



**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, November 29, 2023, 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 – Chairman Kelsey called the meeting to order at 4:04 PM.
2. Attendance
  - a. Present: R. Kelsey, H. Murray, M. Sauerbrey (arrived 4:11 PM), S. Yetter, D. Astorina, L. Pelotte  
Absent: M. Baratta
  - b. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
  - a. Approval of Minutes of Regular Board Meeting, September 27, 2023  
**Motion to approve September 27, 2023, Regular Board Meeting minutes as written:**  
**S. Yetter/L. Pelotte/Carried**  
**None Opposed**  
**No Abstentions**
  - b. Acknowledgement of Financial Reports through October 31, 2023  
Ms. Woodburn provided financial statements through October 31, 2023 and reported that currently, the TCPDC has \$440,000 in its accounts and this is primarily made up of ARPA funds. On October 30<sup>th</sup>, \$178,261.22 was received as the final NYMS Candor disbursement; \$153,261.22 was paid to the property owner; \$25,000 was retained by TCPDC for administration of the program. Demolition costs of \$151,930 and air monitoring costs of \$6,360.35 were paid. Reimbursements of \$123,290.35 from LBI Phase 2 and \$35,000 from the Village of Owego were received. Other expenses were primarily operational costs. Ms. Woodburn will be working on the first progress payment for year two of the LBI Phase 1 funds.  
**Motion to acknowledge financials, as presented:**  
**H. Murray/S. Yetter/Carried**  
**No Opposed**  
**No Abstentions**



c. Status of Temple/Liberty Street owned properties

RFP for single-family home site plan – Ms. Woodburn received proposals from 3 engineering firms: Fagan \$4,000; Keystone \$5,600; Delta \$9,200. Proposals are not identical in content and Ms. Woodburn has been reviewing them with H. Murray and working on revising the scope of work. After further discussion, it was agreed that the scope of work will be updated to focus on the properties on the west side of Liberty Street. Ms. Woodburn will work with the engineering firms to submit revised proposals and requested permission to submit final proposals to the board via e-mail in order to continue moving the project forward.

Ms. Woodburn also reported that Delta will be working with an OACSD student to design a single-family home for 107 Liberty Street pro bono. Delta and the OACSD student would like to attend a future TCPDC Board meeting to discuss next steps and get input from the Board on the design. Board discussion ensued regarding other alternatives for development on Liberty Street, including zoning and floodplain considerations.

d. Status of 103 Liberty Street/OACSD Project

Ms. Woodburn relayed the report from OACSD that the front porch is finished and the upstairs walls are furred. OACSD also met with a local plumber to go over some ideas for the bathrooms and met with I D Booth to get quotes for plumbing supplies and fixtures. Rough plumbing will be started soon. A second quote for fixtures will be obtained from Home Central in order to compare to the quote from I D Booth.

e. Status of 80, 82 and 84 Main Street, Candor NYMS Project

Ms. Woodburn reiterated her report of the funds received and the amounts disbursed. All documentation for closeout has been submitted and she is now waiting for the final closeout letter and approval of the MWBE waiver from NYS.

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

i. LBI Phase I – Ms. Woodburn will be submitting 1<sup>st</sup> reimbursement request for Year 2.

ii. LBI Phase 2 – Ms. Woodburn reviewed current projects:

The 4 demolitions (98 Fox, 94 + 98 Spencer and 54 Temple in the Village of Owego) are completed. Demolition and asbestos invoices have been paid and reimbursed. Ms. Woodburn noted that Keystone initially quoted \$4,300 for asbestos air monitoring, but the final invoice was actually \$6,200. The increase was due to Keystone needing to spend more days on site than was initially estimated in their proposal. Additionally, the demolition contractor decided to demolish 98 Fox Street as a non-friable controlled demolition, which required Keystone to provide air monitoring for the property that was not initially estimated.

247 Main Street, Owego – Ms. Woodburn conducted a field visit with HUNT engineers for the structural report for this property. HUNT is working on finalizing that report. Once the report is available, Ms. Woodburn will send it out to the full Board. The TCPDC will then submit the report to SHPO to continue the state historic review process.

Ms. Woodburn noted that LeeAnn Tinney, Director of Tioga County Economic Development and Planning, offered to cover from her budget some of TCPDC's administration costs. Ms. Woodburn listed the possible items that could be covered by

these funds: The structural report for 247 Main St.; The HazMat Report for 81 North Avenue; and upcoming HazMat reports needed for three other rehab properties); and potentially for a site plan. Ms. Sauerbrey and Ms. Woodburn noted that details will need to be finalized, and county attorney approval is needed prior to year's end.

10 Watson Avenue, NV – Fleicher Properties accepted TCPDC's counter-offer of \$45,000 for the reimbursement amount. The pre-possession and sales agreement have been signed and \$500 has been received as a deposit. Joe Meagher is working on the closing. Mr. Fleicher has lined up Alan Brown to repair the foundation in the spring.

32 Lyman Avenue, Waverly – TCPDC received a proposal from STEG (development arm of TOI) to fully rehabilitate the structure. STEG offered to purchase the structure for \$5,000 and asked TCPDC to provide \$50,000 in stabilization funds to do roof replacement, window replacement and interior clean-out. The Project Review Committee reviewed the proposal and recommended that the board authorize Ms. Woodburn to counter with an offer to accept the purchase price of \$5,000 and a request that STEG reduce their stabilization fund request to \$35,000, with a leeway to agree to up to \$40,000. L. Pelotte inquired whether the board should establish a baseline limit of costs based on size of the project in order to be fair to all potential partners. R. Kelsey suggested that the baseline marker is the alternative demolition cost of each project. M. Sauerbrey agreed.

**Motion to authorize the sale of 32 Lyman Avenue, Waverly to STEG, in the amount of \$5,000 and to authorize the reimbursement of the roof replacement, window replacement and interior clean-out up to \$40,000 to STEG:**

**H. Murray/D. Astorina/Carried**

**None Opposed**

**No Abstentions**

121 Providence Street, Waverly – Ms. Woodburn has discussed this property with local developer that has done prior TCPDC property rehabs, and they are interested in submitting a proposal to rehabilitate this property and sell it as a single-family home. Discussion ensued about the foreclosure process and the subsequent timeframe needed to hold properties prior to re-selling.

Ms. Woodburn reported that LBI Phase 2 funding requires a hazardous materials letter to be completed for each property receiving funding. 10 Watson Ave, 32 Lyman Ave and 121 Providence St (TCPDC rehab properties), will all require a hazardous material letter to be completed. Quotes for this service were received as follows: Fagan \$3,300, Delta \$3,477.

**Motion to authorize Fagan to conduct hazardous materials desktop review and report for 10 Watson Avenue, Newark Valley and 32 Lyman Avenue and 121 Providence Street, Waverly in the amount of \$3,300:**

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

**None Opposed**

**No Abstentions**

81 North Avenue, Owego – Ms. Woodburn emailed an update to the board on November 13<sup>th</sup>. Based on the email responses from the Board, J. Meagher is moving forward with the closing on this property.

**Motion to affirm the November 13<sup>th</sup> email and authorize moving forward with the Sunstream Corporation quote of \$18,200 to clean out and remediate the third floor of 81 North Avenue:**

**M. Sauerbrey/L. Pelotte/Carried  
None Opposed  
No Abstentions**

Ms. Woodburn noted that after closing, etc., the board will need to decide whether to pull in a development partner or management partner, depending on whether the board wants to retain ownership of the property. R. Kelsey reminded the board that this and similar decisions should consider any need for revenue to continue the work of the TCPDC long-term.

g. New Board Member Discussion

The Governance Committee met with Josh Whitmore last week; Mr. Whitmore’s experience includes: property owner on North Avenue in Owego, TCSD school board, resident of Candor, previous NYMS awardee, 20+ years in the construction industry. S. Yetter provided a summary of the interview with Mr. Whitmore and stated that he felt Mr. Whitmore would lend technical expertise in project planning.

**Motion to recommend Josh Whitmore to the Tioga County Legislature for appointment as a Board Member of the Tioga County Property Development Corporation Board:**

**S. Yetter/D. Astorina/Carried  
None Opposed  
No Abstentions**

Ms. Woodburn also mentioned that she is currently having discussions with another potential board member.

4. New Business

- a. 2023-2024 snow removal services – Five proposals have been received. The lowest proposal is from WetGrass Property Care at \$221 per service, including salting. They have provided this service to the TCPDC for the past two seasons with no issues.

**Motion to engage the services of WetGrass Property Care to provide snow removal services in the amount of \$221 per service:**

**H. Murray/M. Sauerbrey/Carried  
None Opposed  
No Abstentions**

- b. Deluge Media proposal – Ms. Woodburn reviewed what county departments have contracted with Deluge Media to provide professional photos and video content for social media and reports. The TCPDC can participate by signing an MOU and the IDA would invoice for \$1,250 in 2023 and \$1,718.18 for 2024. In return, Deluge Media would provide one 1-minute evergreen video and TCPDC would receive a share of: 30 monthly photos, 4 reels and 4 hours of shoot time.

**Motion to authorize Brittany Woodburn to sign Memorandum of Understanding between Tioga County, TCIDA and TCPDC and authorize payment to reimburse TCIDA for Deluge Media’s professional service in the amount of \$1,250 for 2023 and \$1,718.18 for 2024:**

During the discussion of the motion presented, Ms. Woodburn clarified the process for deciding what content is needed and the direction given to request Deluge Media obtain such content each month. H. Murray suggested time-lapse images of projects. L. Pelotte asked for clarification of the \$1,250 for one month left in 2023 then only \$1,718 for all of 2024. Ms. Woodburn stated that is for the evergreen video and a month's worth of content for December. Then next year it is the TCPDC's share of the monthly photos and video content only. **There being no further discussion, Chairman Kelsey called for a vote on the motion as presented:**

**D. Astorina/H. Murray/Carried  
None Opposed  
No Abstentions**

- c. Property in Waverly candidate for demolition – Ms. Woodburn relayed that Keith Correll, Deputy Mayor of the Village of Waverly asked her to bring to the board's attention a fire-damaged property, 458 Waverly Street, Waverly, NY that is a potential candidate for demolition. Ms. Woodburn requested the board's permission to reach out to the property owner to see if they are willing to sell for less than it is currently being advertised for sale, and also to see if the Village of Waverly is willing to partner on this project. D. Astorina inquired how badly the property burned. H. Murray asked whether someone could rebuild on the foundation. The board authorized Ms. Woodburn to explore options with the owner or the listing real estate agent and find out more details on the condition of the property.

5. Chairman's Remarks –

**Motion at 4:56 PM to enter into Executive Session to discuss professional services:**

**H. Murray/S. Yetter/Carried  
None Opposed  
No Abstentions**

**Motion at 5:02 PM to exit Executive Session:**

**M. Sauerbrey/L. Pelotte/Carried  
None Opposed  
No Abstentions**

Ms. Woodburn informed the board that she will be out of the office December 16-23, 2023.

- 6. Adjournment – M. Sauerbrey motioned to adjourn; meeting adjourned at 5:05 PM.

Respectfully submitted,

Karen Warfle, OSII  
Tioga County Economic Development and Planning