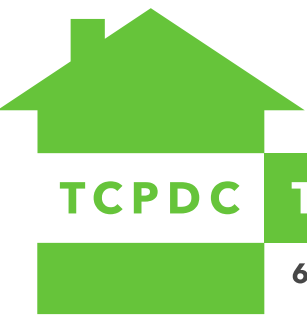




TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

DRAFT

**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, August 19, 2026, 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: 4:02PM
2. Attendance
 - a. Roll Call: M. Baratta, H. Murray, J. Case, L. Pelotte, J. Whitmore, R. Bunce, C. Shaver
 - b. Invited Guests: S. Zubalsky-Peer, B. Woodburn, M. Freeze
3. Old Business
 - a. Approval of Minutes from Regular Board Meeting July 22, 2026.
C. Shaver made a comment about the minutes being hard to read with the footer. S. Zubalsky-Peer made note and will correct in future minutes.

Motion to approve minutes from the Regular Meeting July 22, 2026.

1st: L. Pelotte

2nd: J. Case

In Favor: All

- b. Acceptance of Financial Reports through June 2026.
S. Zubalsky-Peer pulled up financial reports on screen. H. Murray asked about the negative balance recorded in the reports for the general checking account. S. Zubalsky-Peer stated that \$50,000 was moved from the ICS account to the checking account to cover the checks that were issued for that month. S. Zubalsky-Peer also explained that there was a check that was written but held while waiting on the disbursement to clear with HCR. HCR has approved requesting reimbursement for checks that have not cleared the checking account, if the cost has been incurred. S. Zubalsky-Peer explained that the QBO wasn't linked to the TSB account, which is now fixed. S. Zubalsky-Peer stated that the financials are two months behind, that staff are working on cleaning things up with Bowers, and that by September the reports be back to where they typically are. B. Woodburn added that there was never a negative balance in the actual general checking account, it was only recorded that way in QuickBooks due to timing of transactions.

Motion to accept Financial Reports through June 2026.

A PARTNER OF TEAM TIOGA

1st: J. Whitmore

2nd: C. Shaver

In Favor: All

c. Project Updates

i. 121 Providence Street

Purchase Offers

S. Zubalsky-Peer reported that seven offers were received for the property and reviewed the offers with the Board, including purchase price, financing, seller concessions, pre-approvals, and buyer information. All offers except Offer 7 included pre-approval. S. Powers recommended Offer 2 based on her professional opinion that it would provide the easiest path to closing. The Board discussed whether to prioritize the highest offer, ease of closing, financing type, and alignment with TCPDC's mission. Concerns were noted regarding the potentially lengthy USDA loan process. The Board also reviewed the property's five-year owner-occupancy deed restriction and TCPDC's disposition policy, which allows factors other than the highest purchase price to be considered. The Board discussed ranking all seven offers so that alternate offers could be pursued without requiring another special meeting if the selected offer fell through. B. Woodburn reviewed TCPDC's mission and goals related to returning properties to productive use, promoting quality homeownership, and increasing affordable housing opportunities. The Board contacted realtor Suzi Powers by phone for clarification regarding escalation clauses, seller concessions, financing, and potential appraisal issues. Suzi explained how the escalation clauses would affect the purchase price and net proceeds and noted that appraisal values could impact offers requiring seller concessions. She also reviewed the differences among the financing options and provided additional input regarding the offers. Following further discussion, the Board ranked the offers as follows: Offer 4 – first; Offer 3 – second; Offer 5 – third; Offer 2 – fourth; Offer 1 – fifth; Offer 6 – sixth; and Offer 7 – seventh.

Motion to approve the purchase offers for 121 Providence Street, as ranked, and authorize Board Chair and Executive Administrator to execute all necessary documentation for the sale, contingent upon attorney review.

1st: J. Whitmore

2nd: M. Baratta

In Favor: All

ii. 247 Main Street

Contract with CMA, LLC – S. Zubalsky-Peer explained that due to the size, complexity, and historic requirements of the 247 Main Street project, the construction management services required exceed the scope of work defined in CMA's active term contract. CMA proposed an additional \$10,000 contract specifically for 247 Main Street. The existing term contract provides project-based pricing, generally \$15,000 for a typical project, and CMA is not paid on a retainer. S. Zubalsky-Peer explained that 247 Main Street requires significantly more time for site visits, coordination with contractors, desk work, and ensuring compliance with historic requirements. The proposed additional \$10,000 would be a separate contract specific to 247 Main Street and would not affect the use of the existing term contract for other projects.

Motion to approve \$10,000 contract outside of the existing term contract for CMA, LLC

for a total amount of \$25,000 for construction management services for 247 Main Street, contingent upon attorney review.

**1st: R. Bunce
2nd: M. Baratta
In Favor: All**

S. Zubalsky-Peer reported that the contract with Clearview has been approved and signed, allowing renovations to move forward. OHPC approval has been received, including approval related to the vinyl siding. SHPO also confirmed that in-kind replacements of siding are exempt under its agreement with HCR. Clearview will begin with the interior demolition and roof work.

iii. 62-64 North Avenue

1. Contract with GC

S. Zubalsky-Peer reported that a draft general contractor agreement has not yet been finalized while remaining questions are addressed, but the project is close to contract approval.

2. Contract with CMA, LLC – Contract with CMA, LLC: S. Zubalsky-Peer explained that construction management services for the project fall outside the existing term contract. CMA proposed \$20,000 for the additional work. TCPDC will receive approximately \$21,000 in NYMS administrative funds, which can cover the cost. The Board discussed alternatives and the significant oversight required due to the complexity of the project. Board members expressed support for utilizing CMA to provide the additional construction management oversight.

Motion to approve a total of \$20,000 contract for CMA, LLC for construction management services for the NYMS project at 62-64 North Avenue, contingent upon attorney review.

**1st: M. Baratta
2nd: R. Bunce
In Favor: All**

iv. 39 Railroad Avenue

1. Adding to mowing contract/initial cleanup

T. Patton received pricing from Scott Kasmarcik for property maintenance in Berkshire. Pricing is based on location and includes \$90 per month for mowing and a one-time initial cleanup cost of \$460. Once cash flow is available, TCPDC plans to issue LCP a Notice to Proceed with demolition and then move forward with transferring the property to Berkshire, eliminating TCPDC's future maintenance responsibility. L. Pelotte asked whether Berkshire could assist with the cleanup. S. Zubalsky-Peer explained that allowing individuals or entities not under contract with TCPDC to perform work on the property creates liability concerns.

Motion to approve \$460.00 for initial clean-up of 39 Railroad Avenue and \$90.00 per monthly cut for lawn maintenance services of 39 Railroad Avenue under a contract with Scott Kasmarcik, contingent upon attorney review.

1st: J. Whitmore

v. 81 Hickories Park Road – did not go over

vi. 115-117 Chestnut & 94-98 Spencer

1. Budget Fence proposal

S. Zubalsky-Peer provided an update on fencing for the Chestnut and Spencer Avenue properties. M. Baratta noted that new floodplain requirements may require fencing to allow floodwater to flow through and should be considered before installation. The Board agreed on 6-foot chain-link fencing on all four sides of the Chestnut property and 5-foot chain-link fencing on three sides of the Spencer Avenue property. Regarding potential tree planting, S. Zubalsky-Peer reported that Soil and Water indicated Spencer Avenue would likely be a good candidate, while Chestnut may not qualify due to existing trees on the property.

Motion to approve Budget Fence proposal in the amount of \$21,650 for 115-117 Chestnut St and 94-98 Spencer Avenue.

1st: M. Baratta
2nd: C. Shaver
In Favor: All

2. CRC Services, LLC Change Order #1 & #2

CRC submitted a change order to decrease the contract amount for the cleanup of Spencer Avenue by \$855 due to neighbors moving items off the site. CRC also submitted a change order to increase the contract amount for Chestnut Street by \$1,579. It was reported that the situation was very fluid, and staff did have an officer there from OPD during the cleanup. Once the people realized TCPDC was serious about the cleanup they continued to move items back and forth as it was happening.

Motion to approve Change order #1 for an increase in price of \$1,579 and Change Order #2 for a decrease in price by \$855 for CRC Services, LLC for the cleanup work completed at 115-117 Chestnut Street and 94-98 Spencer Avenue.

1st: L. Pelotte
2nd: R. Bunce
In Favor: All

vii. 48-50 Lake Street

S. Zubalsky-Peer provided clarification on L2's structural engineering fee. The initial fee is \$3,000, with any additional services billed hourly as needed. The board was comfortable moving forward after clarification. S. Zubalsky-Peer also reported that the radon test has been received from Steve Tiffany, the Phase I report is still pending, and roof asbestos testing has been completed with results pending laboratory analysis.

viii. 103 Liberty Street

1. Masonry work
OACSD looking for recommendations for masonry work for the building, cosmetic work mainly.
2. New MOUs
New MOUs have been sent to J. Meagher for review.

4. New Business

Event insurance for second Women's Course

Staff is scheduling with the school to hold the second Women's Course on September 12th and would like approval to purchase event insurance for that. Smith Brothers found insurance for \$275, which would be covered by the Community Foundation funds.

Motion to approve purchase of event insurance with Philadelphia in the amount of \$275 for the second Women's Course to be held September 12th, 2026, at the OACSD campus, contingent upon attorney review.

1st: R. Bunce

2nd: J. Whitmore

In Favor: All

LBI Pre-Development Application

S. Zubalsky-Peer said HCR is putting out a new fund for Land Banks just for pre-development costs. Applicants may apply up to \$50,000 for pre-development work for potential new projects. Staff would like to apply for the grant and use awarded funds towards 48-50 Lake St.

Motion to approve submission of an LBI Pre-Development application in the amount of \$50,000 and to authorize the Board Chair and Executive Administrator to execute all necessary documents.

1st: C. Shaver

2nd: J. Whitmore

In Favor: All

Renew Company Cam Subscription

S. Zubalsky-Peer stated staff is happy with the program, but believes TCPDC can downgrade the subscription to Crew, as TCPDC does not need all the bells and whistles other agencies do.

Motion to approve renewal of CompanyCam subscription at the "Crew" subscription level.

1st: L. Pelotte

2nd: M. Baratta

In Favor: All

a. 81 North Tax Bill

S. Zubalsky-Peer stated TCPDC received and paid Village tax bill in the approximate amount of \$5,000 dollars.

b. Standard Operating Procedure – Invoice Processing and Checks Disbursement and Credit Card Procedures

S. Zubalsky-Peer reviewed the proposed Standard Operating Procedures (SOPs), which formalize new practices and establish consistent checks and balances among staff. Items requiring Board input were reviewed. The Board also agreed that transactions requiring signatures may be signed by one Board member and one staff member. S. Zubalsky-Peer reviewed eligible credit card purchases and discussed establishing a spending threshold that would not require prior Board approval. The credit card is primarily used for small property-related purchases, such as keys and signage, as well as approved travel expenses. B. Woodburn noted that there is currently no established threshold and suggested a limit between \$500 and \$1,000. After discussion the Board agreed to establish a \$1,000 credit card spending limit for purchases not requiring explicit Board approval and were agreeable to the eligible credit card purchases as outlined in the SOPs.

Motion to accept SOPs as amended.

1st: J. Whitmore

2nd: L. Pelotte

In Favor: All

TSB General Checking, 81 North Avenue, VRP account authorizations. The Board agreed that authorized signers should include S. Zubalsky-Peer, H. Murray, M. Baratta, and J. Whitmore, with C. Shaver serving as a backup. The Board also authorized S. Zubalsky-Peer, T. Patton, and L. Williams as users of the TCPDC TSB General Checking, 81 North Avenue, and VRP accounts.

Motion to authorize S. Zubalsky-Peer, H. Murray, M. Baratta, J. Whitmore, & C. Shaver as signors for TCPDC banking.

1st: M. Baratta

2nd: R. Bunce

In Favor: All

- c. New bank account authorization for VRP grant program

S. Zubalsky-Peer reaffirmed that the board did actually vote on opening a separate bank account for VRP because TCPDC can ask for funds up front, this will make payments to contractors easier.

- d. 48-50 Mural Painting- Historic Owego Marketplace

S. Zubalsky-Peer reported that Pat Hanson from HOM requested permission to hang event banners on the temporary construction wall at 48–50 Lake Street, which is expected to remain in place for approximately one year while masonry work is completed. The Board agreed to allow banners, provided they are submitted to TCPDC for approval prior to being displayed.

- 5. Executive Session 5:30pm

Motion to enter into Executive Session to discuss the financial history of the corporation.

1st: R. Bunce

2nd: J. Whitmore

In Favor: All

Motion to come out of Executive Session at 5:46PM

1st: J. Whitmore

2nd: L. Pelotte

In Favor: All

- 6. Chairman's Remarks - none

- 7. Adjournment at 5:47PM