

Chemung County Property Development Corporation
Minutes of the Meeting
April 18, 2018

Present; Jeanne Glass, Michael Krusen, Bryan Maggs, Jennifer Miller, Danielle Paladino, Mary Rocchi, Joseph Sartori, Thomas Sweet, Nicolette Wagoner, Amanda Wandell

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 9:00 AM. On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the minutes of the March 7, 2018 were approved.

PENDING ITEMS

Acquisition and Disposition Policies: These policies were not voted on at the March meeting. On a motion by N. Wagoner, seconded by J. Miller and unanimously carried, the Acquisition and Disposition policies for Chemung County Property Development Corporation were approved.

The NYSEG account is still in Arbor's name and needs to be transferred to the land bank. Joe Sartori will need to call NYSEG to have the account transferred to the land bank.

DISCUSSION/ACTION ITEMS

Budget/Disbursement: Arbor has received its second disbursement of \$313,000. This money includes cost for two rehabs, cleanouts, lead and asbestos removal, etc. Projections of anticipated expenses were included in this disbursement request. Another disbursement request will be submitted on June 1st.

Property Status/Schedule:

628 Newtown Street - Property has had environmental abatement completed. Notice is needed to proceed. Arbor is anticipating a three-month completion period. The property will be ready to advertise for sale in the third fiscal quarter.

Demo Dispositions

375 Clinton Street - Demo completed with no issues. The neighbor on the property adjacent to the lot has interest in the property. Arbor will talk with them to see what their plans are for the property. Current zoning on the lot was discussed. Since this is a historic district, certain criteria would have to be followed if another structure was erected. Other options were discussed for property.

313 West Gray Street – A. Wandell suggested reaching out to Economic Opportunity Program to see if there is interest in planting a community garden on this lot. After discussion from the board, it was decided not to go forward with the garden. Arbor will contact the homeowners on both sides of the lot to see if there is any interest in purchasing it. It may be possible to split the lot if both neighbors are interested. If control could be gained on adjacent properties, we could reinvest in the area.

ESPRI Updates – Arbor has not heard back from Jim Capriotti who is interested in 406 West Gray Street and 357-359 Columbia Street. M. Krusen is meeting with Mr. Capriotti tomorrow and will talk to him about these properties. Both properties are in a historic district. These will be ESPRI projects. Approval is needed to transfer these two properties into land bank.

418 West Church Street – This is a four unit property that Jim Capriotti is also interested in. There was discussion on whether to use ESPRI money or check market rate. The properties are secure. Environmental report and cleanouts ordered.

Property Transfers/Evictions

215 Kendall Place – This property has been secured. It is 740 square feet. It will be rehabbed. Specs are being started.

816 West Clinton Street – This 1,600 square foot property will need to have the tenants evicted. B. Maggs reported that on April 22nd the eviction notice will be filed and tenants will have to be out by May 2nd. Property has been posted as there is no electricity. This property will be rehabbed.

224 West First Street – This property will be demolished. Due to the size of the building, it might be considered three demos.

358 College Avenue – This property is next to the 224 West First Street demo property. Tenants will need to be evicted.

357 East Second Street – This property is behind the property on Columbia Street.

927 Scio Street – The land bank will not transfer this property. It has already been transferred or will be transferred by the County. The land bank will not be involved.

On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the demolitions of properties located at 224 West First Street and 358 College Avenue were approved. It was noted that the property at 358 College Avenue might be worth rehabbing. Rocco Soda will look at it for possible rehab.

Arbor is projecting 7 rehabs: 5 properties in land bank and 2 ESPRI. Three more properties are still needed to meet projections to be right on target. Five demos have been included but 8 are budgeted. Arbor is also looking at a property at 302 East Second Street, behind Elm Chevrolet for a demo. The house located at 304 East Second Street is very close to this property with roofs almost touching. Arbor is concerned that both properties may have to be demolished because of the close proximity. They are having trouble tracking down the owner of the property.

Arbor has requested \$476,000 in grants of which \$416,000 is left for remaining projects, which includes \$100,000 for administration.

Other Business/Policy Form Approvals

Property Purchase Application – On a motion by J. Sartori, seconded by J. Miller and unanimously carried, the Property Purchase application was approved.

Draft Annual Report – The report is similar to the one the Syracuse land bank adopted. There is more to add to the Annual Report including a few more bios. Once more information is added to the report, it will be sent back out to the board. A Code of Ethics will be developed that will be more in line with our land bank. A Performance Evaluation was presented. Board members need to provide evaluations each year on how they feel the board and administration functions. The board felt this evaluation was very comprehensive and covered everything. Appendix documents will be worked on. B. Maggs felt that the

land banks purpose is what we have set out to do. A financial/audit report should be part of the Annual Report. The audit should be received by Arbor in a few weeks and will be brought to the next meeting for approval. The audit will cost \$3,000-\$3,500. A summary of number of demos, rehabs, costs, cash on hand and the selling of properties should be included in the report as well. D. Paladino asked if tax exemption paperwork was filed. B. Maggs will get the necessary paperwork to D. Paladino so Arbor doesn't get charged sales tax on rehabs and demos.

Arbor staff asked for approval from the board to sign contracts on behalf of the land bank. Contracts that need to be signed will already be approved by the board. Arbor needs to send signed contracts to their insurance underwriter. They also need a signature on disbursement requests so they can get them into LISC in a timely manner, so projects are not delayed. Arbor may come back to the board if there is a change order over a specific amount. The board felt the money disbursement requests should stay within the board. **All properties, permits, applications, disbursements, landfill and tipping fees will be brought before the land bank board prior to moving forward. On a motion by J. Sartori, seconded by J. Miller and unanimously carried, Arbor was granted the ability to sign contracts that have already been approved by the land bank board and is granted the sign contracts on the land banks behalf was approved. As long as the above motion is in the minutes, there is no need for a policy.**

There was discussion on increasing the board size with a couple of additional members so we are sure to have a quorum at meetings. J. Miller felt the board should broaden their interests and get more people involved, possibly a community member. Sam Potter and Jenn Furman were suggested. If members are added, the bylaws will have to be amended. Members also felt that housing agencies would be good to have on the board. J. M. suggested bringing names to the May land bank meeting for discussion/nomination.

Next Meeting/Adjournment

The next meeting is Wednesday, May 16, 2018 at 9:00 AM. On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the meeting adjourned at 9:58 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary