



**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 (Phone Conference)**

**Wednesday, January 27, 2021**

**12:45 p.m.**

**Ronald E. Dougherty County Office Building**

**ED&P Conference Room, #201**

**56 Main Street, Owego, NY 13827**

- I. Call to Order: Chair Kelsey called the meeting to order at 12:45 p.m. with eight board members participating via Zoom with Mr. Yetter being absent.
- II. Phone Conference Participation:
  - a. Board of Directors: *Ralph Kelsey (Chair), Patrick Ayres (Vice-Chair), Christina Brown (Treasurer), Michael Baratta (Secretary), Martha Sauerbrey, Lesley Pelotte, David Astorina, George Williams*
  - b. Staff: *Teresa Saraceno, Cathy Haskell*
  - c. Excused: *None*
  - d. Absent: *Stuart Yetter*
  - e. Guests: *None*
- III. **Old Business**
  - A. **Approval of Minutes – November 18, 2020 Board of Directors Meeting – Motion to approve November 18, 2020 Board of Directors Meeting minutes, as written.**

**G. Williams/L. Pelotte/Carried  
None Opposed  
Abstentions – None**
  - B. **Acknowledgement of Financial Reports through December 31, 2020 –** Chair Kelsey reported the Balance Sheet reflects equity of \$356,721.68, which is primarily due to the funding from Enterprise. Chair Kelsey further reported the Profit & Loss Statement or otherwise known as the Cash Flow Statement for the agency, which reflects a positive cash flow of \$9,874.36.  
**Motion to acknowledge the financial reports through December 31, 2020, as presented.**

**P. Ayres/L. Pelotte/Carried  
None Opposed  
Abstentions – None**

**A PARTNER OF**



**C. Reaffirm Approval for Purchase of Liberty and Temple Street Properties –**

Ms. Saraceno reported an email vote was conducted and approved on December 18, 2020 approving the purchases of the Liberty and Temple Street properties. Ms. Saraceno reported the Board needs to reaffirm the December 18, 2020 email vote.

**Motion to reaffirm the email vote of December 18, 2020 for the purchase of Liberty and Temple Street properties.**

**P. Ayres/M. Baratta/Carried  
None Opposed  
Abstentions – None**

**D. Reaffirm Approval of Submittal of 2020 New York Main Street Downtown Anchor Program Application – Village of Candor Main Street Revitalization –**

Ms. Saraceno reported an email vote was conducted and approved on December 18, 2020 for the submittal of a 2020 New York Main Street Downtown Anchor Program Application for the Village of Candor Main Street Revitalization.

**Motion to reaffirm the email vote of December 18, 2020 for the Submittal of a 2020 New York Main Street Downtown Anchor Program Application for the Village of Candor Main Street Revitalization.**

**G. Williams/D. Astorina/Carried  
None Opposed  
Abstentions – None**

**UPDATE:** Ms. Saraceno reported the application was due on January 15, 2021 and was submitted on January 12, 2021. Ms. Saraceno reported the Village of Candor, Mr. Astorina, and the Town of Candor Historian were of great assistance. Ms. Saraceno reported she believes we submitted a good application for \$500,000 for the properties located at 80-84 Main Street in Candor, NY for interior and exterior renovations. Ms. Saraceno reported this would be a great opportunity for the Village of Candor to get these properties stabilized and improved, if approved. Ms. Saraceno reported this is a very competitive application throughout the State.

If approved, Ms. Saraceno reported Tioga County Property Development Corporation (TCPDC) will be the administrator and in exchange will receive an administration fee of \$25,000. Ms. Saraceno anticipates a Notice of Approval by the end of March 2021.

Ms. Saraceno reported the property owner had to complete a business plan and market analysis as part of the application process. Ms. Saraceno reported the existing liquor store is anticipated to remain with a possible childcare opportunity and grocery store/pizza parlor for the other properties, as well as eight new apartment units and all new commercial spaces. Ms. Saraceno reported the property owners are contributing approximately 38% of the total project cost although only obligated to contribute 25%. Ms. Saraceno reported Tioga State Bank is involved and committed to funding. In addition, Ms. Saraceno reported commitments from the Village of Candor, code enforcement, Chamber of Commerce, and ST8 were obtained.

**E. Status Report Regarding Sale of Properties to Date** – As of December 31, 2020, Ms. Saraceno reported all properties in Waverly, NY, with the exception of 35 Lincoln Street, have been sold. Ms. Saraceno reported the sale of 35 Lincoln Street has been delayed due to the passing of the buyer's attorney; however, another attorney is currently handling the sale purchase with Attorney Joe Meagher and Ms. Saraceno anticipates closing on the property soon.

Ms. Saraceno provided an update on the TCPDC-owned properties:

<b>Property Address</b>	<b>Designation</b>
112 Liberty Street, Owego, NY	Property just acquired from the County. The existing house remains and Ms. Saraceno will be requesting estimates for demolition and environmental when the other properties included in the Liberty/Temple Street Project is conducted. This property will be part of the overall project.
117 Liberty Street, Owego, NY	Included in the Liberty/Temple Street Project
39-41 Temple Street, Owego, NY	Included in the Liberty/Temple Street Project
115-117 Chestnut Street, Owego, NY	Either this will be sold through the Side Lot Program to the neighbor or possibly, the Owego-Apalachin School District through their building/trades program could utilize a small lot to build a small home as part of their course studies. This will be better determined by the end of the year.

**F. Status Report on Purchase of Properties to Date** – Ms. Saraceno presented a map identifying the proposed Liberty and Temple Street Redevelopment Area. As of December 31, 2020, Ms. Saraceno reported all proposed projects are moving forward. Ms. Saraceno reported TCPDC purchased 119 Liberty Street.

**G. Status of Tenant Relocation Plan and Agreement Activities** – Ms. Saraceno reported she received an update from Maureen Abbott, Executive Director, Tioga Opportunities, Inc., who is the agency handling the tenant relocation plan, indicating the initial letters have been sent, contacts were made, and questionnaires regarding tenant relocation preferences were sent. All tenants have received first-time housing options keeping their preferences in mind and six of them have received second-time housing options. Ms. Saraceno reported progress has been made with two tenants securing new apartments as of this past week. Ms. Saraceno reported this process is going to take up to 90 days to complete. Ms. Saraceno reported she is keeping an expense

spreadsheet regarding the tenant plan budget and, to date, has only written one check for one tenant's security deposit on a newly secured apartment.

Ms. Saraceno reported she has secured sales agreements on all the properties included in this project and noted all properties are proceeding at different stages.

Ms. Saraceno provided the following update:

96-102 Liberty Street, Owego, NY	Met with Scott Edsall prior to today's meeting regarding survey. Cost estimated no to exceed \$1,300. This survey will also give TCPDC part of 97-99 Central Avenue, Owego, NY, therefore, a new boundary line will need to be established. Upon completion, closing process can commence.
110 Liberty Street, Owego, NY	Anticipates this property to be the next in line to close.
113 Liberty Street, Owego, NY	Property went into foreclosure. However, all foreclosures are still pending Judge's decision due to COVID-19. Once cleared, the County will transfer property to TCPDC.
107 Liberty Street, Owego, NY	Issue with a Discharge of Mortgage on an older mortgage prior to the fire and two floods on this property. Once cleared, TCPDC will proceed with closing process.

#### **H. Status of Ithaca Neighborhood Housing Services (INHS) Timetable –**

Ms. Saraceno reported she spoke with INHS and the timetable provided is realistic. If everything goes as planned, Ms. Saraceno reported INHS anticipates construction to commence the end of 2022/beginning of 2023. Ms. Saraceno reported she informed INHS of the two added properties located at 47 Temple Street and 49 Temple Street, Owego, NY and they expressed interest. Ms. Saraceno reported she is working with INHS on a weekly basis.

**I. Status of Owego Gardens Project Participation –** Ms. Saraceno reported TCPDC participation was deemed ineligible; however, legal and accounting expenses were incurred during the process. Ms. Saraceno submitted the expenses to Owego Gardens and is awaiting reimbursement.

**IV. Quarterly Regular Meeting Schedule –** Ms. Saraceno reported the following quarterly dates were established during the Annual Meeting held just prior to this meeting. At this time, the meetings are scheduled as phone conferences due to the current COVID-19 status, however, is subject to change based on circumstances. In addition to the regular quarterly meetings, there may also be a need to schedule special meetings during the year and these will be announced. The following established quarterly dates for 2021 are as follows:

- April 28, 2021 – 12:30 p.m.
- July 28, 2021 – 12:30 p.m.
- October 27, 2021 – 12:30 p.m.

**V. Chairman's Remarks** – Of note, Chair Kelsey reported today's agenda does not have a topic for New Business, as we are moving forward this year taking care of the current outstanding projects.

Chair Kelsey thanked the Board for entrusting him with the new duty as Chair for 2021.

**VI. Board Remarks** – Vice-Chair Ayres thanked Ms. Sauerbrey for being the Chair in 2020 and is looking forward to Chair Kelsey's guidance in 2021.

Chair Kelsey concurred that Ms. Sauerbrey deserves credit for all the issues at hand. We appreciate all that you do, as one of the agencies you oversee.

Ms. Saraceno thanked Ms. Sauerbrey for her support and thanked the Board for their continued participation.

**VII. Adjournment** – Ms. Pelotte motioned to adjourn at 1:05 p.m.

Respectfully submitted,

*Cathy Haskell*