



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Tioga County Property Development Corporation Regular Board of Directors ZOOM Meeting

<https://us02web.zoom.us/j/8382895203?pwd=VHFqRUMxdjhTSE9qcHlFSDITNjJldz09>

Meeting ID: 838 2895 7203

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Wednesday, July 28, 2021 at 12:30 pm

Ronald E. Dougherty County Office Building

Tioga County Economic Development and Planning Conference Room #201

56 Main Street, Owego, NY 13827

Agenda

1. **Call to Order**-Mr. Kelsey called the meeting to order at 12:30 pm.
2. **Attendance**
 - a. **Roll Call:** M. Sauerbrey; P. Ayres; R. Kelsey; D. Astorina, L. Pelotte
Absent: M. Baratta, C. Brown, S. Yetter
 - b. **Invited Guests:** T. Saraceno, B. Woodburn, M. Griffiths
3. **Old Business**
 - a. **Approval of Minutes of Regular Meeting, April 28, 2021 and Governance Committee Meeting, June 15, 2021.**
Motion to approve April 28, 2021 Regular Meeting minutes and June 15, 2021 Governance Committee Meeting Minutes, as written.

**P. Ayers/L. Pelotte/Carried
None Opposed
No Abstentions**
 - b. **Acknowledgement of Financial Reports through June 30, 2021**
Ms. Saraceno noted that she and Ms. Woodburn met with Jan Nolis, accountant, to go over current state of financials.
Motion to acknowledge financial reports through June 30, 2021, as presented.

**M. Sauerbrey/P. Ayers/Carried
None Opposed
No Abstentions**
 - c. **Status of Tenant Relocations/Discussion of closure with remaining tenants**-Mr. Ayers motioned, seconded by Ms. Pelotte, to move into Executive Session at 1:05 pm.

A PARTNER OF

TEAM TIOGA

Ms. Astorina motioned to exit Executive Session at 1:20 pm.

d. Status of Request for Proposals – Temple/Liberty St Demolition and Environmental Services
Discussed during executive session

e. Status Report on purchase of Temple/Liberty St properties to date
Discussed during executive session

f. Status of Amendment of V. of Owego’s Flood Damage Prevention Local Law and Local Approvals

Ms. Woodburn explained that the amendment to the Village of Owego’s Flood Damage Prevention Law has been submitted to the Department of State and is now effective but still needs to be sent to general code. She also explained that the local approvals process will start in August for the INHS Temple and Liberty project, with a sketch plan review by the Village of Owego Planning Board. From there, the project will be reviewed by the Tioga County Planning Board, then sent back to the Village of Owego Planning Board and finally to the Village of Owego Zoning Board of Appeals. It is expected that the local approvals process will be completed in October. Ms. Woodburn went on to explain that the amendment to the local law will remove the compensatory storage requirement from the general code. Ms. Woodburn will check with E. Jardine to see if a SWPPP is needed. Mr. Kelsey noted that the IDA approved the PILOT for the INHS project.

g. Status of 80, 82 and 84 Main St, Candor NYMS Project.

Ms. Woodburn reported that the project is moving along. Anne Hersh was hired to do the architect work and subcontracted out the environmental work. The project is currently in the environmental review stage. Lead and asbestos testing has been completed, with a hazardous materials site contamination letter forthcoming. The project also has to go through the State Historic Preservation Office review, which is currently underway. The RFPs from contractors cannot go out until the environmental review and State Historic Preservation Office review has been completed. However, the architect has the drawings completed for when the RFPs are able to go out.

4. New Business

a.. Discussion of Request for American Rescue Plan Act funds

Ms. Sauerbrey reported that the county will receive 9.3 million dollars from the federal government as a part of the American Rescue Plan Act. The county is in the process of creating a list on how to use the funds with the help of a consultant. Ms. Sauerbrey has suggested allocating approximately \$500,000 of this funding to the Land Bank in order to address housing issues in the county. Ms. Woodburn put together a letter addressed to the Legislature requesting the \$500,000. The letter explained that the funds will be used for needed rehabilitation, demolition and rebuilding of houses. Ms. Sauerbrey noted that there may be additional funds available for transitional housing for Tioga County male residents and veterans in need of this type of housing. Ms. Sauerbrey asked the board if they would support and potentially partner on a project that will make transitional housing available for these residents. Mr. Astorina clarified that the Land Bank would just be responsible for the construction of the housing, with another agency handling the placement of tenants and management of the project. The board was in agreement that this was an appropriate project to be taken on by the Land Bank, but wanted more information on the proposed project.

Motion to allow Chair Kelsey to sign letter addressed to the Tioga County Legislature requesting \$500,000 in funds to support housing development in the county.

**P. Ayers/L. Pelotte/Carried
None Opposed
No Abstentions**

b. Discussion of appointment of new board member

Mr. Kelsey reported that no board member has put forth any names as a potential new board member. The board will look to make a recommendation at the October board meeting.

c. Acknowledgment of resignation of Teresa Saraceno and approval of Governance Committee Recommendation to Board of Brittany Woodburn as Land Bank Director.

Motion to appoint Brittany Woodburn as the Tioga County Land Bank Director.

**L. Pelotte/M. Sauerbrey/Carried
None Opposed
No Abstentions**

d. Approval of Governance Committee Recommendation to Board of Megan Griffiths as interim administrative support staff.

Motion to approve Megan Griffiths as interim administrative support staff.

**M. Sauerbrey/D. Astorina/Carried
None Opposed
No Abstentions**

e. Annual Evaluation Form/Process - Land Bank Director

Mr. Kelsey reported that they have an evaluation form and will be using it next year.

f. Discussion of 4:30 pm meeting time for future meetings.

The board agreed to move the meeting time to 4:30 pm on Wednesdays.

g. Discussion of purchase of property

Discussed during executive session

Motion to enter executive session pursuant to Public Officers Law Section 105 at 1:05 pm to discuss financial matters, property acquisitions, and personal matters.

**P. Ayers/L. Pelotte
None Opposed
No Abstentions**

Motion to adjourn executive session at 1:28 pm.

D. Astorina/L. Pelotte

5. Chairman's Remarks

Mr. Kelsey thanked T. Saraceno for her service to the Land Bank on behalf of the board.

6. Adjournment-Mr. Astorina motioned to adjourn the meeting at 1:40 pm.

Respectfully submitted,
Megan Griffiths