

Jan E. Nolis

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March 8, 2019

State of New York  
Authorities Budget Office  
P.O. Box 2076  
Albany, NY 12220-0076


RE: Tioga County Property Development Corporation  
2018 Investment Report - Certified Financial Audit  
Management Letter Annual Audit of Investments

This letter is for submittal for the above reporting purpose:

The Tioga County Property Development Corporation (TCPDC), newly established in 2017, has had no financial activity during the 2018 reporting period. Therefore, there have been -0- investments.

The TCPDC 2018 Annual Report, including all establishment activity is attached.

Sincerely,

  
Jan Nolis, CPA

# Tioga County Property Development Corporation

## Land Bank

Status Report as of January 17, 2019

### 2017

January, 2017 - NY Land Bank Designation TCPDC established.

March 17, 2017 - NY Dept. of State Certificate of Incorporation approved.

March 31, 2017 - State of NY Authorities Budget Office Notice received.

April 3, 2017 - IRS EIN Number assigned

May 17, 2017 - First Board of Directors Meeting Held

- Non-Discrimination/Affirmative Action Policy approved
- Conflict of Interest Policy approved
- Whistleblower Policy and Procedures approved
- Board Resolution #1-2017 approved regarding Public Open Meeting Notice Posting

November 9, 2017 - TCPDC Recognition of Exemption under IRS Section 501 (c) (3) was received effective March 20, 2017



### 2018 - 2019

May 23, 2018 - Board of Directors Meeting

- TCPDC Procurement Policy approved

October 17, 2018 - Board of Directors Meeting

- TCPDC Real Property Acquisition Guidelines approved
- Governance, Finance and Audit Committee meetings were held
- Mission Statement received mandatory annual approval

November 28, 2018 - Board of Directors Meeting

- TCPDC Board Resolution #1-2018 Acceptance of Land Bank Community Revitalization Initiative Grant in the amount of \$500,000.00 from Enterprise Community
- TCPDC Board Resolution #2-2018 Approval of Acquisition of Real Property by Purchase of 12 properties within the Villages of Waverly and Owego approved

January 17, 2019

- TCPDC Bylaws adopted May 17, 2017 and amended to increase Board members from 7 to 9



## Properties



Tioga County, in support of the TCPDC, forgave back taxes and put aside twelve properties, from the 2018 foreclosure list. These properties were to be acquired by the land bank at a cost of \$1.00 each. This was done in anticipation of approval of a funding source to complete demolition and rehabilitation of these properties. Letters of Condemnation for the nine properties to be demolished have been received.

## CRI Grant

Once funding was announced, TCPDC submitted an application to Enterprise Community Partners, Inc. for a Land Bank Community Revitalization Initiative Grant (CRI) on August 31, 2018 and was awarded \$500,000.00. The work plan includes acquisition of twelve properties. Nine are in the Village of Waverly and three are in the Village of Owego. The activity includes needed demolition of six properties in Waverly and three in Owego. Once initial activity is completed and actual bid costs are known, there is an opportunity to apply for additional funding to continue demolitions along with rehabilitation work of three remaining properties.



## Other

Memorandums of Understanding between Tioga County and the Villages of Waverly and Owego were agreed upon and put in place to secure and maintain the twelve properties while waiting on funding source to be awarded and received.

An Administrative Services Agreement by and between TCPDC and Tioga County was approved on 12/17/18. This Agreement is for a term commencing from 1/1/2019 through 12/31/2020 and provides administrative services, office space and equipment via the Tioga County Economic Development and Planning Office to the TCPDC.

The CRI Grant Agreement has been executed. A disbursement request for the 1st Quarter of 2019 has been made. Once funds are received, transfer of properties from Tioga County to TCPDC will be completed and a Project Inventory List will be posted on our webpage.

TCPDC insurances along with accountant and attorney services are being put in place.

Once properties are transferred, a bid process for demolition projects will begin. Once acceptable bids are received and contracts executed, demolitions will start.