

**Chemung County Property Development Corporation**  
**Minutes of the Board of Directors**  
**May 19, 2021**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, May 19, 2021 at 9:00 AM via Zoom.

Members present were John Burin, Dawn Burlew, Jennifer Furman, Emma Miran and Thomas Sweet.

Also present were Michele Johnson, Corning Incorporated; Hyder Hussain, Legal Counsel; Michael Rangstrom, City of Elmira Code Enforcement; Jeanne Glass, Danielle Kenny, Rocco Soda and Amanda Wandell, Arbor Housing; Kevin Meindl, Chemung County Planning Department and Mary Rocchi, Recording Secretary.

Chairman T. Sweet called the meeting to order at 9:00 AM.

**Corning Incorporated Presentation**

D. Kenny introduced Michele Johnson, from the Office of Racial Equality and Social Unity for Corning Incorporated. Tom McGrath from Community Preservation Corporation was unable to attend. M. Johnson presented a program available to provide rehabs to make housing affordable in Census Tract 6 in the City of Elmira. Census Tract 6 is part of the ESPRI initiative as well. This program is a collaboration with Corning, Community Preservation Corporation and Homes and Community Renewal. The community rehab program is offering developers an incentive of \$75,000-\$100,000 per unit to help offset costs associated with the rehab for low cost housing. Mr. McGrath is working with the state. He talked with R. Soda about buying 5 to 10 houses in Census Tract 6 to rehab and sell to minority buyers. R. Soda commented that Arbor has worked with CPC before. R. Soda discussed a 12% developer fee when the house is sold. The CPC grant would offset the sales price and provide gap money. Corning Inc. also has some funding available. Arbor will reach out to minority contractors and developers. The goal is to eliminate some of the blight in Census Tract 6. The land bank would be the project leader. J. Furman asked for more documentation of what the project would look like. She would like to see a plan and illustration on how it all works. The land bank does not have any houses in its inventory currently, as they are mostly complete. M. Johnson commented that they want to pay fair acquisition prices, targeting homes on the market. CPC will reimburse investor costs. The land bank could use unrestricted funds. D. Burlew discussed the Corning Housing Partnership model. To make a significant impact we need to focus on 4 or 5 houses in the same block. E. Miran will meet with the City Manager and Mayor to discuss possible use of the stimulus money for this program. The budget for the stimulus money was put together by the City Chamberlain's office. She believed there might be some set aside for demos and rehabs. She also suggested presenting the program to City Council. Arbor will work on a template to follow. There is a Landlord/Ambassador Program, which provides COVID relief money for rental properties. There was discussion about whether land banks are able to provide direct grants. A. Wandell will have to look into that, but she did not think they could. M. Johnson said the focus is on supporting minorities in the area and helping them to have quality affordable homes. R. Soda will work with CPC to put together more solid information and do preliminary groundwork. It is a new program. Tom McGrath has to make application to the state soon so we can be top on the list. T. Sweet commented that the original thought that the land bank had in mind was to improve the dynamics of home ownership. We need a plan to move forward. J. Burin stated that we should have a plan to approach the City and the County. CPC is committed to putting in what they need to make this happen. HCR will help facilitate what properties we need to focus on. Arbor would be the facilitator if the right

partner is found. They will initiate a plan to move forward. On a motion by D. Burlew, seconded by J. Furman and unanimously carried, Arbor Housing will initiate a plan to move forward to rehab housing in Census Tract 6 in the City of Elmira was approved. There was further discussion. J. Furman commented that when the tax foreclosures resume, it would be the largest list ever. Currently the County is working with homeowners to not go into foreclosure.

**New Board Member:** Kevin Meindl, the new Commissioner of the Chemung County Planning Department was introduced. Once the legislature approves his appointment next month, he will become a board member. He is getting up to speed and getting to know everyone. He is from Buffalo and has purchased a home in Elmira.

**Minutes:** On a motion by D. Burlew, seconded by J. Furman and unanimously carried, the minutes of the April 21, 2021 meeting were approved.

### **OLD BUSINESS**

**Zombie Property List:** M. Rangstrom reported that there has been no updates on the list. He will talk with John McCracken about the list.

**320 Webber Place:** M. Rangstrom is doing a walk through on Friday to document where the new owner is in his rehab. He has building and plumbing permits that are good until September, but the rehab is supposed to be done by the end of June. He has redone the bathroom, interior walls, ceilings, floors, walls on porch and siding. A Certificate of Compliance will be issued by Code when rehab complete. J. Glass, Carl and Doug from Arbor will schedule a time to meet with the owner to see what percentage is complete. The ceilings, plumbing and electrical are up to code. H. Hussain commented that there is a reverter clause if the rehab is not done within one year of closing with the owner. The property was transferred to the owner on June 29, 2020.

**Property Acquisition Updates:** The properties on Oakdale, Pennsylvania Avenue and First Street are in the acquisition process. Asbestos tests are being done. The legal documents and asbestos survey came back on Pennsylvania Avenue from Steve Hoffmann's office. Legal documents have been sent to Attorney Mustico's office.

### **FINANCIALS**

**Monthly Reports:** The financial reports were presented by A. Wandell. There were no questions from the board.

**Audit Update:** J. Furman reported that the draft audit was received. The Audit/Finance Committee met prior to the Land Bank meeting. The audit received a clean unmodified opinion. J. Furman did ask Arbor staff for a breakout of support services. She requested that a representative from EFPR attend the next Land Bank meeting to review the audit, which is standard practice. There was a positive change in net assets. On a motion by J. Furman, seconded by D. Burlew and unanimously carried, the draft audit was approved and will move forward with finalization of the audit.

### **ENTERPRISE GRANT PROGRESS**

**1055 Admiral Place:** This property is moving towards closing. Habitat For Humanity asked to increase the sales price from \$92,000 to \$98,000, the appraised value, as the discount causes problems with other properties not being discounted when they sell them. The closing should be by the end of the

month. The family is income qualified and Arbor will request CDBG and HOME funds. There is a positive gain for this sale.

**407 West Clinton Street:** This project is 74% complete. The upstairs carpeting needs to be completed as well as the exterior painting. J. Glass will do a final walk through on May 27<sup>th</sup>. Arbor feels they can get a much higher sales price for this home.

**909 Farnham Street:** This will be a breakeven property at \$105,000. Fencing and garage are complete. Contractor is working on painting interior. Working on upstairs and downstairs bathrooms and flooring. The project is expected to be done by the second week in June.

### **NEW BUSINESS**

**MOU Discussion:** The Memorandum of Understanding the CCPDC/Land Bank has with Arbor Housing expires at the end of August 2021 and Arbor has requested a renewal for an additional two years. D. Kenny will send current MOU around for review by board. This is a two year contract effective September 1, 2021.

**Timeline:** A. Wandell presented a timeline spreadsheet on how Arbor/Land Bank has worked with properties over the years. There are certain expenses/sales. Additional grants are posted in the month they are received. Arbor has applied for a grant from Tioga Downs and CDBG funds for additional revenue. There are monthly expenses such as property insurance and other costs. Current properties are wrapping up their rehabs. The Pennsylvania Avenue property the land bank is purchasing for \$10,000 will be paid out in June. Whether we are doing full or partial rehabs will need to be decided. Revenues could be low until sales are complete. Arbor is utilizing the unrestricted balance when needed. They are hoping the state provides more funding. They also apply for CDBG and HOMES funds. Cash flow is monitored. There was discussion on approaching a bank for a revolving line of credit for short term cash flow. Tax sale properties would help offset rehab costs. There are three properties in Elmira Arbor is pursuing. FHLB and Habitat for Humanity are providing in-kind donations. We need to hold off until we receive title.

### **NEXT MEETING**

The next meeting will be June 16, 2021 at 9:00 AM.

### **ADJOURNMENT**

On a motion by J. Burin, seconded by J. Furman and unanimously carried, the meeting adjourned at 10:09 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary