



TCPDC

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
Wednesday, July 26, 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, M. Baratta, H. Murray, S. Yetter, L. Pelotte, S. Zubalsky-Peer
Excused: M. Sauerbrey
 - a. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, May 31, 2023, and Special Board Meeting, June 27, 2023.

Motion to approve May 31, 2023 Regular Board Meeting Minutes and June 27, 2023 Special Board Meeting Minutes as written:

S. Yetter/D. Astorina/Carried

None Opposed

H. Murray Abstained

- b. Acknowledgement of Financial Reports through June 30, 2023
Ms. Woodburn reported: The TCPDC has a little over \$442,000 in TSB and new ICS accounts which earned \$101 in interest. Expenses for this quarter were primarily related to operational costs, legal and accounting fees, insurance, property maintenance, and utilities. Ms. Woodburn is in the process of requesting the 4th and final disbursement of \$12,120 from the LBI Phase I operational funds. Once received, that will close out the first-year grant. It will renew again on August 15, 2023 for Year 2.

Ms. Woodburn provided the board with a funding/grant summary table, which Bowers will update prior to each board meeting. The board members appreciated this table of information.

A PARTNER OF

TEAM TIOGA



Timing of the issuance of legal fee invoices to the TCPDC makes it difficult to close out the financial books at the end of the year. It is anticipated that more regular, timely invoices will be received from this point forward.

Chairman Kelsey inquired about the method used to keep track of property insurance, particularly liability insurance, as properties are acquired and sold. Ms. Woodburn assured the board that she notifies Smith Brothers each time a property is acquired or sold, and they adjust the premium accordingly. Chairman Kelsey suggested an RFP be issued for the insurance agency that will serve the TCPDC for 2024. Chairman Kelsey also inquired about the increase in the assets noted on the Balance Sheet line 14063, 96-102 Liberty Street. Ms. Woodburn explained it is due to the expense associated with the addition of the fence to those properties. The value of 103 Liberty Street also shows an increase in value, which is attributed to the work done by the students and the subsequent disbursement of the Hooker Foundation funds.

Motion to acknowledge financial report, as presented:

**M. Baratta/S. Yetter/Carried
None Opposed
No Abstentions**

- c. Status of Temple/Liberty Street owned properties – Providence Housing

Motion to enter Executive Session at 4:12 PM, pursuant to Public Officers Law Section 105 to discuss property negotiations.

**S. Zubalsky-Peer/L. Pelotte/Carried
None Opposed
No Abstentions**

Motion to exit Executive Session at 4:23 PM:

**H. Murray/D. Astorina/Carried
No Opposed
No Abstentions**

The TCPDC Board directs Brittany Woodburn to end negotiations with Providence Housing.

- d. Status of 103 Liberty Street/OACSD project

Some of the TCPDC board members and Ms. Woodburn visited the worksite today. Starting this week, the OACSD students will be working on the project 7:00 AM - 3:30 PM weekdays for the rest of the summer. Flood-proofing measures are included and there will not be any utilities located in the basement. Board members noted the supplies and support the school district has provided to the students and the enthusiasm of the student workers. Ms. Woodburn noted that one student who has an internship with Home Central is working on the design of the kitchen and bathrooms of this project.

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

Ms. Woodburn reported the project is complete; paperwork and request for final disbursement is in process. The TCPDC will receive the \$25K grant administration fee once the final

reimbursement comes in. Ms. Woodburn will arrange a site visit for the TCPDC board. D. Astorina said the work the TCPDC and the Chamber are doing in Candor is having a positive impact in regard to property value and how others view Candor.

f. 96 – 102 Liberty Street – Fence Discussion

Ms. Woodburn reported the fence is installed, with the slats, and paid in full. It was inspected by Code Enforcement and no issues were noted. The adjacent property also had fencing installed on their property at the same time.

g. Status of Land Bank Initiative (LBI) funding sources and projects

i. NYS HCR – Land Bank Initiative (LBI)

1. LBI Phase 1

Ms. Woodburn reported on Phase I during the financial report.

2. LBI Phase 2 – Project updates

Ms. Woodburn reported Phase 2 begins August 15th for the \$100K operational funding. The environmental reviews for the 5 demolitions are finishing up; there has been some delay by NY SHPO for 247 Main St. Discussions are ongoing and additional information and reports continue to be requested. Ms. Woodburn is working with various firms and agencies to provide the requested information and rationale for demolition. The TCPDC may need to proceed with the 4 demolitions in August and come back to this property later.

Closings on 98 Spencer Avenue and 54 Temple Street in the Village of Owego are in process. Those are slated for demolition as well. Ms. Woodburn provided updates regarding 121 Providence St. and 32 Lyman, both in the Village of Waverly. The survey for 10 Watson Avenue in the Village of Newark Valley has been ordered. One proposal for the foundation work has been received. An RFP is ready to be issued. Due to the current condition of the property, the Board will need to decide on the plan before winter. Additional grants can be sought after for rehabilitating the property.

The purchase offer for 81 North Avenue Owego has been accepted and a purchase agreement is in place. Environmental testing and the closing need to be completed. The NYMS application will be submitted July 27th.

h. New Board Member discussion

S. Yetter will contact the potential member in the next few days and coordinate a meeting, to include R. Kelsey and Ms. Woodburn.

S. Zubalsky-Peer reported that Tioga Opportunities, Inc. (TOI) is in the process of forming a subsidiary, Southern Tier Enterprise Group (STEG), that may be interested in partnering with the TCPDC on potential projects in the future. In order to remove any potential appearance of a conflict-of-interest, Ms. Zubalsky-Peer stated that she plans to officially resign from the board prior to the next regular board meeting of the TCPDC. The Board thanked Ms. Zubalsky-Peer for her dedicated service to the TCPDC board and expressed looking forward to the potential to

work with her and TOI in this new capacity in the future. Names of potential replacements were offered to be considered.

4. New Business

a. Requests for Proposal

i. Audit

Over 60 firms were contacted. Four proposals were received; seven declined to submit; the others did not respond to multiple requests. Ms. Woodburn provided an overview of the proposals received and whether the firms had experience with Land Banks. It was noted that Caballero & Associates and Herman P. Ortiz did not note experience with Land Bank’s and/or public benefit corporations in proposals. Ms. Woodburn confirmed to M. Baratta that since this is a professional service, TCPDC may select the proposal that best satisfies the interests of the TCPDC and not necessarily on the basis of price or any other single factor. The board agreed that a firm with Land Bank experience is preferred.

Company Name	2023	2024	2025
Bonadio	\$ 12,500	\$ 13,125	\$ 13,750
Caballero & Associates	\$ 9,000	\$ 9,000	\$ 9,000
EFPR Group	\$13,000 - \$16,000	\$14,000 - \$17,000	\$15,000 - \$18,000
Herman P. Ortiz	\$ 17,900	\$ 18,437	\$ 18,991

Motion to approve Bonadio to provide auditing services for 2023:

**S. Yetter/L. Pelotte/Carried
None Opposed
No Abstentions**

b. Discuss upcoming funding opportunities – NYMS and V. Waverly NY Forward

Ms. Woodburn will be submitting the NYMS grant proposal for the 81 North Avenue project. The Village of Waverly NY Forward extended the Call for Projects and Ms. Woodburn asked the board if they would like to submit a proposal for the 121 Providence St. project, as it falls within the NYF boundary. There are other properties within the boundary available for acquisition as well. Ms. Woodburn offered to put a proposal together and noted a special board meeting would be needed to review it prior to the submission deadline. Ms. Woodburn offered different ways the funding could be structured or used for the greatest impact. The board requested Ms. Woodburn put a proposal together and email it to them.

c. Permanent Supportive Housing Discussion

Chairman Kelsey asked the board if the TCPDC should explore how it might assist the homeless population in Tioga County. Discussion of the increase in this population and what has contributed to it, the impact on the community, what is already in place and some of the barriers to solutions. It was unclear whether working on this is within the scope of the TCPDC. Programs in place in other counties were discussed as possible ideas. Purchasing a vacant building or property to supply the building or land for other organizations/businesses to provide the housing/supportive services on site. Item requires additional research and consideration.

Motion to enter Executive Session at 5:20 PM pursuant to Public Officers Law Section 105 to discuss compensation/recognition:

**R. Kelsey/S. Yetter/Carried
None Opposed
No Abstentions**

Motion to exit Executive Session at 5:30 PM:

**R. Kelsey/S. Zubalsky-Peer/Carried
None Opposed
No Abstentions**

5. Chairman's Remarks

Ms. Woodburn noted that Joe Meagher issued a response letter regarding the property located at 58 Whig Street in Newark Valley as directed by TCPDC Board at the June 27, 2023 special board meeting. J. Meagher indicated that no response has been received to date.

6. Adjournment – L. Pelotte motioned to adjourn; the meeting adjourned at 5:35 PM.

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning