



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Tioga County Property Development Corporation

Regular Board of Directors

Wednesday, February 25, 2026, at 4:00 PM

Ronald E. Dougherty County Office Building

56 Main Street, Owego, NY 13827

Economic Development Conference Room #109

DRAFT

Meeting Minutes

- 1. Call to Order 4:00PM
- 2. Attendance
 - a. Present: M. Baratta, H. Murray, J. Whitmore, R. Bunce
 - b. Excused: L. Pelotte J. Case
 - c. Invited Guests: S. Zubalsky-Peer, B. Woodburn, L. Williams, T. Patton, J. Bailey
Mick Lombardini, Corey Layton
 - d. Matthew Freeze

3. Old Business

- a. Approval of Minutes from Regular Board Meeting January 28, 2026.

Motion to approve minutes from Regular Board Meeting January 2026.

1st: R. Bunce
2nd: J. Whitmore
In Favor: All

- b. Approval of Minutes from Annual Board Meeting January 28, 2026.

Motion to approve minutes from Annual Board Meeting January 28, 2026

1st: M. Baratta
2nd: J. Whitmore
In Favor: All

c. Project Updates

- i. 247 Main

S. Zubalsky-Peer introduced the L2 architects Mick Lombardini and Corey Layton. S. Zubalsky-Peer explained there is a historic exemption both in Village of Owego code and State Law, confirmed via email by FEMA. She stated that she is waiting on signed letters from Village of Owego code enforcement. The group discussed the flood prevention plans for the location with the board. L2 stated an elevation certificate is required to determine the property’s flood zone designation (including BFE). S. Zubalsky-Peer and B. Woodburn indicated that William & Edsall do have a certificate on file. M. Baratta asked about BFE and mentioned the recent changes with FEMA and the 500-year floodplain.



L2 explained mitigation measures already in the schematic design include placing all utilities on the first floor and not applying a vapor barrier to the basement. The vapor barrier was discussed at length and was ultimately not chosen as viable due to creating issues of water egress in the event of future flooding. Cost and compliance with local and federal regulations were brought up. R. Bunce asked if these issues would have been discussed once design was brought to code and S. Zubalsky-Peer stated yes, these would all be part of the code review process and ultimately code has the final say in these changes to the design. H. Murray asked about flood vents specifically and L2 stated they could be installed in multiple places, likely around \$1,000 per flood vent installed cost but that they would need to do specific calculations to determine how many and what size. S. Zubalsky-Peer confirmed this is viable in a historic stone foundation and L2 confirmed. M. Baratta and H. Murray expressed they wanted the flood vents as the best practice. L2 indicated that the final determination and costs will be confirmed upon receiving the official elevation certificate and code review of plans. M. Lombardini stated he will follow up with William & Edsall for the certificate and ensure that it is obtained. The Board expressed support for the flood mitigation plan and concurred with the recommendation to obtain the elevation certificate. The question of salvaging/reusing the material in and outside of the house to maintain the historical aspect was brought up. Contractors will be advised to reuse all materials that can be salvaged, if unable to be salvaged replication or off the shelf alternatives will be considered depending on cost and timeline. M. Baratta acknowledged the importance of balancing historical integrity with the fiscal responsibilities and project feasibility. L2 stated they had discussed with S. Zubalsky-Peer and T. Patton issued the bid documents with base bids and alternatives to show the cost difference for many of the elements. L2 addressed a question about roof pitch on the historic side porch roof and stated it has positive pitch and there is no indication of water damage; this will be addressed once they do more on-site visits to determine if the existing roof can remain or if it needs to be rebuilt at which point they could add a small amount of additional pitch. L2 stated they will also reach out to the utility providers/ public works to get information regarding electricity, water and sanitation.

ii. 121 Providence

S. Zubalsky-Peer expressed that the project should be done very soon and it is making great progress. The board questioned if a realtor is needed at this time, but S. Zubalsky-Peer stated it is best to wait until completion. The Board supported this.

iii. 62-64 North

S. Zubalsky-Peer informed the Board that the bids were due February 26th and will know more at that time.

4. Approval of committee members

- a. Per Annual meeting, committee members were chosen. Confirming

Motion to approve committee members as presented.

1st: J. Whitmore

2nd: R. Bunce

In Favor: All

5. New Business

- a. Update on NYLBA Legislative Priorities & Budget

- i. S. Zubalsky-Peer informed the board of the new updates to land banks. The state is allowing 10 more landbanks to be added to the NY budget. Data and spreadsheets were

shown to help spread the word on how effective land banks are to request funding in the state budget.

- b. Approval of Property Management TenantCloud Subscription (Growth-\$350/year)
 - i. Concerns were made about S. Zubalsky-Peer and T. Patton being responsible for tenants due to other work-related responsibilities. S. Zubalsky-Peer assured the board they would reach out if property management begins to impact their workload. She stated at this time the only thing keeping the units from being leased is property management and if they could fill the vacant units, they would be adding viable housing and generate income to support operation of the building. TenantCloud will make the rental process much more manageable.

Motion to approve property management proposal and TenantCloud Growth Annual subscription

1st: M. Baratta
2nd: J. Whitmore
In Favor: All

- c. Approval of lease amendment for Simple Form Pilates LLC
 - i. 3-year term, 1% rent increase
Contingent on attorney's input on this.

Motion to approve revised lease terms to include a 3-year lease term and 1% annual rent increase for Simple Form Pilates, LLC for the first-floor commercial space at 81 North Avenue, Owego, NY, contingent upon attorney approval.

1st: J. Whitmore
2nd: M. Baratta
In Favor: All

- d. Approval of storage agreement for 48-50 Lake Street.
 - i. Reaffirming email that was sent regarding the storage agreement for this property
- Motion to approve the storage agreement for 48-50 Lake Street as presented.**

1st: M. Baratta
2nd: R. Bunce
In Favor: All

6. Executive Session- Contract Negotiations

Motion to move into Executive Session to discuss matters pertaining to the employment of a particular person

1st: J. Whitmore
2nd: R. Bunce
In Favor: All

7. Exit Executive Session at 5:20pm

Motion to extend contract with S. Zubalsky-Peer from October 1, 2025, through February 28, 2026.

1st: M. Baratta
2nd: J. Whitmore

In Favor: All

8. Chairman's Remarks

- a. H. Murray thanked L. Pelotte for her suggestion of the goal of increasing outreach; H. Murray and S. Zubalsky-Peer attended the February 2026 Council of Government Meeting and spoke on behalf of the Land Bank; R. Bunce and M. Baratta were also present at the meeting. H. Murray asked B. Woodburn to assist with strategies for the Board being nimbler in decision making; B. Woodburn said she would help specifically with project management and property acquisition processes. S. Zubalsky-Peer stated she had someone interested in becoming a board member; M. Baratta mentioned he also knows someone; H. Murray requested resumes and said they could be invited to the next Board Meeting.

9. Adjournment at 5:24PM

1st: J. Whitmore

2nd: M. Baratta

In Favor: All