



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

Wednesday, November 28, 2018

5:30 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 5:31 p.m. with five board members in attendance.
2. Attendance:
 - a. Board of Directors: Martha Sauerbrey (Chair), Dale Weston (Vice Chair), Ralph Kelsey (Treasurer), Michael Baratta (Secretary), Stuart Yetter
 - b. Staff: Teresa Saraceno, Cathy Haskell
 - c. Excused:
 - d. Absent: Lewis Zorn, Patrick Ayres
 - e. Guests: None
3. **Old Business**
 - a. **Approval of October 17, 2018 Minutes – Board of Directors Meeting, Audit Committee, Governance Committee, and Finance Committee** – Chair Sauerbrey requested a motion to approve the minutes from the October 17, 2018 Board of Directors meeting, Audit Committee, Governance Committee, and Finance Committee.

Motion to approve the minutes from the October 17, 2018 Board of Directors meeting, Audit, Governance, and Finance Committee meetings, as written.

R. Kelsey/S.Yetter/Carried
None Opposed
No Abstentions
 - b. **Status of Board of Directors** – Chair Sauerbrey reported the TCPDC Board of Directors are required to complete ABO training. Ms. Saraceno reported there are two upcoming training dates and provided information to Mr. Baratta. Ms. Saraceno confirmed Mr. Weston, Ms. Sauerbrey, and Mr. Kelsey have completed the required training.

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4. **New Business**

a. Announcement of 2019/2020 Land Bank Community Revitalization Initiative CRI Grant Award of \$500,000 – Ms. Saraceno announced Tioga County Property Development Corporation (TCPDC) was awarded \$500,000. Since the award amount is less than the original application amount of \$910,000, Ms. Saraceno reported budget and work plan revisions were required. Ms. Saraceno reported TCPDC would acquire all twelve properties and proceed with the nine demolitions, as originally intended, however, will not be able to proceed with the three property rehabilitations or building of the Minka house in the Village of Owego at this time. Ms. Saraceno reported there is an opportunity mid-year to request the remaining funding, and possibly additional funding, providing TCPDC accomplishes the new established work plan. Ms. Saraceno reported she is aiming for completion of demolition work by 1st or 2nd quarter 2019. Ms. Saraceno reported bid documents are ready, but solicitation will have to wait until January 1, 2019.

Based on the original application amount, the work plan called for a full-time position with \$130,000 budgeted for salaries, office space, and equipment over the two-year period with the Administrative Services Agreement with Tioga County ED&P. However, the revised work plan reduces the position to part-time with \$65,000 budgeted for salaries, office space, and equipment. Ms. Saraceno reported all budget expenses are for the two-year period. Ms. Saraceno reported accounting, marketing, dues, and travel line items were reduced to accommodate the revised work plan. Ms. Saraceno reported the County would be receiving the administrative funding over the course of the two years.

Ms. Saraceno reported the revised budget for demolitions, acquisitions, and soft costs is \$435,000 with \$65,000 remaining. Ms. Saraceno reported final costs will not be known until bids are received. Ms. Saraceno reported the program representatives are in agreement with the proposed changes.

Ms. Saraceno reported separate bids would be solicited on each of the nine demolitions versus one bid for all nine properties. Ms. Saraceno reported she would minimally solicit bids from three or four contractors. Ms. Saraceno reported bid information will be presented to the Board of Directors.

b. Resolution 2018-1 Accepting a Land Bank Community Revitalization Initiative Grant from Enterprise Community Partners, Inc. in the amount of \$500,000 and Discussion of Revised Work Plan – Chair Sauerbrey requested a motion to adopt Resolution 2018-1.

Motion to adopt Resolution 2018-1 Accepting a Land Bank Community Revitalization Initiative Grant from Enterprise Community Partners, Inc. for \$500,000.

**M. Sauerbrey/M. Baratta /Carried
None Opposed
No Abstentions**

c. Execution of the Tioga County Property Development Corporation Certificate of Incumbency Certification of Organizational and Operations Documents – Chair Sauerbrey requested a motion to execute the signing of the certificate of incumbency and certificate of organizational and operations documents.

Motion to execute the Tioga County Property Development Corporation Certificate of Incumbency and Certification of Organizational and Operations Documents.

**R. Kelsey/S. Yetter /Carried
None Opposed
No Abstentions**

d. Resolution 2018-2 Acquisition of Real Property by Purchase (12 properties within Owego and Waverly) – Chair Sauerbrey requested a motion to adopt Resolution 2018-2.

Motion to adopt Resolution 2018-2 Acquisition of Real Property by Purchase for the 12 properties within the Villages of Owego and Waverly.

**S. Yetter/M. Sauerbrey/Carried
None Opposed
No Abstentions**

Ms. Saraceno reported she would be presenting to the Tioga County Legislature next week for their approval in regards to the acquisition and purchase of the 12 properties within the Villages of Owego and Waverly, as well as the Administrative Services Agreement with ED&P.

Once the properties have been demolished, Ms. Saraceno reported the properties would go on the market for re-sale, therefore, generating new revenue. Any remaining funding, as well as sale revenue, would be available for the three property rehabilitations that are currently on hold.

In regards to the salary/compensation line, Mr. Kelsey inquired as to how this will work with the County. Chair Sauerbrey reported the administrative funding goes directly in the County's general fund and not directly to ED&P. As to the grant award of \$500,000, Ms. Saraceno reported TCPDC is a separate agency and will be opening their own bank account with their own QuickBooks accounting system in place.

Once demolition estimates are received, Mr. Kelsey suggested reviewing the budget to determine how much funding will actually be available for new property acquisitions or property rehabilitations.

Ms. Saraceno reported over the course of two years, new foreclosure lists will be available through the County, as well as possible Downtown Revitalization Initiative (DRI) opportunities for future property acquisitions.

Mr. Weston inquired who is responsible for determining whether a property should be demolished or rehabilitated. Ms. Saraceno reported code enforcement officers and engineers make the determination.

Mr. Weston inquired about profitability. Mr. Kelsey reported sustainability is the goal.

Ms. Saraceno reported Land Bank CRI funding is issued through the Attorney General's Office. Ms. Saraceno reported the State has established 30 Land Bank, however, is not necessarily funding them all. Ms. Saraceno reported there is a proposal to add a line item in the NYS Budget for \$30 million dollars to sustain the established Land Banks, but the State has been reluctant to agree to this proposal until all funding through the Attorney General's Office has been distributed.

Mr. Yetter reported the more efficient a Land Bank is the more opportunity for additional grant funding.

Mr. Kelsey inquired as to whether villages outside of Owego and Waverly have properties that should be considered. Ms. Saraceno reported they do, but they are not on the foreclosure list as taxes are currently paid. Mr. Kelsey reported periodic reminders to the other villages regarding program availability is important.

5. **Chairman's Remarks** – None
6. **Next Meeting** – Ms. Saraceno reported a specific date is yet to be determined, however, anticipates the Board will reconvene in December or early January once the Tioga County Legislature approvals have been made. Ms. Saraceno anticipates future quarterly meetings will be scheduled. Ms. Saraceno also noted the TCPDC Board would like to increase their membership with two additional board members.
7. **Adjournment** – Meeting adjourned at 6:03 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk