



# TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8256 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, March 29, 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 4:04 PM.
2. Attendance
  - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte,  
Absent/Excused: P. Ayres, D. Astorina, S. Zubalsky-Peer
  - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
  - a. Approval of Minutes of Annual and Regular Board Meetings, February 8, 2023 and Special Board Meeting, March 8, 2023  
**Motion to approve February 8, 2023, Annual and Regular Board Meeting Minutes and March 8, 2023 Special Meeting Minutes, as written:**
    - M. Sauerbrey/S. Yetter/Carried**
    - None Opposed**
    - No Abstentions**
  - b. Acknowledgement of Financial Reports through February 28, 2023  
**Motion to acknowledge Financial Reports as presented:**
    - S. Yetter/L. Pelotte/Carried**
    - None Opposed**
    - No Abstentions**
  - c. Status of Temple/Liberty Street owned properties
    - i. Providence Housing – As authorized by the Board at the last meeting, Ms. Woodburn obtained quotes for a third appraisal on behalf of TCPDC. The lowest responsible proposal was for \$3,000 from J.S. Miller, with an anticipated report completed by mid-April. The criterion for the appraisal is to include all the properties as one parcel with two tracts of land, as that is how it will be marketed.  
**Motion to authorize proceeding with J.S. Miller Appraisal in the amount of \$3,000:**
      - M. Baratta/M. Sauerbrey/Carried**
      - None Opposed**
      - No Abstentions**

- d. Status of 103 Liberty Street/OACSD project – Students are still working on the house and will be working full time during the summer. Ms. Woodburn will likely have a reimbursement request package from the OACSD for the board’s approval at the May meeting for the Hooker Foundation funds. It is anticipated that the project will take at least 2 more years to complete. R. Kelsey suggested a walk-through and photos taken by Ms. Woodburn and at least one board member prior to authorizing advancement of funds. Ms. Woodburn summarized the MOU between the TCPDC and OACSD regarding selling the home when the project is complete.
- e. Status of 80, 82 and 84 Main St, Candor NYMS Project – Ms. Woodburn provided a status update of the apartments and commercial space and stated the owner expects to complete all by end of April. Ms. Woodburn will find out if an open house will be held and/or a tour for Board members could be arranged.
- f. Update on 2022 V. Owego and V. Newark Valley projects – Ms. Woodburn noted that an RFP for demolition of 98 Fox St., 247 Main St. and 94 Spencer Ave. will be sent out once the asbestos report for 247 Main St. has been reviewed. The asbestos report for 98 Fox St. came back clean, which should save TCPDC funds related to demolition and air monitoring. LBI Phase II environmental testing requirements have not yet been released, which means additional testing may be required on these properties. Ms. Woodburn will be signing the deed transfer paperwork for 58 Whig St., Newark Valley in the next few weeks. The new owner will be responsible for demolition. Ms. Woodburn requested stabilization funds for the 10 Watson Avenue project in connection with NVCS.

J. Meagher has had discussions with the potential buyer of the 437 Front St. property and the new neighboring property owner and recommends a survey be done to determine if there is an actual encroachment onto the neighboring property. Discussion about developing a policy for having a survey done and/or a checklist of items to consider prior to purchasing and investing in a property in the future. Decision tabled to allow for further consideration.

**Motion to authorize proceeding with Williams and Edsall for a survey of 437 Front St. in the amount of \$1,050:**

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

R. Kelsey requested Ms. Woodburn research checklists in order for the TCPDC board to develop one to use prior to taking in a property. H. Murray suggested checking with other Land Banks to see what they use.

- f. 96 – 102 Liberty Street – Fence Discussion – Ms. Woodburn reported the 6’ chain link fence approved by the TCPDC board is not agreeable to the previous owners, as required in the sale contract. Therefore, Joe Meagher, TCPDC attorney and the previous owner’s attorney are trying to work out a path forward. Ms. Woodburn requested direction from the board regarding the possibility of offering the amount of the cost of installation (\$5400 or less, depending on the final measurement and quote) of the TCPDC-approved fence to the previous owners so that they can apply that money toward the type of fence they deem satisfactory to be installed on their edge of the property line. The board agreed, subject to final approval based on actual measurement and final quote.
- g. Land Bank funding opportunities
  - i. NYS HCR – Land Bank Initiative (LBI)
    1. LBI Phase 1 – A second disbursement for operational funds was received on 2/14/23 in the amount of \$36,048.26. Ms. Woodburn will soon begin the process of requesting the next reimbursement.
    2. LBI Phase 2 – Application was submitted 3/13/23 and no updates yet.

- ii. Restore NY Round VII – Ms. Woodburn noted she expects award announcements in April. Mr. Kelsey requested Ms. Woodburn develop a list of current grants and the status of each, including financial approvals/advancements, etc. for the board to review and keep in mind as they make financial decisions.

4. New Business

- a. Approval of 2022 Audit Report – Ms. Woodburn provided the board with a draft of the audit report. Procedurally everything went well and there were no findings. The accounting firm, Bowers, provided excellent assistance throughout the audit process. Mr. Kelsey noted the opinion statement of the auditing firm stated “...the financial statement referred to above presents fairly, in all material respects, the financial condition of the corporation...” And with no exceptions noted, the TCPDC is in good shape. Mr. Kelsey also noted that a financial audit does not address state compliance as an organization. Ms. Woodburn will research other Land Bank policies and procedures to compare to current TCPDC policies and procedures and will bring findings to the board for review and consideration.

Mr. Kelsey brought up for discussion a statement on Page 12 – “The TCPDC had a balance of \$507,819 as of 12/31/22. \$250,000 was insured by the FDIC and \$257,819 was uncollateralized.” Tioga State Bank was collateralizing our account, however in December of 2022 it came to light (by ways of TSB internal audit) that TCPDC is considered a not-for-profit, not a municipality/quasi-government/public authority. TSB is no longer able to pledge collateral for all of the funds in our account, so we will have to have further discussion with TSB on how we go about making sure our deposits are protected. May potentially have to split up our funds between two or more banks. Mr. Kelsey explained several options, but ultimately the bank will come back with a proposal of what is allowable. S. Yetter and H. Murray stated that the board needs to make sure the funds are also accessible.

**Motion to Accept the 2022 Audit Report from Bonadio Group as presented:**

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

- b. Approval of 2022 PARIS report – Ms. Woodburn provided the board with a draft of the 2022 PARIS report, which is due to the ABO office March 31, 2023.

**Motion to Accept the 2022 PARIS Report as Presented:**

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

- 5. Chairman’s Remarks – Mr. Kelsey, Ms. Woodburn and Ms. Sauerbrey will meet to review the list of elected officials as is required to fill current board vacancies. P. Ayres will be stepping down as Mayor of the Village of Waverly. Members are also needed from the Spencer and Barton areas. Mr. Kelsey noted the important work the TCPDC does in the county and wants to ensure this significant work continues in the future.

- 6. Adjournment – **Motion to adjourn the meeting: S. Yetter/L. Pelotte/Carried.** Meeting adjourned at 5:00 PM.

Respectfully submitted,

Karen Warfle, OSII  
Tioga County Economic Development & Planning