

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**February 19, 2020**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, February 19, 2020 at 9:00 AM in the 5<sup>th</sup> floor conference room of the Hazlett Building, 203 Lake Street, Elmira, New York.

Members present were: Dawn Burlew, Jennifer Furman, Emma Miran, Thomas Sweet, Nicolette Wagoner

Also present were: Jeanne Glass, Danielle Kenny, Rocco Soda and Amanda Wandell, Arbor Housing; Hyder Hussain, Legal Counsel to the Corporation; Sylvie Farr, Habitat for Humanity and Mary Rocchi, Recording Secretary

Excused: Michael Rangstrom, Joseph Roman

**Call to Order/Approval of Minutes**

Chairman T. Sweet called the meeting to order at 9:04 AM. On a motion by N. Wagoner, seconded by D. Burlew and unanimously carried, the minutes of the January 15, 2020 meeting were approved.

**OLD BUSINESS**

**Open Board Seat/Reappointment Letters** – H. Hussain reported that the County Executive met with the Mayor to discuss the open seat and reappointments to the board.

**Bylaws Review** – D. Kenny discussed changing the Governance and Audit/Finance meetings to June and December rather than January and July. This was discussed at the recent meetings of these two committees. The bylaws would need to be revised to reflect these changes. A. Wandell discussed board composition. Do we feel we are getting input from different backgrounds? The Land Bank board is allowed up to nine members. A suggestion was made to include a person from Census tracts 6, 7 or 10 and a minority. A representative that served on the ESPRI board was also suggested. J. Furman felt that this would be a good addition to the board as the Land Bank's focus is the development of neighborhoods. H. Hussain was asked to check the bylaws to see who makes those appointments. There are currently six Land Bank board members. H. Hussain felt that it would be a joint appointment by the County Executive and the Mayor.

**FINANCIAL REPORTS**

**Monthly Reports/Annual Report** – A. Wandell reported that as requested she projected out four years. We are just settling in for the year. There is no additional funding opportunities for Land Banks. A. Wandell also discussed the PARIS report, which is due March 31. The attachments in the annual report do not change. All the new information is in the front part of the report submitted yearly.

**Audit** – The audit will be available at the end of March. Arbor is waiting for one evaluation to be submitted so they can populate the audit information. The final draft will be presented at the April meeting. The approval and submissions of the audit was tabled until April.

### **LISC GRANT PROGRESS**

**450 West Washington Avenue** – Arbor received an offer on Monday for \$95,000 with a 6% contingency. They received a second offer today over asking price of \$108,500 with a 3% contingency for a price of \$105,245. The family of three qualifies and currently own a property, which they have received an offer on. On a motion by D. Burlew, seconded by N. Wagoner and unanimously carried, a purchase offer of \$108,500 by Donald and Valerie Shedden for 450 West Washington Avenue, was accepted and approved. There was discussion. J. Furman commented that eventually the land bank meetings will be live streamed and asked how some confidential business items would be discussed. D. Burlew commented that Executive Session would convene for sensitive discussions.

**Lot Updates** – D. Kenny discussed the three lots still available for sale.

**269 West Chemung Place** – A neighbor did express in the lot, but never turned in an application. R. Soda suggested making it a community garden since Riverview Apartments is across the street from the lot. The board would rather see the property put back on the tax rolls. D. Kenny has sent letters to surrounding homeowners with no response. A. Wandell suggested visiting the neighbors to see if there is any interest in the lot. The board agreed that visiting the neighbors might be better than a letter. Arbor will meet with the neighbors prior to the March meeting to see if there is any interest. An auction of the property was also suggested.

### **ENTERPRISE GRANT PROGRESS**

**506 Franklin Street** – The contractor started demolition of the walls upstairs and down on January 27. The basement and HVAC have been addressed. The contractor is at about 35% completion.

**329 Lorenzo Place** – The same contractor is working on this house. Habitat for Humanity is painting the inside and is almost done. The contractor will start March 15. J. Glass reduced the scope of the project from over \$100,000 to around \$50,000. Arbor will landscape the property. Some windows were repaired to make them more energy efficient and some had to be replaced. Basement windows were replaced and insulation was installed in the attic.

**212 Chapman Place** – Arbor is finalizing bids and will have them at the March meeting.

**1055 Admiral Place** – The specs will be out February 27<sup>th</sup> and will go out to bid and be back in time for the board meeting in March for a vote. Bids may be high as the house is bad inside. Arbor will place up for sale in third quarter.

**320 Webber Place** – J. Glass reached out to the developer and they are no longer able to rehab the property. Arbor has no one else interested at this time and do not have the resources to rehab the

property. It was suggested that the house be put on the market as a development opportunity. R. Soda suggested listing the property for \$15,000 with a reverter clause of having rehab done within one year. Arbor would have any interested parties complete an application to see if they are financially capable of rehabbing this property. There was discussion.

**424 Balsam Street** – This is a two unit house. The porch is unstable. Arbor is not sure what course of action to take on this property. There is interest from a neighbor if it is demolished. The property would have to be abated and the asbestos addressed.

**410, 412-414 Walnut Street** – Andy Hughes sent in an application to purchase each property for \$1.00. He will make repairs to the kitchen, bath and update electrical. Laundry rooms will be available in each unit. One unit will be market rate, the other affordable. This will close out the ESPRI project. Arbor is working with Enterprise to see if this project will count. Each property would receive \$37,500 for a total of \$75,000 in ESPRI funding. An affordability clause needs to be put in agreement. There was discussion on correcting a deed restriction on two of Andy Hughes’s projects and one of Jim Capriotti’s projects. Attorney John Maloney did not put this deed restriction in their agreements. When a property is transferred, the property must be maintained for five years. R. Soda will touch base with Mr. Maloney to discuss correcting the deeds for Mr. Capriotti and Mr. Hughes. On a motion by N. Wagoner, seconded by E. Miran and unanimously carried, properties located at 410, 412-414 Walnut Street will be sold to Andy Hughes for \$1.00 per property with the inclusion of the deed restrictions per ESPRI guidelines, was approved.

## **NEW BUSINESS**

**Readoption of Policies** – The Land Bank is required to readopt their policies annually. On a motion by J. Furman, seconded by D. Burlew and unanimously carried, the boards acknowledgement that they reviewed the policy was approved.

**Selection of Board Positions** – On a motion by J. Furman, seconded by E. Miran and unanimously carried the following slate of Officers were approved:

Tom Sweet	Chairman
Dawn Burlew	Vice Chairman
Jennifer Furman	Treasurer
Emma Miran	Secretary

**New York Land Bank Association Conference** – A. Wandell discussed the opportunity for the Corning and Elmira Land Bank’s to host this year’s conference. Most of the conferences are held in bigger areas like Buffalo and Syracuse. A. Wandell would like to highlight a rural area land bank. The conference would be held between July and September. A. Wandell will contact the Corning Radisson and the new Hilton Garden Inn for available dates. She also suggested visiting the Corning Museum of Glass. The conference is a day and a half with over 30 land banks attending as well as 150 presenters. A. Wandell will check dates in July. Arbor would like to have involvement from the board. The Land Bank Association will help with the content of the conference. Arbor is looking for any recommendations for

presenters. The Land Bank Association will develop a committee for the conference and get sponsors to fund it. This is a great opportunity for our land bank.

### **2020 Tax List Evaluations**

J. Glass commented that these properties were sorted by highest to lowest investment. J. Glass turned the list over to their construction coordinator Carl to check the properties. He looked at condition of the property on the exterior and how the house is taken care of. J. Furman noted that some of these properties might be returned to the owner upon payment of their taxes. This preliminary list may be much shorter after February 29<sup>th</sup>. J. Furman expressed her concern about the current list going to Buildings and Grounds before it is finalized. She doesn't want to leave the property listed in the auction and end up holding the property. The list will go to Buildings and Grounds in March and the Legislature in April. The auction is March 31. Auctions International does a walk through of unoccupied properties from March 20 – March 22. J. Furman encouraged Arbor to do the walk through. They will have a schedule online at Auctions International – Live Auction – Chemung County. A list of properties needs to be submitted to Buildings and Grounds committee one week prior to their meeting.

**316 Lovell Avenue** – This house is in a very nice neighborhood with well maintained homes. This home is currently occupied. A slight lift may be needed in the kitchen and bathroom. Estimated cost is \$44,900 for rehab.

**106 William Lane** - This property is located in the Village of Horseheads and is currently occupied. The rehab should be minimal on the interior. The estimated rehab cost is \$51,900.

**633 Reynolds Street** – This is a nice house in an average neighborhood on a very narrow street. Arbor feels this will be a lighter rehab with some work being done in kitchen. The estimated cost of rehab is \$43,100.

**785 Laurel Street** – This corner lot is on a nice street and well kept. It is currently occupied. The estimated rehab is \$38,000.

**811 Winsor** – This home is on a nice street and is currently vacant. Other homes on the street are well kept. Estimated cost of rehab is \$48,850.

**703 Holdridge Street** – This property is in a fair neighborhood and is occupied. It is near Broadway School and within walking distance to amenities. The rehab will be a heavier lift. Arbor is concerned about roof encroachment from the adjacent property. The estimated rehab is \$55,900.

**374 West Thurston Street** – This property appears to be vacant. It is in a nice neighborhood with other well kept homes. It is near a school and within walking distance to amenities. The estimated rehab is \$39,000.

**405 Philo Road** – This property is on a corner lot in a nice neighborhood near the BOCES complex. There is no sign of activity but a car in the garage. The estimated rehab is \$69,900.

**1052 North Main Street** – This property is in a fair neighborhood, but worst house in a two block area. Estimated rehab is \$65,850.

**214 West 13<sup>th</sup> Street** – This would be a significant rehab. It is in a good neighborhood with average homes. It is currently vacant. Estimated rehab is \$108,000.

3014 Lake Road and 770 South Main Street have not been reviewed yet.

Sylvie Farr from Habitat for Humanity would like to collaborate more with the Land Bank. She commented that they were not successful in getting more than one property from the county. Most Habitat houses are sold at a loss. There is a 15 year restrictive covenant on their homes and Habitat has the right of first refusal if a homeowner moves prior to the 15 year timeframe. They try to keep homes affordable for lower income families. Two families have paid off their mortgages. S. Farr felt dealing with the land bank would be easier to work with and cost them less to purchase a property overall. The properties they are interested in are 811 Winsor, 3104 Lake Road, 770 South Main Street and 214 West 13<sup>th</sup> Street. BOCES is starting an adult construction class. There was discussion on the whether the County would support this arrangement since Habitat would no longer be purchasing property directly from them. J. Furman commented that we don't have an established property transfer policy. Are we rehabbing properties or making money. We want good owners in these properties that will take care of it. Everyone needs to be on the same page. We want to keep properties on the tax roles. J. Glass asked for an update on a property on Sullivan Street that was denied to the land bank. Has anything been done with that? The land bank properties are required to be rehabbed within one year. D. Burlew suggested giving information to the committee members explaining step by step how the land bank works. D. Burlew will set up a meeting with the County Executive and others to discuss how to develop a process. Arbor will work on a step by step process prior to their presentation at the next Legislature meeting. There was further discussion.

#### **NEXT MEETING/ADJOURNMENT**

The next meeting will be Wednesday, March 18, 2020 at 9:00 AM. On a motion by D. Burlew, seconded by E. Miran and unanimously carried, the meeting adjourned at 10:43 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary