



Tioga County Property Development Corporation
Special Board Meeting
Wednesday, May 1, 2024, at 3:00 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 3:00 PM.
2. Present: R. Kelsey, H. Murray, L. Pelotte, M. Sauerbrey, S. Yetter, J. Whitmore
Absent/Excused: M. Baratta
Invited Guests: B. Woodburn, K. Warfle, M. Schnabl
3. Old Business
 - a. Lawn maintenance proposals for 2024-2025
Ms. Woodburn distributed to the board a summary comparison of the received proposals for the lawn maintenance of the Owego and Waverly properties. Scott’s Lawncare had the lowest overall proposal.
Motion to authorize Scott’s Lawncare to provide lawn maintenance services in the amount of \$365 per service for 2024 with an option to renew for 2025:
M. Sauerbrey/L. Pelotte /Carried
None Opposed
1 Abstention – S. Yetter
 - b. 247 Main Street, Owego – Request for Proposals
 - i. Fleicher Properties, LLC application
Ms. Woodburn stated an RFP for proposals to acquire and rehabilitate 247 Main Street, Owego, was put on the TCPDC website, published as a press release, and advertised in the newspaper. The RFP was out for 3 weeks and resulted in no additional applications. Ms. Woodburn reviewed with the board the application from Fleicher Properties LLC and noted the actual cost to demolish the entire property would have been \$56,000 plus asbestos air monitoring. SHPO approved the demolition of the rear garage and the garage structure with the living area above it. OHPC still needs to approve. The resulting total investment by Fleicher Properties, LLC will be \$176,000. Photos of the work being done at 10 Watson Ave, Newark Valley, by the same contractor were shared with the board for reference as to progress and quality of work.



Motion to authorize the sale of 247 Main Street, Owego to Fleicher Properties, LLC for \$5,000 and provide up to \$45,000 reimbursement to Fleicher Properties, LLC for the foundation repair and installation of new HVAC:

**S. Yetter/J. Whitmore/Carried
None Opposed
No Abstentions**

c. 121 Providence Street, Waverly

i. Roof replacement proposals

Ms. Woodburn provided an update regarding asbestos testing and the scheduled cleanout and garage teardown/landscape cleanup of this property. Ms. Woodburn then informed the board that 3 proposals were received for roof replacement and chimney teardown to below roof level at 121 providence St., Waverly. DP Roofing had the lowest proposal at \$15,000, but they have not been responsive and not provided documentation requested by Ms. Woodburn. The next lowest proposal was from First Choice Roofers in the amount of \$22,925 and BSR's proposal was \$26,583. Chair Kelsey requested an update on the plans for this property. Ms. Woodburn noted LBI Phase 2 funds will be used to stabilize the property and the Project Review Committee met recently and recommended applying to the HOME Homebuyer Development Program to obtain additional funds to complete the rehabilitation. TCPDC could also partner with another organization for construction management. The HOME Homebuyer Program is listed later in the agenda for discussion.

Motion to contract with First Choice Roofers in the amount of \$22,225 to replace the roof at 121 Providence Street, Waverly:

**M. Sauerbrey/J. Whitmore /Carried
None Opposed
No Abstentions**

d. Status of Temple/Liberty Street owned properties

i. Single-family home site plan update – Chair Kelsey and Ms. Woodburn toured Butter's onsite modular home builds. Ms. Woodburn summarized the layout and pricing, and the services included, and she provided photos of the layout and the interior/exterior of the model home that seemed most suitable for this project. The price for that model is \$160,000. A separate hired contractor would take care of everything from the sill plate down. Ms. Woodburn is obtaining quotes for the site work portion of the project (site work, foundation, driveway, plumbing and heating, front porch, utility connections for 5 modular homes). Estimated cost is \$125,000 due to challenges with having to raise properties above the floodplain.

Ms. Sauerbrey asked, "So there's no basement, there would need to be something to raise them above flood level." Ms. Woodburn referred to the architect's plan to raise some houses 10 feet, so they could have a garage underneath and all the living space would be above. Flood vents would still be required. Others need to be raised 4 feet. Ms. Woodburn provided an initial overall estimated cost for all 5 houses of \$1.4-1.6 million, not including soft costs. The TCPDC would sell the completed homes, individually. Ms. Woodburn recently attended a Village of Owego Board meeting to provide an update on Land Bank projects. At that meeting, there was a brief discussion regarding tiny homes - zoning did not allow for this type of development, in addition to the concerns regarding the challenges of the floodplain. The Village of Owego Board seemed supportive of the single-family home development. Chair Kelsey asked what the anticipated amount of funding from the various possible programs might be. Ms. Woodburn stated it depends on the funding source and that multiple sources would be required for the various stages. She then explained some of the specifics based on an example home.

4. New Business

a. Grant Programs

i. Restore NY application – This grant program is open, and applications are due May 22nd. Municipalities are the only eligible applicants and then grant funds are sub-awarded to property owners. The County is considering making the application on behalf of the TCPDC for the Temple/Liberty projects and 81 North Ave. is a good fit for this program as well. The Land Bank is seeking \$900,000 and \$165,000 respectively, so a total \$1,065,000 Restore Grant application and the required match would be \$535,000, a portion of which could be ARPA funds, LBI Phase 2 and/or HOME Homebuyer Development program. The TCPDC would not move forward until the funding is secured. Note, no actual motion made here. Per R. Kelsey, none needed.

ii. HOME Homebuyer Development program application discussion – the State recently launched this program in response to feedback from rural land banks who are not able to access the other funding sources, even for single-family home construction due to the requirements of number of homes or home locations. Ms. Woodburn summarized the basic requirements and noted the program is on a rolling basis and can be reapplied for again as projects are completed. Ms. Woodburn asked the board whether they are agreeable to applying for 121 Providence Street, Waverly, NY to complete the rehabilitation. Project management can be handled by the TCPDC or could be contracted out. Additionally, Ms. Woodburn offered that the TCPDC apply for two new construction single-family homes for Temple/Liberty Streets to match the Restore NY funds, if TCPDC is awarded those funds. Ms. Woodburn noted that \$40M in LBI Phase II funding for Land Banks has been included in the State budget. There are 27 Land Banks across NYS. Ms. Woodburn reviewed the affordability guidelines for the program, and explained that there would be a 15-year period of affordability included in the note and mortgage at the time of sale.

iii. Land Bank CrossMod Pilot request for applications discussion – Three Land Banks will be selected to participate in this program to test the viability of Crossover Modern Homes (CrossMods) within the Land Banks' service areas. Cross Mods are a relatively new type of manufactured home that are built to resemble stick-built housing but have the potential to significantly reduce per unit development costs. HCR is looking for Land Banks that have evidence of site control, preferably in developed neighborhoods with the ability to present multiple sites in close proximity to one another. HCR and the selected Land Bank's would put out a RFP to select a CrossMod Home Builder. HCR funds will cover the cost of putting a CrossMod on the selected sites. Ms. Woodburn provided a link to the board for more information about CrossMod homes. The board discussed the program and code requirements. Ms. Woodburn noted the application is not difficult. Chair Kelsey noted that potential buyers would want a garage and this needs to be considered for these units. Ms. Woodburn will look into it and stated it depends on the funding that is able to be obtained and flood plain considerations. J. Whitmore noted that a garage under the home would elevate it above the flood plain and provide the desired garage. Chair Kelsey requested a summary for the board of the projects and potential grant sources just discussed. Ms. Woodburn will provide.

Motion to authorize application to the HOME Homebuyer Development program for funds to rehabilitate 121 Providence Street in Waverly and new construction of two single-family homes on Temple and Liberty Street in an amount not to exceed \$750,000:

L. Pelotte/M. Sauerbrey/Carried

None Opposed

No Abstentions

Motion to authorize application to the Land Bank CrossMod PILOT program for the Temple/Liberty Street sites:

**M. Sauerbrey/J. Whitmore/Carried
None Opposed
No Abstentions**

b. Ms. Woodburn reported the Rural Land Bank Committee (part of NYLBA) is planning to do a study analyzing temporary housing data and potential partnership models between Land Bank's and County's. Ms. Woodburn asked whether the TCPDC would like to participate in this study. NYLBA would hire a consultant to conduct the study and the cost to participate is estimated at \$1,000. The board discussed potential outcomes and what insights might be obtained from the study and felt more information was needed. Ms. Woodburn will email to the board the scope of work of the proposed study.

5. Chairman's Remarks – Mr. Kelsey remarked that despite current adequate State funding and the support received from the County, the board should not lose sight of developing a revenue stream to keep the TCPDC viable in the future. Ms. Murray noted that 81 North Ave. should provide an ROI with apartment and commercial rental revenue. Ms. Woodburn provided an update on the progress with this property. Mr. Kelsey stated he is pleased that 247 Main Street, Owego, will be rehabilitated and will stay on the tax rolls. M. Sauerbrey agreed and noted the same for 10 Watson Avenue, Newark Valley. Mr. Kelsey and Mr. Yetter will be meeting with a potential board member at 10:00 am, May 2nd, in the ED&P Conference Room. Mr. Kelsey asked Ms. Woodburn to review the TCPDC board attendance policy.

6. S. Yetter motioned to adjourn the meeting at 4:06 PM.

Respectfully submitted,

Karen Warfle, OSII
Tioga County Economic Development and Planning