



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes
Wednesday, October 29, 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 4:00 pm
- 2) Attendance
 - a) Present: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, R. Bunce, J. Whitmore
 - b) Absent: J. Case, L. Pelotte,
 - c) Invited Guests: S. Zubalsky-Peer
 - d) Matthew Freeze
- 3) Old Business
 - a. Approval of Minutes from Regular Board Meeting September 24, 2025
 - 1st: M. Baratta**
 - 2nd: J. Whitmore**
 - Abstained: R. Bunce, H. Murray**
 - b. Acknowledgement of Financial Reports through September 30, 2025.
 - 1st: R. Bunce**
 - 2nd: H. Murray**
 - In Favor: All**
 - Opposed: 0**
 - i. Grant Spreadsheet Update
 - c. Project Updates
 - i. 81 North
 1. Open House
S. Zubalsky-Peer showed the Board the certificate from Congressman Langworthy, Morning Times article, and discussed the news segment. Very nice turn out, steady

A PARTNER OF TEAM TIOGA

stream of people that came to see it. All positive feedback. R. Bunce asked the plan with the building after completion, S. Zubalsky-Peer stated that we will be renting it out, it is the Land Bank's first attempt at trying to create sustainable revenue so that if the Operational Funds that are not guaranteed go away, we will still continue to operate.

ii. 121 Providence

S. Zubalsky-Peer stated official award voted via email, to Clearview Door & Window, he was sole bid, bid was well within what we estimated.

Motion to award contract to Clearview Door & Window

1st: J. Whitmore

2nd: M. Baratta

In Favor: All

Opposed: 0

iii. 247 Main

S. Zubalsky-Peer stated the design work is under way L2 went out last week to complete the 3D modeling, Tara is reaching out to firms to get pricing on environmental abatement and demolition for the back of it – to get our cost estimates in place. Schematics will take a couple weeks to complete, will send out once we receive it. S. Zubalsky-Peer and Board agreed that 247 Main would make the most sense to remain a single-family home.

iv. 62-64 North

S. Zubalsky-Peer stated that the owner has decided to move forward with the project, we have the environmental testing scheduled with Delta for next week.

4) New Business

a) RFP Results

i) Audit

S. Zubalsky-Peer stated we had to results for the audit firm, Bonadio and Insero, S. Zubalsky-Peer, B. Woodburn, J. Ward, and R. Maffei looked over both proposals and scored them. Bonadio was the winner, both were very qualified. Bonadio had a bit more experience working with Land Banks, and IDAs.

Motion to award Audit contract to Bonadio

1st: H. Murray

2nd: M. Baratta

In Favor: All

Opposed: 0

ii) Property Management

iii) Snow & Lawn Services

S. Zubalsky-Peer stated despite massive outreach on Tara's part the only responses we received were for the lawn-mowing. We received one from Mow-tivate Lawn Care who we have not worked with before, and one from Scott's Lawn & Landscape who has our current contract. R. Kelsey asked where Mow-tivate is located. S. Zubalsky-Peer responded that she was not sure where the company is from. Mow-tivate did not give amounts based on properties – included their rates, rates are slightly lower than Scott's. We were asking for specific prices based on our property list, therefore Mow-tivate did not adhere to the requirements, whereas Scott did.

Motion to approve lawn mowing contract to Scott's Lawn & Landscape

1st: J. Whitmore

2nd: R. Bunce

In Favor: All

Opposed: 0

S. Zubalsky-Peer stated because we did not receive any proposals for Property Management or Snow removals, Tara has reached out to a few contractors found online who do snow removal and are willing to provide us with quotes. J. Whitmore said he had someone reach out to him asking when the RFP would be available. He could not remember the name of the company but thinks it was Martin's Tree Service. S. Zubalsky-Peer stated she also reached out to TOI because they just purchased their own plow, to see if they are willing to give us a price to do our properties.

S. Zubalsky-Peer stated for the Property Management RFP – we may need to sit down and look at the RFP and reword a few things – not sure why we didn't receive any responses and it's possible we were too strict, or it wasn't feasible because we only have the one property. R. Kelsey asks what's the rule on that (licensing)? S. Zubalsky-Peer will need to get with J. Maegher on that and follow his advisement.

b) Approval of Budget

S. Zubalsky-Peer provided the Board with an updated one-year budget; finance committee was shown our 2024 actuals, our 2025 year to date, and projected out to 2029. S. Zubalsky-Peer went over the budget with the Board.

Motion to approve budget and submit report to PARIS

1st: M. Saurbrey

2nd: J. Whitmore

In Favor: All

Opposed: 0

c) Fences for 115-117 Chestnut, 98 Spencer Ave

S. Zubalsky-Peer stated she talked with Owego Police Department about the neighbors encroaching onto 115-117 Chestnut with their belongings. S. Zubalsky-

Peer spoke with Officer Starzak who spoke to the neighbors and informed them they would be cited for trespassing if they did not remove their belongings. Officer Starzak confirmed on Monday that they have removed their items from the Chestnut property.

Tara received quotes for fencing to be installed on the properties that cannot be rebuilt on, (115-117 Chestnut, 98 Spencer) – S. Zubalsky-Peer asked the Board if we wanted to follow through with installing. R. Kelsey asked, would we prefer to sell them to neighboring properties? S. Zubalsky-Peer stated in the next year she would like to look at and develop a plan on what to do with the vacant properties that cannot be built on due to set back requirements. S. Zubalsky-Peer stated we need to look at our demo process, decide if we would like to include this as part of our process – if we are to buy properties, demo them, and are going to be vacant for any amount of time, do we automatically want to put up a fence? In which case, we would also need to get surveys on them. Board would like to see about being able to sell vacant lots before moving forward with the fencing.

Motion to enter executive session to discuss property negotiations at 4:33PM.

1st: H. Murray
2nd: M. Saurbrey

Motion to exit executive session

1st: M. Baratta
2nd: R. Bunce

5) Chairman's Remarks

S. Zubalsky-Peer stated she may be working on updating the bylaws to allow more at large people.

6) Adjournment at 5:23PM

Motion to close

1st: M. Saurbrey