



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation  
Board Meeting Minutes**

**Thursday, July 24, 2019**

**5:30 p.m.**

**Ronald E. Dougherty County Office Building  
Economic Development & Planning Conference Room #201  
56 Main Street, Owego, NY 13827**

1. Call to Order: Chair Sauerbrey called the meeting to order at 5:38 p.m. with six board members in attendance.
2. Attendance:
  - a. *Board of Directors: Martha Sauerbrey (Chair), Michael Baratta (Secretary), Stuart Yetter, Patrick Ayres, Christina Brown, Lesley Pelotte*
  - b. *Staff: Teresa Saraceno, Cathy Haskell*
  - c. *Excused: Ralph Kelsey (Treasurer), George Williams*
  - d. *Absent: David Astorina*
  - e. *Guests: Matt Freeze, Morning Times*
3. **Old Business**
  - a. **Board Member Updates:**
    - i. **Board Member Resignations:** Chair Sauerbrey announced Dale Weston and Lewis Zorn submitted their letters of resignation to the Clerk of the Legislature on April 12, 2019.
    - ii. **Board Member Appointments –** Chair Sauerbrey reported the Legislature recently appointed two new board members to fill the unexpired terms of Dale Weston and Lewis Zorn.
      - George Williams, Village of Candor Trustee, was appointed via Resolution 196-19 adopted on July 9, 2019 to fill the unexpired three- year term of Dale Weston (7/10/19 – 12/31/19).
      - Lesley Pelotte, Village of Nichols Mayor, was appointed via Resolution 197-19 adopted on July 9, 2019 to fill the unexpired two-year term of Lewis Zorn (7/10/19 – 12/31/20).

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TEAM TIOGA

**b. Nominations for Finance, Governance, and Audit Committees -**

Chair Sauerbrey reported the Governance Committee met just prior to this meeting and proposed the following slate of committee nominations for TCPDC approval noting all nominees acknowledged willingness to serve:

- Finance Committee – Christina Brown
- Governance Committee – Lesley Pelotte and David Astorina
- Audit Committee – George Williams

**Motion to accept the Governance Committee’s proposed slate of nominations and make the following appointments: Finance Committee – Christina Brown; Governance Committee – Lesley Pelotte and David Astorina; and Audit Committee – George Williams.**

**S. Yetter/P. Ayres/Carried  
None Opposed  
No Abstentions**

Chair Sauerbrey thanked the nominees for their willingness to serve on these committees.

**c. Approval of April 24, 2019 Board of Directors Meeting Minutes –** Chair Sauerbrey requested a motion to approve the minutes from the April 24, 2019 Board of Directors meeting. Mr. Ayres requested the spelling correction of his last name.

**Motion to approve the minutes from the April 24, 2019 Board of Directors meeting noting the spelling correction of Mr. Ayres’ last name.**

**S. Yetter/P. Ayres/Carried  
None Opposed  
No Abstentions**

**Approval of April 24, 2019 Finance Committee Meeting Minutes –** Chair Sauerbrey requested a motion to approve the minutes from the April 24, 2019 Finance Committee meeting.

**Motion to approve the minutes from the April 24, 2019 Finance Committee meeting, as written.**

**M. Baratta/P. Ayres/Carried  
None Opposed  
No Abstentions**

**d. Nominations for Vice Chair –** In light of Mr. Weston’s resignation and the vacancy of Vice-Chairman, Ms. Saraceno reported Board appointment is required to fill the Vice-Chairman position. The Board nominated Mr. Ayres to serve as the new Vice-Chairman. Mr. Ayres acknowledge his willingness to serve in this capacity.

**Motion to accept the nomination for Mr. Ayres to serve as Vice-Chairman on the TCPDC Board of Directors with his appointment effective as of this date.**

**S. Yetter/C. Brown/Carried  
None Opposed  
No Abstentions**

**ACTION: Ms. Saraceno will revise the TCPDC Board of Directors member contact list for distribution noting the new Vice-Chairman position, as well as the new committee members.**

**d. Status of Board of Directors: ABO Board Member Training, Policy Review Attestations and Financial Disclosures** - Ms. Saraceno reported Michael Baratta, Patrick Ayres, David Astorina, and newly appointed members Lesley Pelotte and George Williams still need to complete the required ABO Board Member Training. Board members can Google ABO Online Board Member Training to complete the registration process. In addition, all Board of Directors must annually complete the Policy Review Attestations and Financial Disclosure forms. In addition, Ms. Saraceno is in the process of obtaining Oaths of Office for the newly appointed board members.

#### **4. New Business**

**a. 3<sup>rd</sup> Quarter 2019 Disbursement Request from Enterprise Community Partners, Inc. –** Ms. Saraceno reported the 3<sup>rd</sup> Quarter 2019 request for \$198,494.77 is being processed with revised projection and project budget due to commencement of the demolitions and environmental services work. Ms. Saraceno reported the remaining amount is \$207,547.61, which is partially designated for renovation work on the three remaining properties and remaining administrative costs. Upon demolition completion, Ms. Saraceno will request additional funding to complete the renovation or demolition projects, as deemed by the Board. Ms. Saraceno reported engineer, Steve McElwain, completed the structural inspections on July 19, 2019 and she is waiting to receive the finalized reports to share with the Board. Ms. Saraceno reported Mr. McElwain verbally indicated there are some issues with the houses, however, waiting to determine the extensiveness and costs associated. Once this process is completed, outreach for bids for general contracting services will be prepared for renovation costs. Once all estimates are known, the Board will determine how to proceed for additional funding from the original \$910,000 budget.

**b. Contract with Upstate Machinery, LLC –** Chair Sauerbrey reported the contract with Upstate Machinery, LLC was terminated as of June 28, 2019. A new contract with LCP Group, Inc. (second lowest bidder) for \$229,284.00 was finalized. Chair Sauerbrey reported Keystone Environmental Services is coordinating the nine (9) demolition projects. Ms. Saraceno reported the demolitions of three (3) properties in Owego began on July 23, 2019 and six (6) properties in Waverly will begin on August 8, 2019. Ms. Saraceno anticipates all demolitions will be completed by the first week in September 2019. The new schedule and press release are included in the meeting packet.

Going forward, Chair Sauerbrey reported all TCPDC properties need to be posted with “No Trespassing” signs. In addition, per insurance requirements, Ms. Saraceno reported all first floor windows and doors on TCPDC-owned properties need to be boarded up to prevent entry and this will be done this week.

**c. Discussion of Draft Co-Development Agreement with Tioga Opportunities, Inc. for Rehabilitation of Three Properties in Waverly –** Ms. Saraceno reported a draft of the Co-Development Agreement with Tioga Opportunities, Inc. is included in tonight’s meeting packet. Ms. Saraceno reported TCPDC attorney, Joe Meagher, has reviewed this draft. Ms. Saraceno reported moving forward with the agreement is contingent upon the structural engineering reports, costs, and determination of the number of properties included. This agreement will require additional discussion and approval by both Tioga Opportunities, Inc. and TCPDC Boards and final approval by legal counsel.

Mr. Ayres suggested calling a meeting in September to review post-demolition projects and structural assessment reports on the proposed rehabilitation properties rather than waiting for next scheduled quarterly meeting in October.

**ACTION: All Board members in attendance were in favor of scheduling a meeting on Wednesday, September 25, 2019, at 5:30 p.m. in the ED&P Conference Room. Ms. Saraceno will email a meeting notification to all Board members.**

**d. Discussion of Sale of Properties Post-Demolition** - Ms. Saraceno reported community members have expressed initial interest for a few of the properties, however, no formal offers have been received.

Property Address	Interested Party	Comments
115-117 Chestnut Street, Owego	Neighbors	Owens neighboring property
39-41 Temple Street, Owego	Tioga Opportunities, Inc.	Pending DRI approval and availability of funds
117 Liberty Street, Owego	O-A Central School District	Student project for Veteran's tiny home development. Starting to develop plans and budget to determine feasibility. Tiny home can be from 400 sq. ft., per NYS Building Code.
530 E. Chemung Street, Waverly	Mike Mattison (Mattison's Bucket Service)	Owens neighboring property. Large Industrial zoned property.
457 Fulton Street, Waverly		Property deemed too small for development. Ideal for a side lot program.
452 Cayuta Ave., Waverly		Designated PUD (Planned Unit Development) – requires Village planning board approval for development.
108 & 112 Park Place, Waverly		Requires local zoning approval for development due to current lot size and zoning.
127 Providence Street, Waverly		Requires local zoning approval for development due to current lot size and zoning.

Ms. Saraceno reported completion of appraisals and market value assessments would be required on all the vacant lots. New housing will require setbacks or variances, as deemed by the local municipality.

Ms. Saraceno reported the next step would be researching real estate appraisers to complete the appraisals and market value assessments on the properties. Ms. Saraceno inquired as to whether the Board had any experience, therefore, suggestions for real estate appraisers. Mr. Yetter recommended writing a small Request for Proposal (RFP) for each lot identifying possible proposed usage (i.e., development, side lot, etc.) to ensure the real estate appraisers were comparing similar use properties.

**ACTION: Mr. Baratta, Mr. Ayres, and Ms. Brown will send names of appraisers used by their agencies/municipalities to Ms. Saraceno for Board consideration.**

Mr. Ayres expressed concerns with obtaining comparable data on vacant lots, as there are not many vacant lots within the same municipality. Mr. Yetter reported a good appraiser would look at similar sized and quality lots across the state, based on population and other demographic data, and look at the overall picture to provide a fair and reasonable assessment.

- e. **Discussion of Status of Three (3) Renovation Projects located at 35 Lincoln Street, 207 Howard Street, and 429 Chemung Street, all in the Village of Waverly –** Ms. Saraceno reported engineer, Mr. McElwain, provided a proposal for the structural engineering inspections at \$300.00 per property. Ms. Saraceno reported this amount is within the scope of the procurement policy, therefore, reviewed and approved by Chair Sauerbrey and Treasurer Kelsey. Finalized reports are forthcoming and Ms. Saraceno will share with the Board at the September meeting. Ms. Saraceno reported the next step will be to outreach for general contracting bids.
  
- f. **Discussion of Possible Future Projects: Demolition of Six Temple Street properties; Demolition of 58 and 73 Whig Street, Newark Valley, NY; and Possibly Five or Six Properties on the Tioga County Foreclosure List –** Chair Sauerbrey inquired about the possible five or six properties on the foreclosure list and whether this is the County's current listing or anticipated future listing. Ms. Saraceno reported this would be determined possibly later this year following the County's foreclosure auction on August 7, 2019.

In regards to future projects, Ms. Saraceno reported the Board should take into consideration property location to achieve the biggest impact. Ms. Saraceno reported the Land Bank is just one factor, therefore, forming partnerships for other sources of funding would be ideal. Ms. Saraceno reported this process would take time, however, important to start the discussion.

In regards to the Newark Valley properties (58 and 73 Whig Street), Mr. Yetter reported he would like to see these village properties cleaned up for beautification and safety purposes; however, may want to exercise caution with changing our current process for individual municipalities lobbying for their communities. Mr. Yetter reported the TCPDC Board has established a precedent using the County's tax foreclosure listing for acquisition of properties. Ms. Saraceno reported we are not limited to exclusively using the foreclosure listing. Chair Sauerbrey reported discussion ensued for possible early foreclosure on these properties; however, the County Attorney is not in favor of pursuing an early foreclosure process.

- g. **Discussion of Request for Removal of Historic Elements from Waverly Properties to be Demolished –** Based on liability and insurance purposes, Ms. Saraceno reported the decision was made to deny the request for removal of historic elements from the properties slated for demolition in Waverly.

## 5. Executive Session –

Motion by Mr. Ayres, seconded by Ms. Brown to move into Executive Session to discuss an individual personnel matter. Motion carried to go into Executive Session at 6:32 p.m.

Executive Session adjourned at 6:37 p.m.

**Motion to hire Cathy Haskell for administrative work related to attending meetings and transcribing minutes at the hourly rate of \$27.00 per hour effective on this date.**

**P. Ayres/C. Brown/Carried**

**None Opposed**

**No Abstentions**

6. **Next Meetings** – Although the next quarterly meeting is not scheduled until October, the Board was in favor of calling a special board meeting in September to discuss post-demolition process and review of the engineer's final reports on the three potential rehabilitation properties.

✓ **Special Board Meeting** - Wednesday, September 25 2019, at 5:30 p.m. in the ED&P Conference Room.

✓ **Regular Board Meeting** - The next regular scheduled meeting is Wednesday, October 23, 2019, at 5:30 p.m. in the ED&P Conference Room.

7. **Adjournment** – Meeting adjourned at 6:39 p.m.

Respectfully submitted,

*Cathy Haskell*

Deputy Legislative Clerk