



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes
Wednesday, April 9, 2025 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 at 4:01 pm
2. Attendance
 - a. Present: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte
 - b. Absent: J. Whitmore, J. Case
 - c. Invited Guests: S. Zubalsky-Peer
 - d. Matthew Freeze
3. Old Business
 - a. Regular Board Meeting Minutes, January 29, 2025
 - b. Annual Board Meeting Minutes, January 29, 2025

Motion to approve minutes of Regular Board Meeting, January 29, 2025 and approve minutes of Annual Board Meeting, January 29, 2025.

1st: S. Yetter

2nd: H. Murray

In Favor: All

- c. Acknowledgement of Financial Reports through February 28, 2025.

- i. Grant Spreadsheet Update

S. Zubalsky-Peer shared that TCPDC has to update LBI Shared Tracker with HCR in order to received disbursements; only \$57,000 left of LBI Phase II due to recent disbursement for 81 North Ave; \$145,000 left of LBI Phase I Year 3 Operational Funds; R. Kelsey asked S. Zubalsky-Peer to clarify the months included in the financial reports; S. Zubalsky-Peer told the board she had spoken to their state rep at HCR regarding their most recent open round application and she was informed TCPDC wouldn't hear back until it was approved in the state budget and S. Zubalsky-Peer wasn't sure when they will be formally notified but did feel confident they would received funding; stated if TCPDC doesn't receive funds in time, TCPDC can utilize ARPA funds to pay the 81 North balance; TCPDC will already be utilizing ARPA funds to pay the RESTORE NY portion of the project due to lengthy reimbursement times through the RESTORE NY program; M.

A PARTNER OF TEAM TIOGA

Saubrey stated there will likely be a delay in approval of the state budget; R. Kelsey stated he does not want to pull back crews from the job or delay the work, agreed that TCPDC should utilize its ARPA funds; M. Sauerbrey agreed; R. Kelsey asked what had changed between restricted and unrestricted funds; S. Zubalsky-Peer explained the auditors and accountant decided the ARPA funds should be unrestricted, as well as the Hooker Foundation funds; M. Sauerbrey and R. Kelsey agreed; R. Kelsey asked if they would list that on the financial statements moving forward

Motion to accept financial reports through February 28, 2025.

1st: R. Kelsey

2nd: M. Sauerbrey

In Favor: All

Motion to enter executive session at 4:46pm

1st: S. Yetter

2nd: M. Sauerbrey

In Favor: All

- d. 1380 Taylor Road, Owego- Negotiation
81 Hickory Park Road, Owego- Negotiation
Tioga County Administrative Agreement Changes
Exit Executive Session at 5:24pm

1st: S Yetter

2nd: L. Pelotte

In Favor: All

- e. 81 Hickory Road, Owego

Motion to approve acquisition of 81 Hickory Road, Owego and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documentation, pending results of environmental testing within the due diligence period.

1st: M. Baratta

2nd: H. Murray

In Favor: 5

Opposed: 1 M. Sauerbrey

- f. Project Updates

- i. 121 Providence

S. Zubalsky-Peer explained a walk-through was performed with Construction Management Associates and L2 Engineering as a professional service to get pricing for design services to keep project moving; explained some structural items will need to be reconfigured including some floor joists and the stairs to meet code; S. Zubalsky-Peer will share proposal with the board once received; H. Murray asked if they could just reconfigure doors instead of an entire staircase to lower cost; S. Zubalsky-Peer stated it would be mean losing an entire bedroom; H. Murray asked how many bedrooms the house currently has; S. Zubalsky-Peer stated 3; said on-site there was discussing about a first floor bedroom and stated the rear porch may need to be demolished since rehabbing it would likely cost more than the value it would add to the home; asked if anyone from the Board had been out on site; since no one had S. Zubalsky-Peer brought up photos; R. Kelsey asked about how many levels the house is; S. Zubalsky-Peer

explained it's a two story with partial basement and crawl space; L. Pelotte asked if it's in the floodplain, S. Zubalsky-Peer stated it is not; said they are speaking in hypotheticals since there is no funding officially secured for the project but she and the construction manager felt confident in their plan for the property moving forward

ii. 81 North

S. Zubalsky-Peer shared photos of the updated work; explaining painting of commercial space happening this week; staging of cabinets/fixtures; front windows going in; Owego code enforcement happy with the work; M. Sauerbrey asked what color it would be painted on the exterior; S. Zubalsky-Peer stated there is no historic regulation on color but the contractor would try to match the original as close as possible; S. Zubalsky-Peer stated she had spoken to NYSEG again and they were trying to coordinate work on 81 North with work on the fire station; M. Baratta said it would supposed to be done by April; R. Kelsey asked if this would be a holdup; S. Zubalsky-Peer stated yes it would hold up exterior façade work; M. Sauerbrey asked if there was any public pushback to the front windows; S. Zubalsky-Peer stated no one from the public had anything negative to say; she sent the window replacement spec sheet to OHPC and there was some discussion about having the side and rear windows replaced with wood but explained since they were existing vinyl replacements SHPO was okay with new vinyl replacements; S. Zubalsky-Peer had not heard back from Pheobe the OHPC chair; explained the replacement windows for the front replicated the original mullion pattern and the windows would have color blocks to replicate original stained glass; front door will also be wood despite the fact that it is more maintenance; H. Murray asked if there was any headway on how the process for leasing with tenants for residential units; S. Zubalsky-Peer stated not yet but an RFP will be put out for property management; S. Zubalsky-Peer explained to the Board she is waiting on a contract for monitoring services for the fire alarm system; S. Zubalsky-Peer invited the Board to walk through the building

iii. 247 Main

S. Zubalsky-Peer stated she also performed a walk-through with Construction Management Associates and L2 engineering to get pricing and Village of Owego Code; explained this will be a big project and the property has deteriorated due to the interested developer removing the tarp from the roof exposing an active leak; S. Zubalsky-Peer has re-opened the consultation with SHPO and has submitted to ask for permission to demolish all but the original front historic home; the additions are beginning to separate from the main structure of the house; the roof has collapsed in the back portion; the active water leak is much worse and has begun deteriorating the rear additions even more; once the funding is secured and the design is done, TCPDC will need to submit to OHPC; M. Sauerbrey stated the structure probably should have come down; R. Kelsey asked if there's concern TCPDC won't receive funding for the project because things are changing in Albany and Washington D.C.; M. Sauerbrey asked if LBI funds were state or federal funds; H. Murray and S. Yetter stated TCPDC can't count on funds since so many are pass-through; S. Zubalsky-Peer clarified LBI funds are through NYS; also explained there is a historic exemption for raising the structure but there are flood resiliency measures that can be designed; Board asked if a contractor could replace a tarp; R. Kelsey clarified to M. Freeze that in previous years TCPDC asked SHPO if the house could be demolished and would not allow it; H. Murray asked if there were any further appeals to SHPO to demolish the whole structure and wanted clarification if the pictures being shown were in the parts of the house to be demolished or the part to be retained; S. Zubalsky-Peer clarified the current photos were from the

part to be demolished; H. Murray asked if TCPDC could resubmit and if the new engineer had the same opinion as the first engineering report; S. Zubalsky-Peer stated the engineers from L2 did not feel the front of the house was in poor enough shape to warrant demolition; the Board discussed the high cost of the project, if it's viable and expressed concern of project feasibility

4. New Business

a. Open Meeting Law- NYSABO

S. Zubalsky-Peer stated that TCPDC will need to start live streaming as confirmed with the attorney; okay from the Board to put in a ticket to IT to set up a YouTube Channel and prepare for live streaming; M. Baratta mentioned GoToMeeting utilized by the Village of Owego; H. Murray asked if live streaming and recording are both required; S. Zubalsky-Peer said yes; R. Kelsey expressed concern over live streaming, stated he has no issue with anyone from the public being welcome to attend but feels frustrated the meetings will need to be recorded and posted for the appropriate record retention period and considers it burdensome. S. Yetter stated he brought this up at a previous municipal meeting and it caused quite a stir; R. Kelsey asked H. Murray about Candor live streaming; H. Murray stated a reporter took something out of context of how it was presented and misrepresented the discussion and they stopped live streaming school board meetings; S. Yetter said the rules keep changing and had to go through the municipal attorney to confirm the requirement; M. Sauerbrey stated they could debate all night long but the TCPDC is in fact required and will need to put things in place to make it happen

b. Insurance Requirements for Contractors

S. Zubalsky-Peer stated the drafted standard requirements were reviewed and approved by the attorney; these will be included in every bid packet to ensure standard requirements are provided upfront; H. Murray asked if that made the small-town contractors ineligible to bid; S. Zubalsky-Peer stated no, it just ensures there would be no discrepancies between what contractors are providing to TCPDC; board okayed to begin including in bid packets.

c. Audit Report

R. Kelsey summarized the audit report and conversation with the auditor; commended S. Zubalsky-Peer as receiving high praise from the auditor; stated nothing of concern was noted, no findings.

d. PARIS Report

R. Kelsey summarized the PARIS report; no board members raised any questions; S. Zubalsky-Peer stated they completed the report by the deadline and both the audit and report would be posted to the TCPDC website as soon as approved.

Motion to accept and approve the 2024 Audit and 2024 PARIS report.

1st: R. Kelsey

2nd: M. Sauerbrey

In Favor: All

e. Application to Community Foundation re: Women's Construction Skills Class

S. Zubalsky-Peer stated she had discussed an idea with B. Woodburn for the TCPDC to partner with OACSD and CMA, Associates, LLC to host a women's construction skills course to provide DIY home maintenance skills to women in a safe, non-threatening environment; S. Zubalsky-

Peer spoke to the representative of the Women's Fund at Community Foundation of South Central NY and the idea was highly received; OACSD and CMA, LLC are both on board to participate; S. Zubalsky-Peer drafted an application and program budget to include supplies, teaching costs, insurance costs, and marketing; R. Kelsey asked how much; S. Zubalsky-Peer stated \$8,000; R. Kelsey was in support of the class and felt it fit with the mission; M. Sauerbrey asked who would be eligible to participate; S. Zubalsky-Peer explained women from the public; L. Pelotte asked if the instructors would be professionals; S. Zubalsky-Peer stated it would be the consultants from CMA, LLC and the Building Trades instructor from OACSD; H. Murray ensured the plan was well thought out and that advertising and marketing would be effective and expressed she did not want the TCPDC to rush into it without a solid plan; S. Yetter stated he was very supportive especially for people who've never done these kinds of skills before especially to ensure people aren't taken advantage of when hiring private contractors; L. Pelotte and M. Sauerbrey also expressed enthusiasm.

Motion to accept and approval submission of LOI and application to Community Foundation of South Century NY for Women's Fund for construction skills class.

1st: M. Baratta

2nd: S. Yetter

In Favor: All

f. Homebuyer Development Grant

i. Metro Interfaith MOU

S. Zubalsky-Peer explained that last year's application for new construction on Temple/Liberty was reviewed by NYS; she had a conversation with the state rep who felt it was a strong application but the committee needed to see a formal agreement with a partner agency for the HUD certified housing counseling to know if it would be fee based or in-kind services; S. Zubalsky-Peer reached out to local agencies with HUD certified counselors and Metro Interfaith Housing provided a proposal; S. Zubalsky-Peer stated Metro Interfaith would charge \$500 per counseling and \$150 if TCPDC wanted them to handle potential client intake screenings; H. Murray asked if this would be for the single-family lots on Temple/Liberty and said at point the Board was revisiting the duplex idea for these properties; S. Zubalsky-Peer stated this application did not include duplexes; H. Murray asked if the grant application prohibited duplexes; S. Zubalsky-Peer stated she did not know it specifically prohibited duplexes but that the preference for this project seemed to be single-family; M. Sauerbrey and H. Murray stated the funds are federal money and might have stricter rules; H. Murray asked if the Homebuyer Development grant is just for the counseling piece or for the actual construction; S. Zubalsky-Peer clarified the grant application is for the construction of 4 single family houses, this motion was just to approve the MOU as part of that application; H. Murray asked if all the lots would be developed; S. Zubalsky-Peer explained they would phase the project and build one house at a time and roll the funds forward into each new house; explained the lots higher in the floodplain would be developed first as they do not need to be raised as much; H. Murray stated she wanted to make sure they didn't preclude the possibility of duplexes specifically through this MOU; R. Kelsey stated this has nothing to do with the grant funds to put houses on the site, it is solely for the counseling services provided by Metro Interfaith

Motion to accept and approve MOU with Metro Interfaith housing for intake of applicants, screening, and home buyer counseling for purposes of the Homebuyer Development Grant and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documents; and to approve submission of Homebuyer Development Grant application to HCR and authorize S. Zubalsky-Peer and Board Chair to execute all necessary documents.

1st: S. Yetter

2nd: M. Baratta

In Favor: All

g. RFPs

- i. Construction Management
- ii. Environmental Testing
- iii. Engineering/Architecture
- iv. Audit Firm

S. Zubalsky-Peer discussed sending out RFPs to have firms on two-year contracts, with the option to renew for a third year at the same price, for the above services; the TCPDC could contract with multiple firms and assign/rotate as necessary for projects as they arise; the board agreed this would streamline processes; S. Zubalsky-Peer asked if the board would be okay with her drafting an RFP for accounting and audit services at the end of the year when the contract terms were up and issuing a joint RFP for the TCPDC, IDA, and LDC; R. Kelsey felt better pricing might be acquired; no one raised any concerns; H. Murray wanted to know if these would be listed on contract reporter; S. Zubalsky-Peer stated she would set up an account.

Board wanted it recorded in the minutes they approve issuance of Construction Management, Environmental Testing, Engineering/Architecture RFPs, set up subcommittee for review and approval of responses, and authorize S. Zubalsky-Peer and Board Chair to execute any necessary documents.

i. Chairman's Remarks

R. Kelsey discussed the board assisting S. Zubalsky-Peer with objectives or priorities for the year to ensure the TCPDC is achieving goals; discussed appointment of new member; R. Kelsey approached M. Sauerbrey to reach out to R. Buntz to gauge his interest in becoming a board member; R. Kelsey would like the governance committee to weigh in once the board meetings R. Buntz

H. Murray requested the TCPDC mission statement be included on every meeting agenda.

5. Adjournment at 5:28pm