



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

**607.687.8260 | [www.tiogacountyny.com](http://www.tiogacountyny.com) | 56 Main St. Owego NY 13827**

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, January 29, 2025, at 4:30 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

**Minutes**

1. Call to Order at 4:15pm
2. Attendance
  - a. Roll Call: R. Kelsey, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore
  - b. Excused: J. Case
  - c. Invited Guests: S. Zubalsky-Peer
3. Old Business
  - a. Approval of Minutes of Regular Board Meeting, November 26, 2024.
  - b. Approval of Minutes of Special Board Meeting, December 19, 2024.  
Motion to accept the Minutes of the Regular Board Meeting 11/26/2024 and Special Board Meeting 12/19/2024 as written
    - 1<sup>st</sup>: M. Sauerbrey
    - 2<sup>nd</sup>: L. Pelotte
    - Abstained: M. Baratta
    - In Favor: All
    - Opposed: 0
  - c. Acknowledgement of Financial Reports through December 31, 2024.  
S. Zubalsky-Peer mentioned they may be revised as there is an outstanding legal invoice for December 2024; R. Kelsey stated that is not unusual and understood; asked to review once revised; S. Zubalsky-Peer also reviewed with the board disbursement requests to HCR submitted the previous week and the fact that HCR had previously disbursed the same amount twice as a mistake but told the TCPDC to keep it; all disbursements were up-to date as of the time of the meeting; H. Murray asked about the increases in value to 121 Providence and 81 North Ave being related to improvements; S. Zubalsky-Peer went over the value assessment being done currently with the CPA and auditors; H. Murray also mentioned the accrued expenses change

**A PARTNER OF**

**TEAM TIOGA**

Motion to accept the Financial Reports through December 31, 2024, to be revised as needed once audit is completed

1<sup>st</sup>: S. Yetter

2<sup>nd</sup>: J. Whitmore

In Favor: All

Opposed: 0

d. 121 Providence

S. Zubalsky-Peer discussed the draft RFP for selling the property with the board; expressed concern that once the property is sold, the TCPDC has no control over what happens to the property and there is no guarantee that the property will be completely rehabilitated, let alone to a high standard; the \$94,000 investment the TCPDC could potentially go to waste; discussed how fully rehabbing the property and selling would provide a better return to the TCPDC to reinvest into future projects vs. selling as is at a very low price; R. Kelsey reaffirmed this rationale; the Board decided to move forward with full rehab of the property; S. Zubalsky-Peer shared photos of 32 Lyman Avenue, discussed the costs associated with the project and the projected listing price.; L. Pelotte brought up the TCPDC goal is to get housing for people and get properties back on the tax roll to frame the idea of rehabbing 121 Providence

e. LBI Open Round Application Revisions

S. Zubalsky-Peer reviewed the proposed revisions, including removal of the property on Rewey Ave; extended application deadline to February 7<sup>th</sup> 2025; conversation with Barb in Berkshire, gentleman who's home burned down purchased one of the properties in Berkshire, 39 Railroad Ave, Brame family still interested in selling to TCDPC; put funds into demolition cost as well to cover if Berkshire cannot cover the demolition costs; M. Sauerbrey asked if the town was willing to participate in the demolition, S. Zubalsky-Peer stated it was offered to have town employees perform the demolition, but S. Zubalsky-Peer stated the TCPDC needed to follow certain procurement and regulations for the grant funds; H. Murray asked if the property remaining would still allow access to the park; the Board agreed it would still serve the purpose of park access, discussed buying the remaining property once the gentleman's home is rebuilt; Board discussed recent grant received by Berkshire; discussed the option of CDBG funds for projects in the future

Motion to approve revisions and submission of application

1<sup>st</sup> L. Pelotte

2<sup>nd</sup>. M. Baratta

In Favor: All

Opposed: 0

4. New Business

S. Zubalsky-Peer provided an update on 81 North Ave; S. Zubalsky-Peer shared photos of 81 North Avenue and the Board discussed the progress, layout, historic elements; discussed discrepancies between architect drawings/specs and contractor measurements/historic requirements; M. Baratta said he would share contact info for OHPC to discuss windows; all stained glass that crumbled is saved on site but windows crumbled and some were missing completely; H. Murray expressed concern over lead in the old stained glass; S. Zubalsky-Peer reinforced the good working relationship with the contractor and code enforcement; discussed there would be an upcoming conversation with Tioga Arts Council regarding the mural on the building; Board discussed the schedule for NYSEG and finishing of the façade by the mason and the contractor the board discussed the roofing bids; the Board found the bids to be outdated and expressed concern over the fact that the bids were not the same specs across

the board; contractors bid different insulation, different replacement boards; the only contractor to bid the exact spec provided was the second highest bidder; J. Whitmore discussed comparing apples to oranges; discussed how Augustine did not get back to the TCPDC with a price for fixing a leak in the roof over the winter; the Board opted to withdraw the bid since the original contractor had never returned a signed contract and the existing contract only had the previous Executive Director signature; S. Zubalsky-Peer stated she would check with the attorney and then notify the original bidder, Augustine that the Board chose to withdraw and award the contract to a different contractor; H. Murray brought up the Board thinking about how the TCPDC will go about finding tenants; S. Zubalsky-Peer explained there were discussions happening about what kind of business to bring to the commercial space, reaching out to local incubators and schools to see what businesses are out there; discussed working with the IDA to pair a business with the microenterprise loan program to help set up a business for success; R. Kelsey mentioned being skeptical of commercial storefront and suggested utilizing the space for professional services, non-retail; M. Baratta and the Board discussed parking and the need for a variance;

5. Chairman's Remarks

R. Kelsey discussed getting an updated spreadsheet to the Board re: grant status; asked about Liberty/Temple lots; S. Zubalsky-Peer stated they are waiting for HCR to re-release the Homebuyer Development Grant with the revised application; had reached out to Metro Interfaith to get an MOU in place for the grant for first time homebuyer pipeline needed for the grant; R. Kelsey brought up the idea of a duplex development similar to one he visited in Ithaca for ages 50+; H. Murray mentioned talking to Village of Owego regarding the lot sizes for duplexes; also discussed 115-117 Chestnut and the trampoline- the need to post lots; the idea of trying to sell through side lot program again; R. Kelsey asked for an update on 247 Main; S. Zubalsky-Peer stated a walkthrough is scheduled with construction manager and engineer; will provide an update to the Board; R. Kelsey brought up a conversation with M. Baratta regarding his attendance over the past year; a letter will be drafted to the Legislature informing them of the attendance issue but that the personal scheduling conflict is resolved for this year, and the TCPDC would like to continue having him as the Village of Owego representative

6. Adjournment at 5:18pm 1<sup>st</sup> L. Pelotte, 2<sup>nd</sup> M. Baratta