



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Board of Directors Meeting
Wednesday, October 23, 2019 at 5:30 pm
Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: M. Sauerbrey; R..Kelsey; M. Baratta; P. Ayres; S. Yetter, C. Brown, D. Astorina, L. Pelotte and G. Williams
 - b. Invited Guests: T. Saraceno, Cathy Haskell
3. Old Business
 - a. Approval of Minutes of September 25, Board of Directors Meeting
 - b. Status of Board of Directors – New York State Authorities Budget Office mandates ABO Board Member Training. If you have not completed, please register for next training session. You must Google ABO Online Board Member Training and registration can be completed. Completion of training still needed by Michael Baratta, Patrick Ayres, David Astorina and George Williams. In addition, all Board of Directors must annually complete Sexual Harassment Prevention training along with the Policy Review Attestation and Financial Disclosures forms.
4. New Business
 - a. Discussion and adoption of TCPDC Side Lot Program to support the sale of TCPDC land bank property and development activities which further the TCPDC mission and purpose.
 - b. Adoption of TCPDC Disposition Policy
 - c. Resolution No. 2019-2 – Authorizing execution of Contract of Sale -530 E. Chemung Street, Waverly, NY.

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- d. Discussion of Sale of Properties. Joe Meagher has confirmed Quit Claim Deeds on properties and draft Contract for Sale are in order and promotion and sale of properties can go forward.

Actions being taken to promote properties include:

Placement of Property for Sale signage at each property

Letters and Side Lot Program information and application mailed to neighboring property owners to gauge interest in purchasing TCPDC properties. Once we have response in hand we can begin discussion on an individual basis.

Press Release to regional media to get word out regarding properties are available for development/sale.

Placement of Legal Ad to promote properties to developers, contractors and realtors

TCPDC Property and Project Inventory List updated on website.

- e. Quarter 4 – 2019 Disbursement Request from Enterprise Community Partners, Inc. for \$94,976.33 has been submitted. Disbursement request does include funding for environmental remediation of 35 Lincoln St and 207 Howard St. Consideration for any additional funding, within the Q4 2019 can be made once actual remediation costs are determined.
- f. Hakes Lawn Care will be clearing out 35 Lincoln Street and 207 Howard Street to prepare for environmental consulting services/testing and renovation once funding is available.
- g. Keystone Environmental Services provided a proposal for environmental consulting services/testing needed for 207 Howard Street (\$3,567.20) and 35 Lincoln Street (\$3,651.20). Estimated cost for any needed remediation will be provided. Keystone is ready to move ahead once funding is available and clearing out of properties is completed.
- h. Bid packets for renovation of 207 Howard Street and 35 Lincoln St are being prepared.
- i. Options for coordination of rehabilitation of 35 Lincoln St and 207 Howard Street are being prepared.

5. Chairman's Remarks
6. Next Regular Meeting – Wed., January 22, 2020 at 5:30 pm.
7. Adjournment