



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes
Wednesday, September 24, 2025 at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

1) Call to Order at 4:00 pm

2) Attendance

- a) Present: R. Kelsey, M. Sauerbrey , J. Case, L. Pelotte, J. Whitmore
- b) Absent: M. Baratta, H. Murray
- c) Invited Guests: S. Zubalsky-Peer, T. Patton, W. Walsh
- d) Matthew Freeze

R. Kelsey suggested moving to executive session for W. Walsh business

Motion to enter executive session at 4:02PM

**1st: M. Sauerbrey
2nd: J. Case
In Favor: All**

Motion to move out of Executive session at 4:54PM

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

3) Old Business

- a) Regular Board Meeting Minutes August 27, 2025
Acknowledgement of Financial Reports through August 30, 2025
Motion to approve minutes of Regular Board Meeting, August 27th, 2025.

A PARTNER OF

TEAM TIOGA



1st: M. Sauerbrey

2nd: J. Case

In Favor: All

b) Acknowledgement of Financial Reports through August 30, 2025

R. Kelsey would like to have a meeting with S. Zubalsky-Peer or Bowers to go over a couple of things. S. Zubalsky-Peer will set up meeting.

Acknowledgement of Financial Reports

1st: R. Kelsey

2nd: L. Pelotte

In Favor: All

i. Grant spreadsheet update

S. Zubalsky-Peer brought up spreadsheet on computer and went over current grant funding amounts.

c) Project Updates

i) 81 North

First floor tenant, lease received from J. Meagher's office; sent to tenant – lease is for one year. Waiting on NYSEG to hook up permanent electric. Talking to code to receive a temporary C of O. Property Management RFP further down on the agenda would like to send that out before leasing the residential units. Roof is scheduled for two weeks but will not hinder C of O. Spoke to Village Code about a parking variance because of Village Code require so many parking spaces for North Ave that we do not have. Working on getting that approved.

ii) 121 Providence

Bids are out, posted online, in newspapers, and sent via email to some contractors. We had a pre-bid conference last week on site, three contractors showed up, along with the architect, and Construction Manager. We have not received any questions or clarifications; bids are due Oct. 7th and will be a public bid opening.

iii) 247 Main

S. Zubalsky-Peer sent L2 signed proposal, L2 did ask if we still want to explore the duplex option; S. Zubalsky-Peer declined on behalf of the Board. M. Sauerbrey asked when we will start demo on the back. S. Zubalsky-Peer stated we have reached out for quotes for environmental abatement and demolition. Once we have those back we'll know the numbers for that and will need to coordinate the timing.

iv) 62-64 North

Already updated on this property, will know more about this after September 30, 2025.

d) Audit RFP

Joint RFP between us, the IDA and the LDC is actively out. So far have heard back from EFPR Group, Insero, and Bonadio have said they will respond to it, should have those by the end of the month. M. Sauerbrey asked if they were going back three years, S.Zubalsky-Peer responded yes.

4) New Business

a) Budget

S. Zubalsky-Peer is working on the budget and will have to have Finance Committee meet before next board meeting to recommend approval to full board and will need to vote on it because it is due to the NYS ABO Office October 31, 2025. Changing format a little bit to match what the state wants to see from us.

b) Property Management RFP

c) Snow Removal RFP

d) Lawn Maintenance RFP

S. Zubalsky-Peer stated all three RFP's need to be reviewed and approved to get them posted. J. Case asked if we will be using the same people that have been doing it and just renewing. S. Zubalsky-Peer stated it is open to anyone that would like to submit proposals, those people can absolutely submit again if they wanted. S. Zubalsky-Peer asked if Board was okay with the RFPs before moving on. Board stated yes. No motion needed.

e) S. Zubalsky-Peer said code enforcement brought to her attention the address at 115-117 Chestnut St that the neighbors have built a fence across our property. S. Zubalsky-Peer drove by in August took pictures and sent to J. Meagher's office, they have junk cars and trampoline on property. Waiting to hear from J. Meagher on what to do about it. The people living there are not the property owners not living there legally. S. Zubalsky-Peer stated this fence is a big liability issue and legal issue. J. Whitmore suggested involving OPD for trespassing. M. Sauerbrey asked if our property was posted, S. Zubalsky-Peer stated it is not, property needs to get posted. Issue is with J. Meagher's office.

f) S. Zubalsky-Peer would like to budget into our new operating budget funds to buy signs to post all of our properties.

4) Chairmen's Remarks – None

5) Adjournment at 5:10PM