

Chemung County Property Development Corporation
Minutes of the Meeting
August 19, 2020

A meeting of the Chemung County Property Development Corporation convened on Wednesday, August 19, 2020 at 9:00 AM via teleconference.

Members present were: Dawn Burlew, Jennifer Furman, Joseph Roman, Thomas Sweet, Nicolette Wagoner.

Excused: Emma Miran

Also present were: Hyder Hussain, Counsel to the Corporation; Jeanne Glass, Danielle Kenny, Rocco Soda and Amanda Wandell, Arbor Housing and Mary Rocchi, Recording Secretary

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 9:00 AM. D. Kenny noted that the meeting was published on the Land Banks website if anyone from the public wanted to call in. On a motion by J. Roman, seconded by N. Wagoner and unanimously carried with one correction on page four regarding the ESPRI board, the minutes were approved.

OLD BUSINESS

Tax Sale Update: D. Kenny reported that she sent everything into the auction on time but bids went above what the Land Bank could afford to spend, therefore we did not buy any properties from the tax sale. J. Furman commented that the County did well on the sale. All but a few out of about 85 properties sold. The assessed value of a property was 55% versus the usual 33%. Most activity was on the last day of the online auction. People from more congested areas in New York and other states are looking at our area. The few properties that did not sell are land locked lots. The bidders have until September 11, 2020 to pay off their contracts. J. Furman can provide a list of any property bidders that did not fulfill their contract after that date.

Land Bank Goals and Objectives: The Goals and Objectives were sent around to board members after last months' meeting to get their feedback. D. Kenny did not hear back from anyone. N. Wagoner suggested taking out the reference to dates. J. Furman felt this document was a great start. Our mission should remain the same but the objectives need to be tweaked. The document requires more vetting outside of the board, perhaps with other stakeholders that have an interest in the land bank, such as the County Executive, City Manager, City Mayor and County Legislature. We need to develop a process with County and City leadership. We need to educate the public on the progress the land bank is making. Arbor put together a Four Year Update that could be sent to the leadership. J. Furman also suggested reaching out to other established land banks to see what they are trying to accomplish. D. Kenny will forward criteria used by other land banks to board members. D. Burlew commented that we should hold ourselves more accountable. The land bank is required to present a report to the Legislature once per year. D. Burlew suggested that the Four Year Update be posted on the website to

show what the land bank has done. She felt that this would be a good marketing tool for the Chamber of Commerce, Elmira Downtown Development and STEG. It shows we are concerned about the community, not just businesses. J. Roman will talk with the County Executive to see if he is interested in providing feedback. J. Furman suggested taking more time to review the document. A suggestion was made to hold a workshop to include the Land Bank board, the County Executive, City Manager, City Mayor and a few members of the County Legislature. J. Furman asked if we want input from other municipalities. Do others feel that Objectives 1 – 5 are on target or do they need to be edited. The board needs to finalize the document and then send it to the others for review. The Mission Statement does not change. Objectives can be refreshed. D. Kenny will send out a poll for workshop dates.

FINANCIAL REPORTS

Monthly Reports: D. Kenny presented the monthly financial reports. J. Furman commented that the cash has dropped since 2019. Is this due to timing or a change with grants? A. Wandell reported that the land bank used to request funds upfront but have switched to a reimbursement disbursement. Arbor will also ask for an extension, due to COVID, which will move part of the grant to 2021. Arbor has been using the unrestricted fund to pay for project related items and reimbursing the account. Not much money is being populated into grants. J. Glass commented that the same two contractors have been bidding on jobs. If the contractor has two properties, he finishes one before he starts another job. Arbor intends on expanding its contractor bid list. When things open back up after COVID, unpaid items will be paid. Arbor expected to sell the Washington Avenue property earlier, but are just selling it now. There are several properties that will bring in revenue by the end of the year.

Insurance Audit Update: D. Kenny reported that they haven't heard anything on the Insurance Audit. D. Kenny and A. Wandell have been providing documents when asked. When the final report has been received, it will be sent out to the board to review.

LISC GRANT PROGRESS

450 West Washington Avenue: The closing on this property will be at the end of the month. D. Kenny has talked to the new owners and they are open to a ribbon cutting and having press there to highlight what the land bank does. A short video was suggested for the County website. T. Sweet suggested that the County Executive and the City Mayor be invited to the ribbon cutting. Arbor would like to keep the congregation small, with a few board members, and the County Executive and Mayor. D. Kenny will look at a few dates to hold the ribbon cutting.

Lot Updates: There have been no bites on the 759 West Second Street lot. The lot at 510 John Street has closed. Arbor will track the developer to see what he does with the property.

ENTERPRISE GRANT PROGRESS

506 Franklin Street: The Land Bank has a full price offer of \$79,000 on this property. H. Hussain amended the contract so the land bank pays some of the costs of closing. There is a 6% commission for the realtor and a 6% buyers cost, which is standard on every offer we get. R. Soda commented that this

is a borderline street and was surprised we received a full price offer. R. Soda recommended moving forward with this offer. On a motion by N. Wagoner, seconded by J. Roman and unanimously carried, the purchase price of \$79,000 with 6% commission and 6% buyers cost was approved.

329 Lorenzo Place: J. Glass reported that the renovation is finished. Arbor worked with Habitat for Humanity for painting the interior to reduce the scope of work. Arbor also had the windows repaired rather than replaced and Arbor did the landscaping to further reduce scope. Arbor did a walk through last week and the project turned out well. This house is located in a nice neighborhood and has character. The recommended sale price is \$97,000. There has already been interest in this property. After discussion on the listing price, the board suggested starting at \$115,000. N. Wagoner commented that she was not sure what the income restrictions would be. The price could be lowered if necessary.

212 Chapman Place: The kitchen demo has started with a full crew. The project was delayed four months due to COVID. Arbor is expecting a change order for the front porch. When the contractor's crew removed a piece of concrete, they realized the roof to the wine cellar was the concrete on the porch. The scope of work may be changed. This rehab should be done in a few months.

1055 Admiral Place: J. Glass reported that this project would start in September. A demo crew would be sent in to start. They are in the process of executing a contract. This is a heavy lift and we should break even on the project.

424 Balsam Street: Contractor is waiting for NYSEG to remove meters from the property, before he can demo. Once done, air monitoring will be in place. By the end of the month, Arbor hopes the new owner will be in place.

407 West Clinton Street: Arbor's construction coordinator completed his draft specs. Once it is finalized D. Kenny will get it out to the board. Arbor is hoping to get more bids from contractors, who will have three weeks to bid on the project. Arbor will have bids by September meeting. LCP and Sunstream provided bids on abatement. Paradigm provided a quote for air monitoring. Arbor tries to get three quotes on projects. Board approval is needed if cost is over \$5,000. Sunstream Corporation was recommended for abatement as they had the lowest bid. Sunstream and Paradigm would like to get into the property before the contractor. The less exposure the better. On a motion by N. Wagoner, seconded by D. Burlew and unanimously carried, the bids from Sunstream Corporation for \$6,433.00 for abatement and Paradigm for an estimated total of \$1,088.00 for air monitoring was approved.

909 Farnham Street: This property was acquired last month. The initial scope of work has been done. D. Kenny is working on abatement quotes. Arbor's construction coordinator will complete specs in September.

915 Farnham Street: Arbor looked into this property at T. Sweet's request. The owner is not interested in selling the property and will most likely use it as a rental property.

410 & 412-414 Walnut Street: H. Hussain sent documents to John Maloney four months ago, but has not heard anything back. He followed up with calls and emails but has not heard back from him. Arbor

is concerned that the ESPRI grant would not be extended. The delay in closing is costing the land bank money in insurance. Andy Hughes, developer, needs to get started or the goals of the land bank will not be met. N. Wagoner will text both John Maloney and Andy Hughes to check on the status of closing.

NEW BUSINESS

2019 Tax Return: D. Kenny received a draft of the 2019 tax return late Tuesday. She will send to the board for review and let the accounting firm know if there were any questions or comments.

Four Year Summary Report: The report will be loaded on the Land Bank's website. It will also be emailed to the County Executive, City Mayor, City Manager and County Legislature. A section of objectives might be added to the document.

Future Meeting Format: The Virtual Meeting Waiver expires on September 4, 2020. There was discussion on how we want to meet and whether the fifth floor conference room was large enough to allow social distancing. T. Sweet will check into getting the large room where the Legislature meets, as there are 15 desks. Zoom options should be offered. The board can meet if we can provide adequate space. If the public attends, there are only up to 20 allowed. D. Kenny will provide the call in options needed.

Habitat for Humanity: R. Soda reported that Sylvie Farr resigned from Habitat for Humanity. He asked to board if they had any suggestions to let him know.

Committees: A. Wandell commented that the Audit, Finance and Governance Committees are supposed to meet twice a year. The committees met in January and should have met in July. A. Wandell suggested meeting in July and December rather than January going forward.

ADJOURNMENT

On a motion by J. Roman, seconded by N. Wagoner and unanimously carried, the meeting adjourned at 10:12 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary