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TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Board of Directors Meeting
Wednesday, January 22, 2020 at 5:30 pm
Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: M. Sauerbrey; P. Ayres; M. Baratta; R. Kelsey; S. Yetter, C. Brown, D. Astorina, L. Pelotte and G. Williams
 - b. Invited Guests: T. Saraceno, Cathy Haskell
3. Old Business
 - a. Approval of Minutes of October 23, 2019, Board of Directors Meeting
 - b. Status of Board of Directors – New York State Authorities Budget Office mandates ABO Board Member Training. If you have not completed, please register for next training session. You must Google ABO Online Board Member Training and registration can be completed. In addition, all Board of Directors must annually complete Sexual Harassment Prevention training along with the Policy Review Attestation and Financial Disclosures forms. Once set up for 2020 I will let you know deadline. Also, each Board Member must execute an Oath of Office.
 - c. Bylaws amendment allowing for inclusion of two “at large” representatives has been approved by the Tioga County Legislature
 - d. Reappointments of Board Members, Martha Sauerbrey (1/1/20-12/31/22, Ralph Kelsey (1/1/20– 12/31/22), George Williams (1/1/20 -12/31/21), Patrick Ayres (1/1/20 – 12/31/21) and Michael Baratta (1/1/20-12/31/21) have been approved by the Tioga County Legislature.
 - e. Press Release to regional media to get word out regarding available properties for development/sale has been made three times.

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TEAM TIOGA

- f. Quarter 3 – 2019 Disbursement Request from Enterprise Community Partners, Inc. for \$94,976.33 was submitted and received.
- g. 2019 Audit progression by The Bonadio Group is being made.
- h. Demolition and Asbestos Air Monitoring and Project Coordination for 429 Chemung Street has been completed.
- i. The Pre-Renovation Survey Reports for Asbestos Containing Materials for 35 Lincoln Street and 207 Howard Street were completed by Keystone Environmental Services. Considering results of reports, estimated environmental remediation costs were also provided by Tim Marble at Keystone for each.

4. New Business

- a. 2019 Balance Sheet, Profit & Loss and Property Detail Report provided.
- b. Property Cost Status Report – 2019 will be provided.
- c. RFP for Enterprise Community Partners, Inc. for Land Bank Community Revitalization Initiative (CRI) 4.2 has been received and due prior to 2/17/20. Grant application may be made for up to \$1,000,000 for grant period ending 6/30/21. Discussion of potential future projects to be included in application.
- d. Discussion of property offers that have been received.
- e. Village of Owego has agreed to clear snow as needed from three Owego properties. Hakes Lawn Care has proposed a fee of \$200.00 for snow removal and application of salt/sand for nine properties in Waverly as needed. Outreach to second provider was unsuccessful. On 12/3/19, Mr. Hakes was called to remove snow and ice at nine properties as needed. Invoice has not been received, but due to icy conditions and timing, the cost was higher for this service.

5. Chairman's Remarks

- 6. Next Regular Meeting – Proposed 2020 Regular Meeting Schedule
 - Wednesday, April 22, 2020 at 5:30 pm (Annual Meeting)
 - Wednesday, July 22, 2020
 - Wednesday, October 28, 2020

7. Adjournment