



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Special Phone Conference
Board Meeting Minutes**

**Tuesday, March 24, 2020
12:00 p.m.**

**Ronald E. Dougherty County Office Building
Economic Development & Planning Conference Room #201
56 Main Street, Owego, NY 13827**

1. Call to Order: Chair Sauerbrey called the meeting to order at 12:18 p.m. with eight board members participating via phone conference.
2. Phone Conference Participation:
 - a. Board of Directors: Martha Sauerbrey (Chair), Patrick Ayres (Deputy Chair), Michael Baratta (Secretary), Ralph Kelsey (Treasurer), George Williams Stuart Yetter, Lesley Pelotte, and David Astorina
 - b. Staff: Teresa Saraceno, Cathy Haskell
 - c. Excused: None
 - d. Absent: Christina Brown
 - e. Guests: None
3. **Old Business**
 - a. **Approval of January 22, 2020 Board of Directors Meeting Minutes –** Chair Sauerbrey requested a motion to approve the January 22, 2020 Board of Directors Meeting minutes.
Motion to approve the January 22, 2020 Board of Directors Meeting minutes, as written.
4. **New Business**
 - a. **Approval of 2019 Audit Report –** Chair Sauerbrey reported the Audit Committee met via phone conference just prior to this meeting to approve the recommendation of the 2019 Audit Report to the Tioga County Property Development Corporation (TCPDC) for Board approval.
Motion to approve the 2019 Audit Report, as presented.

**L. Pelotte/S. Yetter/Carried
None Opposed
Abstentions – None**

**R. Kelsey/M. Baratta/Carried
None Opposed
Abstentions – None**



b. Approval of Contracts for Sale of the Following Properties in Waverly, NY –

Chair Sauerbrey reported contract approval will be done individually for each property identified below. Ms. Saraceno reported board members previously approved the sale contracts for these properties via email and today's action is to affirm the email vote and formalize for the official meeting minutes.

- 112 Park Place, Waverly, NY
- 530 E. Chemung Street, Waverly, NY
- 457 Fulton Street, Waverly, NY
- 429 Chemung Street, Waverly, NY
- 452 Cayuta Avenue, Waverly, NY
- 207 Howard Street, Waverly, NY

Motion to approve sale contract for 112 Park Place, Waverly, NY

**L. Pelotte/R. Kelsey/Carried
None Opposed
Abstentions – None**

Motion to approve sale contract for 530 E. Chemung Street, Waverly, NY

**L. Pelotte/R. Kelsey/Carried
None Opposed
Abstentions – None**

Motion to approve sale contract for 457 Fulton Street, Waverly, NY

**R. Kelsey/L. Pelotte/Carried
None Opposed
Abstentions – None**

Motion to approve sale contract for 429 Chemung Street, Waverly, NY

**L. Pelotte/P. Ayres/Carried
None Opposed
Abstentions – None**

Motion to approve sale contract for 452 Cayuta Avenue, Waverly, NY

**P. Ayres/S.Yetter/Carried
None Opposed
Abstentions – None**

Motion to approve sale contract for 207 Howard Street, Waverly, NY

**R. Kelsey/P.Ayres/Carried
None Opposed
Abstentions – None**

Ms. Saraceno reported all sale contracts have been signed and in the TCPDC Attorney's office for preparation of closing documents.

Mr. Ayres requested Ms. Saraceno prepare a press release upon completion of the property sale closings.

ACTION: Ms. Saraceno will prepare a press release, upon completion of the property sale closings for all above-referenced properties.

c. Resolution #1-2020: Acceptance of Land Bank Community Revitalization Initiative 4.2 Grant – Ms. Saraceno reported agenda topic is tabled as she is still waiting on results.

5. **Chairman's Remarks** – In light of the current COVID-19 situation, Chair Sauerbrey advised everyone to be patient with the property closings due to possible delays.

With that said, Mr. Kelsey inquired as to whether Ms. Saraceno is aware of anything unusual in regards to the business with the Land Bank and the status of the grant request. Ms. Saraceno reported most people are working remotely, therefore, it is possible things will be moving slightly slower than normal. Ms. Saraceno reported she will be following up with the TCPDC Attorney today to inquire about the status of his office in relation to the property closings. Ms. Saraceno reported the State will communicate via email regarding the grant. Ms. Saraceno reported everything is moving forward as expected. Ms. Saraceno reported the next item that needs to be completed in regards to the Land Bank's activities is the ABO (Authorities Budget Office) Report by March 31, 2020. Ms. Saraceno reported there is discussion regarding possible extension of this deadline, however, has not received anything official at this time.

6. **Next Tentative Regular Meeting** – Wednesday, April 22, 2020 (Annual Meeting). In light of the current situation, Chair Sauerbrey advised this could also be a phone conference meeting.

7. **Adjournment** – Mr. Ayres motioned to adjourn at 12:27 p.m.

Respectfully submitted,

Cathy Haskell