

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**November 13, 2017**

**Present:** Dawn Burlew, Megan Clinton, Jeffrey Eaton, Jeanne Glass, Amanda Keith, Bryan Maggs, Jennifer Miller, Mary Rocchi, Joseph Sartori, Rocco Soda, Thomas Sweet, Nicolette Wagoner

**Call to Order/Approval of Minutes**

Chairman T. Sweet called the meeting to order at 9:30 AM. J. Eaton asked what Arbor's responsibilities will be for meetings. T. Sweet stated that the CCPDC is an advisory board and that he will leave running the meeting to Arbor Housing. Arbor Housing staff was introduced. Jeanne Glass will be the project manager with Rocco Soda. J. Glass will coordinate/facilitate items that have to happen and evaluate property. She will be the keeper of the process. Jeff Eaton is the CEO of Arbor Housing is involved with several projects and will be involved with making recommendations as much as possible. Amanda Keith is the project coordinator. She is responsible for income and balance sheets. Megan Clinton is the CFO of Arbor Housing. Rocco Soda is the Director of Development. He will work with Jeanne Glass to coordinate/facilitate items and evaluate property. On a motion by N. Wagoner, seconded by J. Sartori and unanimously carried, the minutes of the October 12, 2017 meeting were approved.

**Forms Review**

J. Glass sent out the Procurement Policy and Real Property Acquisition Guidelines prior to the meeting. A site entry agreement is being worked on. She asked board members to review these documents and contact Arbor with any comments. B. Maggs will review these documents as legal counsel. Arbor has visited the seven properties they will start with. They felt that three were rehabs, three were demolitions and one is a vacant lot. R. Soda reviewed the seven properties Arbor has selected.

**Property Overview**

**403 West Gray Street** – This property is a vacant lot and is maintained by the neighbor who is interested in purchasing the lot. R. Soda will check with Code Enforcement to see if this lot is buildable and find out what the fair market value is on it. If it is not buildable, offer it to the neighbor for \$2,000. If it is buildable, would a person be inclined to build a house on it. On a motion by N. Wagoner, seconded by J. Sartori and unanimously carried, the board agreed with the recommendations of Arbor to move forward with the sale of 403 West Gray Street for a price of \$2,000 if the lot is deemed not buildable by Code Enforcement was approved.

There was discussion on where we want to spend money. There is \$275,000 in ESPRI money designated for the land bank. There is also \$50,000 administrative money. J. Eaton said a revolving loan fund Arbor would administer would be available. J. Sartori said the County will try to keep foreclosed properties out of slumlords or out of area property owners that don't take care of the property.

**375 West Clinton Street** – This house is boarded up as it had a fire. It will cost about \$30,000 to demolish it. Asbestos abatement may not be possible due to fire and condemnation. The property is located in an undesirable area of the City. R. Soda recommends demolishing the house as it is a liability issue and safety hazard. On a motion by N. Wagoner, seconded by J. Miller and unanimously carried,

the home located at 375 West Clinton Street was approved for demolition. R. Soda noted that the landlord wants to lot but neighbors don't want to sell it to him. The property will be demolished and held by the land bank.

**313 West Gray Street** – R. Soda recommended a demolition on this property. The windows are broken out and there is no lot around it. It is currently boarded up and structurally unsound. Asbestos abatement may not be possible due to unstable condition. On a motion by J. Miller, seconded by J. Sartori and unanimously carried the property located at 313 West Gray Street was approved for demolition. R. Soda noted that the property will be held in the land bank.

Titles to the properties will be transferred from the county to the land bank as they are rehabilitated or demolished. The land bank will be responsible to maintain properties once demolition has taken place.

**458 Tompkins Street** – R. Soda reported that this property is located in a desirable neighborhood on the Northside of the City. Surrounding properties are generally well kept single family homes. The property is in disrepair and having a negative effect on the neighborhood. Remodeling this property will result in positive impacts for the neighborhood. R. Soda estimates the return on investment for this property to be \$8,800. When the estimated \$79,000 rehab is completed, the house should sell for \$80-\$100,000. A. Keith is a licensed real estate agent through Arbor Housing and will market the house rather than go through a realtor. This will save on realtor costs. On a motion by J. Sartori, seconded by D. Burlew and unanimously carried, the house located at 458 Tompkins Street was approved for rehabilitation and resale. If Arbor is not successful selling the house, a local broker will be used and a better rate will be negotiated.

**418 West Church Street** – R. Soda reported that this property is located in a highly visible neighborhood in the City. Surrounding properties consist of a mix of well kept and average or poor condition single family homes, multi-unit apartment buildings and businesses. Remodeling this home will have immediate positive impact on the neighborhood. The estimated rehab on this property is \$100,000 with a return on investment of \$20,700. Copper plumbing was removed from the house. Parking is available behind the home. This home is also located in an historic district. On a motion by D. Burlew, seconded by J. Miller and unanimously carried, the property located at 418 West Church Street was approved for rehabilitation and eventual sale.

**726 Lake Street** – R. Soda reported that this property is located in a heavy commercial, undesirable section of Elmira. Surrounding properties consist of average/poorly maintained properties consisting of multi-unit rentals, commercial and retail businesses. The home is located by an overpass at the busy intersection of Lake and Madison. Parking is limited. Demolition is recommended for this property. On a motion by N. Wagoner, seconded J. Miller and unanimously carried, the property located at 726 Lake Street was approved for demolition. D. Burlew asked if there was another property we could rehab or demo since this one will not have an impact on the neighborhood. There was discussion. On a motion by N. Wagoner, seconded by J. Miller and unanimously carried, the previous motion to demolish 726 Lake Street was rescinded and approved. The motion was tabled.

**628 Newtown** – R. Soda reported that this property is located in a desirable neighborhood on the Southside of Elmira. Surrounding properties are well maintained single family homes. The home is occupied. The land bank's intervention would prevent further neglect to the home, while creating a home ownership opportunity. Rehab budget is \$63,000. With a sale price of \$95,000 the return on investment would be \$24,800. B. Maggs will prepare an eviction notice since the person living in this house is not paying property taxes. Arbor will help the person living there with referrals for another place to live. Office of the Aging will be contacted. J. Sartori will check to see if other properties on this street are in foreclosure and Arbor may try to rehab a few houses on that block. D. Burlew suggested that Arbor do their research and come to the next meeting with a concept/suggestions. J. Sartori commented that a property has to be delinquent on taxes for at least 24 months before it goes into foreclosure. It will be 2 ½ years before a property is auctioned. On a motion by J. Sartori, seconded by D. Burlew and unanimously carried, the property at 628 Newtown was approved for rehabilitation pending the eviction of the tenant.

Properties in foreclosure will be looked at and blocks of houses may be controlled by the land bank. Arbor will do the legwork on this. Money will have to be generated to continue demos and rehabs. J. Sartori stated there are grants for taking dilapidated houses down and rehabilitating them to make a better neighborhood. T. Sweet remarked that we need to make area better and put properties back on the tax role, which will benefit everyone. The dynamic in this community has to be changed.

There was discussion about a property on the corner of Church and the west side of Walnut Street that Arbor will look at for rehab.

#### **Disbursement Review/Next Steps**

R. Soda will talk to LISC about cost adjustments for the rehabs and demos. Money will need to be requested for the first quarter of 2018 ahead of time. Fagan Engineers has provided a proposal for Phase I Asbestos report. Fagan is an engineering firm located in the City of Elmira. They want to be involved in the redevelopment of the city. The cost is below the usual \$5,000 that many firms charge. Surveys and transfers will cost about \$2,000. M. Krusen is looking into liability insurance on the properties. On a motion by D. Burlew, seconded by J. Sartori and unanimously carried, a liability insurance on properties. What contract authority are we giving Arbor? The CCPDC will come up with the policy. The board wants some oversight. M. Clinton will provide financials to let board know how money is being spent. At the end of each quarter the board will be informed of what was disbursed The County will operate with a line of credit for projects. Arbor will provide a request for cash flow of \$240,000 for the first quarter of 2018. The numbers in their proposed budget will be adjusted and sent to the board for approval. Environmental reports will be covered in the first drawdown. Arbor will try to get the \$242,000 upfront from LISC. Administrative fee will be \$26,250. J. Sartori stated that the County will cover Arbor's costs if LISC is behind. R. Soda asked who would be responsible for signing contracts between the Contractor and Land Bank. The Board would have to give Arbor the authority to sign documents. J. Glass presented drafts of that would be placed on a land bank property. There was discussion. D. Burlew stated that Corning uses a sign that says "This building is not empty, it's full of opportunity". Instead of blue, use the color green for signs. Make the message positive. Place contact information on the sign if anyone is interested in obtaining more information and be part of the rehabilitation of their neighborhoods.

**Other Business**

M. Rocchi will send out a Doodle poll with some dates to obtain the best date for the next land bank meeting.

The land bank should protect itself from liability during cleanup and provide disclosure on a case by case basis. A Phase I environmental report is required for demolition and rehabilitation. A Phase I will not be done on the vacant lot.

The land bank is a public authority and is required to record information in PARIS. Arbor will be provided information on how to access the State program. There are \$275,000 in ESPRI funds allocated for the land bank. March 20, 2018? (I can't remember what this date is for)

**Adjournment**

On a motion by N. Wagoner, seconded by J. Sartori and unanimously carried, the meeting adjourned at 11:15 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary