

Chemung County Property Development Corporation
Minutes of the Meeting
May 15, 2019

Present: Dawn Burlew, Jeanne Glass, Andrew Hughes, Hyder Hussain, Danielle Kenny, Jill Koski, Emma Miran, Mary Rocchi, Thomas Sweet, Nicolette Wagoner

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 9:00 AM. On a motion by E. Miran, seconded by J. Koski and unanimously carried, the minutes of the April 24, 2019 meeting were approved.

PENDING ITEMS

Open Board Member Seat: D. Kenny asked if the County Executive had made any additional appointments to the Land Bank board. Will Joseph Roman from Southern Tier Economic Growth or Michael Rangstrom, Code Enforcement for the City of Elmira be appointed or does he have someone else in mind. T. Sweet discussed an appointment with the County Executive but he has received no decision yet.

Legal Representation for Board: H. Hussain is working on a Memorandum of Understanding (MOU) between the Land Bank and the County. D. Kenny asked if the board wanted to continue using John Maloney for real estate closings. H. Hussain stated there are seven County attorney's if is not available when needed. This needs to be approved by the County Legislature. For the real estate closings the average cost is about \$1,700 which includes the abstract and deed as well as other closing costs. D. Kenny commented that John Maloney and his assistant have been very cooperative and communicative so far and asked if the board wanted to continue to work with him on real estate closings or should she do an RFP. On a motion by D. Burlew, seconded by J. Koski and unanimously carried, the real estate services provided by John Maloney to continue, was approved.

Bylaws Revision: N. Wagoner discussed proposed changes to the bylaws. The Land Bank is required to hold an annual meeting each year. January was suggested for this meeting. N. Wagoner also suggested committee meetings outside the land bank board, be held quarterly. D. Kenny commented that we are required to meet for Audit, Finance and Governance committee at least twice per year. January and July were suggested for the twice a year meetings, with additional meetings held if necessary. These meetings will be held either prior to the Land Bank board meeting or immediately after the board meeting. The addition of these meetings needs to be added under committees in the bylaws. N. Wagoner will send proposed changes to D. Kenny to make changes. On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the changes to the bylaws as indicated plus the addition of two committee meetings per year or more if necessary was approved.

Legislative Update: T. Sweet reported that the properties that Arbor Housing submitted for inclusion in the Land Bank were approved by the County Legislature. H. Hussain is waiting for signatures and will get them transferred to the land bank. Arbor will not put insurance on the properties until they are officially transferred to the land bank. These properties will not be worked on until the Enterprise grant is received. D. Kenny asked H. Hussain if he would be able to find out if any properties have tenants. If so,

they will have to be evicted. She also asked if he could find out whether there are any outstanding utility bills on the properties. Arbor did not find out until after the property at 450 West Washington Avenue was transferred that there was an unpaid utility bill for about \$3,000. Mowing on new properties will not be done until transfer of properties to land bank is complete. H. Hussain has the paperwork in this office. It costs about \$40 per week per property for mowing.

FINANCIAL REPORT

Monthly Financials: D. Kenny reviewed the financial report. There is about \$190,000 in the account. They will close on the Kendall Street property at the end of the month. They have closed on Tompkins and Newtown so far. The Newtown paving will finish out the LISC grant.

Insurance Policy Updates: D. Kenny solicited quotes from Rose and Kiernan, the current carrier, and Brown and Brown for insurance. Rose & Kiernan are planning to supply a quote today, but it was not available at the meeting. The quote from Brown and Brown has the coverage the land bank requires. They insure seven land banks in New York State. The policy covers General Liability, Property Insurance and Officers and Directors in the coverage for \$29,000. Brown and Brown's quote has a lower combined quote than our current coverage with Rose & Kiernan. The insurance coverage must be in place prior to the contract being signed by July 1, 2019. Brown and Brown is working on an umbrella policy that New York State land banks can buy into. T. Sweet asked if there would be enough time for the insurance policy to be reviewed by Enterprise since the board does not meet until June 19th. D. Kenny suggested holding a special meeting once the Board has reviewed both quotes. She will forward both policies to the board for review when other quote is received. There was discussion. On a motion by D. Burlew, seconded by J. Koski and unanimously carried, the board engaged Arbor Housing to select either Rose & Kiernan or Brown and Brown, whichever has the best coverage for the Land Bank to meet the price and timetable for Enterprise to review and is subject to review by the Land Bank attorney was approved.

PROPERTY UPDATES

REHABS

814 West Clinton Street: J. Glass reported that the final walk through was done. The paving and sidewalk need to be completed when the weather is better. Arbor will talk with realtor about pricing. There are several parties already interested in the property. The square footage was increased as the upstairs was completely redone. This house was rehabbed by John Franzese.

450 West Washington Avenue: John Franzese is also working on this property. He is working on the sidewalk and has permits needed. The electric is not on as the lines were cut. He will get those reconnected. This will be the final project for the LISC grant.

215 Kendall Place: Closing on this property is scheduled for May 28, 2019. The Land Bank will profit over \$3,400 on this property.

DEMOS

510 John Street: This property is being transferred to the land bank soon. This is a Mr. Cooper property. Everything has been approved and it will be demolished soon. There is someone interested in the lot once demo is complete.

759 East Second Street: Demo contractor is ready to go. This demo will complete our LISC grant.

All eight rehabs and all eight demos will be done prior to the end of the contract.

375 West Clinton Street: An offer was received for this property from the Near Westside Neighborhood. They, along with GST BOCES students will rehab this property into a single family residence. This will be done in the 2019-2020 school year. It will be a median income house and designs are being worked on. The Near Westside Neighborhood would like the property donated but have offered up to \$3,500 for it. There is an offer from James Capriotti for \$1,000 for the property, which he plans to turn into a parking lot for nearby tenants. D. Kenny will talk with the Near Westside Neighborhood to let them know we have a bid on the property and see if they want to make a counter offer. A new single family home would be a benefit to the community. T. Sweet suggested trying to have BOCES students rehab one house each year to help them learn their trade. On a motion by D. Burlew, seconded by N. Wagoner and unanimously carried, the Land Bank cannot accept the offer of the Near Westside Neighborhood for a donation but will counter offer at \$1,500 contingent upon the Near Westside working with BOCES to build the home, but if they do not work with BOCES the price goes back to \$3,500 at close of project, was approved.

LISC/ENTERPRISE GRANT PROGRESS

D. Kenny reported that we have five rehabs and three demos slated for the Enterprise grant. The budget was adjusted so we can continue to do more homes. The Franklin Street property will start after funding is received July 1st.

OTHER BUSINESS

422 West Church Street: A. Hughes owns the property next door at 418 West Church Street and is renovating it as an ESPRI property. The property at 422 West Church was condemned about one month ago for not having electricity or sufficient heat. The property is managed by Rick Paul. Mr. Hughes hopes to reach an agreement with Mr. Paul to purchase the home. It needs a facelift and updated heating system. Mr. Hughes would like to turn it into eight one bedroom apartments. The previous owner did land contract prior to foreclosure. The land bank's goal is to match a developer with a property. Mr. Hughes also owns a 9-unit apartment building on First Street, behind these two houses on Church Street. D. Kenny stated that the property does not have to go through the land bank. City Code Enforcement is concerned about the multi-unit buildings being used as illegal rooming houses. They have shut down 17 illegal rooming houses in the past year. Mr. Hughes suggested collaborating with the land bank and ESPRI to rehab the house. N. Wagoner commented that there needs to be a low interest loan program for housing. Banks need to get involved in community revitalization.

Vision and Goals for the Land Bank: N. Wagoner presented her vision, goals and objectives for the land bank. N. Wagoner talked about Building Blocks software, which the City uses. Metrics can be used to identify key neighborhoods and properties to consider for the land bank if they foreclosed upon. E. Miran suggested holding a training session on the Building Blocks software. The land bank's long term goal should be to reach out to properties outside the City. We need to focus on all of Chemung County rather than just City foreclosures. The Syracuse land bank has an agreement to increase mortgage filing

fees to put money back into their land bank. N. Wagoner asked the board to review the Visions and Goals and discuss them at the June meeting.

NYS Preservation Opportunity Program: The NYS Preservation Program has a new initiative more focused on local governments to develop strategic preservation plans for distressed affordable housing. We are not sure at this time how the Land Bank could benefit, but D. Kenny will attend a Webinar for more information.

NYS Land Bank Conference: J. Glass and D. Kenny are going to the New York State Land Bank conference in June.

Visitors: D. Kenny asked the Board if they would like Adam Zaranko, President of the New York Land Bank Association and Executive Director of the Albany County Land Bank to come to a meeting to speak. D. Kenny suggested July or August. She will contact him to check his availability.

HOME Funds: E. Miran discussed the HOME funds program that is not tied to census tracts. The funding of \$53,000 has strong restrictions on the money. It would have to be an affordable housing designation. Homes would need to be within areas that are at least 51% low income housing.

NEXT MEETING/ADJOURNMENT

The next meeting will be Wednesday, June 19, 2019 at 9:00 AM in the 5th Floor Conference room of the Hazlett Building. On a motion by J. Koski, seconded by D. Burlew and unanimously carried, the meeting adjourned at 10:12 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary