



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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

**Tioga County Property Development Corporation
Wednesday, January 25, 2023, at 4:00 p.m.
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #201**

Annual Board of Directors Meeting Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: R. Kelsey, P. Ayres, M. Baratta, H. Murray, M. Sauerbrey, S. Yetter, D. Astorina, L. Pelotte, S. Zubalsky-Peer
 - b. Invited Guests: B. Woodburn, K. Warfle
3. New Business
 - a. Monthly 2023 regular meeting designation: Set bi-monthly on the 4th Wednesday at 4:00 p.m. in the Economic Development Conference Room #201

January 25, 2023
March 29, 2023
May 31, 2023
July 26, 2023
September 27, 2023
November 29, 2023
 - b. Governance Committee acknowledged and nominate the following Slate of Officers.
 - i. Slate of Officers 2023 Proposed List of TCPDC Committee Members
 1. Chair – R. Kelsey
 2. Vice Chair – P. Ayres
 3. Treasurer – M. Baratta
 4. Secretary – H. Murray
 - c. Committee Appointments
 - i. Governance – S. Yetter (Chair), P. Ayres, D. Astorina, S. Zubalsky-Peer
 - ii. Audit – P. Ayres (Chair), R. Kelsey, M. Baratta, H. Murray
 - iii. Finance – M. Baratta (Chair), R. Kelsey, P. Ayres, L. Pelotte

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TEAM TIOGA

- d. Other Appointments
 - i. Freedom of Information Officer – B. Woodburn
 - ii. Code of Ethics Officer – J. Meagher
 - iii. Internal Controls Officer – Bowers & Company
- e. Annual Policy and Guidelines Review
 - i. Annual Renewal of TCPDC Mission Statement found no changes upon renewal.
 - ii. Governance, Finance and Audit Charters have been reviewed and no changes indicated.
- f. TCPDC Board of Directors are up to date with mandatory NYS Authorities Budget Office Board Member Training, Annual Tioga County Sexual Harassment Training, Policy Review and Attestation and Oaths of Office. They have also submitted Annual Statement of Financial Disclosures.
 - i. The TCPDC Board of Directors are not aware of any Conflict-of-Interest Incidents in 2022.
- g. Professional Service Appointments
 - i. Audit Firm – The Bonadio Group, LLC contract in place for 2022, and an option to renew for 2023.
 - ii. Accounting services – Bowers & Company contract in place for 2023.
 - iii. Preparation of 990 – Jan Nolis
 - iv. Legal Services – Proposal from Joe Meagher for continued legal services for 2023/2024
 - v. Administrative Support Services – Karen Warfle to continue for 2023/2024
- h. Finance Committee Recommendations
 - i. Official Depositories
 - 1. Tioga State Bank
 - 2. Annual Designation of Signors on Bank Accounts – M. Baratta, M. Sauerbrey, B. Woodburn currently
 - i. Annual Evaluation of Board Performance – Completed 2022
 - j. Annual Report
 - k. Miscellaneous
 - i. Contact information 2023 TCPDC Board of Directors and Staff

4. Adjourned

A proposed list of the Slate of Officers, Committee Appointments and Other appointments for 2023 are below.

Slate of Officers 2023 Proposed List of TCPDC Committee Members

- Chair – R. Kelsey
- Vice Chair – P. Ayres
- Treasurer – M. Baratta
- Secretary – H. Murray

Committee Appointments

- Governance – S. Yetter (Chair), P. Ayres, D. Astorina, S. Zubalsky-Peer
- Audit – P. Ayres (Chair), R. Kelsey, M. Baratta, H. Murray
- Finance – M. Baratta (Chair), R. Kelsey, P. Ayres, L. Pelotte

Other Appointments

- Freedom of Information Officer – B. Woodburn
- Code of Ethics Officer – J. Meagher
- Internal Controls Officer – Bowers & Company

Annual review of the TCPDC mission statement, bylaws, policies and Governance committee charter. You can find these documents here ([Tioga County, New York Government - Property Development Corporation \(tiogacountyny.com\)](https://www.tiogacountyny.com)) under the policies tab.

**Tioga County Property Development Corporation
Summary Results of Confidential Evaluation of Board Performance**

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
	#	#	#	#
Board members have a shared understanding of the mission and purpose of the Authority.	9	0	0	0
The policies, practices and decisions of the Board are always consistent with this mission.	8	1	0	0
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	9	0	0	0
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	9	0	0	0
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	6	2	1	0
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	8	1	0	0
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	8	1	0	0
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	7	2	0	0
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	9	0	0	0
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	7	2	0	0
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	8	1	0	0
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	6	2	1	0
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	7	1	1	0
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	8	1	0	0
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	7	2	0	0
Board members demonstrate leadership and vision and work respectfully with each other.	9	0	0	0

Name of Authority: Tioga County Property Development Corporation
Date Completed: 01/23/2023 for 2022 fiscal year

Tioga County Property
Development Corporation

Annual Report 2022





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TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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About the Land Bank

The Tioga County Property Development Corporation, a New York Land Bank, fosters economic and community development by acquiring, holding, managing, developing and marketing distressed, vacant, abandoned, tax foreclosed and under-utilized residential and commercial properties.

Land Bank Director's Message

On behalf of the Tioga County Property Development Corporation (Land Bank), we are pleased to share our results from the 2022 Fiscal Year.

Substantial progress has been accomplished on ongoing projects located in targeted neighborhoods and communities throughout Tioga County. In 2022, the Land Bank completed ten demolitions located on Temple and Liberty Street in the Village of Owego, added six new properties to its portfolio located in the Villages of Newark Valley and Owego and began work on the rehabilitation of a two-family home in Owego. Additionally, significant progress has been achieved on the rehabilitation of three mixed-use buildings located on Main Street in Candor. The Land Bank has also continued its partnership with the Owego-Apalachin Central School District on the rehabilitation of a single-family home. This innovative program promotes career exploration in the construction industry while simultaneously addressing the lack of affordable housing within our local communities. Looking toward the future, the Land Bank was also able to secure \$100,000 in operational funds per year for a three-year period, in order to continue the important work of the Land Bank into 2023, 2024 and 2025.

We could not have achieved any of these successes without our partnerships with residents, community-based groups and the many agencies and organizations we work with. Our accomplishments have helped to stabilize and revitalize neighborhoods throughout Tioga County, and we look forward to our continued work together to make Tioga County a more vibrant place to live and work.

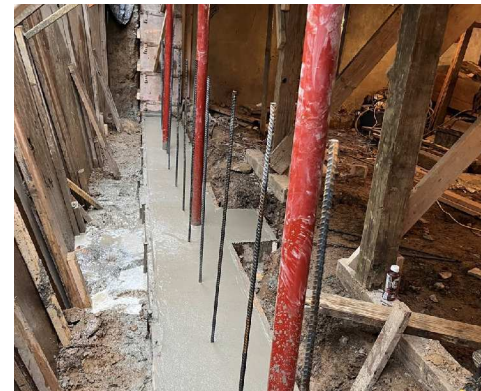
Case Study: 437 Front Street

The Land Bank acquired 437 Front Street, Owego in October of 2022, and subsequently made significant repairs to the foundation of the home in December of 2022. Repairing the foundation not only stemmed the need to demolish the structure, but it also made it feasible for a developer to take on the rehabilitation of the property. The two-family home is currently in the process of being sold to a local developer, who plans to fully renovate the interior and exterior of the structure. The Land Bank's investment in this property is an excellent example of how Land Banks' can help break the cycle of lost properties by working with local partners to help return properties to their best and most productive reuse.

BEFORE



AFTER

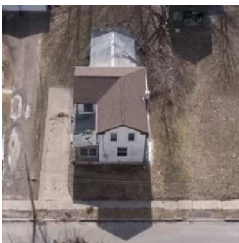


The Land Bank's Work in 2022

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT PROJECT

The Land Bank, in partnership with the Owego Apalachin Central School District (OACSD), has developed a program that has junior and senior level students enrolled in the school district's Building Trades and Construction Systems Program rehabilitating a single-family home located at 103 Liberty Street in the Village of Owego that was acquired by the Land Bank. As a part of this program, students are learning technical skills in specialized areas of carpentry and cabinet making, residential wiring, plumbing, and heating. Training has occurred in machine operations, test equipment, hand tools, portable and stationary power tools, pneumatic tools, rigging, and OSHA Safety requirements. The project continues to provide hands-on experience in residential framing, door and window hanging, electrical wiring, heating systems, plumbing, siding, roofing, drywall installation, and interior/exterior trim. Blueprint reading, material codes, and specifications have also been extensively taught. The following tasks related to the program have been accomplished in 2022:

- Property was acquired in April 2022.
- Ribbon cutting ceremony was held in mid-May.
- Students renovated a bus to act as their mobile tool shop.
- LCP Group agreed to partner with the OACSD to work with the students on the demolition of a garage on the adjacent property.
- Building permit obtained.
- Internal demolition work began September 2022 and completed November 2022.
- Construction work began December 2022.



CRI GRANT: TEMPLE / LIBERTY STREET PROJECT

The Land Bank's Work in 2022

The Land Bank has continued work on the large redevelopment project located on Temple and Liberty Streets in the Village of Owego.

- 10 structures were demolished in early 2022.
- 13 total properties secured for this project.
- The Land Bank is working with a housing developer to explore the feasibility of a 12-unit residential redevelopment project at these sites. The design of the proposed duplexes and triplexes will be consistent with the style and character of other residential structures in the surrounding neighborhood.



GRANT: LAND BANK INITIATIVE (LBI) - PHASE 1

The Land Bank applied for and received \$100,000 in operational funds per year for a three-year period from NYS Homes and Community Renewal through the Land Bank Initiative - Phase 1 program.

ARPA FUNDS

The Land Bank applied for and received \$500,000 in American Rescue Plan Act (ARPA) funds from the Tioga County Legislature to continue its important work into 2022 and 2023. Funds will be used to support neighborhood revitalization efforts throughout Tioga County with a focus on addressing the tremendous housing and economic disparities that affect residents who have been disproportionately impacted by COVID-19.

MORE

The Administrative Services Agreement between the Land Bank and Tioga County Economic Development and Planning is in place to continue to December 31, 2023.



AQUISTIONS:



58 Whig St, Newark Valley

The Board approved a plan by a local developer to demolish this severely blighted and unsafe single-family home, as well as restore a historic barn on the property. It is anticipated that the demolition will be completed in the Spring of 2023.



10 Watson Ave, Newark Valley

The Land Bank is exploring a potential partnership with the Newark Valley Central School District to rehabilitate this property.



437 Front St, Owego

The Land Bank made significant repairs to the foundation of the home. The two-family home is currently in the process of being sold to a local developer, who plans to fully renovate the interior and exterior of the structure.



247 Main St, Owego

The Land Bank will demolish this severely blighted and unsafe single-family home. It is anticipated that the demolition will be completed in the Spring of 2023, and the vacant lot will likely be sold through the Land Bank's side lot program.



98 Fox St, Owego

The Land Bank is partnering with the Village of Owego to demolish this severely blighted and unsafe multi-family home. The Village will acquire the property from the Land Bank upon the completion of the demolition, which is anticipated for Spring of 2023.



94 Spencer Ave, Owego

The Land Bank is partnering with the Village of Owego to demolish this severely blighted and unsafe single-family home. It is anticipated that the demolition will be completed in the Spring of 2023, and the vacant lot will likely be sold through the Land Bank's side lot program.

The Land Bank's Work in 2022

CANDOR: NEW YORK MAIN STREET REVITALIZATION GRANT



In December 2020, the Tioga County Land Bank was awarded a New York Main Street Revitalization grant in the amount of \$500,000 to rehabilitate three buildings on Main Street in the Village of Candor. In 2021, TEAM Tioga worked with the property owner and state agencies to work through environmental testing requirements to prepare the buildings for construction. Construction began on the buildings in 2022, and significant progress has been achieved. It is anticipated that the project will be completed in Spring 2023. Upon completion, these buildings will provide residential and commercial space for the Village of Candor, including grocery store space at 82 Main Street.

Contact Us

Brittany Woodburn, Land Bank Director

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www.tiogacountyny.com/programs-agencies/property-development-corporation/

Board of Directors

Ralph Kelsey - Chair

Patrick Ayres - Vice Chair

Michael Baratta - Treasurer

Hannah Murray - Secretary

Martha Sauerbrey

Stuart Yetter

David Astorina

Lesley Pelotte

Sara Zubalsky-Peer

Freedom of Information Officer - Brittany Woodburn, Land Bank Director

Code of Ethics Officer - Joseph Meagher, Esq.

Internal Controls Officer - Jan Nolis, CPA

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