

Land Bank Committee
Minutes of the Inaugural Meeting
March 24, 2017

Present: Dawn Burlew, Michael Krusen, Bryan Maggs, Jennifer Miller, Randy Olthof, Samantha Potter, Joseph Sartori, Thomas Sweet

The purpose of the land bank is to fight blight in our communities by repurposing distressed and vacant properties and restoring them to our tax roll and provide quality-housing opportunities. Chemung County donates foreclosed properties to the land bank. This is the year of establishment for the land bank. M. Krusen and R. Olthof are currently overseeing the land bank until an Executive Director is hired.

Grant Application/Modification

M. Krusen called the meeting to order at 10:00 AM. A grant application was submitted to the State and the Attorney General's office will make an announcement today about funding for land banks.

Discussion on Appointment of Officers

After discussion, the following appointments were made:

On a motion by R. Olthof, seconded by J. Sartori and unanimously carried, Thomas Sweet was nominated as Chairman. On a motion by J. Sartori, seconded by R. Olthof and unanimously carried, nominations were closed and the secretary was directed to cast one ballot.

On a motion by B. Maggs, seconded by J. Sartori and unanimously carried, Dawn Burlew was nominated as Vice Chairman. On a motion by J. Sartori, seconded by Randy Olthof and unanimously carried, nominations were closed and the secretary was directed to cast one ballot.

On a motion by J. Sartori, seconded by R. Olthof, and unanimously carried, Jennifer Miller was nominated as Secretary. On a motion by B. Maggs, seconded by R. Olthof and unanimously carried, the nominations were closed and the secretary was directed to cast one ballot.

On a motion by D. Burlew, seconded by B. Maggs and unanimously carried, Joseph Sartori was nominated as Treasurer. On a motion by R. Olthof, seconded by B. Maggs and unanimously carried, the nominations were closed and the secretary was directed to cast one ballot.

Staff Recruitment

Two staff positions will be created, Executive Director and a part-time clerical person. The starting salary budgeted for the Executive Director is \$65,000 with a \$30,000 benefit package. The part-time clerical staff's salary will be \$17,500. R. Olthof and M. Krusen will work on a job description for the Executive Director position. The Executive Director can hire his assistant. M. Krusen has a resume from Sara Hayes who works for Cornell University who has a great background and is looking to do something different. M. Krusen will forward her resume to the committee. The Executive Director needs to have a good background in project management, construction and code enforcement. M. Krusen discussed an opportunity for the land bank and Poverty Reduction Initiative to work together. M. Krusen will talk with people from PRI to try to enhance the salary and have the Executive Director oversee both programs. EFPR, which is the County's auditor, will be used for the Land Bank as well. As far as office space, M. Krusen suggested locating the office within one of the renovated buildings.

Development of Policies and Procedures

M. Krusen will discuss the forming of bylaws, policies and procedures with B. Maggs. Staff will request land bank bylaws and policies from other counties that have land banks as a model. There is \$15,000 budgeted for legal counsel. B. Maggs will recommend counsel for the land bank. The land bank has to follow ABO guidelines. M. Krusen stated that we need to move quickly to hire an Executive Director. Ads will be placed on the land bank website as well as locally. M. Krusen has met with land bank staff. A modified budget will be sent in as well. The operating agreement will be for 24 months. J. Miller discussed a Zombie and Vacant Properties grant that the City received. The State will come for a site visit in April. The state offers a workshop on Land Banking 101. The City's grant could help cover the land bank grants. The land bank will run on a calendar year. The Executive Director and Chairman will be listed with the public authority.

Review of Properties

There are twenty properties in the land bank, 12 of which will be rehabilitated and eight will be demolished. The state is currently funding this program for 2 years. M. Krusen is not sure if they will fund it after that. The Executive Director will have to look at other funding for the land bank. Habitat for Humanity and Near Westside Neighborhood have expressed interest in some properties. J. Sartori prefers they come through the land bank to obtain these properties. A deadline will have to be formalized. J. Miller commented that many of the properties are on the periphery of downtown. The state has sent the insurance information that is required for a land bank. There is a specific insurance company that land banks use. There is money budgeted for insurance in operating expenses. The title to a property has to transfer when rehabilitation starts. The property at 114 Baldwin Street, the former Shreibman's property, will be transferred to the Chemung County IDA. J. Sartori and J. Miller will create a list of properties that are available and forward to the committee.

Attorney General's office needs form filled out for land bank. M. Krusen will let them know that we held our first meeting today and get necessary paperwork in.

J. Miller commented there is a training in June on Policies and Procedures for land banks, the Broome County land bank is offering. The Land Bank Association has monthly calls that the new Executive Director can participate in.

Next Steps

1. Creation of single list of land bank property.
2. Creation of bylaws, policies and procedures.
3. Post job with Land Bank Association and locally.

T. Sweet suggested that M. Krusen be the liaison until an Executive Director is hired. D. Burlew thanked M. Krusen, J. Miller and R. Olthof for getting the framework started. The committee will meet on an as needed basis. There was discussion on whether to include the full board or just a few members once we start the interview process. The full board will be part of the initial interviews, but as the field is narrowed down, only a few members may be included for easier scheduling.

Adjournment

There being no further business, the meeting adjourned at 10:40 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary