

Chemung County Property Development Corporation
Minutes of the Meeting
August 15, 2018

Present: Jennifer Furman, Jeanne Glass, Amanda Keith, Danielle Kenny, Jill Koski, Michael Krusen, Bryan Maggs, Emma Miran, Joseph Sartori, Rocco Soda, Nicolette Wagoner

The meeting was called to order at 9:00 AM by J. Sartori.

PENDING ITEMS

On a motion by N. Wagoner, seconded by J. Koski and unanimously carried, the appointments of Jennifer Furman and Jill Koski were approved as per resolutions passed by Mayor Daniel Mandell, City of Elmira and Chemung County Executive Thomas Santulli. Emma Miran, Community Development Director for the City of Elmira was welcomed. She is replacing Jennifer Miller, who resigned from that position.

Legal Contract

B. Maggs presented his contract to provide the land bank with legal counsel. His start date was May 1, 2018 and his fee is \$1,500 per month, which is \$250 more than his initial proposal. He added this amount to cover the many closings he is handling on behalf of the land bank. Since Arbor Housing does disbursements quarterly, Mr. Maggs agreed to be paid in that manner. A 1099 form will be issued for Mr. Maggs services. Arbor requested a W-9 form from Mr. Maggs. The proposal includes any and all legal services. A. Wandell will update the grant submission to reflect this proposal. The total fee will be \$30,000 over two years. On a motion by N. Wagoner, seconded by J. Furman and unanimously carried, the amended proposal from Bryan Maggs for legal counsel was approved.

PARIS Reporting

The PARIS report has been submitted for this year. A. Wandell discussed the forming of a Governance, Audit and Finance Committee, which is required by NYS Public Authorities. There was discussion. M. Krusen suggested not having every board member on every committee. The same board members can be part of the Finance and Audit committees. At the September meeting, board members will be asked to be members of at least one committee. The committee chair will be asked to present a report at the next land bank meeting if the committee had met prior to the monthly land bank meeting. A. Wandell discussed the policy prohibiting the extension of credit to board members. A contracting officer needs to be chosen. A. Wandell thanked the board members for acknowledging their fiduciary duties. B. Maggs will update the bylaws to reflect the committees. A. Wandell will check with Albany on the model we will need to follow.

DISCUSSION/ACTION ITEMS – ARBOR

Budget and Disbursement – A. Wandell reported that the \$145,669.92 disbursement has not yet been received. There was a change in personnel at LISC and the new person is catching up. Arbor will submit the next request on October 1, 2018. Bids are back for the Clinton Street rehab. Arbor is working with owner of property on Bower Street to purchase.

2019-2020 Enterprise RFA – The application is due on September 7, 2018. Notice of award is October 1, 2018. The grant cap is \$2 million. Arbor is asking for \$1.9 million. This should cover 14 rehabs and 10 demos. Arbor has asked that contractors use energy efficient items when rehabbing a property. A part of the application asked if the land bank was involved with other community groups. The land bank partners with ESPRI task force and Habitat for Humanity. There was discussion on forming a community advisory board. N. Wagoner commented that she felt there was not a need in a small area like ours. She suggested forming an inter-municipal partnership. She recommended getting Building Blocks software which is a more data driven approach. Even though Arbor's focus is on properties in Census Tracts 6, 7 and 10, they would like to expand into other municipalities such as Horseheads, Elmira Heights and the south side of Elmira.

Property Status/Schedule – J. Glass and D. Kenny reviewed several properties.

628 Newtown Street – This property is 66% complete with rehab. Utilities have been set up and bids received. Construction end date was extended as back wall of house had to be replaced. Construction is scheduled to be complete by end of August.

458 Tompkins Street – This property is 68% complete. It is on schedule for being completed by September 3, 2018.

215 Kendall Place – The abatement work is done. ABQ will start rehab on September 1, 2018.

814 West Clinton Street – Specs have been completed by Arbor. Arbor is waiting for upstairs specs from architect. Bids will be sent out August 27, 2018. There is a waiting list for this house once rehab is completed.

302 East Second Street/304 East Second Street – The owner of 302 E. Second is meeting with her lawyer today. Arbor is trying to get this transaction moving through probate proceedings. Elm Chevrolet is interested in the properties once demolished. Since these two properties are very close together, it would be easier and cheaper to do one demo.

ESPRI Updates

406 West Gray Street – The Historical Permit was received for exterior specs. Jim Capriotti will provide interior specs. The sales agreement has been draft and sent to Mr. Capriotti. Estimated start is September/October and will take 12 months to complete.

357-359 Columbia Street – Historical permit receive for exterior specs. Jim Capriotti will provide interior specs. The sales agreement has been drafted and sent to Mr. Capriotti. The project is estimated to start in September/October and will take 12 months to complete. Mr. Capriotti is buying these two properties for \$12,500 each.

418 West Church Street – A sales agreement with Hughes Construction is in place. The land bank attorney has drawn up a forgivable grant agreement. Draw schedule will reimburse the \$75,000 when work is completed. The complete contract is \$110,000, which shows the 10% match.

404 West Clinton Street – This property needs to be transferred to the land bank. Brian Mitchell and Reverend Hasty will provide work specs. The land bank will pay for a Phase I Environmental. This will count as the fourth ESPRI property.

Potential Properties

183 Bower Road – Arbor is working with the owner on a sale price to acquire this property. A biohazard clean out will be needed as there is dog feces throughout the house. This property will most likely need \$80,000 worth of work. Service Master will cost \$13,000 to come in to clean. This is a 1,000 square foot house.

510 John Street, Horseheads – Mr. Cooper (formerly Nation Star) must donate \$5 million of foreclosed properties to non-profits due to New York State settlement. The mortgage auction was on August 10, 2018. Arbor submitted an application.

360 West First Street – The City Manager reached out to the land bank on this home. Arbor is waiting for more details on this single family home.

Property Projections – Arbor is planning to undertake 8 rehabs but has projected 10 rehabs. Four demos and 4 ESPRI multi-family rehabs are budgeted too. Arbor acquired 14 properties from the last tax foreclosure sale. J. Sartori estimated that there will be 80-120 properties in the next tax foreclosure sale. The land bank is on target with LISC.

269 West Chemung Place – This property needs to be transferred to the land bank so Arbor can proceed with demo. On a motion by J. Koski, seconded by N. Wagoner and unanimously carried the property located at 269 West Chemung Place was approved for transfer from the County to the land bank.

OTHER BUSINESS

Tax and Sanitation Fees – D. Kenny discussed tax bills Arbor has received for title transfer, sanitation fees that are past due and Downtown Development fees. J. Sartori and Theresa Murdock from Real Property Tax will work with the City on waiving the past due sanitation fees and the title transfer fees. The County tax foreclosures should strike out these fees. There was discussion.

Next Meeting – The next meeting will be Wednesday, September 19, 2018 at 9:00 AM in the 5th Floor Conference Room of the Hazlett building.

Adjournment

On a motion by J. Koski, seconded by N. Wagoner and unanimously carried, the meeting adjourned at 10:00 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary