



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, April 27, 2022 at 4:00 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Hubbard Auditorium**

Meeting Minutes

1. **Call to Order** – Chairman Kelsey called the meeting to order at 4:05 pm.
2. **Attendance**
 - a. Roll Call: M. Sauerbrey (attended via Zoom); P. Ayres; M. Baratta; R. Kelsey; S. Yetter, D. Astorina, H . Murray
 - b. Invited Guests: B. Woodburn, M. Schnabl
 - c. Absent: L. Pelotte
3. **Old Business**
 - a. Approval of Minutes of Regular and Annual Board Meetings, January 26, 2022.
Motion to approve January 26, 2022 Annual Board meeting minutes and January 26, 2022 Regular Board meeting minutes, as written.

**P. Ayers/S. Yetter/Carried
None Opposed
Abstentions – None**
 - b. Acknowledgement of Financial Reports through March 31, 2022
Ms. Woodburn noted that adjustments to the financials were made to reflect the recommendations from the audit and reported the status of TCPDC’s financials.
Motion to acknowledge financials, as presented.

**D. Astorina/M. Sauerbrey/Carried
None Opposed
Abstentions - None**
 - c. Status report on Temple/Liberty St demolition project
Ms. Woodburn reported that all houses on the Land Bank owned properties have been taken down by LCP group. The board discussed sending out a media release on the demolitions, and suggested setting up a project sign for future demolitions.



- d. Status report on INHS Re-development Project on Temple/Liberty Street
Ms. Woodburn reported that there has not been any movement on the local approvals since last meeting for the INHS project in the Village of Owego. Originally, the area where INHS planned to build was thought to be in an allowable High Density Mixed Use (HDMU) zone. However, it has been brought to the Zoning Board's attention that when the HDMU zone was created, no map was filed to show this area of the Village to be in this zone. Therefore, the planned INHS buildings would not be allowable. Mr. Baratta explained options that could happen based on how the Village of Owego Zoning Board rules. Board discussion ensued on how to remediate situations like this on future projects, and any steps that could be taken to move this project forward. Ms. Woodburn noted that INHS is still interested in moving forward with this project.
- e. Status of purchase of property on Liberty Street/OACSD project
Ms. Woodburn reported that the Land Bank closed on 103 Liberty Street, Owego last week. This property is where the Owego Apalachin Central School District's Building and Trades program will be rehabilitating a house. The school district is planning a ribbon cutting in May for the project. The school district will also be partnering with Home Central and Tioga Opportunities on the project. LCP Group also plans to partner with the school to demolish the garage on the property.
- f. Status of 80, 82 and 84 Main St, Candor NYMS Project
Ms. Woodburn reported that the project on Main Street in Candor is moving along. Framing is nearing completion, with plumbing and electric work to start in the coming weeks.
- g. Status of American Rescue Plan Act funds
Ms. Woodburn noted that the American Rescue Plan Act ARPA funds will be used for future property acquisitions, demolitions, and rehabilitations in 2022. The board also suggested writing a formal thank you letter to the Tioga County Legislature for allocating \$500,000 in ARPA funds to TCPDC.

4. New Business

- a. Approval of 2021 Audit Report
Ms. Woodburn explained that the audit process went smoothly. The report found that there are not sufficient procedures in place to record necessary adjustments to recognize impaired inventory and properly state grant revenue and grant advances. This issue has to do with writing properties off at the time of sale instead of at the end of the fiscal year. This was more of an issue this year than in years past, because the properties acquired during the past year were purchased for more than one dollar, and the TCPDC has held on to the properties for a longer period of time. Ms. Woodburn will work with the accountant to make the necessary adjustments in the future. The TCPDC may also need to adjust how they value their properties in the future. The current accounting policy states that properties should be valued through a third party appraisal. An alternative to this is using the assessed value for the property. The board will need to adjust their accounting policy at the next meeting to reflect the change to using assessed values of property.

Motion to approve the 2021 Audit Report based on the recommendation of the audit committee.

**P. Ayers/S. Yetter/Carried
None Opposed**

Abstentions - None

- b. Approval of 2021 PARIS report
Ms. Woodburn explained that TCPDC is a Public Authority, meaning they are subject to New York State PARIS reporting. The report was submitted on time, and Ms. Woodburn will continue to work to make sure TCPDC is compliant with Public Authority standards, including updating the TCPDC website.

Motion to approve the 2021 PARIS Report based on the recommendation of the audit committee.

**S. Yetter/H. Murray/Carried
None Opposed
Abstentions - None**

- c. NYCOM / NYLBA Conference
Ms. Woodburn noted that the New York State Land Bank conference will be held in Albany in June. Ms. Woodburn plans to attend the conference.

Motion to expend funds to allow B. Woodburn and any board member to attend the NYCOM/NYLBA conference in June.

**P. Ayers/D. Astorina/Carried
None Opposed
Abstentions – None**

- d. Discussion regarding Mother Cabrini Health Foundation Grant Application
Ms. Woodburn reported that the Mother Cabrini Health Foundation is accepting applications for its upcoming grant cycle. The Foundation funds programs dealing with youth and young adults, low income families, and healthcare. After a discussion with a representative from the foundation, Ms. Woodburn determined the Land Bank activities would fall under the parameters of their grant funding. Ms. Woodburn intends to submit a letter of interest on the behalf of TCPDC to request funding in the amount of \$1 million.

Motion to allow B. Woodburn to submit a letter of interest to the Mother Cabrini Foundation on behalf of the Tioga County Property Development Corporation in the amount of \$1 million.

**P. Ayers/ D. Astorina/Carried
None Opposed
Abstentions – None**

- e. Resignation of Board Member/Discussion of New Board Member
Ms. Woodburn reported that board member Christina Brown submitted a letter of resignation to the board. Ms. Brown suggested her Tioga Opportunities colleague, Sara Zubalsky-Peer, take her place on the board, as she has significant experience in community and housing development. R. Kelsey and B. Woodburn plan on meeting with Ms. Zubalsky-Peer, and make a recommendation to the board to appoint her as a board member.

Motion to enter into Executive Session pursuant to Public Officers Law Section 105 at 5:02 pm to discuss property acquisition.

**P. Ayers/S. Yetter/Carried
None Opposed
Abstentions – None**

Mr. Ayers motioned to adjourn Executive Session at 5:48 pm.

6. Adjournment – Mr. Ayers motioned to adjourn the meeting at 5:48 pm.