



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, October 27, 2021 at 12:30 PM
Ronald E. Dougherty County Office Building
Hubbard Auditorium
56 Main Street, Owego, NY 13827
Agenda**

1. **Call to Order-** Mr. Kelsey called the meeting to order at 12:30 pm.
2. **Attendance**
 - a. **Roll Call:** M. Sauerbrey; P. Ayres; M. Baratta; R. Kelsey; S. Yetter, C. Brown, D. Astorina, L. Pelotte
Absent: M. Sauerbrey, L. Pelotte
 - b. **Invited Guests:** Brittany Woodburn, M. Griffiths, H. Murray
3. **Old Business**
 - a. Approval of Minutes of Regular Board Meeting, July 28, 2021 and Special Board Meeting, August 25, 2021.
Motion to approve July 28, 2021 Regular Board Meeting Minutes, and August 25, 2021 Special Board Meeting Minutes, as written.

**P. Ayers/S. Yetter/Carried
None Opposed
No Abstentions**
 - b. Acknowledgement of Financial Reports through September 30, 2021.

Ms. Woodburn gave the board an overview of the current financial status of the Land Bank. She noted that the Land Bank closed on the Jacobson properties last month and will soon be getting a disbursement from Enterprise.
Motion to acknowledge financials, as presented.

**M. Baratta/C. Brown/Carried
None Opposed
No Abstentions**
 - c. Status of Tenant Relocations
As of the last meeting, two tenants still needed to be relocated out of the acquired properties.

Ms. Woodburn noted that both of these tenants have been successfully relocated, however there is now a third person that needs to be relocated. Ms. Woodburn has noted that they have attempted to assist the person with relocation efforts, but the person has been uncommunicative and unwilling to engage in relocation efforts. She is still exploring other ways on how to relocate this person. There may be legal grounds to remove the person from the property. Ms. Woodburn will keep the board updated on the situation.

d. Status report on purchase of Temple/Liberty St properties/project to date

Ms. Woodburn noted that the Land Bank closed on the properties on September 30th. LCP Group and O'Rourke Environmental were able to enter the properties in order to conduct inspections for asbestos. Testing results will be in soon. LCP has scheduled the demolition of the properties for mid-November.

The INHS project at these properties has gone to the Village of Owego Planning Board and Zoning Board of Appeals for approvals. The project is currently awaiting a vote from the planning board on the site plan review.

e. Status of purchase of property on Liberty Street/OACSD project

Ms. Woodburn reminded the board that they approved entering into a purchase agreement for a property on Liberty Street at the last meeting contingent upon the receipt of grant funds from the Hooker foundation, review of the schools insurance policies, and drafting an MOU with the Owego Apalachin Central School District (OACSD). The property owner on Liberty Street accepted the proposal and signed the purchase agreement. The school district is going to move forward with environmental testing. J. Meagher and the school district's attorney are in the process of drafting the MOU. Once the MOU is completed, Ms. Woodburn will forward it to the board members. Ms. Woodburn noted that the conversation with the Hooker Foundation has been positive about funding the project, but the Foundation has requested to review the MOU prior to making a firm commitment.

f. Status of 80, 82 and 84 Main St, Candor NYMS Project.

Ms. Woodburn noted that this project is moving along. Environmental testing has been completed. The RFP was sent out and two bids were received. The contract will ultimately be between the contractor and the property owner, with the Land Bank having a sub-recipient grant agreement, which is already in place between the Land Bank and the property owner. The property owner is currently working with his lending institution on the financing package.

g. Status of request for American Rescue Plan Act funds

Ms. Woodburn explained that there has not been a final decision made by the legislature in terms of the Land Bank's request for funding from the American Rescue Plan Act, but is hopeful that they will be in favor of granting the Land Bank the funds that they requested.

4. New Business

a. Approval of proposed 2022 Budget

Ms. Woodburn reviewed the budget with the board. Mr. Kelsey noted that he has discussed

potential other sources of revenues with Ms. Woodburn and Ms. Tinney, including private funding.

Motion to accept Tioga County Property Development Corporation 2022 budget, as presented.

**S. Yetter/D. Astorina
None Opposed
No Abstentions**

- b. Proposal for audit services 2022, 2023 & 2024

Ms. Woodburn reported that a RFP was sent out for audit services for fiscal years 2022, 2023, and 2024. The RFP was sent to a number of firms and three responses were received. The lowest responsible bid was received from Bonadio, who has the current contract.

Motion to approve Bonadio as the audit services firm for fiscal years 2022, 2023 and 2024.

**C. Brown/M. Baratta
None Opposed
No Abstentions**

- c. Re-appointments for 2022

Ms. Woodburn noted that there are three reappointments for this coming year, C. Brown, P. Ayers and M. Baratta. All three have agreed to serve another two-year term. The resolution has been sent to the legislature to reappoint them to their positions on the Land Bank board.

- d. Preliminary discussion regarding Slate of Officers for 2022.

The board preliminarily agreed to keep the same Slate of Officers for 2022.

- e. Freedom of Information Officer

Motion to approve Brittany Woodburn as the Freedom of Information Officer for the Tioga County Property Development Corporation.

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

Motion to move into Executive Session pursuant to Public Officers Law Section 105 at 1:15 pm to discuss financial matters, property acquisitions, and personnel matters.

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

Motion to adjourn Executive Session at 1:32 pm.

S. Yetter/D. Astorina/Carried

- f. Discussion of appointment of new board member

Motion to recommend Hannah Murray to the Tioga County Legislature for appointment as a Board Member to the Tioga County Property Development Corporation Board.

**D. Astorina/C. Brown/Carried
None Opposed
No Abstentions**

5. Discussion of 2022 Annual and Regular meeting schedule, tentatively set quarterly on the 4th Wednesday of the month:

- January 26, 2022 - Annual and Regular Meeting
- April 27, 2022 Regular Meeting
- July 27, 2022 Regular Meeting
- October 26, 2022 Regular Meeting

The board members agreed to these meetings dates, and agreed to move the meeting time to 4 pm at the County Office Building.

6. Chairman's Remarks

7. Adjournment

Mr. Baratta motioned to adjourn the meeting at 1:40 pm.