

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**March 26, 2019**

**Present:** Dawn Burlew, Jeanne Glass, Jill Koski, Emma Miran, Michael Rangstrom, Mary Rocchi, Rocco Soda, Thomas Sweet, Nicolette Wagoner, Amanda Wandell

**Call to Order/Approval of Minutes**

Chairman T. Sweet called the meeting order at 9:00 AM. He thanked the board for allowing him to change the date to accommodate another meeting. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the minutes of the February 27, 2019 meeting were approved with one correction.

**PENDING ITEMS**

**Open Board Member Seat** – An appointment needs to be made by the Chemung County Executive and the Mayor of the City of Elmira for the at-large position on the board. John Burin and Michael Rangstrom were suggestions made by the board at the February meeting. T. Sweet will discuss appointment with the County Executive.

**Resolution to Accept Properties from Tax List** – T. Sweet reported that County Executive Moss gave a presentation to the Legislature concerning the Land Bank. The eight properties that Arbor has requested for the Land Bank are waiting for review by the County Executive. These properties have been pulled from the auction. T. Sweet discussed the possibility of money the County makes beyond what taxes are owed on a property may go to the property owner. The County feels that is not right and a lawsuit is possible. The properties pulled from the tax auction are: 212 Chapman Place, 320 Webber Place, 410, 412 and 414 Walnut Street, 424 Balsam Street, 1055 Admiral Place and 329 Lorenzo Place. T. Sweet stated that we need to wait until the County does its due diligence on the transferring of the properties. R. Soda stated that they cannot apply for more funding until July so that won't affect the land bank. On a motion by N. Wagoner, seconded by D. Burlew and unanimously carried, the properties located at 212 Chapman Place, 320 Webber Place, 410, 412 and 414 Walnut Street, 424 Balsam Street, 1055 Admiral Place and 329 Lorenzo Place were accepted pending the County Executive's decision.

**450 West Washington Avenue** - R. Soda discussed a lien on the property. The Elmira Water Board said there is an unpaid bill for the property of over \$3,000. T. Sweet commented that the Elmira Water board will meet tonight to discuss this outstanding bill and may forgive it. All outstanding bills need to be paid before possession of the property takes place. Water is the only lien the County cannot dispose of. The water follows the property not the tenant.

**375 West Clinton Street** – This house is being rehabbed by BOCES for a Habitat for Humanity house. The are involving BOCES students for this project.

D. Burlew suggested that going forward, the land bank work with the Elmira Water Board and other entities on and pending properties to see if there is outstanding bills. A process for acquisition of properties needs to be figured out.

**Legal Representation for Board** – T. Sweet met with Vinnie Azzarelli to discuss whether or not the County Attorney, Hyder Hussain could be the Land Bank attorney. The Land Bank attorney would be responsible for Inter-municipal agreements, Policy, Bylaws, regulations, interpretations and operational items. He is not responsible for property transfers. John Maloney from Keyser, Maloney & Winner is handling property closings in the interim. Arbor will prepare an RFP for this part of the transferring of property to new owners. There was discussion.

## **FINANCIAL REPORT**

**Monthly Financials** – A. Wandell sent the financials out ahead of time. There were no questions on the report.

**Approval of Annual Audit** – The audit was sent out ahead of time for review. This needs to be entered into the PARIS system by March 31. On a motion by J. Koski, seconded by N. Wagoner and unanimously carried, the draft audit was approved.

**Annual Report** – A. Wandell discussed the Annual report, which has to be entered into the PARIS system by March 31 as well. She updated the numbers. There was discussion on amending the bylaws prior to next year's report submission. On a motion by D. Burlew, seconded by J. Koski and unanimously carried, the annual report was approved.

## **PROPERTY UPDATES**

**Rehabs** – J. Glass gave updates on the rehab properties.

**Clinton Street** – The rehab is coming along nicely. The house needs to be power washed and the driveway needs to be sealed. The project should be done by the end of April or beginning of May.

**450 West Washington Avenue** – The project will be put out to bid this week. There were two bid meetings and three contractors attended. The abatement will be scheduled and started immediately after approvals have been given. The Land Bank will have a special meeting on Tuesday, April 2, 2019 at 11:30 AM in the STEG office, 400 East Church Street to vote on the bids. R. Soda discussed a proposal from Sunstream to do the abatement for 450 West Washington Avenue. The bid came in at \$5,240. On a motion by J. Koski, seconded by N. Wagoner and unanimously carried, the proposal from Sunstream to abate 450 West Washington Avenue was approved.

## **Closing Update**

**458 Tompkins Street** – A few items were found during inspection that are being addressed.

**215 Kendall Place** – Arbor is waiting to close with new owner. The purchase price within 10% of the asking price was approved at a previous meeting. There was discussion on whether or not the Land Bank was holding up closings since they only meet once a month. R. Soda stated that it usually takes 60 days to close so we are not holding up closings. On a motion by D. Burlew, seconded by E. Miran and unanimously carried, the purchase price was approved.

### Demos

**302 East Second Street** – This property is scheduled for demolition this week. Elm Chevrolet is interested in the property for \$2,000.

**303 Sutton Street** – This property is scheduled for demolition this week.

**501 John Street** – This demolition of this property will be ordered once it has been transferred to the land bank. A Phase I and Asbestos survey will be ordered.

**759 East Second Street** – This property needs to be transferred to the land bank before it is demolished.

### LISC GRANT PROGRESS

Arbor planned for 12 rehabs and 8 demolitions with the LISC funding. Of the \$1 million requested, the land bank received \$893,000. Ten rehabs and eight demos were done. The average cost of a rehab was estimated at \$60,000 but has come in at \$90-100,000. If the budget needs to be changed, the land bank will not hit 10 rehabs, only 8. If the sale of houses go through we may be able to do 10 rehabs.

### ENTERPRISE GRANT

The LISC grant must be completed prior to receiving an Enterprise grant. We have until 2020 to complete this grant. R. Soda remarked that the land bank started late so instead of 8 quarters we only have 6 quarters. If we have to purchase property, we will need to do a budget adjustment. Five rehabs are scheduled for the Enterprise grant. 410-412 and 414 Walnut Street needs to be developed once demos are complete. N. Wagoner suggested a mixed-use facility would work well there. The land bank does not want to leave the property vacant. N. Wagoner will research these properties. T. Sweet asked if we could get BOCES involved more. Their programs teach kids a craft. It is worth a conversation.

### OTHER BUSINESS

**RFP for Services** – Arbor did not RFP the services for Audit. The board agreed they should continue to contract with EFPR Group. Arbor has requested quotes for insurance from Brown & Brown who is most familiar with how land banks work and Rose & Kiernan. Arbor is running into issues with their current insurer Rose & Kiernan. Rose and Kiernan don't have a lot of experience with land banks. For real estate transactions, only one person replied to the RFP.

**Resolution to Sell Columbia Street Property** – A. Wandell presented a resolution to sell the property located at 357-359 Columbia Street to Hughes Structures for \$12,500. Hughes will be able to access \$75,000 in ESPRI funds for this property once completed. Hughes will need to keep rents affordable for

five years. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the sale of the property located at 357-359 Columbia Street was approved for sale to Hughes Construction.

**Sullivan Street** – This was going to be a light multi-unit that Arbor was planning to put \$70,000 into this property. Since it was not approved for transfer by the Chemung County Legislature to the Land Bank, it will now go back on the auction list.

**Next Meeting/Adjournment** – The next meeting, April 17, falls during spring break. M. Rocchi will send out a poll to see who is available. A possible alternative date will be April 24<sup>th</sup>. On a motion by N. Wagoner, seconded by D. Burlew and unanimously carried, the meeting adjourned at 10:03 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary