

Chemung County Property Development Corporation
Minutes of the Meeting
May 16, 2018

Present: Dawn Burlew, Bryan Maggs, Jennifer Miller, Mary Rocchi, Joseph Sartori, Rocco Soda, 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. Sartori, seconded by N. Wagoner and unanimously carried, the minutes of the April 18, 2018 meeting were approved.

Old Business

At the April meeting it was suggested that a few new board members be added to the Land Bank board so we are sure to always have a quorum. J. Miller suggested having someone from the business community like an insurance company. J. Miller will ask Daniel O'Connell for recommendations from Swan & Sons to join the land bank board. J. Miller will also ask Jill Koski from Southern Tier Economic Growth to be part of the board. J. Sartori suggested asking Jennifer Furman who is the Deputy County Treasurer currently. There was discussion that J. Sartori stay on the board until his term expires on 12/31/18 and have Jennifer Furman replace him. There was discussion on the bylaws and new members were appointed. The current five (5) board members are appointed per the by-laws. A resolution will be needed to increase the board to seven (7) members. On a motion by J. Sartori, seconded by D. Burlew and unanimously carried, the terms of the two (2) new at-large board members will expire December 31, 2020 and every three (3) years thereafter. The bylaws will be updated to reflect this amendment. Board terms will be staggered with two members terms expiring in 2018, two in 2019 and three in 2020. The terms will be January 1 through December 31.

Budget/Disbursement

The July 2018 disbursement request will include rehab costs for Kendall Place, Clinton Street, West Gray Street and Columbia Street along with any additional demo costs and increases to costs not covered in the April disbursement.

628 Newtown – Rehab has begun and abatement completed. Construction will be completed at the end of July 2018.

418 West Church Street – R. Soda will meet with Jim Capriotti to see if he is still interested in this property. It will either be land bank or ESPRI property. He will also ask Mr. Capriotti about 357-359 Columbia and 313 West Gray Street to see if there is still interest in these properties. Abatement was started on West Church Street property on April 30, 2018. This is a good market rate project.

215 Kendall Place – The rehab has been approved. An old fuel tank was found buried in the ground and will have to be removed. Once tank is removed the soil may have to be cleaned. Bids will go out the first week in June. The house is 744 square feet with 2 bedrooms and 1 bath.

816 West Clinton Street – The assessed value of this home is \$125,000. Tenants have been evicted. Phase 1 environmental has been ordered, waiting on reports. Bids will go out second week in June.

House needs to be cleaned out and has been neglected. This is a two bedroom, 1 bath house and 1,635 square feet.

406 West Gray Street and 357-359 Clinton – These properties have Historical Society approval. Arbor has to comply with environmental report. State Historic Preservation Office made comments. Arbor will talk to LISC about historic requirements. The Gray Street property cleanout is complete. Arbor is stabilizing the properties so they can be put out to bid. The bids will be back by the next meeting. The Clinton Street property is getting cleaned out.

Ten rehabs are budgeted: seven rehabs for the land bank, two ESPRI rehabs and two demos. Eight demos were projected. The 224 West First Street property was sold at the County tax auction. Arbor was interested in doing a demo which may have been considered three demos because of its size. R. Soda commented that four ESPRI properties have to be done by March 2019.

302 East Second Street – R. Soda is meeting with the owner of the adjacent property, 304 East Second Street, to try negotiate a selling price. The owner is very interested in selling the unoccupied house. Elm Chevrolet is interested in purchasing the lot once demo is complete. Demo cost for both properties will be \$100,000. D. Burlew commented that we will have to accept the loss and deliver the message in an appropriate way so as not to make Elm Chevrolet or the Land Bank look bad. The properties are huge eyesores. Blight has been removed on the other side of the street. The property will be sold for its appraised value. Surrounding neighbors of the property will be asked for their input on selling the property to Elm Chevrolet.

313 West Gray Street – An offer of \$3,500 has been made by an adjacent property owner. He plans to turn it into a greenspace for his tenants. The City Codes department will have to make sure property is kept up. On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the offer of \$3,500 for 313 Gray Street was approved.

Legal Representation – T. Sweet asked B. Maggs to submit a draft contract for the board to review as the June meeting to be the Land Bank's legal representation.

Annual Report

The Annual report was reviewed with the board by A. Wandell. The board reviewed the Code of Ethics. N. Wagoner suggested a change under Responsibility of Board Members and Administrators, Item 2 from "Make advise, or assist any person" to "advise or assist any person". On a motion by N. Wagoner and seconded by J. Miller and unanimously carried, the Code of Ethics was approved with the suggested change. A. Wandell only received one Performance Evaluation and the board felt that was fine to put in report. J. Sartori suggested that under Financial Report before Board Biographies, that brackets be placed around "Total Net Position - \$28" and "Net Position at End of Year - \$28". On a motion by J. Sartori, seconded by N. Wagoner and unanimously carried the draft audit was approved.

Other Business

N. Wagoner met with Community Progress. They offer houses to public, (City and County) employees for half price. N. Wagoner is also a member of the Social Media Task Force and they are trying to relay a positive message to the community by posting construction updates online. She will send out more information to the board on this.

T. Sweet asked if the land bank does Quit Claim Deeds or another type of deed. There was discussion on both. The attorney's do the title search on properties. T. Sweet has the authority to sign deeds and other paperwork. The County Executive also signs deeds.

Arbor is looking at new construction companies to get involved in bidding on rehabs and demos.

Next Meeting/Adjournment

The June 21st meeting will be rescheduled to June 27th as Arbor staff have training they need to attend.

On a motion by J. Sartori, seconded by D. Burlew and unanimously carried, the meeting adjourned at 10:04 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary