



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes
Wednesday, August 27, 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 4:01 pm
- 2) Attendance
 - a) Present: R. Kelsey, M. Baratta, H. Murray, J. Case, L. Pelotte
 - b) Absent: M. Sauerbrey, S. Yetter, J. Whitmore
 - c) Invited Guests: S. Zubalsky-Peer
 - d) Matthew Freeze
- 3) Old Business
 - a) Regular Board Meeting Minutes May 2025
 - b) Special Board Meeting June 2025
Motion to approve minutes of Regular Board Meeting, May 28th, 2025 and approve minutes of Special Board Meeting, June 2025

1st: H. Murray

2nd: L. Pelotte

In Favor: All

- c) S. Zubalsky-Peer requested hold on financial reports – been working with Bowers – there is a discrepancy of \$12,300 in LBI Phase II funds they are tracking down -once sorted – reports will be sent
- d) Company Cam software approval
S. Zubalsky-Peer stated from June meeting approved IT from the county looked through and approved, the Land Bank purchased. S. Zubalsky-Peer pulled up Company Cam to show 81 North pictures for board to get a feel for it. S. Zubalsky-Peer stated it is working out very well.
- e) Project Updates
 - i) 81 North

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S. Zubalsky-Peer stated moving along, S. Zubalsky-Peer stopped by, did not get pictures but noted the contractor is putting up the trim. S. Zubalsky-Peer brought up photos. Working on fire escape but is a bit complicated due to the size of the building and the way it had to be engineered, the contractor is working very closely with Mic at Code Enforcement. S. Zubalsky-Peer stated the façade will be a beige color, accent color is a green – color chosen from Benjamin Moore historic color palette. Right now, most of the work being done is on the exterior, S. Zubalsky-Peer stated they are still waiting on NYSEG to install new meters for the electric; they completed the wire work and are just waiting for them to get the meters up. R. Kelsey asked if the wiring is temporarily rerouted or permanently rerouted. S. Zubalsky-Peer answered permanently – where it was previously on 81 North was not to code since anyone in the residential areas could reach out the window and touch it. H. Murray asked if the meters were on the back of the building; S. Zubalsky-Peer answered, meters are on the alley side. S. Zubalsky-Peer explained meters are taken out of the basement, out of the flood zone and placed on the side. S. Zubalsky-Peer showing update photos; S. Zubalsky-Peer said once space is cleared out, they can do a walk through, hopefully start planning an open house so we can invite the public in. R. Kelsey asked if we are ready to advertise and lease, stated we have not yet hired a manager. S. Zubalsky-Peer answered no, that will be one of the items further down on the agenda.

ii) 121 Providence

S. Zubalsky-Peer touched base with L2 they are nearly finished with the construction documents asked us for our materials, such as our non-collusive certificate and insurance requirements. They are starting to build a big package that they will send to us. S. Zubalsky-Peer said when we receive the draft, it will be sent to all of board members for review.

iii) 247 Main

S. Zubalsky-Peer said we know where we are at with that and will discuss during negotiations for the design work, the next step is choosing the architect.

iv) 62-64 North

S. Zubalsky-Peer said this is the NY Main Street grant that we have for the private property owner and right now we are at a standstill. The owners are discussing some internal changes they might be facing with ownership. S. Zubalsky-Peer met with state on Tuesday and discussed it with them. They advised us to issue a letter to the owners with a deadline of September 30th to decide if they would like to move forward with the grant or not – we issued that to the owners and are waiting to hear back. H. Murray asked if it changes owners in an unexpected way we wouldn't have any exposure. S. Zubalsky-Peer answered no, and did ask them if it comes to that where we close out the grant and return the funds to the state, does it affect us as the Land Bank for future grant applicants, and they said no, it wouldn't be a red mark

against us, it is a private ownership situation so it wouldn't affect us applying for future funds.

v) 103 Liberty

S. Zubalsky-Peer explained it is finally moving along once we got all inspections and permits taken care of. The insulation is done, drywall is done, they are starting some of the finish work and carpentry inside. S. Zubalsky-Peer did let them know that the board would like to see this project completed by the end of this year. We are going to issue a formal letter to them making sure they stay on track. If it is not complete by this year, we would like to hire a contractor to finish it so we can put it on the market and have it sold and move onto the next project with them. S. Zubalsky-Peer spoke to Mike and Rick, and they are confident that they can get it done.

vi) 81 Hickories Park

S. Zubalsky-Peer said we do officially own it, we signed all the documentation, and it should be recorded. Once we took ownership Owego Code called to see if we can clean up the property because it was quite overgrown. We had Scott, who has our mowing contract go out and clean it up – he let us know that there is quite a bit of debris on the ground. S. Zubalsky-Peer told him to leave it we will take care of it when we get out there with a contractor and a dumpster. Actual funds for the demolition will be pending the CDBG Imminent Threat application.

vii) 39 Railroad

S. Zubalsky-Peer explained same situation, waiting to hear back from Joe Mayor – understanding that there is a closing set for November – she is waiting for him to confirm the date, so we should have that property in November.

4) New Business

a) Motion to approve the top two scoring firms in each of the categories that the RFP were issued for.

1st: H. Murray

2nd: M. Baratta

In Favor: All

b) Property Service application – new round of funding – allowing new eligible activities, construction of new homes for sale to low to moderate income buyers. Recommend to the board submit app for the full amount for 2 mil and propose building new homes on temple and liberty. Have been in our inventory for a long time, this would give us opportunity to return them to productive use. Started budgeting based on quotes site work contractors and modular companies. Propose budget for \$150,000 each for site work and \$250,000 each for units, with the understanding that these numbers may change per parcel depending on how much

will need to be elevated due to their location within the floodplain. *J. Case* asked where is this property located, *S. Zubalsky-Peer* explained location of properties and plans on photos. *R. Kelsey* suggested building garages under the modulars. *H/J?* asks what are the strings that come with the low-income requirements. *S. Zubalsky-Peer* spoke with HCR and it is up to TCDPC to decide – *S. Zubalsky-Peer* stated it makes sense in our area to do 80%AMI – the board agreed. *R. Kelsey* states some concerns about transparency and the village board – would like TCPDC to be open with the Village Board once we know what we are doing. *S. Zubalsky-Peer* offered to go to Village Board Meeting when necessary and get them involved in the project. *S. Zubalsky-Peer* will work on the draft and send to board for review.

Motion to approve submission of application to the Land Bank Initiative Property Services Grant in the amount of \$2,000,000 and authorize *S. Zubalsky-Peer* and *R. Kelsey* to sign all necessary documentation.

1st: *M. Baratta*

2nd: *J. Case*

In Favor: All

Motion to approve the 2026 Tioga County Administration Agreement in the amount of \$50,000 authorizing *R. Kelsey* to sign all necessary documentation.

1st:

2nd:

In Favor: All

Application for Credit Card through TSB with \$5,000 limit. Will still have two signatures on all the backup docs for audit purposes. *R. Kelsey* Will not have a Quorum for this vote. Hold over for next meeting.

Bank Accounts – some accounting changes are needed since we are getting into property management. 81 North hold security and escrow. Wise to keep unrestricted income in separate accounts from tenant rents and accounts we have our grant funds in. TSB utilize Zrent and Zdeposit. Putting on the table no motion tonight.

Contract with Thoma – County is eligible to apply for CDBG Imminent threat – the land bank would be the subrecipient of those funds – county has held the necessary public hearing passed their appropriate resolutions to allow submission to cover costs of demolition to 81 Hickories Park Rd and potentially 39 Railroad Ave. Application is for \$200,000.

Motion to approve contract with THOMA Development in the amount of \$3,500 for CDBG Imminent Threat Application

1st: M.Baratta

2nd: J. Case

In Favor: All

Motion to approve 81 North two change orders – brick work on first floor commercial space – Clearview was able to repair areas - \$5,000. First Choice Roofers need to increase their price due to increase in materials - \$33,000

1st: H. Murray

2nd: J. Case

In favor: All

S. Zubalsky-Peer passed around a list of items and qualifications for property management firm to go into RFP to handle 81 North. Will draft full RFP after input from board. R. Kelsey asked about pricing for maintenance. S. Zubalsky-Peer will discuss with other Land Banks on how they do their structuring. Will vote next time

Motion to accept Audit RFP this will be jointly issued RFP with all three agencies (TCPDC, IDA, LPC)

1st: M. Baratta

2: H. Murray

In favor: All

Motion to accept recommendation for R. Bunce as new member for Board. Unable to have governance meeting in person – did not have Quorum. Legislature will have to approve officially.

1st: R. Kelsey

2nd: J. Case

In Favor: All

Motion to enter executive session at 4:41PM

1st: H. Murray

2nd: J. Case

In Favor: All

Motion to move out of Executive session at 5:29 PM

Motion to accept contract in the amount of \$68,000 with L2 Studio Architecture for the schematic design, construction document preparation, and construction support for 247 Main Street.

1st: M. Baratta

2nd: L. Pelotte

In Favor: All

Meeting ended 5:32PM