



**Tioga County Property Development Corporation
Regular Board Meeting
Wednesday, March 27, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

MINUTES

1. Chairman Kelsey called the meeting to order at 4:03 PM.
2. Present: R. Kelsey, H. Murray, M. Sauerbrey (arrived 4:32 PM), S. Yetter, D. Astorina
Present via TEAMS: J. Whitmore
Absent/Excused: M. Baratta, L. Pelotte
Invited Guests: B. Woodburn, K. Warfle, M. Schnabl, C. Lynch, J. Palladino, M. Daly, M. Knapp (left 5:06 PM)
3. Privilege of the Floor
 - a. Presentation by Christopher Lynch (Delta) and intern Joseph Palladino (OACSD) on single-family home design for 107 Liberty Street, Owego property – C. Lynch introduced the internship program and J. Palladino, who then provided his site plan. H. Murray inquired whether a variance will be needed. M. Knapp will check on the setback requirements. C. Lynch stated there is room in the back if the setbacks will require the structure to be built back farther. J. Palladino then described the open layout of the first floor. No basement is planned, just a crawl space. The utility room will be located on the first floor. The second floor will have three bedrooms and an additional bathroom. M. Knapp inquired whether the elevations conform to FEMA’s flood plain. C. Lynch stated yes and that the exact height needs to be confirmed. J. Palladino also researched the “smart vent” flood vents and will be included in the foundation of the first floor. C. Lynch pointed out that the first floor is raised above grade. As the plan moves into the civil engineering phase, the exact height will be noted. M. Knapp requested confirmation that the mechanicals will be located two feet above as well. C. Lynch confirmed they will be. R. Kelsey noted a directional labeling error regarding the entrance. It will be corrected. J. Palladino then described the exterior plan, including a front porch, gutters, double-hung windows, the suggested colors and materials for siding and roofing, including passing around material samples. D. Astorina noted cement fiber board is not a durable option for siding and recommends against using it, particularly because anywhere water can get into it, it will blow up and fall apart. He suggested an alternative of a composite or vinyl product that would be more suitable, long-term.

J. Palladino inquired whether a metal roof is an option. M. Knapp confirmed the property is not in the historic district. M. Daly noted there is a metal roof on the back of the 103 Liberty St. property. D. Astorina noted the plan is impressive so far. J. Palladino has done all the research, drafting and 3D modeling and Delta guided him along the process. J. Whitmore inquired what is being considered for the heat source. C. Lynch stated the internship process includes all the disciplines separately and it has not reached the mechanical engineering tract yet. Heating will be discussed and planned then. J. Whitmore agreed with all the comments made regarding the plan. H. Murray asked about the first floor/second floor lining up with the back of the utility room to have one roof-foundation bearing wall. C. Lynch agreed and stated the next step will be to talk to the structural engineers. Additional discussion regarding roof color. H. Murray also noted to make sure the back roof is steep enough for shingles vs. flat requiring rubber roofing. All agreed J. Palladino is doing a great job with the plan. R. Kelsey credited Delta and OACSD for taking on this project. M. Daly noted the school district is ecstatic to partner with Delta on this project. C. Lynch noted an update will be provided in a couple of months.

4. Old Business

a. Approval of Minutes of Annual Board Meeting and Regular Board Meeting, January 31, 2024 – The minutes were distributed and were reviewed by the board.

Motion to approve the Minutes of the Annual Board Meeting and Regular Board Meeting as written:

M. Sauerbrey/S. Yetter/Carried

None Opposed

No Abstentions

b. Acknowledgement of Financial Reports through February 29, 2024 – Ms. Woodburn presented the financial reports through the end of February. Bank accounts have a little over \$427,000, primarily ARPA funds, but also include NYMS administration fees, and income from property sales. Expenses included operational costs of professional services and property maintenance. R. Kelsey inquired whether any funds in the bank are unrestricted. Ms. Woodburn stated the ARPA funds are available for projects, the rest is from property sales and administration fees. R. Kelsey noted the year-end statement provided by Bonadio stated the unrestricted cash is only \$26,000. Ms. Woodburn clarified that Bonadio considers the ARPA funds restricted vs. the property sales and admin fees income. The TCPDC isn't restricted to a specific project, there is some flexibility in how it is spent. Ms. Woodburn is in the process of working on the second reimbursement of the LBI Phase I operational funds grant. It should be received by the end of April. R. Kelsey requested to have Bowers invited to the next board meeting to give a review of the financial statement. Ms. Woodburn will extend the invitation.

Motion to acknowledge the Financial Reports through February 29, 2024, as presented:

H. Murray/D. Astorina/Carried

None Opposed

No Abstentions

c. Status of Temple/Liberty Street owned properties

i. Single-family home site plan update and discussion – A copy of the architectural firm's plans was included in the meeting packet and handed out to those present at this meeting. Ms. Woodburn noted that both Village of Owego Code Enforcement officers were present during the meeting with Fagan to take a look at the site plan, which includes five lots. Ms. Woodburn described the research done regarding types of homes and stated the Project Review Committee met and Ms. Woodburn will be setting up a site visit to Butters Homes, a modular home building company. The board will be invited to attend and look at some of the modular home footprints to consider as a possible overlay on the site plan. The stick-built options the committee looked at did not seem feasible due to cost. Ms. Woodburn informed the board of an opportunity to work with the County to apply for a Restore NY

grant for up to \$180,000 in funding per lot to help with the construction of the single-family houses. H. Murray noted a zoning overlay, among other hurdles, would be needed to consider tiny homes, which was brought up as an option to increase the yield of housing available on these properties. R. Kelsey stated that a project developer would be needed, and the consideration of a tiny homes plan creates a different set of discussion points. Ms. Woodburn will get more information and bring it to the board. H. Murray requested information on the feasibility of duplexes as another option to increase the yield without encountering insurmountable hurdles. R. Kelsey stated the Village of Owego needs to be involved in the discussions to provide their input before making final decisions. M. Sauerbrey agreed.

d. Status of 103 Liberty Street/OACSD project – M. Daly provided an update and asked Ms. Woodburn whether there is LBI Phase 2 Capital Improvement funding available to help with the removal of asbestos siding. Ms. Woodburn obtained quotes for the removal and asked the board whether they would consider supporting this part of the project and noted the funding must be spent by December 1, 2024.

Motion to authorize Ms. Woodburn to move forward with contracting with LCP Group for \$7,400 for asbestos siding removal and with O'Rourke for \$325 for air monitoring:

D. Astorina/S. Yetter/Carried

None Opposed

No Abstentions

H. Murray inquired what the final end-use of this property will be. Ms. Woodburn said it will be sold as a single-family home, therefore, both the TCPDC and OACSD will recoup much of the investment made into this property and will be able to reinvest it in another project. D. Astorina asked if it will be sold at standard market value. Ms. Woodburn confirmed that it will and that there are no affordability requirements associated with this project or its funding.

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

i. LBI Phase 1 – operational funds – Ms. Woodburn is in the process of completing the 2nd disbursement request. Year 2 expires in August 2024. Ms. Woodburn provided the board with a spreadsheet detailing the budget, expenses paid and funding amount remaining. Ms. Woodburn noted the remaining \$17,433.74 will be spent before August 31st.

i. LBI Phase 2 – capital improvement funds - Ms. Woodburn provided the board with a project update spreadsheet in the meeting materials and noted all the demolitions are complete. Ms. Woodburn then provided an update on the following properties:

1. 247 Main Street, Owego – According to SHPO, the house cannot be demolished. One application to rehab the property has been received and the project review committee will be putting out an RFP to solicit additional applications. The board will have a special board meeting to determine which application to move forward with from all applications received.

2. 10 Watson Avenue, Newark Valley – The sale of the property to Fleicher Properties LLC was finalized on March 1st. Since the closing, the property is already gutted, rough electrical installed, the foundation work that is being funded by the LBI phase 2 will be starting in April. S. Yetter noted the neighbors are ecstatic that something is being done with the property.

3. 32 Lyman Avenue, Waverly – The Southern Tier Enterprise Group (STEG) has signed the sales agreement and pre-possession agreement and will access the property this week to obtain quotes for interior demolition. TCPDC agreed to provide \$40,000 for stabilization which will include the cleanout, interior gutting, and roof replacement.

4. 121 Providence Street, Waverly – The project review committee met today. Ms. Woodburn provided a brief history of the original plan and noted that currently the committee's decision is to stabilize the property with LBI Phase 2 funds. Quotes have been solicited for asbestos testing, interior cleanout, interior demolition, roof replacement, tree removal, and demolition of the

collapsing detached garage. Once the property is stabilized, funds will be sought from NYS HCR to rehabilitate the property. H. Murray inquired whether this funding would have income-based requirements once completed. Ms. Woodburn replied yes, but final criteria have not been published yet. Ms. Woodburn also noted that the committee discussed the alternatives if the funding does not come to fruition. Ms. Woodburn then reviewed the proposals and their bids for the asbestos testing, interior cleanout, interior demolition, roof replacement, tree removal, and demolition of the detached garage.

Motion to authorize Brittany Woodburn to contract with Clean Earth Solutions for interior cleanout/demolition, tree removal and demolition of detached garage in the amount of \$16,000; and to authorize Brittany Woodburn to contract with O'Rourke for asbestos testing in the amount of \$1,075; and to authorize Brittany Woodburn to contract with DP Roofing for chimney removal and roof replacement in the amount of \$15,000 for 121 Providence Street.

M. Sauerbrey/S. Yetter/Carried

None Opposed

No Abstentions

5. 81 North Avenue, Owego – Ms. Woodburn reported that the bulk of the pigeon dropping remediation of the third floor is complete, and all holes have been boarded up. The ceiling on the 3rd floor could not be torn down until after the asbestos testing is complete. The asbestos testing was done after the remediation work was complete, and the report states the interior is clean. The report on the roof is yet to be received. Lead and radon test results are pending as well. Proposals have been received from architects to begin the design process. Bids were also received for the interior cleanout and interior demolition of the first and second floors as well as for the roof tear off and replacement. Because the building is historic, the architect will do a historical inventory and historical items will be retained. The board discussed the submitted bids and the contractors and their experience. The board requested Ms. Woodburn to confirm with Anne Hersh, Architect, that the structural and mechanical design fees are included in the proposed price.

Motion to authorize Brittany Woodburn to contract with Anne Hersh for architectural design work for 81 North Avenue, Owego, in the amount of \$30,000 contingent upon the fee, including the structural and mechanical design fees; and to authorize Brittany Woodburn to contract with CJM Quality for the interior cleanout and demolition of the 1st and 2nd floors of 81 North Avenue, Owego in the amount of \$8,750.

D. Astorina/M. Sauerbrey/Carried

None Opposed

No Abstentions

f. New Board Member Discussion – The board discussed potential board members that would represent the Village of Waverly, the Town of Berkshire, and the Village of Spencer. Ms. Woodburn will reach out to the Waverly candidate, R. Kelsey will reach out to the Spencer candidate, and S. Yetter will reach out to the Berkshire candidate.

5. New Business

a. Approval of 2023 Audit Report - R. Kelsey requested a breakdown of the professional fees, which are the second largest expense, but he does not need this information prior to approval of the report. Ms. Woodburn noted that Bowers will provide that information from both FY 2022 and FY 2023 as well as explain restricted vs. unrestricted funds at the next meeting. Ms. Woodburn noted that the auditors were pleased with the collateral investments.

Motion to approve the 2023 Audit Report:

M. Sauerbrey/S. Yetter/Carried

None Opposed, No Abstentions

b. Approval of the 2023 PARIS Report – Ms. Woodburn explained this entails four reports that are due to the Authorities Budget Office (ABO) after the audit each year. The drafts of these reports were distributed to the board prior to the meeting.

Motion to submit the PARIS Report:

D. Astorina/H. Murray/Carried

None Opposed

No Abstentions

c. Potential NYMS and Restore NY applications – Ms. Woodburn stated a special meeting will be scheduled to discuss the potential Restore NY application to fund the Temple and Liberty Streets single-family home construction. A property owner (NAVO Properties) approached TCPDC and Tioga County to request a NYMS application be submitted on behalf of the property owner. The property owner offered to attend the May Regular board meeting to present some information regarding this request. The board was agreeable to hearing the presentation.

d. Lawn Maintenance Proposals – Ms. Woodburn noted that Scotts' Lawncare was the low bid for the 2024 season, with an option to renew it for a second year, and that the TCPDC has used this contractor for the past two years. One Board member indicated that they would abstain from the vote due to a professional relationship with the company. The board decided to vote on this matter at the next meeting due to lack of quorum.

e. Property Insurance Policy Review – R. Kelsey requested the board review the property and liability insurance policies. Ms. Woodburn provided the board with copies of all the TCPDC insurance policies, including the property insurance, board insurance, liability insurance, and the crime and fidelity insurance that is required by the grant funder. She shared how the property insurance is handled based on whether the property is for demolition or rehabilitation. There is no actual TCPDC organization policy regarding insurance. D. Astorina recommended requesting a risk management assessment from The Wood Agency. R. Kelsey agreed this would be a good next step to take. D. Astorina suggested it is a good idea to do an overall assessment of insurance policies and obtain quotes from various agencies. S. Yetter agreed. M. Sauerbrey asked whether there was an entity that advises Land Banks regarding insurance or other matters. Ms. Woodburn will check with other Land Banks to see what agencies they use.

6. Chairman's Remarks – R. Kelsey asked for comments from the board. Ms. Woodburn informed the board that ED&P Director LeeAnn Tinney is retiring in May. Ms. Woodburn will be stepping into the ED&P Director position and Megan Schnabl will become the Deputy Director, both pending legislative approval. Ms. Schnabl will start to shadow Ms. Woodburn regarding TCPDC.

7. S. Yetter motioned to adjourn the meeting at 5:29 PM.

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning