



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, January 31, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

MINUTES

1. Chair Kelsey called the meeting to order at 4:04 PM.
2. Attendance
 - a. Present: R. Kelsey, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
Absent/Excused: M. Baratta, D. Astorina
 - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
 - a. Approval of Minutes of Regular Board Meeting, November 29, 2023
Motion to approve the Minutes of the November 29, 2023 Regular Board meeting as distributed:
M. Sauerbrey/S. Yetter/Carried
None Opposed
No Abstentions
 - b. Acknowledgement of Financial Reports through December 31, 2023
Ms. Woodburn reviewed the draft financial reports that were distributed in the meeting packet. The reports will be finalized once the audit is complete. A recent deposit was received, which brings the current balance of Tioga State Bank and ICS accounts is \$450,000. This is primarily ARPA funds and administration funds received from the completed NYMS project. Ms. Woodburn also reviewed for the board the LBI Phase I grant program, as well as recent deposits received, expenses paid, and anticipated accounts receivable due. For the benefit of new and current board members, Mr. Kelsey briefly highlighted the ICS accounts and why the board chose to utilize those investment products. Ms. Woodburn also explained the property valuation numbers are not final as the audit must use the TCPDC valuation policy when they do a valuation test.

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TEAM TIOGA

Mr. Kelsey inquired about the increase in the cost of outside services. Ms. Woodburn explained the increase is due to paying the full administration fees to the county this year; the board-approved stipend to the TCPDC Director; property surveys and appraisals; and costs for boarding up some of the properties.

Mr. Kelsey also reviewed the significance of the grants obtained to do the work of the TCPDC. J. Whitmore inquired whether any portion of the LBI Phase 1 grant money rolls over to subsequent years. Ms. Woodburn stated no, any grant money unspent gets taken back by the State.

Motion to acknowledge the financial reports as presented:

M. Sauerbrey/J. Whitmore/Carried

None Opposed

No Abstentions

c. Status of Temple/Liberty Street owned properties

i. RFP for single-family home site plan

Ms. Woodburn reported that despite the revised scope of the site plan, the architects did not change their pricing. The revised scope and the pros and cons of working with each firm was discussed by the board. The potential need for planners or landscape architects in the development of a site plan was raised as well as concerns over past experiences and the varying proposal quotes.

Motion to move forward with Fagan Engineers for the single-family site plan:

M. Sauerbrey/L. Pelotte/Carried

None Opposed

No Abstentions

d. Status of 103 Liberty Street/OACSD project

Ms. Woodburn provided the update from M. Daly that the students, working with a local plumber, are finishing up the plumbing and will then move on to the electrical, insulation and drywall. Delta Engineers are working with a student on the engineering design of the single-family home and would like to attend the March board meeting, with the student presenting the plan, to receive board input on the plan. The board agreed and Ms. Woodburn will invite Delta and the student to the March board meeting.

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

i. LBI Phase 1 - The first reimbursement for Year 2 was received.

ii. LBI Phase 2 – Ms. Woodburn provided the board with the project status and program budget and reviewed the properties for which funds have been allocated.

- The four demolitions in Owego have been fully reimbursed.
- The structural report for 247 Main Street Owego was received from Hunt Engineers. Additional comments and questions are currently being exchanged between TCPDC and Hunt as well as the Village of Owego and its Code Enforcement Officer, the State Historic Preservation Office and FEMA. Ms. Woodburn will send the draft report to the board members.
- The closing on 10 Watson Ave., Newark Valley, is expected in the next week or two. This property will be rehabilitated, and the foundation repair will begin in the spring.
- TCPDC Attorney, J. Meagher, is reviewing the sales and pre-possession agreements between TCPDC and Southern Tier Enterprise Group (STEG).
- The Project Review Committee met recently to review two purchase applications for 121 Providence St., Waverly. Ms. Woodburn provided the board with a summary of both applications as well as the Project Review Committee's recommendation.

Motion to move forward with the San Luccia application with a counter-offer of \$10,000 purchase price:

**S. Yetter/J. Whitmore/Carried
None Opposed
No Abstentions**

- Ms. Woodburn provided an update on the 81 North Ave., Owego property, including planned remediation work and electrical inspections. Ms. Woodburn then reviewed the proposals received for the remaining environmental testing. M. Sauerbrey departed at 5:03 PM.

Motion to move forward with Fagan for the environmental testing:

**H. Murray/L. Pelotte/Carried
None Opposed
No Abstentions**

f. New Board Member Discussion

A representative for the board is needed from the Village of Waverly/Town of Barton area. The board member must be a municipal representative. Potential candidates were discussed, and R. Kelsey will contact one as well as review a list of municipal representatives from the area to consider. H. Murray noted that there is also no representation from the Spencer area.

4. New Business

Ms. Woodburn requested permission to sign the contract with Bowers & Co. for accounting services.

Motion to authorize Brittany Woodburn to enter into contract with Bowers & Co. for TCPDC accounting services:

**S. Yetter/L. Pelotte/Carried
None Opposed
No Abstentions**

5. Chairman's Remarks

R. Kelsey reminded the board about a meeting needed with J. Meagher to discuss TCPDC counsel succession plan. Discussion then moved to audit services. Ms. Woodburn will publish an RFP for audit services for 2024-2025. H. Murray inquired of the status of the pizza place on Main Street in Candor and whether the owners could pursue filling it with another business. Ms. Woodburn explained the processes once a NYMS grant is completed and reimbursed.

6. Adjournment - S. Yetter made a motion to adjourn; the meeting at 5:24 PM.

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning