

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

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

Members present were John Burin, Dawn Burlew, Emma Miran, Joseph Roman and Thomas Sweet.

Excused: Jennifer Furman

Also present were Hyder Hussain, Legal Counsel; Jeanne Glass, Danielle Kenny, Rocco Soda and Amanda Wandell, Arbor Housing; and Mary Rocchi, Recording Secretary

CALL TO ORDER/APPROVAL OF MINUTES

Chairman T. Sweet called the meeting to order at 9:00 AM. On a motion by J. Roman, seconded by D. Burlew and unanimously carried the minutes of the meetings on February 8, 2021, February 24, 2021 and February 17, 2021 were approved with one correction on the February 17, 2021 minutes.

OLD BUSINESS

Annual Report – A. Wandell reported that Arbor should receive the draft audit in April. She cannot finalize the PARIS report, due March 31, until the audit is received.

Procurement Policy – D. Kenny reported that this policy needs to be re-adopted annually. The board did not feel any changes were necessary. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the re-adoption of the Procurement Policy was approved.

FINANCIAL REPORTS

Monthly Reports – The monthly financial reports were reviewed with no changes or questions. On a motion by J. Roman, seconded by J. Burin and unanimously carried, the financial report was approved.

PARIS Report – A. Wandell commented that she is waiting on the draft audit before PARIS reporting can be completed.

Disbursement Update – A. Wandell reported that she would submit a disbursement for \$231,075.98.

LISC GRANT PROGRESS

759 East Second Street – The closing on this lot is tomorrow.

ENTERPRISE GRANT PROGRESS

212 Chapman Place – Arbor is working toward closing on this property. There were a couple of items to repair and the house was re-inspected. INHS is happy. Arbor is waiting for survey to come back. H. Hussain sent paperwork to Sayles Evans, the buyer's attorney and is awaiting a closing date.

1055 Admiral Place – A Habitat for Humanity family has been looking for a larger house for a few years and will be touring the property today with J. Glass. Arbor plans to work with the family directly to avoid listing it on the open market. The appraisal price is \$98,000. Arbor asked the board if it would be okay to offer the house to the family for \$92,000. The family does meet the income guidelines of below 80% AMI. On a motion by D. Burlew, seconded by J. Burin and unanimously carried, the board approved selling the property to the family from Habitat for Humanity for \$92,000 but if the family decides they do not want the house, it will be listed on the open market for \$99,000.

407 West Clinton Street – This property is 60% done. The drywall was repaired, the bathroom is in and interior painting done. The contractor is working on the roof and will paint exterior last. The estimated date of completion is April 15, 2021, ahead of schedule.

909 Farnham Street – The project was recently started and is about 20% complete. The kitchen and other parts of house have been demolished. Appliances have arrived.

410 Walnut Street – The buyer of the property applied for the ESPRI funds to be used on this house. He is eager to get started with the project, which will need to be done by September 2021 to be able to use the ESPRI funds.

412-414 Walnut Street – The papers for this property were signed yesterday and delivered to Attorney Denton's office. The attorney needs to know of the time constraints on the property. A timeline for the project was submitted. Mike Rangstrom from City Code Enforcement has worked with this property owner before and has no concerns that the project won't be done on time.

320 Webber Place – J. Burin asked if there was an update on this property. The permits are open until September 2021. No inspections have been requested. There is worry that this will become a problem property. D. Kenny commented that technically the owner has until the end of June to meet the deadline, which is only 90 days away. D. Burlew suggested H. Hussain send a letter to the property owner, along with the timeline the owner gave Arbor, to remind him what he committed too. The property owner is doing the work himself. H. Hussain will prepare a letter, on behalf of the land bank, outlining the guidelines of the land bank and send it out today. D. Kenny will provide more information to H. Hussain.

NEW BUSINESS

Bills Being Sent to STEG – D. Kenny reported that the tax bills for land bank properties are being sent to STEG at 400 East Church Street, since that is the Land Bank's address, according to the bylaws. She commented that the mail was not being sent in a timely manner from STEG, therefore making tax payments late, which some municipalities are not forgiving the late charges. M. Rocchi replied that she opens the mail for STEG and sends any mail the land bank receives out the same day she receives it. D. Burlew suggested scanning and emailing future mail, which will be done.

Zombie Property List – Arbor would like to work with City of Elmira Code Enforcement to obtain the Zombie property list. There are many properties in legal limbo that the land bank would like to look at to see if they can rehab some of the properties. We don't have much in the pipeline for new rehabs.

The Zombie list has over 200 properties that nothing is being done with. R. Soda is working with Cornerstone Homes to see if they have any properties under \$60,000 that the land bank could look at.

New Properties – R. Soda reported that there is a house at 504 Matthews Street, which had a fire. The owner is willing to donate the house to the land bank. Due to the extensive damage, the house would most likely have to be demolished, which could cost the land bank \$25,000. The house is on a nice lot in a fair neighborhood. R. Soda commented that if the land bank took this house, he would like to have a developer lined up. There was discussion on how the property owner should take responsibility for the property and not just collect insurance money and make it someone else's problem. The land bank board decided to pass on the property, since the land bank has limited funds.

ADJOURNMENT

On a motion by D. Burlew, seconded by J. Burin and unanimously carried, the meeting adjourned at 9:38 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary