



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Approved

Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, January 28, 2026 at 4:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109

Meeting Minutes

- 1. Call to Order 4:38PM
- 2. Attendance
 - a. Present: M. Baratta, H. Murray, L. Pelotte, J. Whitmore, R. Bunce
 - b. Absent: J. Case
 - c. Invited Guests: S. Zubalsky-Peer, B. Woodburn
 - d. Matthew Freeze
- 3. Old Business
 - a. Approval of Minutes from Regular Board Meeting December 17, 2025.

Motion to approve minutes from Regular Board Meeting December 2025.

1st: L. Pelotte
2nd: R. Bunce
In Favor: All

Acknowledgement of Financial Reports through November 30, 2025.

Motion to acknowledgement of financial reports November 2025.

1st: R. Bunce
2nd: J. Whitmore
In Favor: All

- i. Grant Spreadsheet Update

S. Zubalsky-Peer brought up the grant spreadsheet to go over with the Board. Briefly went over the amounts, and current closeouts with LBI funds. L. Pelotte asked if there was a deadline for ARPA funds. S. Zubalsky-Peer explained that this was given to the Land Bank by the county so the deadline would not apply to us. S. Zubalsky-Peer reminded the Board that the LBI Phase II Capital must be spent by October of this year.

- b. Project Updates

- i. 81 North

S. Zubalsky-Peer stated the project is officially completed. NYSEG installed their permanent electric, and we received the Certificate of Occupancy from the Village Code

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Enforcement. S. Zubalsky-Peer reached out to R. Pedro about how the building will be reassessed.

ii. 121 Providence

S. Zubalsky-Peer brought up progress photos to show the Board. Electric, water, and gas hookups are completed.

iii. 247 Main

S. Zubalsky-Peer spoke about the meeting she had with L2 on Tuesday regarding 247 Main. L2 will put together a package which will be sent out when received, reformatting the first floor including an utility room and powder room, second floor has four bedrooms and two bathrooms. S. Zubalsky-Peer has started the application for OHPC, L2 will submit and will attend the meeting with S. Zubalsky-Peer. Schematic design by next week.

iv. 62-64 North

S. Zubalsky-Peer informed the Board that the owner A. Duda had a few correction requests, RFP has been corrected and will be resent to him for approval before sending out to bid.

v. Women's Home Repair Course

S. Zubalsky-Peer stated the first class was held two Saturdays ago, nine women showed up, others were sick. We set up different stations to go over different items. All positive feedback. Participants were very happy and were able to take home a Lowe's Bucket of supplies. We have budgeted at least one more class, but hopefully two. Additional classes will be scheduled for the spring.

4. New Business

a. Property Management Proposal – TCPDC – 81 North

S. Zubalsky-Peer proposed to complete the property management in house, will put together a proposal with all items, software, and answering service for the board to review.

b. Adobe Subscription

S. Zubalsky-Peer stated Adobe Professional would be better suited for the work we do, IT approved the installation if the Land Bank would purchase the licenses.

Motion to approve purchase of Adobe Teams Subscription

1st: J. Whitmore

2nd: H. Murray

In Favor: All

5. Executive Session- Contract Negotiations

Motion to move into Executive Session to discuss property acquisitions and contract negotiations

1st: R. Bunce

2nd: J. Whitmore

In Favor: All

6. Chairman's Remarks

Thank you to Ralph Kelsey for many years of service

7. Adjournment at 5:49PM

1st: J. Whitmore

2nd: M. Baratta

In Favor: All