



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, July 31, 2024, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Agenda

1. Chair Kelsey called the meeting to order at 4:01 PM.
2. Attendance
 - a. Present: R. Kelsey, H. Murray, M. Sauerbrey, S. Yetter, L. Pelotte, J. Whitmore, J. Case
 - b. Absent/Excused: M. Baratta
 - c. Invited Guests: B. Woodburn, M. Schnabl, C. Yelverton
3. Old Business
 - a. Approval of Minutes of Regular Meeting, May 29, 2024, and Special Meeting, June 26, 2024.
Motion to approve May 29, 2024, and June 26, 2024, Regular and Special Board Meeting minutes as written.

**M. Sauerbrey/L. Pelotte /Carried
None Opposed
None Abstention**

- b. Acknowledgement of Financial Reports through June 30, 2024.
Ms. Woodburn discussed the financial reports through 6/30/24. There is over \$420,000 in TSB/ICS accounts which are primarily made up of ARPA funds and admin funds from NYMS program. Received \$500 deposit for 247 Main Street. Expenses for the last two months were primarily related to operational costs, property/maintenance costs, 81 North Avenue cleanout, 10 Watson HVAC reimbursement, and 121 Providence Street cleanout. Ms. Woodburn discussed that she reconfirmed with Jackson Bailey that there are no deadlines for us to spend the ARPA funds and have no reporting requirements. The only restrictions are the "Description and Purpose of expenditure" as noted on the ARPA request form. TCPDC request form states, "Funds for the Tioga County Property Development Corporation to complete housing related activities, including acquisitions, rehabilitations and demolitions. Ms. Woodburn discussed that Beatriz said she felt the funds should still be considered restricted but would check with the auditors if we wanted her to. Beatriz moved the outside contract services pertaining to properties under the Cost of Goods Sold section of the Profit & Loss.

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Motion to acknowledgement of financial reports.

M. Sauerbrey/L. Pelotte/Carried

None Opposed

None Abstention

c. Status of Temple/Liberty Street single-family home site plan

Ms. Woodburn discussed that Fagan has finalized the site plan based on the Boards feedback, and the final invoice has been paid. The board discussed where a driveway would go for lot 8. H. Murray asked about the dept of lot 8. The lot is 96ft deep and there is a dip in the lot where the property is not level, and the home cannot be built in that area. Ms. Woodburn showed the board the topography of the lot. R. Kelsey asked if there was a common consensus to adhere to the site plan. The board agreed to adhere to the site plan.

d. Status of 103 Liberty Street/OACSD project.

Ms. Woodburn discussed that all the windows are framed, and the new ones arrived today and will be installed soon. They are also starting the siding and are waiting for a stretch of weather with no rain to do the roof. A student that was working with Delta on the design of a new construction home has decided he does not want to be an architect, so a new student has taken his spot on the project.

e. Status of NYS HCR – Land Bank Initiative (LBI) funding sources and projects.

i. LBI Phase 1 – operational funds

Ms. Woodburn discussed that she is in the process of submitting for final reimbursement for Year 2. The full \$100,000 has been spent and year 3 contracts will be issued in August. Feedback from HCR staff is that they will likely continue this program for 3 years for Land Banks. Ms. Woodburn requested to increase year 3 amount from \$100,000 to \$200,000.

ii. LBI Phase 2 – capital improvement funds. Ms. Woodburn provided updates on the following projects.

1. 247 Main Street, Owego

Sales and Pre-possession agreements have been signed. Deposit received. J. Meagher's office working on closing. A. Fleicher working with OHPC. Foundation repair work will take place in the fall.

2. 10 Watson Avenue, Newark Valley. Ms. Woodburn discussed that the Land Bank's portion of the work, HVAC and Foundation has been reimbursed and they are waiting on the Certificate of Occupancy. The house was put on the market, but the renovations were not complete, including interior trim, outlet covers, sloppy paint, missing tiles, etc. Ms. Woodburn reached out to Alec with a list of things that needed to be finished in the home. The code enforcement officer is also requesting some exterior items to be finished as well. Mr. Fleicher reported he completed the rear landscaping. Mr. Fleicher's attorney requested that the Lank Bank release the deed restriction, but Ms. Woodburn requested updated photos showing that the work was completed before doing so. A final walkthrough will be completed by Ms. Woodburn and R. Kelsey. There are also concerns that there is rotting wood on the exterior of the home that was not replaced and was just painted over. The exterior paint of the building is not in good shape.

3. 32 Lyman Avenue, Waverly

Cleanout, floor repair work and roof replacement are complete. Ms. Woodburn reported she is waiting for an inspection log from the code enforcement officer before doing the final reimbursement of \$40,000. Closing is still in process.

4. 121 Providence Street, Waverly
Roof replacement in process. LCP has the lowest demolition proposal for the garage at \$5,500.

Motion to contract with LCP Group for the demolition of the garage structure at 121 Providence Street in the amount of \$5,500.

S. Yettler/L. Pelotte/Carried

None Opposed

None Abstention

Ms. Woodburn reported that she received three proposals for the interior asbestos abatement work. The Board requested that she reach out to a few more companies for proposals.

5. 81 North Avenue, Owego
Architectural drawings have been completed. OHPC approval is pending. Ms. Woodburn reported that she has 3 contractors working on proposals. She also reported that she is working through an issue with NYSEG because the power lines are too close to the building for masons to work safely on the upper story brick repair/repointing.

- a. Other potential grant funding sources
 - i. Restore NY. Application is submitted. Anticipating hearing about announcements August/September.
 - ii. HOME Homebuyer Development Program application. The application is in process.
 - iii. CrossMod Pilot Program application. The application is submitted.
 - iv. NYMS, 62-64 North Avenue, Owego. The application is submitted.
- b. New Board Member Discussion.
Ms. Woodburn discussed that there was one spot open on the board that needed to be either an elected or appointed municipal position. R. Kelsey advised the board to let him know if they had anyone in mind.
- c. NYLBA Temporary Housing Study. Ms. Woodburn discussed that participating Land Banks will have no costs to be a part of the study. The NYLBA will be paying for the study. They have selected the Center for Community Progress to conduct the study, and Ms. Woodburn will hear about next steps at the monthly NYLBA meeting.
- d. Town of Berkshire properties
 - i. Railroad Avenue, Berkshire – Property #1. Ms. Woodburn discussed that in order for the property to be sold the individual needs to be moved to a mobile home and new a new well and septic has to be installed on the property where he will be staying. Ms. Woodburn discussed that the state has allowed other Landbanks to pay for things like this to help people relocate in homes. Ms. Woodburn discussed the Landbank paying for the new well and septic in trade for the property. The board discussed the option of paying for the water and septic but tabled the topic for the next meeting.
 - ii. Railroad Avenue, Berkshire – Property #2. Ms. Woodburn discussed that she had spoken to the realtor of the property and the owner might take \$40-50,000 for the property due to the condition of the home.
- e. 81 Hickories Park Road, Owego – former Pizza Hut.
There is no interest from Peak Performance currently. Ms. Woodburn provided an update on the property. Ms. Woodburn and R. Kelsey completed a site visit. There is a roof leak in the back of the property from an air-conditioner located on the roof. The property was not in terrible condition. The

board discussed demolition of the property and the cost. R. Kelsey said there are two investors potentially interested in the property if the Land Bank were to acquire it. The topic will be further discussed at the next meeting.

6. New Business

a. LBI Phase 2 – Ms. Woodburn reported that there is an open round for the LBI Phase 2 Program and is interested in submitting an application to this in October. Ms. Woodburn will be working on putting a budget together for the funding request.

b. Tioga County 2024 Tax Foreclosure.

Tioga County will be holding an auction sometime in September. Jim McFadden has provided the Land Bank with the foreclosure list. There are only 48 properties available at this time (20+ vacant land). Property owners are able to come in and redeem taxes up until the day before the foreclosure, so the list is likely to change. Ms. Woodburn reported that we have identified 13 properties that may be of interest to the Land Bank. We will be doing exterior site visits and will speak with CEO to narrow this list down further. Ms. Woodburn also noted that the Land Bank will need to go to auction and bid on these properties and will need to determine not to exceed limits for the acquisition of each property.

7. Chairman's Remarks

8. Adjournment

Motion to end meeting at 5:26pm.

S.Yetter/ J.Case/Carried

None Opposed

None Abstention