

Chemung County Property Development Corporation
Minutes of the Meeting
April 24, 2019

Present: Jeanne Glass, Hyder Hussain, Danielle Kenny, Jill Koski, Emma Miran, Mary Rocchi, Joseph Roman, Thomas Sweet, Nicolette Wagoner

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 10:00 AM. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the minutes of the March 26, 2019 meeting were approved. On a motion by J. Koski, seconded by E. Miran and unanimously carried, the minutes of the April 2, 2019 meeting were approved.

PENDING ITEMS

Open Board Member Seat: T. Sweet talked with Vincent Azzarelli about the board member vacancy for the land bank. Mr. Sweet asked if County Executive Moss asked Joseph Roman to serve on the board. Mr. Roman stated he would like to be a member of the board but will have to discuss it with Mr. Moss.

Legal Representation for Board: H. Hussain talked with Dawn Burlew about language and by-laws for the land bank. Arbor has not seen an intermunicipal agreement yet. John Maloney from Keyser, Maloney and Winner has been doing the closings on an interim basis. Each property transaction is about \$1,100 to file the deed, title and abstract. An RFP will be sent out for real estate transactions. The County Attorney is responsible for making sure properties are transferred to the land bank.

Property Transfer Policy Update: Jennifer Furman is working on this policy. An update will be provided at the next meeting. She is developing a policy on how properties are handled.

Contracting Officer Resolution: D. Kenny asked if Jennifer Furman agreed to oversee the disposition of property and adhere to land bank regulations. The board agreed that she did agree to do this but will discuss at the next meeting.

Tax Sale Property Updates: T. Sweet reported that all properties were approved for transfer by Buildings and Grounds and will be voted on by the Legislature at its next meeting. Mr. Sweet found it is helpful that Arbor sent information and a picture of each property being considered. Arbor will continue to provide this information on all future properties.

FINANCIAL REPORT

Monthly Financials: D. Kenny reported that there is about \$250,000 in unrestricted and LISC funds remaining. The next round of funding of \$750,000 will be on July 1st. There were not any properties recently sold on the report. They will be on the next report. The Tompkins Street and Newtown properties sold for about \$130,000 total. T. Sweet asked how the deficit was made up. D. Kenny replied that money is made up as properties are sold. By the end of 2019 we should not be in a deficit anymore. The Washington Avenue property rehab will be funded by current assets.

Insurance Quotes: D. Kenny reviewed insurance quotes from Rose and Kiernan and Brown and Brown. Rose and Kiernan's, the current insurer, provided an updated proposal. Brown and Brown is revising its policy as it had much higher limits than were necessary. The administration, testing and other fees are not part of the insurance policy. D. Kenny is working with Enterprise and a BOR letter was sent. Chemung County's land bank does not function like other larger land banks. Brown and Brown insures most land banks, but are too expensive for Chemung County's land bank. D. Kenny will send out an address certificate to the board, which will be easier to review than an entire policy. There was discussion.

PROPERTY UPDATES

814 West Clinton Street: The project is moving along. Gutter work has been started and new flooring is in. Contractor is finishing up and on schedule. R. Soda isn't sure what to list this house at and will ask their realtor to help with pricing. All three floors are living spaces now taking a 1,600 square foot house to about 2,400 square feet after rehab.

450 West Washington Avenue: The bid was approved. A signed notice to proceed has been received from the contractor. It is the same contractor that rehabbed the Clinton Street property.

506 Franklin Street: The specs are being completed and bids will be sent out. The property was acquired Friday. D. Kenny will check to see who recorded the deed with the County. This property will be ready to go in time for the July 1 disbursement.

628 Newtown: Closed on property on April 10th.

458 Tompkins Street: Closed on property on April 8th.

215 Kendall Place: The offer was accepted. Arbor is waiting on a closing date.

Demos

302 East Second Street: The property was torn down and extra caution was taken for the other property located close by. Elm Chevrolet is interested in the lot and will purchase it for \$2,000. Arbor is looking into the \$18,000 charge for the wall the demo company was going to build to justify the cost. T. Sweet asked why the parcel was sold to Elm Chevrolet for a loss. R. Soda commented that normally Arbor asks the neighboring property owners if they have any interest in purchasing the parcel once demo is completed. The land bank doesn't need to pursue selling properties that have been demolished if the board doesn't want to. This property did not go on the market for resale. Arbor is not sure how the lot is assessed for taxes.

303 Sutton: The property was demolished and has been seeded. There was some sidewalk damage that Arbor has asked the demo company to repair or discount the demo. The lot will be marketed for \$3,000. Arbor feels this lot would make a nice Habitat for Humanity project, but they are not interested. The demo company also allowed a neighbor with trash in their yard to use their dumpster to clean up their property as well.

375 West Clinton Street: The Near Westside Neighborhood is interested in this property. They may have BOCES students do the work.

510 John Street: Arbor is waiting for the transfer and asbestos to be abated. Quotes were received from Sunstream for \$3,600 and LCP Group for \$4,200 for abatement of this property. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the quote from Sunstream for \$3,600 for abatement was approved. Quotes were received from Ithaca Environmental for \$23,000 and LCP Group for \$15,900 for demolition of the property. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the quote from LCP Group for \$15,900 for demolition was approved. There was discussion.

759 East Second Street: Arbor is ready to move on this project once approved by the County Legislature. They are waiting for the transfer of property to the land bank.

Walnut Street Properties: N. Wagoner looked up the zoning for these properties. She suggested attracting a developer to do a mixed use project such as a small grocery store and upper story residential. She asked if it is possible to consolidate these properties into one parcel. T. Sweet asked if City Council approval was needed for this. The City Assessor will be contacted.

LISC GRANT PROGRESS

The next round of LISC funding will be available July 1, 2019.

ENTERPRISE GRANT

Arbor will complete summary for Enterprise grant. The Enterprise grant wants a lot of information for their grant.

OTHER BUSINESS

Property Maintenance: D. Kenny discussed a quote from Sullivan Professional Lawn Care for mowing the ten properties that the land bank owns. They quoted \$330 per week. Quotes were also received from Margeson and Premier. The properties that would need to be mowed are 814 West Clinton Street, 450 West Washington Avenue, 303 Sutton, 510 John Street, 269 West Chemung Place, 759 East Second Street, 357-359 Columbia Street, 375 West Clinton Street and 406 West Gray Street.

224 West First Street: The owner of this property bought at foreclosure auction wants to trade the property with another land bank property. R. Soda stated that there are no multi-unit properties in the land banks possession to trade. The owner paid \$6,000 at the auction and after working with Code Enforcement is not moving forward with rehab as the building was condemned. Arbor has not heard from this owner to discuss this property. D. Kenny has reached out to the property owner but has not heard from him.

William Street: E. Miran discussed a vacant property on William Street that needs to be demolished. They are looking for a funding opportunity. R. Soda commented that the property would have to be transferred to the land bank. There is a 9% tax credit on the property, which should pay for the demo costs. This project is located near the Salvation Army and is in the early stages. R. Soda will talk to the

developer. J. Roman asked how the land bank acquires its properties. R. Soda responded that we acquire these properties from the County tax foreclosure auction. Development projects are based on income restrictions. The Salvation Army would qualify.

N. Wagoner drafted Goals and Objectives to discuss at the next meeting.

Conferences: Arbor will not attend the vacant properties conference in Atlanta in October as it discusses other land banks experiences on their projects. Arbor does not feel this conference would be worthwhile to them. J. Glass and D. Kenny will attend the annual New York State Land Bank conference in Buffalo from June 20-22. This conference will deal with the same obstacles every land bank faces in New York State. They are narrowing down agenda items currently. D. Kenny will look into the LISC grant to see if the land bank can pay for this training. J. Koski and N. Wagoner are interested in attending as well. Insurance is a big item at the conference. Jennifer Furman has been in contact with Adam ? with the State Land Bank Association. He may attend a future land bank meeting. He and Kaitlin ? are good sources and Arbor staff talks to them regularly. T. Sweet will check the County Executive's schedule to see when he would be available for this meeting.

Next Meeting/Adjournment

The next meeting is Wednesday, May 15, 2019 at 9:00 AM in the 5th floor conference room of the Hazlett Building. On a motion by J. Koski, seconded by N. Wagoner and unanimously carried, the meeting adjourned at 11:00 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary