

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**August 9, 2017**

**Present:** Michael Krusen, Bryan Maggs, Jennifer Miller, Randy Olthof, Mary Rocchi, Thomas Santulli, Thomas Sweet

**Call to Order/Approval of Minutes**

T. Sweet called the meeting to order at 2:30 PM. On a motion by R. Olthof, seconded by J. Miller and unanimously carried, the reading of the minutes was dispensed with and approved as presented.

**Memorandum of Understanding**

M. Krusen discussed the MOU. The CCPDC board will be an advisory board along with the Department of Business and Housing for the City of Elmira and Southern Tier Economic Growth. Suggested amendments to the MOU are as follows: Legal services will be built within the confines of what Arbor can do. Arbor can choose who can do that work for the land bank. LISC will work with Arbor on behalf of the Attorney General's office as a land bank is a non-profit and a public authority. The land bank staff will have to comply with the New York State Authorities Budget Office requirements. A website will have to be created and necessary documents posted with the ABO as well as on the website. M. Krusen would like to see Arbor take on a housing leadership role in Chemung County and also become the program administrator for the Empire State Poverty Reduction Initiative. Arbor will hire the contractors. There was discussion on how ownership of property will be transferred. J. Miller commented that a policy for the disposition of property will need to be developed. The purpose of the land bank is to avoid property being auctioned. Draft bylaws have been developed. On a motion by R. Olthof, seconded by J. Miller and unanimously carried, the draft Memorandum of Understanding, subject to suggested modifications and review by Arbor Housing was approved. M. Krusen will send out the final draft.

## **Budget**

M. Krusen reviewed two proposed budgets. The original budget was for \$125,000. The second budget had adjusted a few calculations reducing the budget to \$105,000, which is more in line where the State wants the budget to be. The Executive Director of the Land Bank will oversee operations. Arbor will have an office in Elmira on Lake Street. The new hire will function in that space. The budget will be part of the MOU. J. Miller discussed a conference on Vacant and Abandoned Housing being held in November. J. Miller and Tom Skebey, Code Enforcement Officer for the City, will be attending. J. Miller suggested the land bank Executive Director attend this conference as well. Jeff Eaton from Arbor Housing will work with LISC staff. LISC staff have not seen revised budget yet. On a motion by J. Miller, seconded by R. Olthof and unanimously carried, it was moved that the revised budget of \$105,000, as revised by Arbor Housing, be adopted and was approved.

## **Next Steps**

M. Krusen discussed the next steps:

- The final Memorandum of Understanding will be reviewed with Arbor Housing and then sent to Land Bank board.
- The MOU will have the budget built in.
- Arbor will engage with LISC to become their staff support.
- Documents will be sent to us that need to be executed.
- The first meeting will be called in late September with CCPDC board and the Land Bank Executive Director/Staff.
- Arbor needs time to be comfortable with LISC.
- Bylaws, Property Disposition and other policies will be created/revised and adopted.

- The hiring of a staff person for land bank will be underway.
- Tom Sweet, Chairman of CCPDC will sign final documents.
- A website will have to be developed and ABO guidelines followed.

M. Krusen has scheduled a luncheon at the Elmira Country Club for Tuesday, September 19<sup>th</sup> at 12:00 PM for CCPDC board, Jeff Eaton, Amanda Keith and Rocco Soda from Arbor Housing as well as Sara Toering from the Center for Community Progress will be invited.

J. Miller reported that Empire State Poverty Reduction Initiative has set aside funds for Land Bank. To make a positive change, neighborhoods need to be revitalized, not just a few houses. A house by house analysis will be done. These housing projects can be tied to the Downtown Revitalization Initiative since these neighborhoods abut downtown. The banks want to be involved financially and will also donate properties they foreclose on. There was further discussion.

There being no further business, the meeting adjourned at 3:04 PM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary