Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, July 22, 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 4:02 PM
2. Attendance
   a. Roll Call: M. Baratta-out at 4:51 PM, H. Murray, J. Case, L. Pelotte
   b. Invited Guests: S. Zubalsky-Peer, T. Patton, L. Williams B. Woodburn, M. Freeze
   c. Excuse: J. Whitmore, C. Shaver
   d. Absent: R. Bunce
3. Old Business
   a. Approval of Minutes from Regular Board Meeting June 24, 2026.

Motion to approve the minutes from the Regular Board Meeting, June 24, 2026, as written (M. Baratta, L. Pelotte) **Aye: 4 Abstain: 0**
Nay: 0 Carried

   b. Acceptance of Financial Reports through May 2026- Financial reports were not available at the time of the meeting. The reports will be discussed at the next BOD meeting.
   c. Project Updates
      i. 121 Providence Street
         1. Listing Price- The building is ready to be sold, and the board approved the realtor at the last Board meeting. The realtor suggested the listing price of $195,000 based on the Waverly market and comparables. The Board agreed this was a fair price.

Motion to approve listing price of $195,000 for 121 Providence Street, Waverly, NY as recommended by the approved realtor (L. Pelotte, J. Case) **Aye: 4 Abstain: 0**
Nay: 0 Carried

         2. Deed restriction discussion- The board discussed whether they would like to put deed restrictions on the listing. S. Zubalsky-Peer was unable to pull the information the board had discussed regarding the deed restrictions from

previously sold TCPDC property in time for this meeting. H. Murray questioned if they needed to place the listing on the market. S. Zubalsky-Peer stated she did not know and would follow up on the information. It was then questioned whether it is customary to have restrictions on deed for Land Bank properties. S. Zubalsky-Peer stated most other Land Banks do have them. Board members questioned what other restrictions included and S. Zubalsky-Peer stated restrictions typically include not using the property as an Airbnb, not allowing use of the property as a rental unit and building in certain affordability restrictions for future sales of the home. H. Murray asked what the biggest threat to the property is within the Waverly market. Board members felt was the impact of absentee landlords is the biggest issue in the area. The Board asked S. Zubalsky-Peer to look into how other land banks worded this into their deed restrictions and what the typical timeframe for enforcement is; B. Woodburn stated they would also bring up the previous TCPDC deed restrictions to see if that language had been previously included. S. Zubalsky-Peer told the board they would work on the wording for the deed and forward it to the Board and to the attorney to review.

Motion to approve setting owner occupancy as a deed restriction for the sale of 121 Providence Street, Waverly, NY, contingent upon attorney approval of language and timeline of restriction (M. Baratta, J. Case)

Aye: 4 Abstain: 0
Nay: 0 Carried

ii. 247 Main Street

1. Change order 1 & 2- LCP Group, Inc.- S. Zubalsky-Peer explained that additional labor/materials was needed by LCP for the final design of the rear foundation wall, as designed by L2 Studio. She explained the number breakdown from the proposal submitted by LCP Group, which included a Change Order amount of $12,275 (increase) from the originally approved contract price, listed as PCO-01C on the proposal form. S. Zubalsky-Peer explained the additional pricing listed on LCP's proposal form, PCO-01A and PCO-01B, both of which were related to selective demolition and cataloguing of historic trim. The Board did not approve options A and B as part of Change Order 1.

Motion to approve Change Order 1 in the amount of $12,275 for the contract with LCP Group to increase contract price from $121,400 to $133,675 to include additional costs associated with foundation wall construction (M. Baratta, L. Pelotte)

Aye: 4 Abstain: 0
Nay: 0 Carried

1. General Contractor Bids- S. Zubalsky-Peer stated that bids were opened on Monday 7/27 for the general contractor rehabilitation of the 247 Main Street property. She explained there were four potential candidates, but only two submitted bids; two opted not to submit bids due to schedules/workload. S. Zubalsky-Peer presented the bid tabulation, including alternates. The Board reviewed the pricing; S. Zubalsky-Peer explained that Alt #1 was for hardwood flooring, Alt #2 was for hardiwood siding, and Alt #3 was included for comparison purposes for the selective demolition and cataloguing of historic trim that was included as an alternate in LCP's change order proposal. S. Zubalsky-Peer explained that the alternate pricing would be in addition to the existing base bid

for each contractor. H. Murray asked what the total project budget was. S. Zubalsky-Peer stated the original application to LBI funds included $500,000 for the project, but that due to other projects falling through they would be able to put budget amendments through to move some funds into this project and they would have enough to cover this cost. H. Murray stated that the abatement, demolition, and construction cost was pushing the project over the original budget and would come very close to exceeding remaining funds. The Board discussed the alternates and did not support the hardwood flooring or hardiwood siding given budgetary constraints but felt awarding Alt #3 to Clearview was financially responsible. H. Murray asked S. Zubalsky-Peer to reach out to Clearview Door & Window and CMA, LLC to see if they could provide recommendations for value engineering on the project. S. Zubalsky-Peer stated she would follow up with them and explained that the alternates were meant to provide a basis of value engineering built into the bid.

Motion to approve General Contractor bid and contract with Clearview Door & Window for the base bid in the amount of $619,300.00 for the rehabilitation of 247 Main Street, and alternate 03 in the amount of $43,5000 for selective interior demolition work & trim cataloguing, for a total contract price of $662,800. (M. Baratta, L. Pelotte)

Aye: 4 Abstain: 0
Nay: 0 Carried

2. Additional L2 proposal-S. Zubalsky-Peer explained that additional design work was needed as part of the separate demolition package and reconstruction of the foundation wall for 247 Main Street. She stated that L2 Studio had submitted an invoice with the remaining amount to be paid on the originally approved contract and that there was an additional $7,652.29 for additional design work required and for reimbursable expenses, specifically printing of plans from Dataflow. S. Zubalsky-Peer and H. Murray discussed the hourly rate used to calculate the additional design work cost and S. Zubalsky-Peer stated it was the hourly rate under the existing term contract, although the term contract proposal did originally state hourly rates were due to expire December 31, 2025. M. Baratta stated that the additional work was a necessity. The Board voted to approve the change order.

Motion to approve Change Order 1 with L2 Studio in the amount of $7,652.29 for additional work required for design of 247 Main Street and reimbursable expenses, for a total contracted amount of $75,452.29 (M. Baratta, J. Case)

Aye: 4 Abstain: 0
Nay: 0 Carried

3. Brush Removal Quote- Scott's Lawn & Landscape Care- S. Zubalsky-Peer stated that during the pre-bid site visits for general contractors, it was noted that there was excessive brush and trees that had grown into the perimeter of 247 Main Street. She stated this needed to be cleared prior to contractors starting work; LCP would be removing the brush along the rear of the house, but the sides and front were severely overgrown. S. Zubalsky-Peer stated that S. Kasmarick currently held the term contract for property maintenance (mowing and snow removal) and had provided a proposal for the brush removal.

Motion to approve contract with Scott Kasmarick in the amount of $2,070.00 for the removal of brush and trees from 247 Main Street. (M. Baratta, L. Pelotte)

Aye: 4 Abstain: 0 Nay: 0 Carried

iii. 62-64 North Avenue- S. Zubalsky-Peer stated they have received one bid and there were two other potential bidders with a submission deadline of 7/24. She stated she would provide further information next meeting.

iv. 39 Railroad Avenue- S. Zubalsky-Peer stated there were no updates for this project, they were waiting to give the notice to proceed for demolition until the work at 247 Main Street was complete.

v. 81 Hickories Park Road

1. Draft RFEI- T. Patton created a draft Request for Expressions of Interest (RFEI) for the property located at 81 Hickories Park Road. S. Zubalsky-Peer stated the only feedback she had received since sharing it with the Board via email was from H. Murray who requested the word “residential” be added since the site is currently zoned PUD. The board discussed the amount of time that the RFEI should be posted for, and it was agreed that it would be best to keep it open to the public until around Labor Day. The official date was September 4, 2026. H. Murray noted she would like to have posting of the RFEI in as many places as possible to cast a wide net.

Motion to approve the RFEI for the property located at 81 Hickories Park Road and authorize staff to distribute the RFEI publicly with a deadline for submission of September 4th, 2026. (J. Case, M. Baratta)

Aye: 4 Abstain: 0 Nay: 0 Carried

vi. 48-50 Lake Street

1. L2 proposal for design service- S. Zubalsky-Peer presented the board with L2 Studio’s proposal to provide drawings and specifications for roof replacement and masonry work at 48-50 Lake Street. S. Zubalsky-Peer explained Phase 1 included the design fee for drawings and specifications for the roof and masonry; Phase 2 included a fee of $10,000 if there was additional structural engineering needed for the roof; Phase 3 was an optional add on to include full 3D modeling of the building when the company was on site to scan the roof and masonry; and Phase 4 included bid support once the drawings/specs are complete and ready to put out to bid. H. Murray asked if S. Zubalsky-Peer felt they could do the bid support in house and S. Zubalsky-Peer agreed they could. H. Murray stated she felt there was room for granularity with the structural engineering fee and asked that S. Zubalsky-Peer clarify in writing with L2 Studio that the $10,000 amount was an hourly not to exceed number. H. Murray also asked S. Zubalsky-Peer to reach out to McElwain Engineering to see if they could secure the CAD drawings and find out if there had been any preliminary structural assessment or report for the roof to ensure nothing was overlooked.

Motion to approve contract with L2 Studio for Phase 1 in an amount of $42,000 and Phase 2, contingent upon L2 Studio acceptance of hourly rate not to exceed $10,000 for structural engineering work. (L. Pelotte, M. Baratta)

Aye: 4 Abstain: 0 Nay: 0 Carried

2. O'Rourke proposal for asbestos testing for roof- S. Zubalsky-Peer stated O'Rourke provided a proposal under the existing term contract for asbestos testing of the roof at 48-50 Lake Street. She explained this had not been done previously as roof replacement was not in the previous owner's scope of work. The Board acknowledged the proposal under the term contract.
3. ESD Regional Council Capital Fund Program- S. Zubalsky-Peer stated that the ESD Regional Council Capital Fund Program grant is currently out and if pursued would allow the TCPDC the opportunity to secure funding to create childcare space at 48-50 Lake Street. S. Zubalsky-Peer asked B. Woodburn to provide further context and clarification regarding the grant application. B. Woodburn explained the TCPDC would be applying with the project cost of $3,000,000. The amount the TCPDC could receive would be up to 40%, which would be $1,200,000. She also stated that a 10% cash equity is required at the time of drawing the funds, which would be approximately $300,000. It was noted that the 10% equity resources wouldn't need to be provided for about two years. H. Murray stated it was a very large sum of money and that it would be unwise not to pursue it. M. Baratta stated it would also meet a large need in the county for childcare.

Motion to approve TCPDC application to Empire State Development Regional Council Capital Fund Program in the amount of $1,226,360.00, acknowledging requirement of cash equity in the amount of $306,590.00. (L. Pelotte, M. Baratta)

Aye: 4 Abstain: 0
Nay: 0 Carried

4. 115-117 Chestnut Street- Cleanup estimates- CRC Services, LLC- S. Zubalsky-Peer briefly explained that an estimate had been provided for the urgent situation at 115-117 Chestnut Street regarding the cleanup scheduled for 7/27; M. Baratta stated he needed to leave and asked if there needed to be a formal vote; S. Zubalsky-Peer stated it technically fell under the procurement threshold where the Executive Administrator and either Board Chair or Treasurer could approve; S. Zubalsky-Peer stated it was a point in time estimate based on what was on site at the time of the quote and that there were multiple days in between during which time the items on site could change. She stated she drove by the morning and none of the item had been moved at that time.
5. S. Zubalsky-Peer explained that under VRP the TCPDC could request up to $200,000 in funds upfront and after discussing with the accounting firm, would recommend a separate bank account be created to hold these funds.

Motion to approve creation of a bank account dedicated to VRP funds. (M. Baratta, J. Case)

Aye: 4 Abstain: 0
Nay: 0 Carried

6. Chairman's Remarks – H. Murray requested that a special meeting be scheduled to discuss items not addressed at this meeting.
7. Adjournment- Due to lack of quorum 4:51

<u>Items moved to next Regular Meeting Agenda:</u>
New Business

a. Standard Operating Procedure – Invoice Processing and Checks Disbursement
    i. TSB General Checking and 81 North Avenue account authorizations
b. Standard Operating Procedure – Credit Card Purchases
    i. Corporate credit card authorizations
c. New bank account authorization for VRP grant program
d. 48-50 Mural Painting- Historic Owego Marketplace

i. 115 Chestnut & 94 Spencer

1. Plan for properties
2. Budget Fence proposal
3. CRC estimates for clean-up