



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, February 8, 2023 at 4:30 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #201**

**MINUTES**

1. Call to Order – P. Ayres called the meeting to order at 4:27 PM.
2. Attendance
  - a. Present: P. Ayres, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, S. Zubalsky-Peer  
Absent/Excused: R. Kelsey, D. Astorina
  - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
  - a. Approval of Minutes of Regular Board Meeting, October 26, 2022

**Motion to approve October 26, 2022 Regular Board Meeting Minutes, as written:**

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

**None Opposed**

**No Abstentions**

- b. Acknowledgement of Financial Reports through December 31, 2022  
Ms. Woodburn signed the contract with the new accounting firm, Bowers and Company, in November and the accounts have been converted to QuickBooks online. Moving forward Bowers will be handling all account reconciliations, as well as providing the financial reports/package to the Board. In January, they also assisted with submitting documentation to Bonadio for the upcoming annual audit. Ms. Woodburn referred to the financial reports in the meeting packets, noting that the accounts are set up in a way that makes it easy to track expenses across the TCPDC properties, as well as what has been expended for each of the funding sources.

**A PARTNER OF**

**TEAM TIOGA**

The TCPDC currently has a little over \$445,000 in our TSB account, which is primarily made up of the ARPA/Hooker Foundation funds. Expenses for this quarter were primarily related to operational (legal fees, utilities, real property taxes) and property maintenance costs (insurance, snow removal, etc.). TCPDC received a disbursement from LBI – Phase 1 in the amount of \$18,769.69 for Q3 2022 operational/property maintenance cost expense reimbursement, as well as a disbursement from Housing Trust Fund Corporation in the amount of \$321,738 for NYMS Candor project, which was fully disbursed to the property owner on 12/19/22. Ms. Woodburn will request a summary of grant funding remaining to be included in the next financial report.

**Motion to acknowledge financials, as presented:**

**S. Zubalsky-Peer/M. Baratta/Carried**

**None Opposed**

**No Abstentions**

c. Status of Temple/Liberty Street owned properties

i. Providence Housing

Joe Meagher issued an Option to Purchase Agreement to Providence Housing with a purchase price of \$225,000, as discussed with this Board. Providence countered with a purchase price of approx. \$70,000. Ms. Woodburn provided them with the appraisal that INHS completed valuing the property at \$214,000. They reached out to the original appraiser (Newmark Knight Frank) and requested that the appraisal be updated based on a few different factors (COVID, location in flood plain, smaller scale of development project, consider the lots individually as Providence may not need all of the lots). They did so at their own expense. Newmark notified Providence that they were not comfortable handling the revised appraisal for the property. Providence has reached out to Martin Kane Appraisal Services for individual appraisals on the vacant lots, as they might not want all parcels but would also like first right of refusal if the project goes well. The cost for this work is \$3,500, and Providence would like to know if the Board would consider splitting this cost. This appraisal came in at \$89,000. Ms. Woodburn noted that the TCPDC may want to consider having its own third appraisal completed. P. Ayres asked, for comparison purposes, whether the appraisal was done in the same manner. Ms. Woodburn stated that the Kane appraisal was done per lot, not all the property together as one parcel. Providence has not determined what lots they are most interested in and would like site control before investing in design plans. S. Yetter suggested to gain site control, the entire parcel should be purchased by the developer. P. Ayres wondered if there were enough vacant lots appraised to generate adequate comps. TCPDC Board decided that they will not split the cost of Providence's appraisal and directed Ms. Woodburn to have another appraisal completed on behalf of the TCPDC. Ms. Woodburn will reach out to more appraisers and get additional quotes for a third appraisal.

d. Status of 103 Liberty Street/OACSD project

OACSD currently has their Building Trades II students working at the house: putting new beams, joist, footers etc. in the basement. They also had to build temporary support walls on the first floor, as there were some pretty serious rot and floor sagging taking place. They are looking to finish that up and move to the living space soon. Ms. Woodburn shared a news clip highlighting the project.

- e. Status of 80, 82 and 84 Main St, Candor NYMS Project  
The exteriors of the buildings are just about finished with new siding. New storefront glass has been installed on 82 Main Street. Insulation and sheetrock have been installed in the apartments and they are working on painting. Anticipating c/o for two of the apartments later this month. Ms. Woodburn will share via email photos of the project. M. Sauerbrey asked if the NYMS grant opportunity will be coming around again and whether the Land Bank will be interested in applying. Ms. Woodburn stated that if it is funded and announced again, it will likely be opened in May with a July deadline and awarded in December. If a relevant project becomes available, then yes, the TCPDC Board expressed interest in applying. Ms. Woodburn outlined the typical grant guidelines. P. Ayres noted that a previous NYMS grant made a substantial difference in the Waverly downtown. Other types of grants were also mentioned.
- f. Update on 2022 V. Owego and V. Newark Valley acquisitions  
Six properties have been acquired, 3 in Owego and 3 in Newark Valley. The three Owego properties (247 Main Street, 98 Fox Street and 94 Spencer Avenue) are planned for demolition. Ms. Woodburn completed a walkthrough of these properties with Keystone (environmental professional) in December. They will be completing environmental testing this week. We will have Demolition Contractor RFP out later this month. K. Warfle obtained quotes from three contractors to board up/secure these properties:

- CJM Quality LLC - \$3,660
- James Toal - \$3,775
- IMG Handyman Services - \$5,000

We moved forward with CJM Quality LLC in the amount of \$3,660. He completed securing 247 Main Street today and will have the other properties secured by the end of this week. Ms. Woodburn will send photos of the secured properties via email.

437 Front Street – Signed Purchase Agreement and Pre-Possession Agreement are in place with the buyer. As previously voted on, the Land Bank repaired the foundation at the cost of \$36,000. The foundation work has been completed, inspected and reimbursed. Ms. Woodburn will send photos via email. There is a delay in closing due to this structure encroaching on a neighboring structure. Attorneys are in the process of talking with neighboring property owner in order to resolve and move this forward.

58 Whig Street – A signed purchase agreement is in place with the buyer. Now waiting on attorneys to complete the closing.

10 Watson Avenue – Ms. Woodburn met with the NVCS D. They are interested in replicating OACSD's program and are interested in this property for such a project. The foundation needs stabilization first and the school district would like to begin with just the shell of the structure. Grant money to accomplish this could possibly be sought from LBI Phase 2 funds, upon Board approval. P. Ayres asked how this would be coordinated with the school district. Ms. Woodburn outlined the process and said it is still in discussion and maybe the two school districts would collaborate. If the NVCS D school district does not move forward, there are others interested in developing the property, so any LBI Phase 2 stabilization money would still be beneficial to apply for this property. H. Murray asked what happens when the project is

complete and the property is sold. Ms. Woodburn stated that this would need to be determined by the TCPDC Board and NVCS D. For the OACSD project the Land Bank will recoup its acquisition costs; the school district would recoup its investment, outside of Hooker Foundation funds; and any additional “profit” from the sale would be split between the Land Bank and OACSD. The intent is for the Land Bank to reinvest the money into another project with the school district. The TCPDC could follow a similar structure with the NVCS D.

247 Main Street – People are interested in salvaging materials from this structure and have inquired whether the TCPDC Board would allow this. S. Yetter and D. Ayres are agreeable to this idea, if it is done through an RFP process and a licensed, insured contractor does the salvage. Ms. Woodburn will develop an RFP and get J. Meagher’s approval and will share with the board prior to sending it out.

4. New Business

a. 96 – 102 Liberty Street – Fence Discussion

Ms. Woodburn provided the history of the stipulation of the purchase agreement that the TCPDC would put up a fence between this property and the property owned by the Fords. The purchase agreement does not outline what type or height is required for the fence. K. Warfle obtained quotes from three different companies for installing the fence (chain link, wooden, vinyl at 6’ and 8’). A comparison of these quotes was shared with the Board and Ms. Woodburn inquired as to how the Board would like to proceed. Above 6’, the fence would need to be approved by the local zoning board. After review of the quotes comparison and discussion of the various fence materials:

**Motion to approve finalizing purchase and installation of a 6’ chain link fence from BestWay Fence for approximately \$5450 (exact measurement to be made):**

**M. Sauerbrey/H. Murray/Carried**

**None Opposed**

**No Abstentions**

b. Land Bank funding opportunities

i. NYS HCR – Land Bank Initiative (LBI)

1. LBI Phase 1 – Ms. Woodburn reiterated that TCPDC received disbursement from LBI – Phase 1 in the amount of \$18,769.69 for Q3 2022 operational/property maintenance cost expense reimbursement. Ms. Woodburn submitted for Q4 2022 operational/property maintenance cost expense reimbursement and anticipates disbursement in the amount of \$36,048.26.
2. LBI Phase 2 – Phase 2 was recently announced. Ms. Woodburn attended a webinar with HCR staff that went over application/program requirements. Applications are due March 13<sup>th</sup> for up to \$2,000,000. Eligible activities are acquisitions, pre-development, stabilization, limited rehabilitation, demolition and administrative costs. Ms. Woodburn suggested applying for funds to implement TCPDC existing projects (3 demolitions, 2 stabilizations) and asked the board to recommend projects they think the application should include. The TCPDC Board will hold a special meeting to discuss the LBI Phase 2 application. There is another round anticipated for the fall of 2023, so if more properties are acquired, TCPDC can potentially apply for them at that time.

- ii. Restore NY Round VII – Ms. Woodburn noted reaffirmation of the email vote as noted below is needed. Mr. Ayres asked for a motion to this effect. After discussion about the property to potentially include in the request, the following three-point motion was made:

**Motion to reaffirm email vote authorizing Brittany Woodburn on behalf of the TCPDC to move forward with the following:**

- TCPDC agreeing to act as the project sponsor/sub-recipient for Tioga County’s Restore NY grant application
- TCPDC agreeing to enter into an option for 4 months with current property owners to demonstrate site control
- TCPDC agreeing to provide 10% match commitment (\$253,000)

S. Yetter/L. Pelotte/Carried

None Opposed

Abstentions                      1

5. Chairman’s Remarks - None

6. Adjournment – **Motion to adjourn the meeting:**

M. Sauerbrey/L. Pelotte/Carried

None Opposed

No Abstentions

Meeting adjourned at 5:20 PM.

Respectfully submitted,

Karen Warfle, OSII  
Tioga County ED&P