



**TCPDC**

**TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION**

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

**Draft**

**Tioga County Property Development Corporation  
Regular Board of Directors  
Wednesday, April 8, 2026, at 4:00 PM  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

**Minutes**

- 1. Call to Order 4:03 PM
- 2. Attendance
  - a. Roll Call: M. Baratta, H. Murray, L. Pelotte, R. Bunce
  - b. Excused: J. Case, J. Whitmore,
  - c. Invited Guests: S. Zubalsky-Peer, T. Patton, L. Williams, C. Shaver, Matt Freeze
- 3. Old Business
  - a. Approval of Minutes from Regular Board Meeting February 25, 2026.

**Motion to approve the regular board meeting minutes as written from February 25, 2026.**

**1<sup>st</sup>: M. Baratta  
2<sup>nd</sup>: R. Bunce  
In Favor: All**

- b. Acceptance of Financial Reports through February 2026.

**Motion to approve the financial reports through February 2026**

**1<sup>st</sup>: M. Baratta  
2<sup>nd</sup>: R. Bunce  
In Favor: All**

- c. Project Updates

- i. 121 Providence

- 1. S. Zubalsky- Peer stated the property is nearing completion. Pictures were presented to the board showing the progression. The social media company the PDC uses has not been there to take photos yet due to permanent stair installation. The hope is for the property to be completed by the end of the month or early May. The next step will be hiring a realtor to get the property sold. The Board felt most realtor pricing will be similar but instructed S. Zubalsky-Peer to reach out to a few local firms and a realtor will be chosen based on references and availability.

- ii. 247 Main

- 1. Demolition plans were submitted by L2 Studio, and T. Patton and S. Zubalsky-Peer are preparing the documents to put out to bid. The plan is to demolish the



rear portion of the house and coordinate with the GC for the construction necessary to close up the home. GC bids will be phased 2-3 weeks after the demolition bid. SHPO has approved of the submitted schematics; the plans will be reviewed by OHPC at their May meeting.

iii. 62-64 North

1. A sole bid was received, however the NYMS grant has a two-bid minimum requirement. S. Zubalsky-Peer stated she received approval from NYMS to obtain a cost estimate prepared by a construction management firm to determine cost reasonableness in lieu of another bidder. Both items were presented to the property owner who has requested time to revise the plans, perform value-engineering, and have the TCPDC re-bid the project to bring the project cost down. S. Zubalsky-Peer stated Village of Owego code enforcement informed Tioga County ED&P that the owner's other property, previously rehabbed under another NYMS grant, was out of compliance with the maintenance declaration and needs a new roof installed. S. Zubalsky-Peer stated the TCPDC will not move forward with the NYMS project at 62-64 North Avenue until the other property passes inspection.

iv. 39 Railroad Ave

1. S. Zubalsky-Peer received permission from M. Baratta and J. Whitmore under the TCPDC procurement policy (H. Murray was on vacation) to contract with a firm to clear the debris from the property. There was an issue with people taking items from the property and a neighbor altercation occurred involving the Tioga County Sheriff. The firm will be cleaning the debris from the yard and securing the house with locks and OSB. T. Patton placed a no trespassing sign on the property. The Town of Berkshire Supervisor informed S. Zubalsky-Peer of a long-standing property line dispute. S. Zubalsky-Peer also received permission from M. Baratta and J. Whitmore to contract with William & Edsall to have a survey map prepared and have the property physically staked.

4. New Business

a. Introduction of Christine Shaver

- i. Christine Shaver attended the meeting as a prospective board member. C. Shaver introduced herself and shared her professional background relating to housing and community development through her time at Tioga Opportunities, Inc. and expressed interest in serving on the board and learning more about the TCPDC and its mission. S. Zubalsky-Peer explained that Governance Committee would need to meet to recommend C. Shaver for the open position and that a resolution would need to be submitted to the Tioga County Legislature for their May meeting to allow for formal appointment to the Board.

b. Audit And PARIS reports

- i. S. Zubalsky-Peer stated the Audit Committee met and recommended approval of the audit and PARIS reports; these were submitted to the ABO prior to the deadline and were also posted publicly on the TCPDC webpage. The board had questions regarding the valuation of 247 Main Street and 81 North Avenue and S. Zubalsky-Peer explained 247 Main St had an inventorial value of \$63,350 as of 12.31.25 (made up of 3 bills from L2 Studio) - When this was reviewed against the Fair Market Value(FMV) for year end, the account recorded an impairment loss of \$20,050 as the updated FVM was \$43,300.

81 North had the same situation; the value reflected in the books of \$123,642 is based on the evaluation that was done at year end book vs. market value. The FMV received was much lower than cost on the books, therefore, it was adjusted and recorded as impairment. H. Murray had a question about a \$39 fee and S. Zubalsky-Peer noted it was due to a payment being late, finance charge in 2026.

**Motion to approve and submit the PARIS and Audit reports as recommended by approval by the Audit Committee.**

**1<sup>st</sup>: R. Bunce**  
**2<sup>nd</sup>: L. Pelotte**  
**In Favor: All**

- c. Approval of demolition of 81 Hickory Park Rd.
  - i. Two quotes were obtained for demolition of 81 Hickory Park Rd (LCP and Gorick). LCP was the lower quote and will also perform the asbestos abatement. H. Murray asked if there would be air monitoring and S. Zubalsky-Peer indicated the air monitoring would be performed by O'Rourke under the existing TCPDC term contract.

**Motion to approve contract with LCP Group Inc. for demolition and asbestos abatement at 81 Hickory Park Road, Owego NY.**

**1<sup>st</sup>: R. Bunce**  
**2<sup>nd</sup>: M. Baratta**  
**In Favor: All**

- d. Approval of leasing policy
  - i. S. Zubalsky-Peer presented a draft leasing policy for the Board to approve so that the TCPDC has an official policy on record. She stated she and T. Patton worked to make sure the policy covered the basics of leasing and ensuring TCPDC adhered to Fair Housing policy and that more specific items, such as occupancy standards etc., would be covered in the lease. S. Zubalsky-Peer stated the leasing policy still needs to be approved by the attorney and requested Board members provide any suggested changes prior to approval by the attorney. The board acknowledged the policy was sufficient and would approve contingent upon attorney approval.

**Motion to approve and adopt the leasing policy as written, contingent upon attorney approval.**

**1<sup>st</sup>: R. Bunce**  
**2<sup>nd</sup>: M. Baratta**  
**In Favor: All**

- e. Approve lease price for residential units 81 North Ave.
  - i. The board discussed rental rates for the residential units. It was noted that the goal is to set rents according to the Fair Market Value, ensuring the rental price meets the mission of affordable housing while still covering operating costs. S. Zubalsky-Peer explained that 2026 HUD Fair Market Rate (FMR) for a 2-bedroom apartment in Tioga County is \$1,118, a drop from 2025. The board requested that a spreadsheet showing rents paid for two-bedroom apartments in the Village of Owego be compiled and shared via email prior to voting on a set rent. L. Pelotte pointed out delaying setting a rent price will cause the units to remain vacant and S. Zubalsky-Peer asked if the Board would be

willing to provide an email vote and reaffirm at the next Board Meeting; the Board agreed.

f. Possible insurance carrier change

- i. S. Zubalsky-Peer noted that their insurance broker had some difficulty obtaining insurance for some TCPDC events and experienced some pushback on property insurance. She stated the broker explained Land Banks traditionally have a difficult time obtaining insurance and he was looking at alternatives, including outreach to the New York Land Bank Association to see which firms successfully insure other Land Banks in the state. The TCPDC will continue with its current provider as the renewal deadline was April 1, 2026 but a future change in provider may be proposed.

g. HCR update re: Property Services Application

- i. S. Zubalsky-Peer explained the TCPDC was denied this grant application because the organization had not spent 75% of its current grant funds. She stated she attended a call with their HCR rep along with B. Woodburn and T. Patton questioning this calculation since the current grant funding has a spenddown date into October 2026 and all current funds were committed to specific, active projects, with anticipated expenditure of funds by this date. S. Zubalsky-Peer explained that the state rep indicated the state had to pick and choose whose grant award was held on to and who was denied and that once the state budget is approved another open round will become available. S. Zubalsky-Peer asked the rep when the anticipated open round would be, but the rep could not provide that answer. The Board emphasized the timely expenditure of funds. H. Murray asked if S. Zubalsky-Peer could follow up again as the TCPDC was relying on the Property Services grant to fund projects currently being undertaken.

5. Chairman's Remarks

- a. None

6. Adjournment- 4:46 PM