



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, December 26, 2022 at 4:30 PM

Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

Hubbard Auditorium

Via Zoom:

<https://us02web.zoom.us/j/88324167211?pwd=UHVmdWcwK1M2ZHJYc04zb0svWVRKUT09>

Meeting ID: 883 2416 7211

Passcode: 144432

Meeting Minutes via Zoom

- 1. Call to Order** – Mr. Kelsey called the meeting to order at 4:13 pm
- 2. Attendance**
 - a. Roll Call: M. Sauerbrey; P. Ayres; M. Baratta; R. Kelsey; S. Yetter, C. Brown, D. Astorina, L. Pelotte, H. Murray
 - b. Invited Guests: Brittany Woodburn, M. Schnabl, L. Tinney
- 3. Old Business**
 - a. Approval of Minutes of Regular Board Meeting, October 27, 2021.
Motion to approve October 27, 2021 Regular Board Meeting minutes, as written.
S. Yetter/C. Brown/Carried
None Opposed
Abstentions – H. Murray
 - b. Acknowledgement of Financial Reports through December 31, 2021
Ms. Woodburn noted that the final Enterprise grant disbursement was received in December, as well as the ARPA funds from the county. Ms. Woodburn also noted that the ARPA funds will go into the deferred grant revenue account, per Jan Nolis. Ms. Sauerbrey requested the monies spent from the ARPA grant be tracked. Mr. Kelsey noted to the board that financials will look different once the sale of the lots on Temple and Liberty Street occur.
Motion to acknowledge financials, as presented.
L. Pelotte/M. Sauerbrey/Carried
None Opposed
Abstentions – None
 - c. Status report on Temple/Liberty St demolition project
Ms. Woodburn reported that all tenants from the Temple and Liberty Street properties have been relocated; NYSEG has shut off utilities to the properties, and the environmental testing has been completed. LCP Group’s estimate came in at \$182,882, lower than their original approximately \$200,000 bid. There is also an addendum to the contract to remove the top soil and seeding work from

the contract. She also noted that 96-102 Liberty Street, the garage structure, was taken out of LCP's contract because the Owego Apalachin School District will be demoing that structure. LCP will tentatively start demolition on February 9. The board previously voted via email to authorize R. Kelsey to sign the contract between LCP Group and TCPDC. Local approvals from the Village of Owego for the INHS project will take place at the end of February.

Motion to authorize email vote authorizing R. Kelsey to sign the demolition contract between LCP Group and TCPDC.

**P. Ayers/M. Sauerbrey/Carried
None Opposed
Abstentions – H. Murray**

- d. Status of purchase of property on Liberty Street/OACSD project

The board previously authorized R. Kelsey to sign the MOU between TCPDC and the OACSD for the project on Liberty Street via email. The MOU is now in place. Lead and asbestos testing has taken place on the property and a remediation firm is lined up. The Hooker Foundation approved the grant request for \$65,000, with a 50% match from the OACSD. Ms. Woodburn just received the grant agreement before the meeting. The board agreed to pass the agreement contingent upon legal counsel approval. Mr. Kelsey recognized Mark Dixson of the Hooker Foundation for his efforts and support of the project. The board agreed to allow Ms. Woodburn to write a press release regarding the project when the time comes.

Motion to pass agreement with Hooker Foundation contingent upon review by J. Meagher, legal counsel.

**P. Ayers/S. Yetter/Carried
None Opposed
Abstentions – None**

Motion to authorize email vote authorizing R. Kelsey to sign the MOU with the Owego Appalachian Central School District.

**S. Yetter/D. Astorina/Carried
None Opposed
Abstentions – H. Murray**

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

Ms. Woodburn gave the board an update on this project. She noted that financing has been secured from Tioga State Bank, the property owner and the contractor are working on their contract and working on finalizing their MWBE utilization plan. Construction on the project is expected to start soon, once environmental clearance from the state is granted.

4. New Business

- a. Status of Audit for 2021

Ms. Woodburn gave the board an update about the audit. Ms. Woodburn has been working with Bonadio to complete the process.

- b. Contract of sale agreement between TCPDC and INHS for Temple/Liberty Street properties

Ms. Woodburn reported that the contract of sale between INHS and TCPDC for the purchase of the Temple and Liberty Street properties has been reviewed by J. Meagher. INHS will not be able to apply for their grant funding until the fall of 2022. The contract of sale states that INHS has until March 31, 2024 to purchase property from TCPDC. The sale is also contingent upon the approval from the Village of Owego.

Motion to authorize R. Kelsey to sign contract of sale between INHS and TCPDC for the Temple and Liberty Street properties.

**P. Ayers/S. Yetter/Carried
None Opposed
Abstentions – H. Murray**

- c. Review of proposed amendment to the TCPDC Bylaws
Ms. Woodburn explained that the current bylaws state the chairman and treasurer are designated to sign checks and drafts. Currently, M. Sauerbrey and M. Baratta are listed on the TCPDC signature cards. J. Meagher advised the board to add the language “or such member that shall be designated by the board of directors” to the bylaws.
Motion to approve amendment to the bylaws allowing members designated by the board of directors to sign checks and drafts, as recommended by the governance committee.

D. Astorina/H. Murray/Carried
None Opposed
Abstentions – None

- d. Discussion regarding an updated housing study
Ms. Woodburn explained Mr. Kelsey expressed interest in updating the housing study that was completed by Team Tioga and Tioga Opportunities in 2018 and 2019. Since the completion of the study, housing developments have been completed. Mr. Kelsey explained updating this would be a collaborative effort between the agencies that worked to complete the study before. Discussion ensued about exploring housing options in communities throughout the county, and how developing housing in different communities could entail different approaches such as demolition and rehabilitation of vacant properties.
- f. Revised administrative services agreement with Tioga County
The legislature and Economic Development & Planning have approved the agreement. There are two changes to the agreement: the term was extended to January 31, 2023 and the administrative fee has been reduced.

Motion to approve the administrative services agreement with Tioga County.

M. Sauerbrey/L. Pelotte/Carried
None Opposed
Abstentions - None

Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 5:03 pm to discuss property acquisition.

M. Sauerbrey/P. Ayers/Carried
None Opposed
Abstentions - None

Ms. Sauerbrey motioned to adjourn Executive Session at 5:24 pm.

5. Chairman’s Remarks

6. Adjournment – Mr. Astorina motioned to adjourn the meeting at 5:24 pm.