



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Tioga County Property Development Corporation Meeting

Finance Committee Minutes

Wednesday, July 24, 2019

5:00 p.m.

Ronald E. Dougherty County Office Building

Economic Development & Planning Conference Room #201

56 Main Street, Owego, NY 13827

1. Call to Order: In Chair Kelsey's absence, Finance Committee Member, Patrick Ayres, called the meeting to order at 5:05 p.m.
2. Attendance:
 - a. *Committee Members: Patrick Ayres, Michael Baratta*
 - b. *TCPDC Board Members: Martha Sauerbrey, Stuart Yetter, Lesley Pelotte, Christina Brown (arrived @ 5:25 p.m.)*
 - c. *Staff: Teresa Saraceno, Cathy Haskell*
 - d. *Excused: Ralph Kelsey (Chair)*
 - e. *Absent: None*
 - f. *Guests: M. Freeze, Morning Times (arrived @ 5:20 p.m.)*
3. **New Business**
 - a. **Review of Amended TCPDC Budget and 3rd Quarter 2019 Disbursement Request -** Ms. Saraceno reported copies of the 3rd Quarter 2019 Disbursement Request and amended budget are included in tonight's meeting packet for committee review. Ms. Saraceno reported TCPDC has a \$500,000 budget with a current request pending of \$198,494.77 to cover the demolition costs with LCP Group, Keystone Environmental Services, and administrative services. Ms. Saraceno reported \$93,957.62 was previously received, therefore, \$207,547.61 is the remaining available budget amount to be requested. Ms. Saraceno reported she anticipates preparing another disbursement request next quarter to cover the renovation process and remaining administrative costs.
 - b. **Review of Expenses for Structural Inspections and Asbestos Surveys for Renovation Projects –** Ms. Saraceno reported it is important to determine if the buildings are structurally sound and costs are feasible for potential asbestos surveys on the proposed renovation projects. Ms. Saraceno spoke with Treasurer Kelsey and Chairwoman Sauerbrey regarding the hire of engineer, Steven McElwain, to conduct structural inspections on the three proposed renovation properties. Ms. Saraceno reported Mr. McElwain is in the process of finalizing his reports, however, verbally indicated all three properties are marginal with asbestos in all.

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Ms. Saraceno reported testing would be required to determine asbestos extensiveness and associated costs.

Ms. Saraceno further reported Mr. McElwain's initial inspections indicate the following issues: compromised floor systems in two of the properties, rotted roof on one property, and tree damages on one property. Ms. Saraceno reported the trees require cutting to determine the overall extent of damages.

Based on the finalized inspection reports and the associated costs, Ms. Saraceno reported the Board would need to determine whether it is cost prohibitive to proceed with a renovation versus demolition.

Upon receiving the finalized engineering reports, Ms. Saraceno reported the next steps include conducting asbestos surveys and inquiring about a bid from Keystone Environmental Services and possibly two others to determine final costs. Ms. Saraceno reported a bid would also be required for general contracting services for renovations on all three properties.

ACTION: Ms. Saraceno anticipates receiving final reports from engineer, Mr. McElwain, to share with the Board at the next meeting.

- c. **Review of Expenses Paid to Date** – Ms. Saraceno reported copies of the program budget are included in tonight's meeting packet outlining the quarterly expenses paid to date. Ms. Saraceno provided the following breakdown:
- ✓ 1st Quarter – Land Bank Association dues, legal notices, and administrative services.
 - ✓ 2nd Quarter - Maintenance/soft costs, property acquisitions, and administrative services.
 - ✓ 3rd Quarter – Maintenance/soft costs payable to LCP Group, LLC and Keystone Environmental Services for demolitions and administrative services.

To date, Ms. Saraceno reported TCPDC has issued 14 checks and all insurances for the Board and properties are current. Ms. Saraceno noted TCPDC has not received invoices for legal or accountant services as of this date, however, does not anticipate exceeding the budget amounts for either service.

Ms. Saraceno reported approximately \$42,000 will be available to begin renovations, however, spoke with Enterprise Community Partners, Inc. regarding the possibility of additional funding. Ms. Saraceno reported the original request was \$910,000; however, only \$500,000 awarded, as they wanted to see work in progress as a new Land Bank before issuance of full requested funds. Ms. Saraceno anticipates September or October to request the additional \$410,000 or possibly more based on project projections.

Mr. Ayres inquired as to the property condition the contractor must comply following post-demolition. Ms. Saraceno reported all properties will be completely filled, grass, graded, and sewer capped. Ms. Saraceno reported the first demolition occurred yesterday with air sampling completed today.

- d. **Discussion on Estimates/Actual Costs of Additional Projects (Temple Street properties, Newark Valley properties, and Additional Properties in Foreclosure by County)** – Ms. Saraceno reported a meeting was held with Tioga Opportunities, Inc. regarding the possibility of entering into a co-development agreement. Ms. Saraceno reported a draft of this agreement is included in tonight's meeting packet.

Ms. Saraceno reported further discussion on this agreement is on hold until condition of the three renovation properties is known through Mr. McElwain's final engineering reports. Ms. Saraceno reported further consideration of this agreement would require discussion and approval by both the Tioga Opportunities, Inc. and TCPDC Boards.

Ms. Saraceno reported the County has embarked on a housing study and is pursuing the implementation of a housing task force, therefore, it is important to ensure the Land Bank funding is well used to achieve the biggest impact possible. Ms. Saraceno reported the first round focused on properties in dire need, but possibly the next round will include consideration of the best projects with the biggest impact on the County's housing stock. Ms. Saraceno reported it is hoped the Temple Street project is funded through the Downtown Revitalization Initiative (DRI), which is anticipated to be announced in August or September. Ms. Saraceno reported Tioga Opportunities, Inc. would purchase the properties, assume the acquisition costs, and complete new construction of townhomes/single family homes with the Land Bank assisting with the demolition costs. Ms. Saraceno outlined the Temple Street project as the first priority following the completion of the first 12 properties.

In addition, Ms. Saraceno reported the Land Bank has been asked to consider two properties in Newark Valley as well as 5-6 additional properties on the Tioga County foreclosure listing. Ms. Saraceno reported the Land Bank does not currently have the funding to consider additional properties at this time. Ms. Saraceno reported the County foreclosure auction is August 7, 2019.

4. **Adjournment** – Mr. Ayres motioned to adjourn at 5:28 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk