



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Board Meeting Minutes**

Wednesday, October 17, 2018

6:00 p.m.

**Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

1. Call to Order: Chair Sauerbrey called the meeting to order at 6:12 p.m. with six board members in attendance.

2. Attendance:

a. Board of Directors: Martha Sauerbrey (Chair), Dale Weston (Vice Chair),

Ralph Kelsey (Treasurer), Michael Baratta (Secretary), Patrick Ayres, Stuart Yetter

b. Staff: Teresa Saraceno, Cathy Haskell

c. Excused:

d. Absent: Lewis Zorn

e. Guests: Matt Freeze, Kevin Millar

3. **Old Business**

a. Approval of Minutes – May 23, 2018 Board Meeting

Motion to approve the May 23, 2018 board minutes, as written.

R. Kelsey/S.Yetter/Carried

None Opposed

No Abstentions

b. 2018 Annual Financial Disclosures – Chair Sauerbrey reported the TCPDC Board of Directors have completed their financial disclosures for 2018 and the 2019 financial disclosures would be due again prior to May 15, 2019.

c. 2018 Annual Policy Review Attestations – Chair Sauerbrey reported the TCPDC Board of Directors have completed their 2018 annual policy review attestations of the Tioga County Ethics Law, Comprehensive Information Security Policy, and Workplace Violence Prevention and Discriminatory Harassment Policies. Chair Sauerbrey reported the 2019 policy reviews would be due again prior to March 31, 2019.

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d. Status of Board of Directors – Chair Sauerbrey reported ABO board member training is required every three years in order to meet mandatory requirements. Discussion occurred in the committee meetings just prior to this meeting regarding online training dates and outstanding board members who still need this training.

4. **New Business**

a. Memorandums of Understanding (MOU's) – Chair Sauerbrey reported MOU's are in place for the Villages of Owego and Waverly to secure and maintain the properties currently owned by the County until such time TCPDC is awarded funding and property acquisitions can occur. Currently, the village's code enforcement officers are securing the properties with their public works staff doing the mowing, shoveling, and any necessary routine maintenance.

**b. Adoption of TCPDC Real Property Acquisition Guidelines –
Motion to adopt the TCPDC Real Property Acquisition Guidelines**

**R. Kelsey/M. Baratta /Carried
None Opposed
No Abstentions**

c. 2019/2020 Land Bank Community Revitalization Initiative Grant Application – Ms. Saraceno provided the highlights of the grant application. Currently waiting to receive award announcement that was anticipated any time after October 1, 2018.

d. Projected ABO Budget Report Approval – Chair Sauerbrey reported the projected ABO budget report was reviewed and requires approval prior to November 4, 2018.

Motion to approve the projected ABO Budget Report, as presented

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

5. **Discussion Items**

a. Amendment of TCPDC By-Laws to Increase Board Membership – The Governance Committee unanimously agreed to increase board membership by two members for County Legislature approval. Ms. Saraceno reported changing the membership would require an amendment to TCPDC By-Laws. Ms. Saraceno reported the By-Laws stipulate that a board member must be a municipal representative or public officer and their membership is conditioned on holding a public office. Mr. Ayers inquired whether planning board members or code enforcement officers would be eligible for board membership or if these positions would cause a conflict of interest. Ms. Saraceno reported she would inquire as to eligibility of these positions. Chair Sauerbrey encouraged board members to propose potential candidates for Board consideration. Mr. Kelsey reported the Board should consider areas of the County that are currently unrepresented and suggested seeking candidates from the northern part of the County.

As part of the board member recruiting process, the question was raised as to how often this Board plans to convene. Minimally, the Board could meet annually, but most likely meetings will convene on a quarterly basis for the purpose of continued establishment, property acquisition, and process implementation. However, Ms. Saraceno reported another meeting would be scheduled in December 2018, if not sooner, based on the timing of the grant award announcement.

Chair Sauerbrey inquired about services for asbestos and lead paint are required to go out for bid. Ms. Saraceno reported asbestos survey and lead paint testing would go through the RFP process for all twelve properties. Ms. Saraceno reported all proposals for environmental testing would be presented to the Board for review.

Mr. Weston inquired as to whether well and septic inspections will need to occur. Ms. Saraceno reported all twelve properties are located in the villages, therefore, no well or septic inspection will be required.

Mr. Ayres inquired as to whether any of these services require prevailing wage, as potential asbestos removal by a contractor could change dollar amounts drastically.

Prior to all of this, Ms. Saraceno reported the first step is contracting with the State of New York once funding has been awarded. Next, Ms. Saraceno reported TCPDC would need to acquire the twelve properties from the County through a resolution. Ms. Saraceno reported draft resolution 2-2018 has been reviewed and will move forward to the County Legislature upon grant award announcement. Once TCPDC acquires ownership, the RFP process will commence for environmental and demolition process.

Ms. Saraceno reported Tioga Opportunities, Inc. is interested in being a co-developer to handle the rehabilitation and possibly new construction development. Ms. Saraceno reported she has already received a letter of intent from Tioga Opportunities, Inc. for this purpose. Ms. Saraceno reported a co-developer agreement would need to be formalized with Tioga Opportunities, Inc. and TCPDC.

Chair Sauerbrey inquired about demolition of properties and bringing vacant lots back to a marketable state. Ms. Saraceno reported the vacant lots would be appraised and a sale price established in order to properly market the properties either through a realtor or online. Ms. Saraceno reported the Side Lot Program would most likely work with the existing neighbors purchasing the vacant lots, as there has already been some expressed interest. Ms. Saraceno reported property offers would require submission to TCPDC for Board consideration.

Mr. Weston reported when the County takes ownership of properties through the foreclosure process this is done by a Quick Claim Deed, therefore, inquired as to how TCPDC will handle property titles and warranty deeds. Mr. Kelsey reported this specific inquiry needs to be done prior to marketing the properties in order to avoid potential title issues.

Ms. Saraceno clarified that only vacant lots would be available for re-sale, as TCPDC is not selling existing properties to new owners to assume their own demolition. Ms. Saraceno reported the purpose of the grant funding is for rehabilitation or demolition. Mr. Yetter reported this is a service to the community to clean up blighted properties when it is not economically feasible.

Mr. Weston inquired about sustainability of TCPDC and whether continual funding is available. Ms. Saraceno reported continual funding would be based on availability and projects presented. Ms. Saraceno reported the three homes slated for rehabilitation would be good marketable properties, as well as the expressed interest in the Side Lot Program for vacant lots in the Village of Waverly. Ms. Saraceno reported she does not foresee any reason why these vacant lots would not be re-saleable.

Mr. Kelsey reported the Board of Directors are partly responsible for the viability of TCPDC, as we need to be selective on the properties and prudent with our funding.

Mr. Yetter reported eliminating the blighted properties is the added value and TCPDC's mission.

Ms. Saraceno reported rehabilitation of houses requires code enforcement expertise for feasibility determination. In regards to the three rehabilitation properties, Ms. Saraceno reported code enforcement officers have structurally determined they are viable for rehabilitation and recommended proceeding in this manner.

Ms. Saraceno reported TCPDC Board of Directors would review the environmental studies and determine whether to proceed with rehabilitation or demolition.

b. Review Draft Acquisition of Real Property Resolution for Approval – Chair Sauerbrey reported the resolution was reviewed, but waiting for award announcement before moving forward with County Legislature approval.

c. Review of Draft TCPDC Real Property Inventory List for 2018 Approval – Ms. Saraceno reported the properties on this list were available via the 2018 Tioga County tax foreclosure list. Ms. Saraceno reported these properties were set aside and not included in the real property tax foreclosure auction with the intent of transferring to TCPDC upon award of CRI funding. Ms. Saraceno reported once funding is awarded and properties are transferred to the TCPDC, the final listing will require approval and posting on the website.

d. Review of Draft revised Administrative Services Agreement with Tioga County – Ms. Saraceno reported the revised Administrative Services Agreement with Tioga County is contingent upon approval of the resolution to accept the CRI grant funding, Program Budget adoption, and authorization by Tioga County Legislature.

e. Review of Draft resolution authorizing acceptance of 2019/2020 Land Bank Community Revitalization Program Grant – Ms. Saraceno reported this resolution authorizes Tioga County Economic Development and Planning to adopt a program budget and Administrative Services Agreement with TCPDC.

6. **Chairman's Remarks** – Chair Sauerbrey thanked the Board for their participation. Chair Sauerbrey reported we are just waiting to receive the award announcement in order to begin process implementation.
7. **Next Meeting** – Ms. Saraceno reported a specific date is yet to be determined, however, the Board will reconvene in December, if not sooner, based on the timing of the award announcement.
8. **Adjournment** – Mr. Yetter motioned to adjourn at 6:42 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk