



Tioga County Worksession Minutes **March 4, 2021 – 1:00 p.m.**

Legislators Present:

Legislator Balliet
Legislator Hollenbeck
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Weston

Legislators Absent:

Legislator Monell
Legislator Sullivan

Guests:

None

Staff Present:

Peter DeWind, County Attorney
Teresa Saraceno, Land Bank Director (*Departed at 1:13 p.m.*)
Gary Howard, Sheriff
Bethany O'Rourke, Personnel Officer
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:02 p.m.

Tioga County Property Development Corporation (TCPDC) Updates:

Land Bank Director Teresa Saraceno distributed a Tioga County Property Development Corporation Land Bank Status Report, which gave updates on projects throughout the County. Ms. Saraceno reported twelve properties were transferred by the Legislature in 2019; nine in Waverly and three in Owego.

- **Waverly Property Update:** Ms. Saraceno explained that in 2020, seven properties were demolished in Waverly and the other two were sold to local developers for rehabilitation. The seven demolished properties were sold to private buyers. Ms. Saraceno reported the property on Howard Street in Waverly has been rehabilitated and sold to a local developer for affordable housing. The other property, on Lincoln Street, is expected to begin rehabilitation this year.

- **Owego Side Lot Property Update:** Ms. Saraceno reported two of the three properties in Owego will become residential development projects. The third property is scheduled to be a Side Lot Program on Chestnut Street. Ms. Saraceno believes the house next door to this lot is expected to sell for further expansion of the side lot.
- **Owego Residential Redevelopment Project:** Ms. Saraceno explained that in 2019, Tioga County Property Development Corporation (TCPDC) received a \$500,000 grant from Enterprise Community Partners. In 2020, Enterprise Community Partners awarded another grant for \$560,000 to Tioga County. The additional grant will allow TCPDC to begin demolition and relocation on Temple and Liberty Streets in Owego.

Ms. Saraceno reported sale agreements are already in place and TCPDC is now working on the closings. She explained that TCPDC is partnering with Ithaca Neighborhood Housing Services (INHS) to construct at least 40 residential units and six townhomes.

Ms. Saraceno reported TCPDC would demolish eight structures, a garage, and a barn in order to begin work on this project. She expects work to take place now through the Third Quarter of 2021. Ms. Saraceno explained, once all structures have been demolished, INHS can begin the construction phase.

Legislator Mullen inquired if INHS is buying the properties from Tioga County. Ms. Saraceno replied, yes. She reported sale price has yet to be determined as it depends on appraisals, which Land Bank is looking into now.

Ms. Saraceno reported some tenants from Temple Street are working with Tioga Opportunities on relocation. A budget, approved by Enterprise, includes budget lines for security deposits, moving expenses, and other expenditures related to relocation. Ms. Saraceno reported about half of the tenants have already relocated. She anticipates the other half will be relocated by the end of March into April. Ms. Saraceno explained after all tenants have relocated, the demolition will go out for bids. She is hopeful bidding will occur by July.

Legislator Mullen asked if the townhomes would be owned or rented. Ms. Saraceno reported the townhomes will be rented as affordable housing. Legislator Mullen stated once construction is complete, the area will look a lot better. Ms. Saraceno agreed and will present a conceptual of the project in the future.

Legislator Roberts stated new properties could flood the rental market. Ms. Saraceno explained she doesn't think the project will flood the markets as those being relocated are having trouble finding decent, affordable apartments in downtown Owego.

Personnel Officer Bethany O'Rourke asked if the proposed housing is based on age or income requirements. Ms. Saraceno stated the housing is for low to moderate income individuals or families, such as senior citizens or young families. She explained that low to moderate in Tioga County is actually quite high compared to other areas of New York State. Ms. Saraceno reported INHS vets all prospective tenants that meet income criteria.

Legislator Hollenbeck asked Ms. Saraceno if the project's budget is in good shape. She replied, yes.

Legislator Weston inquired if the grant monies are protected. Ms. Saraceno answered yes and explained that Enterprise already received the money from the Attorney General's Office.

- **Modify Administrative Services Agreement Extension:** Ms. Saraceno stated the Modified Administrative Services Agreement between TCPDC and Tioga County Economic Development and Planning will need to be extended from June 2021 through December 31, 2021 in order for construction to continue. Ms. Saraceno will come back at a further date to discuss the extension.
- **Village of Candor Grant Application:** Ms. Saraceno reported Land Bank applied for New York Main Street Downtown Grant for the Village of Candor. The grant requested \$500,000 for interior and exterior renovations on 80, 82, and 84 Main Street in Candor. Ms. Saraceno explained the grant is technically considered 2020 monies as submissions opened late due to COVID-19. Awards are expected to be announced by the end of April.

Approval of Worksession Minutes: On motion of Legislator Roberts, seconded by Legislator Balliet, the February 18, 2021 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Legislative Clerk Haskell asked for approval of the February 4, 2021 Legislative Support committee minutes. On motion of Legislator Roberts, seconded by Legislator Hollenbeck and unanimously carried, the minutes were approved.

Legislative Clerk Haskell reported the following:

- Home Rule Request Forms for 911 Surcharge was mailed on February 9, 2021. Ms. Haskell received notification from Senator Akshar's office that they were received on February 24, 2021. The forms were filed with the attorney's and the Bill was requested out of committee. Ms. Haskell will keep the Legislature informed of any developments.
- Ms. Haskell gave a friendly reminder that the Board of Ethics will have one vacancy that needs to be filled by March 31, 2021.
- The Legislative Clerk/County Auditor 2020 Annual Report has been submitted to the Legislators and will be posted on the County website.
- Legislative Clerk Haskell will be switching back to her normal working hours, effective April 1, 2021. She will be working 8:00 a.m.-4:00 p.m. and Deputy Legislative Clerk Eiklor will work 9:00 a.m.-5:00 p.m.

- All seven Legislators in attendance completed the Policy Review/Attestations on Ethics, Workplace Violence, and Comprehensive Information Security. Once Legislators Monell and Sullivan complete them, the entire Legislature & Legislative Clerk's office will be in compliance by the March 31, 2021 deadline.
- Ms. Haskell printed out Financial Disclosure Forms for all Legislators and put them in their mailbox. This needs to be completed by May 15, 2021.

Legislative Clerk Haskell noted the following upcoming Legislative Meetings:

- The Institute for Advancement (I4A) graduation ceremony will take place at the March 9, 2021 Regular Legislature Meeting. Ms. Haskell explained that I4A is a succession planning program for Tioga County employees.
- There will be a Public Hearing on March 18, 2021 followed by the Fourth Special Legislature Meeting of 2021 to Authorize Grant Application to NYS HCR OCR CDBG for 2020 Program Year.
UPDATE: ED&P notified the Legislative Office on March 5, 2021 that they have chosen not to pursue this grant opportunity at this time; therefore, the public hearing and special meeting are cancelled.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the March 9, 2021 Legislature meeting with discussion occurring on the following:

- **Adopt Tioga County Pandemic Operations Plan-** Chair Sauerbrey reported the Pandemic Operations Plan was a mandate by the Governor. Chair Sauerbrey thanked ED&P Planning Director Elaine Jardine for organizing, creating, and working on the Plan. Chair Sauerbrey explained that County Attorney DeWind advised the Legislature to adopt the plan via resolution.
- **Amend Employee Handbook: Rules of the Legislature and Financial Rules – Fixed Assets-** Legislative Clerk Haskell explained this resolution is needed based on the decision and the adopted resolution last month to move Records and Fixed Assets from the IT Department to the County Clerk's Office.
- **Authorize Waiver 90-Day Hiring and Approve Salary Above Hiring Base Deputy Sheriff Position-Sheriff's Office-** Ms. Haskell reported this resolution did not go through Public Safety Committee. However, Undersheriff Hallett discussed it with the committee and everyone was in agreement to put the resolution through.

Sheriff Howard was at the meeting to answer questions or concerns. Legislator Mullen explained Public Safety, Probation, & DWI Committee was pleased with the resolution as the Sheriff's Department is hiring a ten-year veteran from the Ithaca Police Department. Legislator Mullen reported the new hire is a Certified Police Fitness Instructor, which will greatly benefit Tioga County. Previously, the Sheriff's Department had to send officers to Broome County to complete physical tests. Now, the newly hired Deputy can complete tests with her fellow officers at the Sheriff's Department.

Legislative Clerk Haskell stated she will add the resolution to the agenda for the March 9, 2021 Regular Legislature Meeting.

Other: None.

Executive Session: With no confidential topics of discussion, an Executive Session was not necessary.

Meeting adjourned at 1:26 p.m.

Next Worksession scheduled for Thursday, March 18, 2021, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk