



TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, September 23, 2026, at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #109**

Minutes

1. Call to Order 4:05 PM
2. Attendance
 - a. Roll Call: M. Baratta, H. Murray, L. Pelotte, J. Whitmore, C. Shaver
 - b. Invited Guest: S. Zubalsky-Peer, T. Patton, B. Woodburn, L. Williams
3. Absent: J. Case, R. Bunce
4. Old Business
 - a. Approval of Minutes from Regular Board Meeting August 19, 2026.
The board reviewed the August 19, 2026, minutes and requested revisions to provide a more summarized version of the meeting. Approval of the minutes was tabled until the revised minutes are completed.
 - b. Acceptance of Financial Reports through July 2026.
It was noted that the accounting services used for the financial reports are currently two months behind.

Motion to approve July 2026 financials as written with the 81 North Avenue accounts being reviewed (J. Whitmore, M. Baratta).

Aye: 5 Abstain: 0

Nay: 0 Carried

- c. Project Updates
 - i. 121 Providence Street
 1. Purchase Update – The first sale of the property has fallen through. The realtor reached out to the other buyers that submitted an offer, and only one is still interested in the property. S. Zubalsky-Peer and H. Murray agreed to move forward with the sale. There have been some discrepancies between the seller and buyers' attorneys regarding the contract. J. Meagher wanted confirmation from the board to go further with the contract for \$208,000 with \$12,000 in sellers' concessions. During the selling process the issue of who must pay the transfer tax surfaced. There are laws stating that the Land Bank cannot pay these taxes therefore it is the buyers'

responsibility. The buyer does not have the availability to pay this cost upfront, so a deal was made to split the cost. After a discussion with J. Meagher, it was determined the tax is approximately \$500.

The board agreed to proceed with the sale on these terms.

- ii. 247 Main Street – LCP finished the back construction portion of the demolition process. They installed a door, and the area has been backfilled. Asbestos has been found in the roof and LCP will remove that before proceeding. Clearview has begun the interior demolition and cataloging the historic trim. Williams & Edsell will be marking the interior of the building two feet above base flood elevation for the new utility room.
- iii. 62-64 North Avenue – This project is paused while the owner works through code enforcement regulations. The deadline for the grant is November 30, 2026.
- iv. 39 Railroad Avenue – Waiting on the reimbursements from HCR to continue with the demolition process.
- v. 81 Hickories Park Road – No RFPs were received for the property. H. Murray suggested another RFP targeting developers, not just contractors. The board discussed different platforms to try and get developers. The board agreed to change the dates that the RFP is due to ensure it gets proper exposure.
- vi. 115-117 Chestnut & 94-98 Spencer Avenue – Budget Fence requires the down payment be paid in full before the fence will be installed. S. Zubalsky-Peer is confirming with HCR that LBI Operation funds can be used for this project.
- vii. 48-50 Lake Street – The contract with L2 has been signed and they will begin work when they are able. A 3D modeling of the roof and masonry work will be completed as the first steps in this project. The designs for the masonry work should be completed by this year so contractors can begin in the spring.
- viii. 103 Liberty Street – This project should be complete soon. The board recommended using Suzi Powers as the realtor for this project as well.
- ix. 107 Liberty Street –
 - 1. MOU
 - a. A meeting with S. Zubalsky-Peer, code enforcement, Delta Engineers, BOCES and the Owego School District took place to discuss the project. A Memorandum of Understanding (MOU) is needed between BOCES and the PDC. H. Murray requested the draft that was presented to the board include language on how they intend to meet the required 10,000 square foot lot size. The attorney, J. Meagher, is working on revising the MOU to include taking from another parcel that is owned by the PDC to meet this requirement. The board discussed the setbacks that could occur and S. Zubalsky-

Peer confirmed Delta is working on those revisions and will be sent to the board once they are received.

Motion to approve the MOU contingent with the attorney's approval of the modified language regarding the 10,000 sq ft requirement (J. Whitmore, M. Baratta).

Aye: 5 Abstain: 0

Nay: 0 Carried

x. VRP

1. Postcard marketing – This is an outreach plan to draw in potential applicants for the VRP program. Staff will be sending postcards to two and three family property owners with information regarding the program. Staff will need to purchase the postcards and mail them out using VRP funds.

Motion to approve the purchase of postcards to be sent to potential VRP applicants (M. Baratta, C. Shaver).

Aye: 5 Abstain: 0

Nay: 0 Carried

5. New Business

a. 81 North Avenue-

- i. Lighting fixtures – The current tenant will be moving out on September 30, 2026. The board questioned if the lease agreement was being broken. S. Zubalsky-Peer confirmed the lease would be up October 2026. The tenant has installed light fixtures, and she is looking to get reimbursed for them if she leaves them at the property. S. Zubalsky-Peer consulted with Construction Management Associates to discuss the most cost-effective plan. It was recommended to the board for the tenant to take the globe light fixtures and leave the rest. The board discussed whether it would be more cost-effective to have the remaining fixtures removed and reinstalled, or to leave them and see what the next tenant would like. The PDC did not purchase lights for this rental space because the tenant did. The tenant submitted a quote of what was paid for each fixture and the installation fees. The board discussed the amount they would be comfortable paying for the fixtures left behind. The board agreed the cost of installation will not be reimbursed due to the tenant wanting the specific fixtures. The ceiling fans would be reimbursed for approximately \$200. The board discussed for future leases, any remodeling like this will be at the tenants' cost. This will be put into the next tenants lease agreement.

Motion to allow the tenant to take the globe light fixtures, leave the rest and be reimbursed for the ceiling fan (M. Baratta, C. Shaver).

Aye: 5 Abstain: 0

Nay: 0 Carried

- ii. 1st floor rental – the relisting for the commercial space is ready to be posted. The board discussed the amount the listing will be posted for. The board was in agreeance with a \$1,200 monthly price for the next lease.
 - b. Approval of 2027 Financial Budget – The Financial Committee recommended revising the 2027 budget before presenting it to the board.
 - c. Women’s Course – The second part of the course was successful. M. Daly is considering a continuation of this course to offer the community resources on how to do basic repairs in the home.
6. Chairman’s Remarks
7. Adjournment 4:44 PM