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TCPDC TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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Tioga County Property Development Corporation
Regular Board of Directors
Wednesday, October 28, 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 3:58 PM
2. Attendance
    a. Roll Call: H. Murray, J. Case, J. Whitmore, C. Shaver
    b. Excused: M. Baratta, R. Bunce, L. Pelotte
    c. Invited Guest: S. Zubalsky-Peer, L. Williams, Matt Freeze
3. Old Business
    a. Approval of Updated Minutes from Regular Board Meeting August 19, 2026.

    Motion to approve the updated August 19, 2026, regular board meeting minutes as written (C. Shaver, J. Case).

    Aye: 4 Abstain: 0
    Nay: 0 Carried

    b. Approval of Minutes from Regular Board Meeting September 23, 2026

    Motion to approve September 23, 2026, regular board meeting minutes as written (J. Whitmore, C. Shaver).

    Aye: 4 Abstain: 0
    Nay: 0 Carried

    c. Acceptance of Financial Reports through August 2026.

    Motion to approve August financial reports as written (C. Shaver, J. Case).

    Aye: 4 Abstain: 0
    Nay: 0 Carried

    d. Project Updates
        i. 121 Providence Street – the sale of the property is progressing. The realtor is working on scheduling a closing date.

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ii. 247 Main Steet
    1. CMA – the interior demolition is nearing completion, and the exterior demolition is complete. LCP and Clearview are working together to remove the asbestos in the roof. S. Zubalsky-Peer was looking to reaffirm the Construction Management Associates (CMA) proposal for construction management.

Motion to approve contract with Construction Management Associates, LLC in the amount of $25,000 for construction management services for 247 Main Street (J. Whitmore, J. Case).

Aye: 4 Abstain: 0
Nay: 0 Carried

iii. 62-64 North Avenue – the grant for this project has a deadline of November 30, 2026. Progress will need to be made to continue with this project. S. Zubalsky-Peer was looking to reaffirm the CMA contract for this project.

Motion to approve the contract with Construction Management Associates in the amount of $20,000 for construction management services for 62-64 North Avenue, contingent upon the project moving forward (J. Case, C. Shaver).

Aye: 4 Abstain: 0
Nay: 0 Carried

iv. 81 Hickories Park Road – there were no responses to the RFEI that was published. A listing that is more target for developers is being drafted and will be presented to the board at the next meeting before being published.
v. 115-117 Chestnut & 94-98 Spencer Avenue – a fence is tentatively scheduled to be installed on November 16.
vi. 48-50 Lake Street
    1. Incentive Proposal – The ESD grant is to reallocate the funds from the previous owner to the Land Bank.

Motion to approve signing the ESD incentive proposal for 48-50 Lake Street (J. Whitmore, J. Case).

Aye: 4 Abstain: 0
Nay: 0 Carried

    2. Wall Quotes – the construction wall around the building is impeding the handicap accessible ramp. Code enforcement recommends cutting part of the wall off.

Motion to approve Clearview Door & Window to move sections of the wall impeding handicap accessible sidewalk curb for $250 (J. Case, J. Whitmore).

Aye: 4 Abstain: 0
Nay: 0 Carried

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vii. 103 Liberty Street – a new MOU is being drafted.
viii. 107 Liberty Street – a new MOU is being drafted.
ix. VRP – one completed application has been submitted. CMA will be going out to the location for a pre- evaluation. The postcards presented last month have been sent out.

4. New Business
   a. Approval of 2027 Financial Budget

Motion to approve the 2027 financial budget and authorize S. Zubalsky-Peer and H. Murray to execute any documents related to the formal submission of the budget into PARIS (J. Case, C. Shaver).

Aye: 4 Abstain: 0
Nay: 0 Carried

   b. 81 North
      i. Insurance – Smith Brothers Insurance has provided multiple options to allow 81 North Avenue to be on a separate insurance policy. The board discussed the best option for the building and whether flood insurance should be added. The board discussed the coverage amount and if they would replace the building if it was destroyed. The board agreed that the coverage amount should be closer to $500,000 than the $1 million recommended.

Motion to approve proposed insurance quote through Leatherstocking with building coverage up to $500,000 (J. Whitmore, J. Case).

Aye: 4 Abstain: 0
Nay: 0 Carried

      ii. Maintenance requests – the maintenance warranty is coming to an end. The board discussed how they would like to proceed with maintenance requests from the tenants. The board agreed that the current company handling the requests, Clearview Door and Window, would be a good candidate. S. Zubalsky-Peer will follow up with Clearview and get an official proposal to present next month.
      iii. 1st Floor Lighting –the former tenant paid for light fixtures and installation and would like to receive payment for the fixtures, not the installation. If payment is not given, they would take the fixtures. The board discussed the removal of the track light cost and how it would impact the amount paid back to the tenant. The board agreed to wait for the tenant to reach out to further the discussion.

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iv. Zdeposit – Security Deposits – the current platform is no longer going to be used after the new year. The board discussed opening a savings account for the security deposits.

Motion to approve opening a separate bank account at Tioga State Bank for the security deposits held in escrow for the rental agreements for 81 North Avenue and authorize the same user access and signors as the other TCPDC bank accounts (J. Whitmore, J. Case).

Aye: 4 Abstain: 0
Nay: 0 Carried

c. Snow Removal and Lawn Care Bids – two bids were submitted for snow and lawn care, CRC and Scotts Lawn Care. It was recommended to award Scotts Lawn care for the mowing season and CRC for the snow removal season

Motion to approve snow removal contract with CRC Services, LLC for the 2026-2027 snow removal period and approve lawn mowing contract with Scott Kasmarick for the 2027 mowing season per the amounts listed in the proposal (J. Whitmore, J. Case)

Aye: 4 Abstain: 0
Nay: 0 Carried

d. Administrative Service Agreement – the current agreement will expire on December 31, 2026. The new agreement is for two years at the same amount as the previous.

Motion to approve administrative services agreement between Tioga County and Tioga County Property Development Corporation for 2- year term through December 31, 2028, in the amount of $50,000 per year (C. Shaver, J. Whitmore).

Aye: 4 Abstain: 0
Nay: 0 Carried

5. Executive Session

Board Members H. Murray, J. Whitmore, C. Shaver and J. Case were in attendance along with ED&P staff S. Zubalsky-Peer and L. Williams. Motion by C. Shaver, seconded by J. Case, to move into Executive Session to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body at 4:33 PM. Motion carried. Motion by J. Whitmore, seconded by J. Case to adjourn Executive Session at 5:11 PM.

6. Adjournment – **5:13 PM (J. Whitmore).**