

Chemung County Property Development Corporation
Minutes of the Meeting
October 12, 2017

Present: Dawn Burlew, Jeanne Glass, Michael Krusen, Bryan Maggs, Jennifer Miler, Mary Rocchi, Joseph Sartori, Rocco Soda, Thomas Sweet, Nicolette Wagoner

Chairman T. Sweet called the meeting to order at 9:05 AM.

M. Krusen reported that Arbor Development was selected to administer the Land Bank for Chemung County. A disbursement agreement needs to be drawn up and approved between LISC and CCPDC. Arbor will prepare policies, procedures and protocol to email to board prior to next meeting. Acquisition and disposition policies need to be formed. A route slip will have to be put together by the county to advance operating funds to Arbor. A 25% advance in funding may be provided by the State. Arbor would need to invoice the County for reimbursement. There will be a \$3,000 cap on items that do not need to be preapproved by the board. B. Maggs stated the County does not have an applicable disposition policy to mimic for Arbor. Land foreclosed on by the County will be transferred to the land bank subsequent to renovation. A policy needs to be developed on how this process is going to work. If the property is County owned it will need legislative approval to deed it over to Arbor. Any bids will be handled by Arbor. R. Soda asked if there was a mobile workforce that could help with cleaning out properties. Jack Keefe was suggested as a source. If he has the workforce available, Arbor can use them.

The board agreed that they would like to see more properties rehabbed rather than demolished. Arbor will evaluate the properties. Arbor will do an analysis of the street that a property is on to determine if it can be rehabbed or needs to be demolished. What will the return on investment be on a property? Arbor will present a list of properties to the board that need to be addressed first. The land bank will deal with everything on the land banks list. T. Sweet would like to see something positive happen in the community. Rebabbs would be better as they will bring in money whereas demolitions will lose money. There was discussion on whether some of these properties still have tenants. B. Maggs stated that if the property is titled in the County's name, the County should have possession. There is a five day eviction process that can be used if there are people still occupying these properties. Code enforcement could also deem a property uninhabitable. The County should evict before Land Bank ownership. The County Treasurer and the County Attorney's office need to modify their practices on properties they hold onto.

M. Krusen stated that we need a bigger plan for housing rehabilitation. We need a more comprehensive approach for affordable housing that ties into development of mixed income neighborhoods. The private sector needs to get involved. Arbor will look at properties in land bank again and let J. Sartori and B. Maggs know if there is any one still occupying the properties. J. Sartori will work on a route slip with Arbor. A controlled demo can be done if the City Code Enforcement will condemn a property.

J. Glass said Arbor will require utilities to be transferred to the land bank for rehab projects. Joe Sartori will be appointed as Executive Director. J. Glass will send Arbor's bid templates and contract forms to B. Maggs for review. The board will also have an opportunity to review the contracts. R. Soda and J. Glass are working on a timeline. Progress reports from Arbor will be sent to the board once a month. J. Miller suggested having a sign on the property stating that it is a land bank project so the neighborhood knows what is going on. Contractors Insurance will be reviewed and the land bank will be listed as additional

insured. It is difficult to get a land bank insured as its level of assets are not good. Arbor will do grant paperwork. It was suggested that the Landlord Association participate. Jennifer Miller will be the point of contact for Arbor.

Site entry agreements will be prepared by Patty Sandore in Bryan Maggs office for each property in the land bank. The County currently contracts out its yard maintenance for land bank properties. Arbor is welcome to continue with current contractor. Arbor will identify when a project will start rehab or demo. The land bank is not being charged for back taxes. An email will be sent to execute eviction procedures. Priority properties will be chosen at the next land bank meeting. J. Miller noted that properties located at 116, 118 and 120 South Main Street will be part of a larger project. A Restore New York application will be applied to for these properties. The downtown area will be focused on first. We can rehab properties we know we can make money on. M. Krusen suggested that Tom Sweet meet with Tom Santulli to talk about the land bank. Arbor has evaluated 14-18 properties.

The need to fund the land bank for the long term was discussed. Rehab money should be put back into the land bank. The County could take vacant homes periodically that will be easy to rehab. These houses may have fallen into the wrong hands over the years and just need to be cleaned up. J. Sartori commented that the County should take a look at who is purchasing the houses at auction. Are they local people or out-of-town landlords that won't do anything with the property?

Arbor discussed setting up regular monthly meetings. A tentative date of November 15, 2017 was discussed. M. Rocchi will continue as recording secretary. A Doodle poll with suggested meeting dates for November will be sent out.

There being no further business, the meeting adjourned at 9:58 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary