



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors Meeting Minutes (Zoom Meeting)**

Wednesday, April 28, 2021

12:30 p.m.

Ronald E. Dougherty County Office Building

ED&P Conference Room, #201

56 Main Street, Owego, NY 13827

I. Call to Order: Chair Kelsey called the meeting to order at 12:32 p.m. with nine board members participating via Zoom with Ms. Brown joining the meeting at 12:41 p.m. and Mr. Yetter joining at 12:50 p.m.

II. Phone Conference Participation:

a. Board of Directors: Ralph Kelsey (Chair), Patrick Ayres (Vice-Chair), Christina Brown (Treasurer), Michael Baratta (Secretary), Martha Sauerbrey, Lesley Pelotte, David Astorina, George Williams, and Stuart Yetter

b. Staff: Teresa Saraceno, Cathy Haskell, LeeAnn Tinney

c. Excused: None

d. Absent: None

e. Guests: None

III. Old Business

**A. Approval of Minutes – Annual Board of Directors Meeting – January 27, 2021
Motion to approve January 27, 2021 Annual Board of Directors Meeting minutes, as written.**

**G. Williams/P. Ayres/Carried
None Opposed
Abstentions – None**

**Approval of Minutes – Regular Board of Directors Meeting – January 27, 2021
Motion to approve January 27, 2021 Regular Board of Directors Meeting minutes, as written.**

**G. Williams/P. Ayres/Carried
None Opposed
Abstentions – None**

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TEAM TIOGA



B. Acknowledgement of Financial Reports through March 31, 2021 – Motion to acknowledge the financial reports through March 31, 2021 as presented.

**M. Sauerbrey/P. Ayres/Carried
None Opposed
Abstentions – None**

C. Reaffirm Approval of 2020 Audit – Motion to reaffirm approval of the 2020 Audit.

**P. Ayres/L. Pelotte/Carried
None Opposed
Abstentions – None**

D. Reaffirm Execution of Third Party Custodian Agreement for Collateralization of TSB Bank Account – Ms. Saraceno reported the Land Bank’s application is under review with the Federal Home Loan Bank through Tioga State Bank. Chair Kelsey reported the use of Federal Home Loan Bank line of credit is to secure our deposits over and above \$250,000.

Motion to reaffirm execution of Third Party Custodian Agreement for Collateralization of TSB Bank Account through Federal Home Loan Bank.

**M. Sauerbrey/G. Williams/Carried
None Opposed
Abstentions – None**

E. Status of Tenant Relocation Plan and Agreement Activities – Ms. Saraceno reported she sent the Board a spreadsheet of activities pertaining to the tenant relocation plan earlier today noting five (5) tenants currently remain. Efforts by Attorney Meagher, Ms. Saraceno, Tioga Opportunities, and the current property owner are underway to further incentivize their relocation. Ms. Saraceno reported relocation of all other tenants has occurred with their moving expenses and security deposits paid for by the Land Bank. On average, the Land Bank budgeted \$1900.00 per tenant for relocation expenses, however, most came in less. The Land Bank’s total budget for relocation is \$25,820.60 and, to date, the Land Bank has expended \$16,145.00, therefore remaining budgeted funds are available to assist the five remaining tenants. Chair Kelsey reported the property owner has been advised that the Land Bank will not be taking possession of the remaining properties until all tenants have been relocated.

F. Approval of Addendum of Tenant Relocation Plan and Agreement to May 15, 2021 – Due to the current status of the Land Bank’s relocation plan and the five remaining tenants, Ms. Saraceno reported it is necessary to extend our agreement with Tioga Opportunities, Inc. until May 15, 2021. The Tioga Opportunities, Inc. facilitators are working with the tenants one-on-one to move the process forward.

Christina Brown joined the meeting.

**M. Sauerbrey/L. Pelotte/Carried
None Opposed
Abstentions – C. Brown & M. Baratta**

G. Status Report on Purchase of Temple/Liberty Street Properties to Date – Ms. Saraceno reported she sent the Board a map earlier today highlighting the properties owned by the Land Bank. The Land Bank is near ready to close on 107 and 110 Liberty Street. The Land Bank already owns 119 Liberty Street, 39-41 Temple Street, and 117 Temple Street. The next anticipated closing will be on 96-102 Liberty Street. Once the remaining five tenants are relocated, closings will occur and then the Land Bank can proceed with going out to bid for the demolition and environmental services.

IV. New Business –

A. Status of the NYMS Project (80, 82, & 84 Main Street, Candor, NY) – Ms. Saraceno reported the Land Bank applied and was awarded \$500,000 through a New York Main Street grant for the project in Candor, NY. Ms. Saraceno reported she is awaiting the fully executed contract with the State of New York. Ms. Saraceno reported she put out a RFP for architectural services who then will subcontract for environmental assessments needed. The company awarded the architectural services contract will also be coordinating the project. RFP submittal deadline is Friday, April 30th, at 4:00 p.m. Once the architectural plans are completed, the Land Bank will move forward with RFP for the general contractor services. This project includes exterior and interior renovations for apartments and commercial properties on the first floor. Mr. Astorina inquired as to whether this project would support a commercial kitchen. Ms. Saraceno reported this would be outside of the scope of the grant program, but could be done privately.

Stuart Yetter joined the meeting.

B. Approval of INHS Contract for Sale of Liberty Street & Temple Street Properties – Ms. Saraceno reported she emailed the draft INHS contract for sale noting the purchase offer of \$214,000 for the vacant properties. Ms. Saraceno reported INHS had a development site appraisal done, and upon review of the appraisal, comparisons, and location, Chair Kelsey is of the opinion this is a fair offer. Ms. Saraceno reported the Land Bank would need to acquire the remaining properties and do the demolitions in order to sell the vacant lots. Ms. Saraceno reported INHS would not purchase the property until they have secured their funding. In regards to a timeline, Ms. Saraceno reported INHS anticipates an August 2021 application submission for funding. Overall, Chair Kelsey reported this could take 1.5 – 2 years before INHS is prepared to break ground on the project.

Motion to accept INHS Contract for Sale of the Liberty Street and Temple Street Properties for the purchase offer of \$214,000.

**G. Williams/L. Pelotte/Carried
None Opposed
Abstentions – None**

C. Status of Amendment of Village of Owego's Flood Damage Prevention Local Law 117-14-83 – Ms. Saraceno prepared a summary that is included in today's meeting packet outlining the need for request of the Village of Owego to amend their current local law in order for the INHS project to move forward, as planned. With the current local law in place, Ms. Saraceno reported the project would possibly have to be built on piers, which is very costly. Ms. Saraceno reported the request

for amendment has been presented to the Village of Owego Board and they seem to be in favor. Ms. Saraceno reported the Village of Owego would conduct a public hearing on May 3, 2021 followed by the Village of Owego Board potentially voting on the proposed amendment. Village of Owego Mayor Baratta reported he did not foresee any issues with the Board. Mayor Baratta reported the Village of Owego's Flood Damage Prevention Local Law went above and beyond what New York State DEC and FEMA required. Ms. Sauerbrey reported amending the local law is an excellent idea otherwise; there can be no progress or development in the Village of Owego. Ms. Sauerbrey further reported this project is in my legislative district, therefore, I feel strongly that we have to be able to grow our village and under the current local law, this would be prohibited. The Land Bank thanked the Village of Owego Board for their efforts on their accomplishments thus far in regards to this project.

D. Approval of Revised Modified Administrative Services Agreement through December 31, 2021 – Ms. Saraceno reported the Administrative Services Agreement is between the Land Bank and ED&P. Due to COVID-19, Ms. Saraceno reported our funding contract with Enterprise has been extended to December 31, 2021; therefore, we need to extend our current administrative services agreement until that time. Ms. Saraceno reported this would be contingent upon Legislative approval, as the Tioga County Legislature needs to adopt a resolution for approval of the extension. The Land Bank thanked Tioga County for their support and efforts.

Motion to adopt a resolution for the revision of the modified Administrative Services Agreement through December 31, 2021 between the Land Bank and Tioga County ED&P contingent upon approval of the Tioga County Legislature.

**C. Brown /M. Sauerbrey/Carried
None Opposed
Abstentions – None**

D. Annual Evaluation for Land Bank Director – Chair Kelsey reported the ED&P Director previously did the Land Bank Director's annual evaluation; however, moving forward this would be done through the Governance Committee and Land Bank Board. The Governance Committee will be requested to convene a meeting prior to the next quarterly Board Meeting on July 28, 2021 to discuss the Land Bank Director's evaluation, format, and accomplishments.

ACTION: Governance Committee will be requested to convene a meeting prior to July 28, 2021 to discuss the annual evaluation of the Land Bank Director.

V. Chairman's Remarks – Chair Kelsey reported Ms. Saraceno, ED&P Director Tinney, and he discussed the future of the Land Bank in regards to identification of areas for further exploration, and determine what services the Land Bank is able to provide to other organizations addressing housing issues. As a Board, Chair Kelsey reported the Land Bank needs to discover ways to be innovative, supportive, and maintain sustainability. Initially, the Land Bank discussed partnering with private industries to solicit funding for specific projects. Moving forward, this will be a topic that requires further exploration and discussion.

Village of Waverly Mayor Ayres suggested exploring areas of the County that will be directly benefited by the Land Bank activities for further potential opportunities for assistance, facilitation, and/or partnership.

Chair Kelsey reported a form of public notification needs to be done stating the Land Bank was part of the Village of Candor effort through the submission, award, and administration of the NY Main Street application.

Ms. Saraceno reported it is important to explore funding sources in order to be a partner, as the Land Bank did with INHS, Tioga Opportunities, Inc. and now with the private ownership and Village of Candor. We will always be a part of a project, as this is the Land Bank's mission to move development projects forward.

VI. Board Remarks – Village of Nichols Mayor Pelotte extended her thanks to Ms. Saraceno. Mayor Pelotte contacted Ms. Saraceno with questions and she was very responsive and knowledgeable with the answers provided.

VII. Adjournment – Mayor Ayres motioned to adjourn at 1:05 p.m.

Respectfully submitted,

Cathy Haskell