



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Special Board of Directors meeting
Wednesday, June 26, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Agenda

1. Chair Kelsey called the meeting to order at 4:01 PM.
2. Attendance
 - a. Present: R. Kelsey, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore, M. Baratta, H. Murray (attended virtually – unable to vote)
Absent/Excused: J. Case
 - b. Invited Guests: B. Woodburn, M. Schnabl, C. Yelverton
3. Old Business
 - a. 62-64 North Avenue, Owego – NYMS CFA application assistance request
Ms. Woodburn noted that as discussed at the May 29, 2024, meeting, NAVO Properties, the owners of 62-64 North Avenue, Owego, had asked the Land Bank to consider submitting a NYMS application on their behalf. At the meeting the Board asked Ms. Woodburn to look into a potential issue regarding the current commercial tenant. Ms. Woodburn reported that the commercial tenant was on a month-to-month lease and was provided with 60 days' notice of the rent increase. The property manager then received verbal notification of the tenant's intent to vacate the premises as of July 1st. Ms. Woodburn noted the Land Bank would act as a pass through only for the grant and receive an administrative fee at the end of the program, similar to the Candor NYMS project. Ms. Woodburn stated that the application is due at the end of July and that if the Board is interested in moving forward with this request an official motion to apply would need to be made.

A PARTNER OF

TEAM TIOGA 

Motion to approve the submission of a 2024 New York Main Street Downtown Anchor Program Application for the Village of Owego, 62-64 North Avenue Rehabilitation Project in an amount not to exceed \$500,000.

**S. Yetter/J. Whitmore/Carried
Opposed – M. Sauerbrey
No Abstentions**

- b. Town of Berkshire Properties
 - i. Railroad Avenue, Berkshire – Property #1
 - ii. Railroad Avenue, Berkshire – Property #2

Ms. Woodburn reported that following the Board's May 29, 2024, meeting, she reached out to the realtor on Property #1, and it looks like the current owner is looking for an offer in the \$55,000 - \$60,000 range. The owner of Property #2 is considering an offer of \$35,000, but this would be contingent on the owner receiving additional support from Tioga Opportunities Inc. for their new home. Ms. Woodburn noted that she has had discussions with Barbara Gehm-Jordan, Town of Berkshire Supervisor, and that the Town would be willing to acquire the properties directly and then apply to the CDBG Vacant Properties grant program to receive funds to demolish the structures, and that a position of the acquisition costs would also be eligible under this program. Ms. Woodburn noted that the Town of Berkshire may make a request to the TCPDC in the future for a portion of the acquisition funds to support the project. Discussion ensued about the size and location of both properties in relation to the Town of Berkshire's George W. Smith Park. S. Yetter commented that it may work better for the Town to focus on acquiring one property at a time. Ms. Woodburn noted that she would continue conversations with the Town of Berkshire, and come back to the Board once a formal request has been made.

- iii. Glen Road, Berkshire – Property #3

Ms. Woodburn noted that Fleicher Properties is interested in the property as a potential rehabilitation project.

- c. 121 Providence Street, Waverly – asbestos abatement proposals

Ms. Woodburn stated that she was in the process of obtaining asbestos abatement proposals from Kascon, Sunstream and LCP Group for 121 Providence Street in Waverly.

- d. 32 Lyman Avenue, Waverly – Scope of work change

Ms. Woodburn reported that Southern Tier Enterprise Group (STEG) is asking the Board to consider approving an amendment to the Contract to Purchase for 32 Lyman Avenue in Waverly. The proposed amendment would remove the window replacement related work and add floor repair related work to the scope of work that will be reimbursed through the Land Bank's agreed upon stabilization funds. Ms. Woodburn noted that STEG indicated that the floors were in far worse shape than originally anticipated and that the floor joists need repairs and, in some cases, replacement for the home to be safe to walk in. Ms. Woodburn also stated that STEG is not asking for any additional reimbursement funds beyond the \$40,000 that was originally agreed upon.

Motion to approve 2nd Amendment to Contract to Purchase for 32 Lyman Avenue, Waverly as presented.

M. Sauerbrey/M. Baratta/Carried

None Opposed

No Abstentions

e. 81 North Avenue, Owego

i. Roof replacement proposals

Ms. Woodburn stated that three proposals for roof replacement were received and that they were currently under review by the architect, Anne Hersh, to ensure that all the proposals were comparable.

ii. 3rd floor ceiling removal/pigeon cleanup proposals

Ms. Woodburn reported that two proposals were received for the 3rd floor ceiling removal/pigeon cleanup.

Kascon - \$26,880

Sunstream - \$11,650

Motion to contract with Sunstream for 3rd floor ceiling removal and pigeon cleanup services at 81 North Avenue in the amount of \$11,650.

J. Whitmore/S. Yetter/Carried

None Opposed

No Abstentions

iii. Interior cleanout/demolition – change order #1 and #2

Ms. Woodburn reported that CJM Quality had finished the interior cleanout and demolition work for the 1st and 2nd floors at 81 North Avenue. Ms. Woodburn noted that there was a second hidden lathe and plaster ceiling above the dropped sheetrock ceiling on the second floor, and that the additional work not included in the original contract would take an additional week to complete and require CJM Quality to rent another dumpster. Ms. Woodburn reported that Chair, R. Kelsey, in accordance with the TCPDC procurement policy, approved a change order to increase the contract with CJM Quality in the amount of \$5,000 for the related work.

Motion to reaffirm approval of CJM Quality change order #1 to increase the contract amount by \$5,000 for the removal of the lathe and plaster ceiling on the 2nd floor.

L. Pelotte/M. Baratta/Carried

None Opposed

No Abstentions

Ms. Woodburn also presented change order #2 to increase the contract amount by \$2,000 for the removal of interior partition walls on the 2nd floor and the removal of the rear exterior fire escape.

Motion to approve CJM Quality change order #2 to increase the contract amount by \$2,000 for the removal of the interior partition walls on the 2nd floor and the removal of the rear exterior fire escape.

M. Sauerbrey/M. Baratta/Carried

**None Opposed
No Abstentions**

iv. Draft architectural drawings

Ms. Woodburn noted that draft architectural drawings for 81 North Avenue were included in the meeting packet, and that Anne Hersh is looking to finalize the drawings in July and get the project out to bid as soon as possible. J. Whitmore asked when LBI Phase 2 funds needed to be spent by. Ms. Woodburn replied that the funds need to be spent by December 2024, and that at this time HCR has indicated that they will not permit extensions. Ms. Woodburn expressed concern with meeting the December deadline based on the current status of the project. Ms. Woodburn also reported that she is currently getting proposals for the exterior brick work, window replacement and storefront improvements and is hoping to have them for the Board to consider at the July meeting.

f. NYLBA Temporary Housing Study

The Board discussed participating in the NYLBA Temporary Housing Study and indicated to Ms. Woodburn that they are interested in proceeding. Ms. Woodburn stated that once a cost to participate has been established by the NYLBA, she will come back to the Board for official approval to allocate funds to the study.

4. New Business

a. 81 Hickories Park Road, Owego – former Pizza Hut

b. Ms. Woodburn reported that the owner of the former Pizza Hut building in Owego is interested in donating the property to a non-profit in Tioga County, so that they can use it as a tax write off. Ms. Woodburn noted that it is a one-acre parcel in the Town of Owego in the Business zoning district and that it is located partially in 100-year and 500-year floodplains. R. Kelsey and Ms. Woodburn reported that they attended a virtual meeting with the attorney of the property owner, and that if the Land Bank decides to move forward with accepting the donated property that the Land Bank will be able to conduct Phase 1 and 2 ESA, asbestos survey, property survey and whatever else the Board may require. Ms. Woodburn further reported that J. Meagher had worked on drafting a Donor Agreement for the Board to consider. Ms. Woodburn stated that the property will likely be a demolition candidate. Discussion ensued about the proposed end use of the property and the impact that removing the property would have on the tax rolls. M. Baratta stated that he thought a neighboring property owner, Peak Performance, may have interest in rehabilitating the property. The Board asked Ms. Woodburn to follow up with the owner of Peak Performance to see if they are interested in potentially partnering with the Land Bank on the rehabilitation of the property.

c. ED&P Office Specialist II position

Ms. Woodburn indicated that K. Warfle resigned from ED&P Office Specialist II position in May. Ms. Woodburn also introduced C. Yelverton, the new Economic Development Specialist for the Economic Development and Planning Department.

5. Chairman's Remarks – None

6. Adjournment - S. Yetter made a motion to adjourn; the meeting at 4:56 PM.

Respectfully submitted,

Brittany Woodburn, Executive Director
Tioga County Property Development Corporation