



**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, September 25, 2024, at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

**Meeting Minutes**

- 1. Call to Order
- 2. Attendance
  - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore, J. Case
  - b. Invited Guests: B. Woodburn, M. Schnabl, C. Yelverton
  - c. Absent: M. Baratta and H. Murray were excused from meeting at 5:15pm.
- 3. Old Business
  - a. Approval of Minutes of Regular Meeting, July 31, 2024  
**Motion to approve July 31, 2024, Regular Meeting minutes as written.**

**S. Yetter/J. Whitmore/Carried**

**None Opposed  
None Abstention**

- a. Acknowledgement of Financial Reports through August 31, 2024
  - B. Woodburn presented the financial reports through 8/31/24. B. Woodburn stated that currently the landbank has little over \$456,351 in our TSB/ICS accounts as of September 23<sup>rd</sup>. They received LBI Phase 1, Year 2 final disbursement of \$6,089.13 and LBI Phase 2 disbursement of \$88,955 x 2. Expenses for the last two months were primarily related to operational costs, property/maintenance costs, 247 Main Street (HazMat report) and 121 Providence Street (asbestos survey, shed demolition).

**Motion to acknowledge financials.**

**M. Baratta/ M. Sauerbrey/ Carried  
None Opposed  
None Abstention**

- b. Status of Temple/Liberty Street single-family home project
  - i. CrossMod Pilot Program application – The Landbank was not awarded the grant.
  - ii. HOME Homebuyer Development Program application – The application to be submitted.
- c. Status of 103 Liberty Street/OACSD project –New windows have been installed. The students also installed fanfold insulation, tore off the kitchen roof and put new plywood and shingles on it, and started the siding.

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d. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects

iii. LBI Phase 1 – operational funds

1. Year 3 – Award increased to \$200,000

LBI Phase 1, Years 1-3 Budgeted versus Actuals spreadsheet included in meeting packet. B. Woodburn discussed legal fees, construction management, past due taxes, other contracted staff.

**Motion to reaffirm authorization for Brittany Woodburn as Director to sign the Amendment to Land Bank Initiative Grant Agreement between TCPDC and HTFC.**

**S. Yetter/M. Sauerbrey/Carried**

**None Opposed**

**None Abstention**

iv. LBI Phase 2 – capital improvement funds

1. 247 Main Street, Owego

a. Closing in process- B. Woodburn discussed how the closing is scheduled for October and the foundation repair to begin in the fall. B. Woodburn stated that Mr. Fleicher requested that he would like to amend the purchase agreement to include repair/replacement to the roof and remove repairs to HVAC, which will not exceed the reimbursement amount of \$45,000. Board discussed proposed amendment but tabled the discussion until next meeting.

2. 10 Watson Avenue, Newark Valley

a. Certificate of Occupancy

B. Woodburn stated that the property is under contract with a private buyer and closing is scheduled for next month. Joe Meagher has been in communication with Lillian Levy (HHK) to discuss holding a portion of proceeds from the sale in escrow until the exterior paint work is redone. TCPDC has not given approval to release the deed restriction, which is needed for the new buyer to close on the property. The board agreed to wait until they can come to an agreement about the paint job, before releasing the deed restriction.

3. 32 Lyman Avenue, Waverly

a. Closing in process- B. Woodburn stated that closing is scheduled for October. Land Bank related work including cleanout, roof replacement, floor stabilization is complete, inspected by Waverly CEO and reimbursed. Electric and plumbing is in progress, and STEG plans to have the kitchen installed by next month. Once the electric and plumbing is complete, the weatherization crews will get out there and complete all insulation work.

4. 121 Providence Street, Waverly

- a. Roof replacement/shed demolition - complete
- b. Interior asbestos abatement proposals

**Motion to reaffirm e-mail vote to contract with Kascon for interior asbestos abatement services at 121 Providence Street, Waverly in the amount of \$23,660 and to contract with O'Rourke for asbestos monitoring services at 121 Providence Street, Waverly in the amount of \$6,600.**

**H. Murray/J. Whitmore/J. Pelotte/Carried**

**None Opposed**

**None Abstention**

5. 81 North Avenue, Owego

a. Restore NY Round 8 - \$165,000 – B. Woodburn discussed that Tioga County was awarded \$165,000 in Restore NY, Round 8 funds for 81 North Avenue, Owego and that they were working through initial paperwork with the State. Funds will be sub-granted and reimbursed to the TCPDC upon project completion.

b. Roof replacement proposals

**Motion to contract with Augustine for roof replacement at 81 North Avenue, Owego in the amount of \$18,750.**

**M. Sauerbrey/S. Yetter/Carried  
None Opposed  
None Abstention**

- c. Brick repointing proposals. B. Woodburn discussed that NYSEG is going to reroute wires in front of 81 North Avenue, Owego free of charge, as it is due to safety. Repointing the front of the building cannot take place until Spring, once NYSEG has made the changes.

**Motion to contract with Mark Arrow for brick repointing at 81 North Avenue, Owego in the amount of \$105,000.**

**J. Whitmore/J. Case/Carried  
None Opposed  
None Abstention**

- e. Tioga County 2024 Tax Foreclosure – Foreclosure bidding auction is scheduled for October 21<sup>st</sup>. B. Woodburn went over the foreclosure list that was provided in the meeting materials and discussed setting limits for bidding at auction.
- f. Other potential grant funding sources
  - v. NYMS, 62-64 North Avenue, Owego application – submitted
  - vi. LBI Phase 2, Open Round application – in process
    - 1. Potential project list - B. Woodburn presented a draft potential project list for the following year.
  - vii. Vacant Rental Improvement Program
    - 1. B. Woodburn discussed that funding may be used to improve and rehabilitate vacant housing units and other vacant spaces, including commercial spaces, that are currently uninhabitable or unmarketable into safe, quality, and affordable rental units. These repairs and improvements may include health and safety improvements, correction of code violations and/or updating spaces to meet residential standards, accessibility modifications, environmental remediation, and other repairs determined by the local program administrator as necessary to rehabilitate vacant units. The minimum request amount is \$750,000. The maximum request amount is \$5,000,000. The per unit limit is expected to be \$50,000 (80% AMI) to \$75,000 (60% AMI) with a 10-year Regulatory Period.
- g. New Board Member Discussion – R. Kelsey noted that potential new board members are still being considered.
- h. NYLBA Temporary Housing Study – in process. The Center for Community Progress is collecting data and interviewing key stakeholders (DSS, Catholic Charities, TOI).
- i. Town of Berkshire properties- B. Woodburn discussed that they would use LBI Phase 2 funds to acquire the properties and would work with Thoma Development to submit a countywide application or an application from the Town of Berkshire to the CDBG Vacant Properties program for the demolition costs. Board discussed the Town of Berkshire applying to the CDBG Vacant Properties program and deeding the properties to the Town of Berkshire to handle the demolitions.
  - a. Railroad Avenue, Berkshire – Property #1 – Property owner is willing to sell for \$40,000.
  - b. Railroad Avenue, Berkshire – Property #2 – Property owner is willing to sell for \$55,000.

**Motion to authorize entering into a Purchase Agreement in the amount of \$40,000 for 39 Railroad Avenue in the Town of Berkshire contingent on receipt of CDBG Vacant Properties Program funding request and contingent on entering into a MOU with the Town of Berkshire to be deeded the properties and authorize entering into a Purchase Agreement in the amount of \$55,000 for 37 Railroad Avenue in the Town of Berkshire contingent on receipt of CDBG Vacant Properties Program funding request and contingent on entering into a MOU with the Town of Berkshire to be deeded the properties.**

**S. Yetter/L. Pelotte/Carried  
1 Opposed – M. Sauerbrey**

**None Abstention**

- j. 81 Hickories Park Road, Owego – former Pizza Hut. B. Woodburn discussed that The Linen Guys – Linen Rental and Commercial Laundry Services – expressed interest in the property. B. Woodburn completed a walkthrough with them, and they would like to bring a contractor back to look at the building with them. They expressed concern over the condition of the rear interior of the building and too much of a project and may not make sense cost wise. They are not sure they would be able to take this without assistance. B. Woodburn asked the board if the Land Bank would be willing to rehabilitate and rent to the owners or offer assistance gutting/roof replacement. The board discussed waiting to see the results of the contractor assessment before making a decision.

4. New Business

- a. Approval of proposed 2025 budget - B. Woodburn stated that the Finance Committee met prior to this meeting and voted to recommend approval of the 2025 budget as presented.

**Motion to approve 2025 budget as presented.**

**M. Sauerbrey/J. Case/Carried**

**None Opposed**

**None Abstention**

5. **Motion to go into executive session 5:36 pm to discuss personnel matters.**

**S. Yetter/J. Whitmore/Carried**

**None Opposed**

**None Abstention**

**Motion to exit executive session 5:45 pm to discuss personnel matters.**

**L. Pelotte/M. Sauerbrey/Carried**

**None Opposed**

**None Abstention**

**Motion to approve Consulting Services Agreement between Tioga County Property Development Corporation and Sara Zubalsky-Peer for a one-year period in the amount of \$10,000.**

**S. Yetter/ J. Whitmore/Carried**

**None Opposed**

**None Abstention**

6. Chairman's Remarks – None

7. Adjournment – **L. Pelotte made a motion to adjourn the meeting at 5:47 PM**

Respectfully submitted,

Casey Yelverton, Economic Development Specialist  
Tioga County ED&P