00
44440 Hooker Foundation		253.11			\$253.11
44470 LBI Phase 1			31,099.72		\$31,099.72
44480 LBI Phase II				290,110.00	\$290,110.00
<b>Total 44400 Government Contracts</b>		<b>253.11</b>	<b>31,099.72</b>	<b>290,110.00</b>	<b>\$321,462.83</b>
<b>Total Income</b>	<b>\$0.00</b>	<b>\$253.11</b>	<b>\$31,099.72</b>	<b>\$290,110.00</b>	<b>\$321,462.83</b>
Cost of Goods Sold					
50000 Cost of Goods Sold					\$0.00
50004 Property Insurance			2,569.42		\$2,569.42
50006 Property Utilities		253.11	860.46		\$1,113.57
<b>Total 50000 Cost of Goods Sold</b>		<b>253.11</b>	<b>3,429.88</b>		<b>\$3,682.99</b>
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$253.11</b>	<b>\$3,429.88</b>	<b>\$0.00</b>	<b>\$3,682.99</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,669.84</b>	<b>\$290,110.00</b>	<b>\$317,779.84</b>
Expenses					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees	4,160.00		5,700.00		\$9,860.00
62150 Outside Contract Services	833.33		18,884.84		\$19,718.17
<b>Total 62100 Contract Services</b>	<b>4,993.33</b>		<b>24,584.84</b>		<b>\$29,578.17</b>
65120 Insurance - Liability, D and O	424.88		1,085.00		\$1,509.88
65150 Memberships and Dues			2,000.00		\$2,000.00
<b>Total 62000 Operating Expenses</b>	<b>5,418.21</b>		<b>27,669.84</b>		<b>\$33,088.05</b>
<b>Total Expenses</b>	<b>\$5,418.21</b>	<b>\$0.00</b>	<b>\$27,669.84</b>	<b>\$0.00</b>	<b>\$33,088.05</b>
<b>NET OPERATING INCOME</b>	<b>\$ -5,418.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$290,110.00</b>	<b>\$284,691.79</b>
Other Income					
7000 Interest Income	1,699.37				\$1,699.37
<b>Total Other Income</b>	<b>\$1,699.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,699.37</b>
<b>NET OTHER INCOME</b>	<b>\$1,699.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,699.37</b>
<b>NET INCOME</b>	<b>\$ -3,718.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$290,110.00</b>	<b>\$286,391.16</b>

# Tioga County Property Development Corporation

## Profit and Loss by Month

January - April, 2025

	JAN 2025	FEB 2025	MAR 2025	APR 2025	TOTAL
Income					
44400 Government Contracts					\$0.00
44440 Hooker Foundation	87.61		146.00	19.50	\$253.11
44470 LBI Phase 1	3,141.29	4,976.67	13,038.06	9,943.70	\$31,099.72
44480 LBI Phase II		197,110.00	93,000.00		\$290,110.00
<b>Total 44400 Government Contracts</b>	<b>3,228.90</b>	<b>202,086.67</b>	<b>106,184.06</b>	<b>9,963.20</b>	<b>\$321,462.83</b>
<b>Total Income</b>	<b>\$3,228.90</b>	<b>\$202,086.67</b>	<b>\$106,184.06</b>	<b>\$9,963.20</b>	<b>\$321,462.83</b>
Cost of Goods Sold					
50000 Cost of Goods Sold					\$0.00
50004 Property Insurance			2,569.42		\$2,569.42
50006 Property Utilities	260.72	58.34	464.64	329.87	\$1,113.57
<b>Total 50000 Cost of Goods Sold</b>	<b>260.72</b>	<b>58.34</b>	<b>3,034.06</b>	<b>329.87</b>	<b>\$3,682.99</b>
<b>Total Cost of Goods Sold</b>	<b>\$260.72</b>	<b>\$58.34</b>	<b>\$3,034.06</b>	<b>\$329.87</b>	<b>\$3,682.99</b>
<b>GROSS PROFIT</b>	<b>\$2,968.18</b>	<b>\$202,028.33</b>	<b>\$103,150.00</b>	<b>\$9,633.33</b>	<b>\$317,779.84</b>
Expenses					
62000 Operating Expenses					\$0.00
62100 Contract Services					\$0.00
62110 Accounting Fees	2,000.00	2,360.00	4,700.00	800.00	\$9,860.00
62150 Outside Contract Services	2,968.18	833.33	7,083.33	8,833.33	\$19,718.17
<b>Total 62100 Contract Services</b>	<b>4,968.18</b>	<b>3,193.33</b>	<b>11,783.33</b>	<b>9,633.33</b>	<b>\$29,578.17</b>
65120 Insurance - Liability, D and O	106.22	1,191.22	106.22	106.22	\$1,509.88
65150 Memberships and Dues		2,000.00			\$2,000.00
<b>Total 62000 Operating Expenses</b>	<b>5,074.40</b>	<b>6,384.55</b>	<b>11,889.55</b>	<b>9,739.55</b>	<b>\$33,088.05</b>
<b>Total Expenses</b>	<b>\$5,074.40</b>	<b>\$6,384.55</b>	<b>\$11,889.55</b>	<b>\$9,739.55</b>	<b>\$33,088.05</b>
<b>NET OPERATING INCOME</b>	<b>\$ -2,106.22</b>	<b>\$195,643.78</b>	<b>\$91,260.45</b>	<b>\$ -106.22</b>	<b>\$284,691.79</b>
Other Income					
7000 Interest Income	437.94	396.18	439.35	425.90	\$1,699.37
<b>Total Other Income</b>	<b>\$437.94</b>	<b>\$396.18</b>	<b>\$439.35</b>	<b>\$425.90</b>	<b>\$1,699.37</b>
<b>NET OTHER INCOME</b>	<b>\$437.94</b>	<b>\$396.18</b>	<b>\$439.35</b>	<b>\$425.90</b>	<b>\$1,699.37</b>
<b>NET INCOME</b>	<b>\$ -1,668.28</b>	<b>\$196,039.96</b>	<b>\$91,699.80</b>	<b>\$319.68</b>	<b>\$286,391.16</b>

Tioga County Property Development Corporation

Transaction Detail by Account

April 2025

DATE	TRANSACTION TYPE	NUM	ADJ	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
10000 Tioga State Bank									
04/01/2025	Check	554	No	Bonadio & Co., LLP			-Split-	-8,000.00	-8,000.00
04/14/2025	Deposit		No				12103.1 LBI Phase 2:Left to Receive	93,000.00	85,000.00
04/24/2025	Check	559	No	NYSEG			-Split-	-19.50	84,980.50
04/24/2025	Check	560	No	NYSEG			-Split-	-21.13	84,959.37
04/24/2025	Check	562	No	Sara Zubalsky-Peer			-Split-	-833.33	84,126.04
04/24/2025	Check	558	No	NYSEG			-Split-	-289.24	83,836.80
04/24/2025	Check	561	No	Bowers & Company CPAS PLLC			22000 Accrued Expenses	-800.00	83,036.80
04/29/2025	Check	563	No	Sara Zubalsky-Peer			22000 Accrued Expenses	-833.33	82,203.47
Total for 10000 Tioga State Bank								\$82,203.47	
10001 Tioga Bank ICS									
04/30/2025	Deposit		No	General & Administrative		Interest Earned	7000 Interest Income	425.90	425.90
Total for 10001 Tioga Bank ICS								\$425.90	
12102 LBI Phase 1									
12102.2 Left to Spend									
04/01/2025	Check	554	No	Bonadio & Co., LLP		To recognize grant income	10000 Tioga State Bank	8,000.00	8,000.00
04/24/2025	Check	562	No	Sara Zubalsky-Peer		To recognize grant income	10000 Tioga State Bank	833.33	8,833.33
04/24/2025	Check	560	No	NYSEG		To recognize grant income	10000 Tioga State Bank	21.13	8,854.46
04/24/2025	Check	558	No	NYSEG		To recognize grant income	10000 Tioga State Bank	289.24	9,143.70
04/30/2025	Journal Entry	136	No			To recognize grant income	-Split-	800.00	9,943.70
Total for 12102.2 Left to Spend								\$9,943.70	
Total for 12102 LBI Phase 1								\$9,943.70	
12103 LBI Phase 2									
12103.1 Left to Receive									
04/14/2025	Deposit		No		LBI Phase 2		10000 Tioga State Bank	-93,000.00	-93,000.00
Total for 12103.1 Left to Receive								\$ -93,000.00	
Total for 12103 LBI Phase 2								\$ -93,000.00	
17000 Prepaid Insurance									
04/30/2025	Journal Entry	135	No			To record insurance expense for Apr 2025	-Split-	-106.22	-106.22
Total for 17000 Prepaid Insurance								\$ -106.22	
22000 Accrued Expenses									
04/24/2025	Check	561	No	Bowers & Company CPAS PLLC	LBI Phase 1, Year 3	Bowers accounting fees March 2024	10000 Tioga State Bank	-800.00	-800.00
04/29/2025	Check	563	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	December 2024 Admin- re-issue of original check	10000 Tioga State Bank	-833.33	-1,633.33
04/30/2025	Journal Entry	136	No			To record accounting services fees for April 2025	-Split-	800.00	-833.33
Total for 22000 Accrued Expenses								\$ -833.33	
23000 Deferred Grant Revenue									
23002 Hooker Foundation									
04/24/2025	Check	559	No	NYSEG		To recognize grant income	10000 Tioga State Bank	-19.50	-19.50
Total for 23002 Hooker Foundation								\$ -19.50	
Total for 23000 Deferred Grant Revenue								\$ -19.50	
44400 Government Contracts									
44440 Hooker Foundation									
04/24/2025	Check	559	No	NYSEG	Hooker Foundation	To recognize grant income	10000 Tioga State Bank	19.50	19.50
Total for 44440 Hooker Foundation								\$19.50	
44470 LBI Phase 1									
04/01/2025	Check	554	No	Bonadio & Co., LLP	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	8,000.00	8,000.00
04/24/2025	Check	558	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	289.24	8,289.24
04/24/2025	Check	562	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	833.33	9,122.57
04/24/2025	Check	560	No	NYSEG	LBI Phase 1, Year 3	To recognize grant income	10000 Tioga State Bank	21.13	9,143.70
04/30/2025	Journal Entry	136	No		LBI Phase 1, Year 3	To recognize grant income	-Split-	800.00	9,943.70
Total for 44470 LBI Phase 1								\$9,943.70	
Total for 44400 Government Contracts								\$9,963.20	
50000 Cost of Goods Sold									
50006 Property Utilities									
04/24/2025	Check	558	No	NYSEG	LBI Phase 1, Year 3	81 North Ave 1st Foor	10000 Tioga State Bank	289.24	289.24
04/24/2025	Check	559	No	NYSEG	Hooker Foundation	103 Liberty Street electric	10000 Tioga State Bank	19.50	308.74
04/24/2025	Check	560	No	NYSEG	LBI Phase 1, Year 3	81 North Ave 2nd Floor	10000 Tioga State Bank	21.13	329.87
Total for 50006 Property Utilities								\$329.87	
Total for 50000 Cost of Goods Sold								\$329.87	
62000 Operating Expenses									
62100 Contract Services									
62110 Accounting Fees									
04/30/2025	Journal Entry	136	No		LBI Phase 1, Year 3	To record accounting services fees for April 2025	-Split-	800.00	800.00
Total for 62110 Accounting Fees								\$800.00	
62150 Outside Contract Services									
04/01/2025	Check	554	No	Bonadio & Co., LLP	LBI Phase 1, Year 3	Progress billing for 2024 audit	10000 Tioga State Bank	8,000.00	8,000.00
04/24/2025	Check	562	No	Sara Zubalsky-Peer	LBI Phase 1, Year 3	March 2025 Admin Services	10000 Tioga State Bank	833.33	8,833.33
Total for 62150 Outside Contract Services								\$8,833.33	
Total for 62100 Contract Services								\$9,633.33	
65120 Insurance - Liability, D and O									
04/30/2025	Journal Entry	135	No		General & Administrative	To record insurance expense for Apr 2025	-Split-	106.22	106.22
Total for 65120 Insurance - Liability, D and O								\$106.22	
Total for 62000 Operating Expenses								\$9,739.55	
7000 Interest Income									
04/30/2025	Deposit		No	General & Administrative	General & Administrative		10001 Tioga Bank ICS	425.90	425.90
Total for 7000 Interest Income								\$425.90	

	Award Amount	Funds Drawn Down	Funds Remaining
ARPA*	\$ 500,000.00	\$ 109,849.42	\$ 390,150.58
Hooker Foundation*	\$ 65,000.00	\$ 62,601.90	\$ 2,398.10
NYMS - Candor**	\$ 500,000.00	\$ 500,000.00	\$ -
LBI Phase 1***			
Year 1 (8/15/22 - 8/14/23)	\$ 100,000.00	\$ 100,000.00	\$ -
Year 2 (8/15/23 - 8/14/24)	\$ 100,000.00	\$ 100,000.00	\$ -
Year 3 (8/15/24 - 8/14/25)	\$ 200,000.00	\$ 77,121.84	\$ 122,878.16
LBI Phase 2***	\$ 900,000.00	\$ 845,572.97	\$ 54,427.03
<b>TOTAL</b>	<b>\$ 2,365,000.00</b>	<b>\$ 1,795,146.13</b>	<b>\$ 569,853.87</b>

\*Program funds received upfront

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

\*\*\*Reimbursable grant program

## Zubalsky-Peer, Sara

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**From:** Zubalsky-Peer, Sara  
**Sent:** Monday, February 24, 2025 3:47 PM  
**To:** 'Phoebe Morris'  
**Subject:** RE: [EXTERNAL] Re: [EXTERNAL] Re: 81 North Avenue

Pheobe,

Sounds good. Let me know if there's anything else you need from me before then or if I'd be able to attend virtually.

The contractor let me know the windows he ordered are in and he plans to start installation this week.

-Sara

---

**From:** Phoebe Morris <ohpc.morris@gmail.com>  
**Sent:** Monday, February 24, 2025 2:53 PM  
**To:** Zubalsky-Peer, Sara <zubalsky-peers@tiogacountyny.gov>  
**Subject:** [EXTERNAL] Re: [EXTERNAL] Re: 81 North Avenue

Sara,

Thanks for the info. I'm sorry you can't make it to the March meeting. We meet once a month on the first Thursday of the month. Our April meeting will be on April, 3rd at 7pm in the Village office meeting room.

I can follow up with Sara McIvor for more detail before we discuss this at the next meeting.

Phoebe

On Thu, Feb 20, 2025 at 2:26 PM Zubalsky-Peer, Sara <[zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov)> wrote:

Phoebe,

I unfortunately can't make it to your March meeting as I have a prior engagement, but I want to make sure I get you all the information I have. When is your next meeting after that? Or is there a way I could pop in virtually? I would love to introduce myself to everyone as I know we'll be seeing more of each other with another upcoming project (247 Main St) and would like to put faces to names.

Attached is the spec sheet for the replacement windows. The contractor, John Gordon, spoke with Mick about everything as well. They are aluminum clad on the exterior, wood on the interior. Double pane insulated. The small squares in the mullion pattern will be color blocks to match what was previously there.

We were all very disappointed when the existing stained glass just crumbled. As I mentioned, we have all the original pieces of glass saved.

The response I have from Sara McIver when I first reached out to her in December is attached. If you'd like, I'd be more than happy to send her a follow-up email with the same spec sheet here and get something in writing from SHPO that they are okay with the windows as well.

Let me know what else I can do,

Sara

---

**From:** Phoebe Morris <[ohpc.morris@gmail.com](mailto:ohpc.morris@gmail.com)>  
**Sent:** Tuesday, February 18, 2025 6:36 PM  
**To:** Zubalsky-Peer, Sara <[zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov)>  
**Subject:** [EXTERNAL] Re: 81 North Avenue

Sara,

Thank you for reaching out.

We would love to get an update from you or the contractor on exactly what you want to replace the stained glass windows with. The original COA (attached) specified rebuilding the stained glass windows and replacing the rest however, I do understand those windows were in terrible shape and may have been beyond repair.

Please forward any specs the contractor has sent you about the replacement windows. If you have correspondence with SHPO about the proposed windows, that would also be helpful. Those windows are one of the most notable features of that building. I would like to know, are the replacement windows going to be solid wood and will the mullion pattern that held the stained glass be replicated?



Our next meeting is on March 6th, at 7pm, it would be great if you could come and introduce yourself to the committee and give us an update on the project.

Please give me a call if you have any questions or concerns.

Thank you.

Phoebe Morris, Chair OHPC

607-242-7707

On Tue, Feb 18, 2025 at 3:09 PM Zubalsky-Peer, Sara <[zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov)> wrote:

Pheobe,

I wanted to reach out to introduce myself as I've taken over responsibility of the Tioga County Property Development Corp (Land Bank) from Brittany Woodburn. I've come in mid-way on the project at 81 North Ave, but we have a great contractor doing the work, I've touched base with SHPO, and the contractor has been in constant communication with Mick from Owego code.

I have all the documents Brittany had on file for OHPC and just wanted to touch base regarding the windows. We have spoken with SHPO and found appropriate replacements that meet code and look just like the old windows and we will be making sure they have the color blocks to replicate the original stained glass. The original windows that were remaining (some were already missing), basically crumbled in the contractors' hands. We've saved all the original pieces of the windows and have them on site still. I wanted to make sure this is acceptable to OHPC. Sara at SHPO reaffirmed replacing to replicate the original design is okay with them.

Let me know! Once the interior is safe, we could schedule a walk through for anyone on the commission!

Sara Zubalsky-Peer

ECONOMIC DEVELOPMENT SPECIALIST

TIOGA COUNTY DEPARTMENT OF EC DEV & PLANNING

56 MAIN STREET, OWEGO NY 13827

P (607) 687-8255

F (607) 687-1435

WWW.EDP.TIOGACOUNTYNY.COM



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Owego Historic Preservation Commission

Village of Owego DPW

22 Elm Street, Owego, NY 13827

[www.villageofowego.com](http://www.villageofowego.com)

PHONE : 607-687-1101, 607-687-2528

FAX: 607-687-1062

EMAIL: [villageofowegodpw@hotmail.com](mailto:villageofowegodpw@hotmail.com)

EMAIL: [OHPC.morris@gmail.com](mailto:OHPC.morris@gmail.com)

## Zubalsky-Peer, Sara

---

**From:** Phoebe Morris <ohpc.morris@gmail.com>  
**Sent:** Tuesday, February 18, 2025 6:36 PM  
**To:** Zubalsky-Peer, Sara  
**Subject:** [EXTERNAL] Re: 81 North Avenue  
**Attachments:** 81 North Ave COA Addendum.pdf; ohpc\_coa\_design\_review\_app\_and\_checklist\_combo - 81 North Avenue, Owego.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Sara,

Thank you for reaching out.

We would love to get an update from you or the contractor on exactly what you want to replace the stained glass windows with. The original COA (attached) specified rebuilding the stained glass windows and replacing the rest however, I do understand those windows were in terrible shape and may have been beyond repair.

Please forward any specs the contractor has sent you about the replacement windows. If you have correspondence with SHPO about the proposed windows, that would also be helpful. Those windows are one of the most notable features of that building. I would like to know, are the replacement windows going to be solid wood and will the mullion pattern that held the stained glass be replicated?

Our next meeting is on March 6th, at 7pm, it would be great if you could come and introduce yourself to the committee and give us an update on the project.

Please give me a call if you have any questions or concerns.

Thank you.

Phoebe Morris, Chair OHPC  
607-242-7707

On Tue, Feb 18, 2025 at 3:09 PM Zubalsky-Peer, Sara <[zubalsky-peers@tiogacountyny.gov](mailto:zubalsky-peers@tiogacountyny.gov)> wrote:

Pheobe,

I wanted to reach out to introduce myself as I've taken over responsibility of the Tioga County Property Development Corp (Land Bank) from Brittany Woodburn. I've come in mid-way on the project at 81 North Ave, but we have a great contractor doing the work, I've touched base with SHPO, and the contractor has been in constant communication with Mick from Owego code.

I have all the documents Brittany had on file for OHPC and just wanted to touch base regarding the windows. We have spoken with SHPO and found appropriate replacements that meet code and look just like the old windows and we will be making sure they have the color blocks to replicate the original stained glass. The original windows that were remaining (some were already missing), basically crumbled in the contractors' hands. We've saved all the original pieces of the windows and have them on site still. I wanted to make sure this is acceptable to OHPC. Sara at SHPO reaffirmed replacing to replicate the original design is okay with them.

Let me know! Once the interior is safe, we could schedule a walk through for anyone on the commission!

Sara Zubalsky-Peer

ECONOMIC DEVELOPMENT SPECIALIST

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Owego Historic Preservation Commission

Village of Owego DPW

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EMAIL: [OHPC.morris@gmail.com](mailto:OHPC.morris@gmail.com)



**New York State  
Parks, Recreation and  
Historic Preservation**

**KATHY HOCHUL**  
Governor

**RANDY SIMONS**  
Commissioner Pro Tempore

April 9, 2025

Megan Schnabl  
56 Main Street

Owego, NY 13827

Re: HCR/HTFC (S)  
247 Main Street, Owego  
247 Main St, Owego, NY 13827  
23PR04550

Dear Megan Schnabl:

Thank you for continuing to request the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted materials in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law). These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources.

We have reviewed your project submission and architectural report dated February 19, 2025, and originally submitted to our office for review on February 28<sup>th</sup>, 2025. Based on our review, it is OPRHP's opinion that the proposed will have No Adverse Impact on historic resources with the following condition:

1. If a new rear addition is proposed, our office shall be notified and participate in the design consultation.

Sincerely,

Lisa Petruzzelli she/her  
Historic Site Restoration Coordinator

[lisa.petruzzelli@parks.ny.gov](mailto:lisa.petruzzelli@parks.ny.gov)

518-268-2187

via e-mail only

May 12, 2025  
May 15, 2025 rev01

Tioga County Department of Economic Development and Planning  
Sara Zubalsky-Peer, Economic Development Specialist  
56 Main Street  
Owego, NY 13827  
e: zubalsky-peers@tiogacountyny.gov  
p: 845-527-8334

Re: 121 Providence Street, Waverly, NY 13743

---

Dear Sara,

Please find the enclosed Architectural and Engineering Services Agreement, which outlines our proposed services and associated fee.

We are pleased to offer our services, and feel confident that we can provide you with a timely solution that fits your needs and meets your schedule. Our approach is one of collaboration and communication, and we strive to work closely with our clients to arrive at the best possible design solution that meets their functional and aesthetic goals, while staying within the project budget criteria.

If you have any questions related to this attached agreement, please don't hesitate to contact me at your convenience.

Thank you again for the opportunity to work with you on this project.

Best Regards,



Michael A. Lombardini, RA  
Founding Partner

## 01 Project Description

01.1.1 Tioga County Department of Economic Development and Planning (Client) has approached L2studio architecture to provide Architectural and Engineering Design Services to complete a renovation project located at 121 Providence Street, Waverly, NY 13743. The Architect has proposed to organized the project services into two phases:

- (1) Schematic Design (SD)
- (2) Construction Documents (CD)

01.1.2 The Client plans to renovate the existing two-story residence located at 121 Providence Street, Waverly NY. The scope of the project includes the following key elements:

- (1) First Floor Level:
  - (a) Front porch with stair access to the driveway, a rear porch entrance, a small mudroom/laundry area, kitchen, living room, and dining room, as well as a first-floor bedroom and full bathroom. The scope also includes reconfiguring the interior staircase to improve access to the basement, first floor and the second-floor levels.
- (2) Second Floor Level:
  - (a) Two bedrooms, closets and full bathroom



01.1.3 The schedule desired by the client was briefly discussed. The architect plans to kickstart the project in the Summer (June) of 2025. The Architect has drafted a tentative schedule below. Keep in mind that modifications to the schedule may be required based on approvals from the client and local Authority Having Jurisdiction (AHJ).

01.1.4 The project budget is approximately \$300k. The final cost will primarily depend on factors such as the scope of work, design complexity, the quality of materials and finishes chosen by the client, and the requirements for architectural, structural, mechanical, electrical and plumbing systems. Throughout the process, the architect will collaborate closely with the client, anticipating multiple meetings and minor design revisions to finalize the project's scope and establish a construction budget.

## 02 Proposed Services

This agreement is to propose Professional Services for Architectural, Structural, Mechanical, Electrical, Plumbing disciplines.

### 02.1 Schematic Design (SD) Phase:

02.1.1 The Architect shall serve as primary point of contact with the Client.

02.1.2 The Architect shall survey the existing building and prepare Record Drawings to form a basis from which to prepare the proposed design. The existing conditions will be documented in Autodesk REVIT v.2024 software.

# COMPANYCAM PRICING

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## PRO

Capture every detail of the job.

**\$79/month**

**Includes 3 Users**

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USD / Billed Annually

Get Started

### Key Features:

- ✓ Capture project details with **unlimited photo storage**.
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## PREMIUM

Streamline day-to-day workflows.

**\$129/month**

**Includes 3 Users**

+\$29/ Additional User  
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Get Started

### Everything in Pro, and:

- ✓ Work closely with subs and other contractors as **collaborators**.
- ✓ Cut down on repetitive tasks with **Project, Report, Page and Checklist Templates**.



## ELITE

Sell with ease, deliver with confidence.

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### Everything in Premi

- ✓ Add a personal touch to project updates on iC **Videoc**





- ✓ Improve communication with **5-minute Video Capture**.
  - ✓ Show off progress with **Before & Afters**.
  - ✓ Get paid faster right in the CompanyCam app with **Payment Processing**.
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- ✓ Capture every detail in real time with **10-minute Video Capture**.
  - ✓ Brand your job site photos with **logo stickers**.
  - ✓ Get a high-level view of productivity with the **Company Dashboard**.
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Wilson Summary

# Compare Plans

It all comes down to the features.



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**PREMIUM**  
\$129/month

Get Started

**ELITE**  
\$199/month

Get Started

**Documentation**

Real time photo feed



Unlimited projects



Unlimited data storage





Video capture	5 MINUTE	10 MINUTE	10 MINUTE
Photo annotations	✓	✓	✓
4k photo and video		✓	✓
<b>Accountability</b>			
Comments	✓	✓	✓
Project tasks	✓	✓	✓
@Mentions	✓	✓	✓
User permissions	✓	✓	✓
Checklists	✓	✓	✓
Collaborators		✓	✓
Digital Signatures			✓
<b>Organization</b>			
Integrations	✓	✓	✓
Photo tags	✓	✓	✓
Project labels	✓	✓	✓
<b>Marketing And Sales</b>			
Galleries	✓	✓	✓
PDF photo reports	✓	✓	✓
Showcases	✓	✓	✓
Payments	✓	✓	✓
Logo stickers		✓	✓
Website Gallery			✓
Website Map			✓
Dual Video Mode			✓



Advanced Features			
AI Actions	10 ACTION CREDITS	UNLIMITED ACTIONS	UNLIMITED ACTIONS
Report Templates		✓	✓
Project Templates		✓	✓
Checklist Templates		✓	✓
Page Templates		✓	✓
10 minute video		✓	✓
Company dashboard		✓	✓
Services			
Dedicated success rep	✓	✓	✓
Chat and email support	✓	✓	✓



## Frequently Asked Questions

What if I only need one user seat?

+

What's the difference between monthly and annual subscriptions?

+





How long do you store my photos?



If I dismiss or lose an employee do I lose their photos?



Does CompanyCam use a lot of memory on my phone?



Are my photos secure?



Can I switch from an annual to monthly subscription?



Do annual subscriptions auto-renew?



Is the CompanyCam app available on iOS and Android devices?





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