



**Tioga County Property Development Corporation
Regular Board of Directors**

Thursday, July 7, 2022 at 3:00 PM

Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

Economic Development Conference Room #201

Meeting Minutes

1. **Call to Order** – Chairman Kelsey called the meeting to order at 3:00 pm.
2. **Attendance**
 - a. Roll Call: M. Sauerbrey; M. Baratta; R. Kelsey; S. Yetter, D. Astorina, L. Pelotte, H. Murray;
EXCUSED: P. Ayres
 - b. Invited Guests: B. Woodburn, M. Schnabl, K. Warfle
3. **Old Business**
 - a. Approval of Minutes of Special Board Meeting, May 18, 2022
Motion to approve May 18, 2022 Special Board Meeting Minutes, as written.
H. Murray/M. Baratta/Carried
None Opposed
No Abstentions
 - b. Acknowledgement of Financial Reports through June 30, 2022
Ms. Woodburn presented the TCPDC Balance Sheet, Profit & Loss Statement, and a Transaction Detail Report as of June 30, 2022. She also reviewed upcoming or anticipated expenses, and indicated that quarterly administration fees will increase from \$1,736.00 to \$6,250.00 now that Tioga County Economic Development and Planning’s Office Specialist II position has been filled by Karen Warfle. Motion to acknowledge financials, as presented.
S. Yetter/H. Murray/Carried
None Opposed
No Abstentions
 - c. Update regarding New Board Member appointment – Ms. Woodburn stated that upon Legislative approval, Ms. Zubalsky-Peer will join the next meeting.

- d. Status of Temple/Liberty Street owned properties – Ms. Woodburn reported that she is waiting on one last invoice from O’Rourke for the air monitoring related to the demolition of the properties. Due to issues with the local approvals process with the Village of Owego, Ms. Woodburn noted that INHS withdrew their site plan application. INHS also rescinded the contract of sale that was in place between TCPDC and INHS for the Temple/Liberty Street properties. Board discussion ensued regarding INHS’ decision to not move forward with the project, as well as potential options and future plans for the redevelopment of the properties. After discussion the Board agreed to send out a Request for Proposal (RFP) to seek proposals from qualified developers for the purchase and redevelop of the Temple/Liberty Street properties. In regards to property maintenance, Ms. Woodburn and K. Warfle are working on getting quotes for stone-raking, weed-cutting and removal, and mowing. Board discussion ensued regarding other property maintenance options. After discussion the Board agreed to move forward with getting quotes for stone-raking and mowing.
- e. Status of 103 Liberty Street/OACSD project – Ms. Woodburn reported that the school district has completed the demolition work. Work will be halted over the summer and will resume in September when the students return to school. A Village of Owego building permit will be obtained.
- f. Status of 80, 82 and 84 Main St, Candor NYMS Project – Ms. Woodburn reported that the project is going well. The rough-in electric and plumbing have been completed, and Tioga County Public Health recently inspected and approved the existing septic system currently in place for the properties.
- g. Discussion of acquisition of properties – There was general discussion regarding identifying properties for future rehabilitation/restoration, demolition and new construction projects for the Land Bank. Discussion included cost of potential projects, current and future funding sources, types of projects needed, and how the projects may be able to help address the housing needs identified in the Tioga County Housing Study. Ms. Woodburn shared some examples of what some other NY Land banks have done with properties, including commercial/mixed-use buildings. Chairman Kelsey asked if there was a NY Land Bank Association (NYLBA) conference for board members. Ms. Woodburn confirmed there had been in the past and the NYLBA is planning to hold one again in the future. Mr. Astorina brought up the value of restoring historical buildings and that it may be worth the extra cost to keep the history and culture intact for current and future generations. Chairman Kelsey suggested setting up a work session to discuss an updated Housing Study, after gathering more data, to prioritize the next steps.

4. New Business

- a. Land Bank funding – upcoming opportunities
 - i. NYS HCR – Ms. Woodburn reported that grant funding was included in the NYS Homes and Community Renewal (NYS HCR) budget. This is the first time funding has been included in the budget, and the program is still being developed. The NYLBA is working on drafting a letter to NYS HCR identifying both needs and priorities for NYS Land Banks. It is anticipated that a Phase 1 Round will be launched within the next month.
 - ii. Restore NY – Ms. Woodburn reported Restore NY Round VI will launch next week. Projects are planned for Owego and Waverly. TCPDC would be eligible to act as sub-recipient of the grant funds, if a municipality is interested in applying. Rehabilitation

and demolition of residential homes and commercial/mixed-use properties are all eligible projects. Municipalities (County, Towns, and Villages) in Tioga County are eligible to apply for up to \$2 Million in funds. Ms. Woodburn also reviewed projects that have already been completed through the Restore NY program. Round VI will launch in July for shovel ready projects, and Round VII is supposed to launch sometime in October.

- iii. Mother Cabrini Health Foundation – Letter of Intent to apply was submitted. Ms. Woodburn is waiting to hear from the Mother Cabrini Health Foundation regarding whether the TCPDC will be invited to complete the full application process.

Motion to enter into Executive Session pursuant to Public Officers Law Section 105 at 3:50 pm to discuss property acquisition.

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

Motion to adjourn Executive Session at 4:39 pm.

M. Sauerbrey/H. Murray/Carried

Motion to acquire from the county, for \$1 each, the following properties in the Villages of Owego and Newark Valley.

- **94 Spencer Avenue, Owego – Contingent on Village of Owego Board of Trustees signing Memorandum of Understanding agreeing to reimburse the TCPDC for one-half (1/2) of the cost of the demolition, including environmental testing.**
- **437 Front Street, Owego**
- **247 Main Street, Owego – Contingent on Village of Owego Code Enforcement Office expressing written finding that the structure presents an imminent threat to the public health, safety and welfare property, and property is subsequently condemned.**
- **58 Whig Street, Newark Valley**
- **10 Watson Avenue, Newark Valley**

**S. Yetter/M. Sauerbrey/Carried
None Opposed
No Abstentions**

Following the vote, Mr. Kelsey discussed Villages and Towns financially participating in future TCPDC projects within the respective municipality. This partnership demonstrates both municipal and TCPDC commitment to revitalization efforts, and will also stretch available funding, allow TCPDC to address more needs, and ultimately have a greater impact on communities across Tioga County.

5. Chairman's Remarks – None

6. Adjournment – Chairman Kelsey motioned to adjourn the meeting at 4:47 pm.

Respectfully submitted,

Karen Warfle, OSII