

Chemung County Property Development Corporation
Minutes of the Meeting
February 17, 2021

A meeting of the Chemung County Property Development Corporation convened on Wednesday, February 17, 2021 at 9:00 AM via Zoom.

Members present were Dawn Burlew, Jennifer Furman, Emma Miran, Joseph Roman and Thomas Sweet.

Excused: John Burin

Also present were Jeanne Glass and Rocco Soda, Arbor Housing and Mary Rocchi, Recording Secretary.

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 9:03 am, immediately following the Finance and Audit Committee meetings. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the minutes of the January 20, 2021 meeting were approved.

Goals/Objectives Feedback

T. Sweet commented that there has been no feedback from government officials due to other items that needed addressing. It is difficult with the way the Legislature is currently meeting, via Zoom. He suggested approving without input from County government. The land bank is not governed by the County, but we do like to have their input and will continue to communicate with them. J. Furman commented that we need to have guiding documents to continue to move forward. Other board members agreed. On a motion by J. Furman, seconded by D. Burlew and unanimously carried, the Goals and Objectives were approved. J. Glass will send out the latest version of the guidelines.

Financial Reports

Monthly Reports: The monthly financial report was presented with no questions or discussion.

PARIS Report: Amanda Wandell is working on this report due March 31st. R. Soda and J. Glass can ask A. Wandell to clarify any questions the board might have prior to submission.

LISC Grant Progress

759 East Second Street Lot: This property is in closing. No update on closing was provided. R. Soda reported that the new director of Habitat for Humanity, Lindsay Baker is interested in working with the land bank to build on a vacant lot or to rehab homes. In Steuben County the cost of a demolition is split between the land bank and the municipality. R. Soda commented that he receives resistance from municipalities in Chemung County. J. Furman commented that we are going to see more problem properties since we cannot foreclose or evict currently. E. Miran will check to see if the City has any program that would assist with demolition of a house.

Enterprise Grant Progress

329 Lorenzo Place: Closing is scheduled for February 18th. There was a request to plow the driveway. The shoveling contractor has only been doing sidewalks, but there has been a lot of snow lately. T. Sweet signed the papers for this house.

212 Chapman Place: Three full price offers were received for this home and one offer has been accepted. Arbor is working to get a closing date set up. INHS is providing down payment for buyers. They will do their own inspection. The contractor will need to paint the gable before buyers get in or a lead test will have to be done. As soon as the weather is warm enough to paint, the contractor will get it done. Arbor does not want to delay the closing.

1055 Admiral Place: This project is 79% complete. Breakers were ordered months ago, but have not come in yet. Once they are in, an electrical inspection can be done and a Certificate of Occupancy issued. The contractor is working on the next project while he awaits the arrival of the breakers. There was discussion. The rehab costs were high on this property, but we received HOME and CDBG grants. There is a family interested in the house. Arbor is selling to the buyer. If the land bank collaborates with Habitat for Humanity from the beginning of a project, they do not have to go through a realtor. R. Soda will continue to build a relationship with Habitat for Humanity.

407 West Clinton Street: This project is 26% complete. This turned into a really big project. Arbor will try to get the sale price up higher. D. Burlew commented that when there is a loss on a property, that is what the County notices and it hurts the land bank. This property was purchased off the MLS as the County did not have any properties for the land bank. The changes to the property were discussed. Arbor may propose this project to Habitat for Humanity to reduce the land banks costs.

909 Farnham Street: The contractor has the permit and will be starting soon. He should meet the Enterprise grant deliverables. The house is in a desirable neighborhood. J. Glass commented that the same contractors bid on the projects. Arbor has reached out to more contractors to get more bidders but have been unsuccessful. Construction supplies have gone up. The City requires qualified plumbers to come in to do their work so the prices are coming in higher. The land bank might be able to sell the house in the low hundred thousand range.

410 Walnut Street: This property is listed for \$15,000. Andy Hughes may be interested in this property but may only offer \$1.00 for it. There is a \$3,000 commission to pay. The land bank has about \$10,000 invested in this property and break-ins continue to happen. D. Burlew commented that she would like costs that we have incurred covered and not take a loss. The property could not be condemned as it wasn't in bad enough shape. ESPRI funding of \$75,000 has been extended to September 1, 2021. The property is seeing a lot of activity and showings. Arbor will wait for an offer and can counter offer if the bid is not satisfactory.

412-414 Walnut Street: This property was listed for \$15,000. Arbor received an offer of \$10,000 and it was accepted by the board in early February.

New Business

CDBG Application: A. Wandell is working on a CDBG application due March 1st. Arbor is looking for properties under \$30,000 to purchase. The CDBG grant will help Arbor offset the land banks bottom line. A. Wandell is looking for feedback from Arbor.

Annual Report: The annual report was sent out, looking for approval pending EFPR Group audit. J. Furman is okay with the signed engagement letter.

Audit/Finance Committees: J. Furman reported that the Audit and Finance Committees met this morning to review the land bank charters. She would like to consolidate the Audit and Finance Committees into one committee since their missions are similar and the same people serve on both committees. She also suggested appointing a chair and vice chair. It does not make sense to have two different committees. On a motion by D. Burlew, seconded by J. Furman and unanimously carried, the Audit and Finance committees and their charters will be combined into one and the appointment of a Chair and Co-Chair was approved. T. Sweet appointed Jennifer Furman as Chair and John Burin as Co-Chair.

Adjournment

On a motion by J. Furman, seconded by E. Miran and unanimously carried, the meeting adjourned at 9:50 AM. The next meeting will be on March 17, 2021 at 9:00 AM via Zoom.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary