

Chemung County Property Development Corporation
Minutes of the Meeting
October 10, 2018

Present: Dawn Burlew, Jennifer Furman, Jeanne Glass, Amanda Keith, Danielle Kenny, Jill Koski, Bryan Maggs, Emma Miran, Mary Rocchi, Joseph Sartori, Rocco Soda, Nicolette Wagoner

Call to Order/Approval of Minutes

Vice Chairman D. Burlew called the meeting to order at 9:00 AM. On a motion by J. Sartori, seconded by N. Wagoner and unanimously carried, the minutes of the September 19, 2018 meeting were approved.

PENDING ITEMS

New Committees: B. Maggs reviewed the laws of the organization and reported that three committees are required for the land bank board. They are Audit, Finance and Governance. Each committee needs to have three members, which can be board members. Independent persons not associated with the board are not required to be members. B. Maggs will circulate requirements and policies to the members of each committee. B. Maggs reviewed changes of the bylaws. A financial disclosure needs to be completed by each board member. The committee charters are on the ABO website. Each committee will have to review the charters and either adopt or amend them. On a motion by J. Furman, seconded by J. Sartori and unanimously carried, the amended bylaws were approved.

The committees were appointed as follows:

Audit: Dawn Burlew, Emma Miran, Tom Sweet

Finance: Jennifer Furman, Tom Sweet, Nicolette Wagoner (Joe Sartori). J. Furman asked if there could be monthly financial statements at future meetings.

Governance: Dawn Burlew, Jill Koski, Nicolette Wagoner.

Amanda Wandell will oversee the committees.

ABO Webinars: A group from Arbor, J. Furman and B. Maggs will participate in the webinar on October 17th. J. Koski and N. Wagoner will participate in the webinar on 10/31. Tom Sweet and Dawn Burlew have not signed up for the webinar yet.

DISCUSSION/ACTION ITEMS – ARBOR

Budget/Disbursement: A. Wandell reported that the October disbursement was submitted and has already been received. The next disbursement request will be submitted in January 2019. J. Sartori asked if the County had been reimbursed yet. D. Kenny will check to see if this has been done.

Property Status/Schedule:

Rehab/Demo Updates:

458 Tompkins Street: The rehab is complete.

215 Kendall Place: This rehab is back on track. There was an issue with the porch slab in the back. It was being checked for issues.

814 West Clinton Street: The environmental tests are done on this rehab. Asbestos was found in the basement. Arbor is waiting for a proposal to check for disturbances during the rehab. Abatement work will be scheduled for October with construction starting in November.

302-304 East Second Street: D. Kenny reported that she has not heard from Steve Barnstead on the property at 304 East Second Street. The company that quoted the demo will do them separately. The larger property at 302 E. Second will cost \$30,000 for the demo. Once the other property is secured, the demo will cost \$15,000. The demo should be done in November. R. Soda and D. Kenny met with Tim Van Fleet at Elm Chevrolet to see if he still has interest in the property. Mr. van Fleet will talk with realtor Art Ambrose about the property. B. Maggs asked if anyone reviews the contracts. Rose and Kiernan review all contracts prior to insuring them.

269 West Chemung Place: Bids are due back on October 30th. Arbor anticipates a \$25,000-\$35,000 demo cost. Arbor has been working with the City codes department on whether a rehab or demo would be best for this property whose roof is caving in.

ESPRI Updates:

357-359 Columbia Street: Jim Capriotti is planning to rehab this property but has not signed a purchase agreement yet. J. Koski will call Mr. Capriotti to discuss this property with him.

418 West Church Street: B. Maggs sent a letter to Mike Collins, City Manager, regarding the waiver of past due fees owed to the City. He asked the City Manager to bring it before council and have them waive fees so the property can be transferred to Andrew Hughes for rehab. In order to proceed with closing, B. Maggs will ask the council for Mr. Hughes to hold \$1,500 in escrow so they can proceed to closing pending City Council vote. The property will be sold for \$40,000. On a motion by J. Sartori, seconded by N. Wagoner and unanimously carried, Bryan Maggs will request the counsel for Mr. Hughes to hold \$1,500 in escrow so they can proceed with closing, pending the vote of City Council was approved. An October closing is planned.

406 West Gray Street: Jim Capriotti is planning to rehab this property but has not signed a purchase agreement yet. Steve Agan, Mr. Capriotti's attorney will call him on this property. This project will be delayed until the end of the month.

Current Properties: The land bank has seven rehab properties and five demo properties currently. 302 East Second Street because of its size will count for two demos.

269 West Chemung Place: Phase I and asbestos survey ordered. Arbor is waiting for results of environmental surveys. Bids are due October 30 and will be brought to the board at the November meeting.

Prospective Projections:

920 Grove Street: R. Soda reported that this is a nice property located in a nice neighborhood and would be rehabbed. He needs to gain access to the property.

450 Washington Avenue: R. Soda reported that this is located near the former Byrne Dairy and could be rehabbed. He needs to gain access to inside of property.

454 Sullivan Street: This is a large apartment building that could be rehabbed possibly. He needs to get access to the inside of the property to see what shape it's in. This is a possible ESPRI rehab.

404 West Clinton: R. Soda would like to get access to this property to check its condition.

R. Soda suggested demos be done on West Second Street and 303 Sutton Street.

R. Soda requested that four properties be transferred to the land bank. J. Sartori stated that the Legislature would have to approve these properties for transfer at its November meeting. On a motion by J. Furman, seconded by J. Koski and unanimously carried, the properties located at 920 Grove Street, 450 Washington Avenue, 303 Sutton Street and 759 West Second Street were approved for transfer to the land bank pending Chemung County Legislature approval in November.

OTHER BUSINESS

D. Kenny reported that Notice of Awards for the Enterprise application will be announced at the end of October. All 25 land banks applied. The awards will be signed off by the end of the year. Land banks will ask the Governor's office to increase the number of land banks from 25 to 35. There may be an advocacy day promoting land banks in November. The Governor will be asked to increase land bank funding to \$400 million. The annual land bank conference will be held in the first quarter of 2019. R. Soda requested an extension on contract times since some of the properties seem to take longer than 90 days to secure. B. Maggs suggested that a penalty provision be negotiated into the contract that could be an incentive or disincentive clause. A 120 day contract was suggested. Arbor would like to prepare an RFP for broker services. D. Kenny asked if there were any specific realtors she should send and RFP to, please contact her.

Bower Road property: Bryan Maggs talked with the owner of the Bower Road property. The town will proceed with the abatement and the owner is still interested in transferring the property to the land bank. Arbor will cover the owners closing costs. Probate issues will be discussed. The lien on the property will be paid first. Service Master will be hired to clean up inside of house.

224 West First Street: The property owner who bought this property at auction is planning to rehab it even though it was condemned. He is planning to have apartments to rent out.

Next Meeting: Due to the Thanksgiving holiday, the November 21st meeting will be moved up a week to **November 14, 2018 at 9:00 AM, 5th floor Hazlett building.**

Adjournment: On a motion by J. Sartori, seconded by N. Wagoner, and unanimously carried, the meeting adjourned at 9:43 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary