



Hunt

T C P D C

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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| www.tiogacountyny.gov

| 56 Main St. Owego NY 13827

Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, September 27, 2023, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109

MINUTES

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

A PARTNER OF

TEAM TIOGA

c. Status of Temple/Liberty Street Owned Properties

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

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

d. Status of 103 Liberty Street/OACSD Project

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

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

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

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

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

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

H. Murray/L. Pelotte/Carried

None Opposed

No Abstentions

ii. LBI Phase 2 -

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

Motion to move forward with Hunt Engineering:

L. Pelotte/M. Baratta/Carried

None Opposed

No Abstentions

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

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

M. Sauerbrey/S. Yetter/Carried

None Opposed

No Abstentions

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

g. New Board Member Discussion

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

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

4. New Business

a. Approval of proposed 2024 Budget

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

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

D. Astorina/S. Yetter/Carried

None Opposed

No Abstentions

b. Procurement Policy – Proposed Amendment

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

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

M. Sauerbrey/M. Baratta/Carried

None Opposed

No Abstentions

c. Catholic Charities Housing Discussion

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

d. Resignation letter – Sara Zubalsky-Peer

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

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

H. Murray/D. Astorina/Carried

**None Opposed
No Abstentions**

Motion to exit Executive Session at 5:17 PM:

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

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

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

e. NYLBA Annual Conference report

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

5. Chairman's Remarks

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

Respectfully submitted,

Karen Warfle, OSII

Tioga County Economic Development and Planning