



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

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

**Tioga County Property Development Corporation**

**Special Board of Directors**

**Wednesday, June 25, 2025 at 4:00 PM**

**Ronald E. Dougherty County Office Building**

**56 Main Street, Owego, NY 13827**

**Economic Development Conference Room #109**

**DRAFT**

### **Minutes**

1. Call to Order 4:00pm
2. Attendance
  - a. Present: R. Kelsey, H. Murray, M. Sauerbrey, S. Yetter, J. Case, L. Pelotte
  - b. Late: M. Baratta, J. Whitmore
  - c. Invited Guests: S. Zubalsky-Peer
3. Old Business
  - a. Project Updates
    - i. 81 North

Front windows are complete; OHPC issued revised certificate of appropriateness; R. Kelsey wanted to confirm that vote was unanimous, S. Zubalsky-Peer confirmed it was. M. Sauerbrey asked if the NYSEG work was complete; S. Zubalsky-Peer stated she believed it was because many of the businesses on North Ave were closed due to the work, the contractor was not on site today but she would check, R. Kelsey mentioned the publicity surrounding NYSEG and the Owego Fire Station project; J. Case asked for information as she was not aware of the issues; M. Sauerbrey filled J. Case in on the fire station project; S. Zubalsky-Peer stated she did not have any issues with anyone she spoke to at NYSEG but the work coordination took longer than expected. S. Zubalsky-Peer stated still waiting on front commercial space windows to come in; extension through July 31<sup>st</sup> for completion; M. Sauerbrey wanted to know what color it would be, S. Zubalsky-Peer stated the contractor was trying to choose a color off the historic color palette to stay as true to the original as possible. R. Kelsey asked if there was a tentative date for renting the spaces and if there is a property manager lined up; S. Zubalsky-Peer stated there is a draft property management RFP prepared but the Board needs to get through the three existing RFPs before that one is issued; H. Murray asked if there's an approximate date for tenant lease up, S. Zubalsky-Peer stated there is not currently a tentative date and much of that would depend upon the management company; H. Murray asked for a tour and M. Sauerbrey mentioned a ribbon cutting

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ii. 121 Providence

S. Zubalsky-Peer spoke with L2 this week, they have the whole building scanned and are actively working on the drawings and will share the drawings with the review committee/board once she has them. R. Kelsey asked how long for the next step of the process; S. Zubalsky-Peer stated the contract with the architect firm stated 8 weeks from the signing of the contract to complete the drawings, then the documents will go out to bid to contractors, it's possible exterior work may begin by the end of the year depending on weather and work will commence in the spring; H. Murray asked if it's soup to nuts in 8 weeks or just the schematics; S. Zubalsky-Peer said the whole thing; H. Murray asked if the review committee could review the schematics

4. New Business

a. Community Foundation of South Central NY- Women's Fund

S. Zubalsky-Peer stated TCPDC was awarded \$8,000 funds; meeting scheduled for July 1<sup>st</sup> to discuss timelines, finalize documents, start putting things in motion to get the class together; will meet with media consultant the following week to prepare advertising; S. Zubalsky-Peer will present information to the Board before everything is finalized.

Motion to accept the award and authorize myself and Board Chair to execute necessary documents.

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

2<sup>nd</sup> L. Pelotte

In Favor: All

Opposed: 0

b. LBI Operational Funds

S. Zubalsky-Peer informed the Board HCR has released an RFA for Land Bank Initiative Operational Funds due July 14<sup>th</sup>; HCR would like them submitted ASAP; TCPDC can apply for full \$200,000 based on Adopted 2025 budget, with the option for a second year based on satisfactory expenditure in first year; M. Sauerbrey asked if there are limitations on the use of funds; S. Zubalsky-Peer explained eligible expenses include pre-development, TA, OTPS, staff (which TCPDC does not currently have), property maintenance, all categories fall under general administration; H. Murray clarified if the funds can be used for environmental testing and engineering costs, S. Zubalsky-Peer confirmed these are eligible items under pre-development

Motion to authorize submission of an application in the amount of \$200,000 for the Land Bank Initiative Operational Funds and authorization for S. Zubalsky-Peer and R. Kelsey to sign all necessary documents for submission.

1<sup>st</sup>: M. Sauerbrey

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

In Favor: All

Opposed: 0

c. Board Meeting Schedule

S. Zubalsky-Peer proposed moving the schedule to monthly meetings; B. Woodburn, S. Zubalsky-Peer, R. Kelsey met with H. Murray after going through the L2 proposal; all feel given the increased activity in projects and scope of projects, it would benefit the TCPDC to move to monthly meetings to avoid delays in projects due to length of time between meetings and allow

more time to discuss agenda items more in depth to avoid lengthy meetings with packed agendas; proposed keeping the last Wednesday of the month every month, with exception of holiday scheduling; S. Zubalsky-Peer let the board know if there is a month where the only agenda items are only monthly minutes and financials, the meeting could be canceled if there are no other pressing agenda items; H. Murray confirmed monthly financials and minutes would be at every meeting

Motion to approve monthly meeting schedule the last Wednesday of the month, with exception for holidays.

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

2<sup>nd</sup> J. Case

In Favor: All

Opposed: 0

d. Project Review Committee(s)

S. Zubalsky-Peer brought up re-vamping the project review committee charter as provided; explained the intent behind the committee is to provide opportunity for discussion and input outside of regular Board meeting at critical points of project design in greater detail than is appropriate at the regular Board meetings; proposed two meetings during the course of a project, one at project conception to review summary sheet of the property and the committee could discuss proposed ideas for project develop with the design consultant; second meeting when floorplans are completed so the committee could discuss with the consultant any questions or changes; review committee would report back to the full board; R. Kelsey proposed in an attempt to move the process forward, asked for specific members to be identified; S. Zubalsky-Peer said she would send the revised charter to the TCPDC attorney for review and approval and the Board could approve it at the next meeting, she confirmed there was in fact a committee composition included in the charter; M. Sauerbrey stated when she read through it she felt it was good and was preparing the TCPDC to be more professional in its processes

e. RFPs- Review Committee

S. Zubalsky-Peer stated the RFPs for Environmental Testing, Construction Management, and Architecture/Engineering were issued earlier that month to local firms and posted on the NYS Contractor Reporter; due back the end of the month and will need a committee to score them before presenting a recommendation to the Board; Proposed review committee included S.Zubalsky-Peer, B. Woodburn, H. Murray, S. Yetter, and J. Whitmore to ensure an odd number to avoid "ties"; S. Zubalsky-Peer explained the Board can choose to award contracts with more than one firm so that they can rotate through or assign projects based on availability/timelines, stated all questions and answers were provided/posted to bidders and the ability to award multiple contracts was clearly stated in the RFP; R. Kelsey confirmed that if the Board is not satisfied with one of the firms awarded, they could terminate the contract during the Annual Meeting based on unsatisfactory performance; H. Murray asked if the RFP award would roll through the multi-year contract based on time of award or calendar year; S. Zubalsky-Peer stated she would check with the attorney

M. Sauerbrey brought up the proposed new board member R. Bunce; S. Zubalsky-Peer stated she had spoken to R. Kelsey who was aware of a personal health situation; R. Kelsey stated he would speak with R. Bunce regarding the matter

Motion to enter Executive Session to discuss property acquisition negotiations and engineering negotiations.

1<sup>st</sup> M. Sauerbrey

2<sup>nd</sup> L. Pelotte

In Favor: All

Opposed: 0

Motion to exit Executive Session

1<sup>st</sup> H. Murrah

2<sup>nd</sup> J. Whitmore

In Favor: All

Opposed: 0

5. Chairman's Remarks-None

6. Adjournment at 5:03pm