

Chemung County Property Development Corporation
Minutes of the Meeting
January 17, 2018

Present: Jeanne Glass, Zsuzsi Kadar, Amanda Keith, Bryan Maggs, Jennifer Miller, Danielle Paladino, Mary Rocchi, Joseph Sartori, Rocco Soda, Thomas Sweet (by phone), Nicolette Wagoner

Call to Order/Approval of Minutes

Secretary J. Miller called the meeting to order at 9:36 AM. Chairman T. Sweet was available via phone. On a motion by N. Wagoner, seconded by J. Sartori and unanimously carried, the minutes of the December 20, 2017 meeting were approved. J. Glass introduced Danielle Paladino who will coordinate insurance, contracts, environmental reports, etc. for the land bank properties.

Budget/Disbursement

Amanda Keith reported there was no change in the budget as we have not received both insurance quotes that were requested.

Insurance Quote Rose & Kiernan Inc.

Amanda Keith asked two insurance companies for quotes for the land bank properties but has only heard back from one company. The first quote for \$26,142.50 was received from Rose & Kiernan Inc., which the Steuben County land bank is using. This insurance company does not have experience with land banks. The company that has not submitted a quote yet does have land bank experience and is trying to customize their policy to our smaller land bank. Arbor cannot go any further with any work until we have insurance in place. J. Glass suggested approving the policy from Rose & Kiernan contingent upon receiving the other insurance quote. The land bank will be additional insured. A. Keith suggested waiting a few more days to see if the other quote is received. B. Maggs discussed several exclusions in this policy. Some are typical exclusions like lead, asbestos and chemical exposure that will not be covered. B. Maggs stated that we need to know what happens with the policy if we add new properties throughout the year. An owners intent when property is sold will need to be clarified. Once properties are occupied or designated the insurance is cancelled within 30 days. R. Soda said Arbor is not considering rentals at this point. Arbor is doing lead risk assessment. Contractors have their own insurance and should have chemical coverage. This insurance policy has a \$5,000 deductible. Clarification is needed on the following: Is adding properties an issue? Will an additional premium be owed? Is there a limit to the number of properties that are covered? How are the properties handled that are going in and out of the land bank? J. Sartori suggested getting clarification on the quote and reconvening for a brief emergency land bank meeting next week so the projects are not held up. Discussion followed. A brief, 10 minute meeting, will be held at 9:00 AM on Wednesday, January 24, 2018 on the 5th floor of the Hazlett Building to vote on insurance.

Property Status/Schedule/Approval – Clean Out Quote

458 Tompkins Street – Rehab has been approved. The Phase I Environmental Assessment is complete and Arbor is awaiting reports. Asbestos Survey quote is scheduled for 1/17. Specs are complete. Because the property was under renovation prior to land bank ownership, many more materials were exposed to chemicals and will need to be abated. Insurance needs to be in place before bid packages can be released. This property is set for completion in the second quarter and ready for sale in the third quarter.

628 Newtown Street – Rehab has been approved. The tenants moved out at the end of 2017. Environmental assessments are in process and exterior specs have been completed and interior specs

will start next week if insurance is in place. Property is full and needs to be cleaned out to start interior specs. An estimate of \$3,800 was received from Glen's Plowing and Services and the company can start immediately.

418 West Church Street (ESPRI) – Rehab has been approved and assessment is complete. Reports have been received. There is some lead and asbestos and abatement may be required.

375 West Clinton Street – Demolition has been approved for this property. Assessment is complete and reports have been received. No issues were noted.

313 West Gray Street – Demolition has been approved. Phase I is not complete. No lead assessment or asbestos assessment are required.

Utilities

D. Paladino reported that utility start up needs to be started with Tompkins Street property but cannot because of back draft. A NYSEG account needs to be set up for the land bank and Arbor will need to be given permission to add and remove properties as needed. The Water Board will have to have a member of the Land Bank board to sign a document for water to be set up. J. Sartori will set up accounts and give permission to Arbor.

ESPRI Funds Program Update

Z. Kadar is working with Susan Payne on entering into a contract for Phase II of the ESPRI initiative. STEG will distribute \$275,000 in ESPRI Housing Revitalization Gap Fund grants with the objective of providing safe and quality rental housing for the most vulnerable population. STEG will subcontract with Steuben Church People Against Poverty DBA Arbor Housing and Development in the amount of \$50,000 to oversee and administer the Gap Fund and to work with the property developers to prepare comprehensive and viable financing strategies that leverage all available resources at the local, state and federal levels. Seven projects must be completed in 15 months for the grant money to be received. This will be challenging for the land bank. A final draft should be available by the next meeting. Arbor will audit each property, review leases and tenants for 10 years. ESPRI will apply to properties in Census Tracts 6, 7 or 10. Z. Kadar stated that an extension might be possible past the 15 month timeframe. R. Soda will work with developers that can work in this timeframe.

Website Update

D. Paladino reported that she is working with Creagent on the land banks website. Bylaws, amendments, categories and sub-categories have been created. Once all information is received, there will be about a four week turnaround.

Adjournment

On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the meeting adjourned at 10:41 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary