



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

607.687.8260 | www.tiogacountyny.com | 56 Main St. Owego NY 13827

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

Thursday, January 17, 2019

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 5:34 p.m. with five board members in attendance.
2. Attendance:
 - a. Board of Directors: Martha Sauerbrey (Chair), Dale Weston (Vice Chair), Ralph Kelsey (Treasurer), Stuart Yetter, Patrick Ayres
 - b. Staff: Teresa Saraceno, Cathy Haskell
 - c. Excused: Michael Baratta (Secretary)
 - d. Absent: Lewis Zorn
 - e. Guests: U-E Student – Participation in Government
3. **Old Business**
 - a. **Approval of November 28, 2018 Board of Directors Meeting Minutes** – Chair Sauerbrey requested a motion to approve the minutes from the November 28, 2018 Board of Directors meeting.
Motion to approve the minutes from the November 28, 2018 Board of Directors meeting, as written.

**R. Kelsey/S.Yetter/Carried
None Opposed
No Abstentions**
 - b. **Status of Board of Directors – ABO Webinar Training Requirement** - Chair Sauerbrey reported all TCPDC Board of Directors are required to complete ABO webinar training and advised board members to register for the next training session. Ms. Saraceno reported the next webinar training offered is on January 23, 2019 at 9:30 a.m. Mr. Ayres acknowledged he has not completed this training requirement. Ms. Saraceno reported once the two new board members are appointed, they will also need to fulfill this requirement.

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c. TCPDC Board Member Re-Appointments – Chair Sauerbrey reported the Tioga County Legislature adopted resolutions at their January 15, 2019 Legislature meeting re-appointing Mr. Yetter and Mr. Zorn for another two-year term. Chair Sauerbrey acknowledged appreciation for their willingness to continue to serve.

d. Amendment of TCPDC Bylaws to Increase Board Membership from Seven to Nine Members – Chair Sauerbrey reported the Tioga County Legislature adopted a resolution at their January 15, 2019 Legislature meeting to amend the TCPDC bylaws to allow for the appointment of two additional board members. TCPDC Board will need to make recommendations to the Tioga County Legislature for board member consideration.

4. **New Business**

a. Discussion of Opening of Bank Accounts and Signatories – Ms. Saraceno reported TCPDC needs to establish a bank account and suggested Tioga State Bank with Chair Martha Sauerbrey, Ms. Saraceno as authorized parties to sign on account, and Mr. Baratta as a signer. All board members were in favor with Mr. Kelsey abstaining due to his affiliation with Tioga State Bank.

Motion to approve Tioga State Bank as the official depository for TCPDC with Martha Sauerbrey, Teresa Saraceno, and Michael Baratta, as authorized signers.

P. Ayres/S. Yetter /Carried

None Opposed

Abstention – R. Kelsey

b. Submittal of Disbursement Request Form to Enterprise Community Partners, Inc. for \$93,957.62 for 1st Quarter 2019 – Ms. Saraceno reported once the bank account is established at Tioga State Bank the disbursement request can be submitted. Ms. Saraceno reported she received the fully executed grant agreement for \$500,000 signed by Enterprise Community Partners, Inc. and Tioga County Property Development Corporation (TCPDC) today. Ms. Saraceno reported the budget reflected 1st Quarter disbursement funds of \$300,957.62, the initially agreed upon amount. However, since the bids are not officially in at this time for the demolitions and such demolitions may not occur until the 2nd Quarter, Enterprise Community Partners, Inc. advised submitting a 1st Quarter disbursement request of \$93,957. Ms. Saraceno reported in the event demolitions occur sooner than the 2nd Quarter, she can contact them to submit another disbursement request.

Mr. Weston inquired as to whether all three signers are required to withdrawal funds. Ms. Saraceno reported any two of the three signatories can sign checks.

Ms. Saraceno reported once disbursement funds are deposited, she will be able to release the bid document for the demolitions. Ms. Saraceno reported she has the document drafted and requested Tioga County Commissioner of Public Works Hammond to review, as he is familiar with this process. Ms. Saraceno reported she modeled the document after the Syracuse, NY Land Bank bid document. Ms. Saraceno reported the bid document will be for demolition of nine Tioga County properties. Ms. Saraceno reported she will most likely allow the bidders a 3-4 week timeframe for quotes.

Ms. Saraceno reported she will send the bid documents to regional demolition contractors.

Ms. Saraceno reported she anticipates property demolitions to occur no later than 2nd Quarter 2019.

Mr. Weston inquired as to whether bidders have an opportunity for withdrawal of their bid once submitted. Ms. Saraceno reported all bid specifications are outlined in the bid package.

c. Discussion of Insurance Coverage – Ms. Saraceno requested quotes from three insurance companies: Tri-Town, Partners, and Walls Insurance. Ms. Saraceno reported Tri-Town decided not to proceed with submitting a quote. Ms. Saraceno reported Partners and Walls Insurance have been working on a quote for the past few weeks, however, has yet to receive the official bids. Ms. Saraceno reported she spoke with County Attorney DeWind and currently the properties are covered under the County's policies naming TCPDC as an additional insured party and this was acceptable through NYMIR. According to Partners Insurance, Ms. Saraceno reported they did not see a need for TCPDC to obtain their own policies, as they are very expensive due to being vacant, unoccupied dwellings. Ms. Saraceno reported the budget reflects \$22,000 for insurance for two years. Mr. Kelsey inquired as to the need for fire coverage if the intent is to demolish the properties. Mr. Kelsey suggested only insuring these demolition properties for liability. Ms. Saraceno reported Walls Insurance insures the Broome County Land Bank.

Ms. Saraceno reported she will continue to research and follow-up with the outstanding quotes for insurance coverage, as insurance is required. The Legislature would need to determine whether TCPDC can remain under the County's insurance umbrella as an additional insured party.

Mr. Yetter reported if NYMIR is agreeable to TCPDC remaining on the County's policy as an additional insured party then this might be the way to proceed with reimbursement to the County. Ms. Saraceno reported this is the most cost-effective way to proceed due to rough estimates of \$4,600 annually, which is significantly less than obtaining our own policies.

d. Discussion of Accounting Services – Ms. Saraceno reported Jan Nolis, CPA submitted an annual quote for \$2,360 for accounting services. Ms. Saraceno reported Mr. Kelsey and Chair Sauerbrey reviewed the quote, which is under the \$5,000 procurement policy requirement, therefore, no other quotes are necessary. Ms. Saraceno reported services will include initial set up of accounts in QuickBooks, as well as an instructional session with Ms. Saraceno. Ms. Saraceno reported this quote is very reasonable and falls under the budgeted amount.

Mr. Kelsey inquired as to whether discussion occurred with Ms. Nolis regarding the need for an audit. Ms. Saraceno reported she will follow-up with Ms. Nolis on this inquiry.

Motion to authorize Jan Nolis, CPA as the TCPDC independent auditor/financial expert.

P. Ayres/R. Kelsey /Carried

None Opposed

No Abstentions

d. Discussion of Legal Services – Ms. Saraceno reported she received a rough quote from Joe Meagher, Esq. who handles the Tioga County IDA and Broome County IDA and Land Bank, as well as other municipal entities in this region. Ms. Saraceno also discussed legal services with Mr. DeWind to determine other possible attorneys. Ms. Saraceno reported she is waiting on Mr. Meagher's written quote to determine where the cost falls within the procurement policy. Ms. Saraceno reported she contacted Chemung County Land Bank and they use their County Attorney, however, this may not be feasible for Tioga County at this time. The budgeted amount for legal services is \$20,000 over two years. Mr. Kelsey recommended obtaining other attorney quotes.

e. Discussion of Two New Board Members – Chair Sauerbrey and Ms. Saraceno have been discussing possible board member candidates and reported the bylaws state board membership is conditioned upon being an elected municipal official within Tioga County or a member of a Tioga County agency. Ms. Saraceno reported the current board is comprised of two legislators, two town supervisors, two village mayors, and one IDA Board member. In an effort to determine other possible candidates, Ms. Saraceno took into consideration what would be valuable to a Land Bank in regards to knowledge base.

Ms. Saraceno suggested Christina Brown, Financial Director, for Tioga Opportunities, Inc. Ms. Brown holds an MBA and is involved in their housing and weatherization program. Tioga Opportunities Director is agreeable to this appointment and the candidate is willing to serve.

Ms. Saraceno suggested David Astorino, Tioga County Local Development Corporation Board Member. Mr. Astorino is a small business owner – Green Home Heroes Home Inspections. Mr. Astorino resides in Candor, NY, is a member of the Candor Chamber of Commerce, TCLDC and is involved with Tioga County United Way.

Ms. Saraceno requested resumes from both individuals for TCPDC Board member review and Legislature consideration. Ms. Saraceno will distribute resumes to the Board upon receipt.

Mr. Yetter acknowledged that the northern end of Tioga County (Berkshire and Richford) is not currently represented on the Board. Mr. Yetter reported he wanted to ensure this area was taken into consideration for board membership. Ms. Saraceno reported the suggestion was made for possible planning board members, however, they are not considered agencies, therefore, not eligible within the current bylaws. Question was raised as to whether the Tioga County Planning Board was considered. Ms. Saraceno reported this is a board committee and not a county agency, therefore, not eligible.

Currently, the TCPDC meetings have been scheduled on an as needed basis, but Ms. Saraceno would like to establish a quarterly schedule for the remainder of the year. Discussion ensued and it appears the 4th Wednesday of the month would be ideal. Mr. Ayres and Mr. Yetter reported Tuesday meetings are not good. Mr. Kelsey reported the 4th week of the month would be best. Ms. Saraceno will email and poll members on meeting date availability and establish a schedule for the remainder of 2019.

f. Tioga County Annual Policy Review Attestation – Ms. Saraceno reported all board members are required to review the Tioga County Ethics Law, Comprehensive Information Security Policy, Work Place Violence Prevention and Discriminatory

Harassment Policy, and the Sexual Harassment Prevention Policy and submit the attestation to the County Attorney, 56 Main Street, Owego, NY prior on or before March 31, 2019.

g. Tioga County Annual Statement of Financial Disclosure – Ms. Saraceno reported all board members are required to complete and submit their financial disclosures by May 15, 2019.

h. Land Bank Status Report – Ms. Saraceno prepared a Land Bank status report from inception to present. Ms. Saraceno reported she is attending the Village of Waverly meeting next week to review the status report. Ms. Saraceno addressed the recent press coverage and the majority of the Village of Waverly is pleased. Mr. Kelsey reported the Land Bank is to improve the property values and generate the community to attract more individuals to buy homes and pay taxes. Mr. Kelsey reported the efforts are to generate revenue and not eliminate revenue. Mr. Ayres reported the approach is to provide accurate, factual information and identify the overall goals of the Land Bank.

5. **Chairman's Remarks** – Chair Sauerbrey acknowledged appreciation for Ms. Saraceno's efforts over the last 1 ½ years to forge ahead with this idea and bring it to fruition. Ms. Sauerbrey reported this is a positive effort for the County.

Mr. Kelsey inquired as to how the Land Bank intends to educate and inform communities that do not have Board representation. Mr. Kelsey inquired as to whether there is a plan to attend town board meetings. Ms. Saraceno reported ED&P staff is currently attending all municipal monthly meetings. Ms. Saraceno reported it is difficult to speak about the Land Bank in an area where they are not going to realize any benefit at this time. As we move forward, discussion will occur when it is appropriate, as well as during the outreach phase to determine possible properties available for future rounds.

Mr. Yetter reported it is important to keep the municipal boards in the loop. Ms. Saraceno suggested that along with attendance at the municipal meetings, a presentation at a future COG meeting along with periodic status reports on the TCPDC to the municipal officials.

6. **Next Meeting** – Ms. Saraceno will email a quarterly meeting schedule to Board members.

7. **Adjournment** – Meeting adjourned at 6:41 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk