**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**June 16, 2021**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, June 16, 2021 at 9:00 AM via Zoom.

Members present were John Burin, Kevin Meindl, Emma Miran, Joseph Roman and Thomas Sweet.

Members excused were Dawn Burlew and Jennifer Furman.

Also present were David Gable, EFPR Group; Thomas McGrath and Hunter Gradie, Community Preservation Corporation; Hyder Hussain, Counsel; Jeanne Glass, Danielle Kenny, Rocco Soda, Arbor Housing and Mary Rocchi, Recording Secretary.

**Call to Order**

E. Miran called the meeting to order at 9:01 AM.

**Audit Review**

D. Gable from EFPR Group reviewed the audit. An overview was sent to the board prior to the meeting. The entire audit was conducted remotely in March and April. The audit had an unmodified opinion. Form 990 and NYS CHAR will be out in draft soon, they are currently in their internal review process. Operating cash decreased by $62,109. Receivables increased to $132,482, which consisted almost entirely of amounts due from Enterprise Community Partners. Total assets increased to $359,250. Net assets increased to $358,996. All net assets are without donor restriction this year. Total revenue amounted to $555,039, which is a decrease from last year. Overall expenses were $488,984. The footnotes were explained. Mr. Gable did not see any problem areas. NYS recently passed legislation, which will require non-profit Corporations to submit a complete copy of their CHAR 500 and US Form 990 and their audited or reviewed financial statements to the NYS Department of State with a $25 filing fee.

**Community Preservation Corporation**

T. McGrath reported that Community Preservation and Homes and Community Renewal have formed a partnership to assist minority contractors to bid on rehab projects for land banks. The program is called Access and it is designed to help minority developers/contractors take the next step up. Some land banks have difficulty attracting developers especially if a property is not in a nice neighborhood. Access would like to provide a subsidy to these developers. There would be a minimum of 5 units and a maximum of 10 units that would be rehabbed in a neighborhood. HCR is okay with a land bank partnering with a developer. If a minority contractor cannot be found locally, then they can look outside the area. Closing cost assistance might also be provided. CPC would help developers with a sizable scope of work. The Access application is approved at the state level. HCR’s goal is to create a one stop shop. Funding can go as high at $95,000 per unit. The target buyer is 80% median but it allows up to 100%. The actual value of the house is tied to a homeowner education program. R. Soda commented that the land bank currently has no properties in stock in Census tracts 7 and 10, which is the focus of the land bank as they have a lower resale value. He expressed his concern over timing of this application. Arbor’s construction manager has identified about 40 homes for rehab but have not looked at them yet. The acquisition costs might be significantly higher. The appropriate developers would have to be found. HCR could work with Arbor on pre-acquisition money and may be able to provide up to $75,000 per unit. There is $25 million available. There is also a Participation Loan Program. The award takes about 4-6 months for closing since they are working with the state. If the numbers can be worked up in advance an award could be within 60 days. You are allowed to apply more than once. Long term reporting requirements were discussed. The state has not identified restrictions yet. No applications from land banks have been received yet. The Regional offices are available to help. T. Sweet commented that the land bank has never discouraged minority contractors. The land bank relies on the Chemung County tax foreclosure sale for properties, which has been delayed. Our land bank doesn’t have the money to buy properties. If the land bank sent targeted properties to HCR, they could look at the properties in advance to see if the numbers work for a pre-development loan. To make this acquisition work, the state would need to have the money set aside once approval was received. D. Kenny and R. Soda will look closely at numbers. They might have options next month. There might be stimulus money available. Arbor is leveraging a land bank Ambassador program through Elmira and Corning.

**OLD BUSINESS**

**Board Appointment:** Kevin Meindl, Planning Commissioner for the Chemung County Planning Department was appointed to the board.

**Zombie Property List:** E. Miran had no updates. Mike Rangstrom is leaving the City this week. The zombie properties were reviewed at the last meeting. She will get an update.

**320 Webber Place Update:** Mike Rangstrom from City of Elmira Code Enforcement met with property owner to check on progress, which is supposed to be completed this month. There were many items that did not pass inspection. He is making some progress, but there is a language barrier, which makes it difficult for the owner to understand what is being asked of him. The owners attorney had a detailed list of things the owner has done. The owner is satisfactory with the improvements. The contract we gave him was very subjective the way it was written. We don’t want this property on our record as that is not the land banks mission. The electricity and water are on and most debris gone. He replaced a wall and ceiling. He needs to improve on the curb appeal. It is not done up to code. The owner is under the impression he is going to lose the house so he doesn’t want to put any more money into it. Originally the land bank was going to demolish the house but the asbestos abatement was $80,000 and another $30-40,000 would have been the demo. The outstanding building permit was closed and the plumbing permit was closed. Code Enforcement has no authority to go into the house again. There was discussion. It is not eligible for housing funding from the City. R. Soda will see if he can get permission from property owner to go inside property for Arbor’s inspection. H. Hussain commented that the owner did not have an attorney when he purchased the property. The property will most likely come back to the land bank on June 25, 2021. There was discussion on what land bank and Arbor can to so this type of situation does not happen again. A detailed scope of work and itemized list for the homeowner will be provided. The environmentals were not done on this property prior to sale.

**Property Acquisition Updates:** The property acquisitions for Oakdale, Pennsylvania Ave and First Street are moving forward. The house on Pennsylvania is waiting for the asbestos survey to come back. The house on Oakdale is having a full abstract done and will be ready to close when complete. The house on First Street is in the attorney’s hands and we are waiting to close.

**FINANCIAL REPORTS**

**Monthly Reports:** The land bank is in good position. All funds have been requested and received. Waiting to hear about any other programs available to land banks.

**ENTERPRISE GRANT PROGRESS**

**1055 Admiral Place:** John Maloney is representing both the buyer and seller. Agreement was signed today by Chris Snyder and will be sent to us. Closing should be end of July as a Sonoma loan requires 60 days to close. The land bank is using the CDBG and HOMES funding and will provide E. Miran a report by the end of the month.

**407 West Clinton Street:** The final walk through was done. The house turned out well. Mulch was added around the house and a few other improvements were made per Arbor’s request. Code Enforcement has been scheduled for a Certificate of Occupancy. Should be wrapped up by end of week.

**909 Farnham Street:** A walk through will be done the end of next week. A Certificate of Occupancy will be issued by end of month. There is a potential buyer so we may not have to use a realtor. Arbor increased the price from $90,000 to $95,000 but will hire an appraiser to go through it.

**NEW BUSINESS**

**MOU Discussion:** The Memorandum of Understanding between Arbor Housing and Chemung County Property Development Corporation expires at the end of August 2021. D. Kenny sent a draft around to the board. She would like to review draft at the July meeting and get renewal of contract in place.

**Grant Writer Legacy Grant:** R. Soda doesn’t have numbers yet. Arbor is short staffed and might need help to write this grant. In the past, Nicolette Wagoner assisted with the grant writing for the land bank.

**Staff News**: Amanda Wandell is on maternity leave until October. Jeanne Glass is leaving Arbor to move to Arkansas to be with family. Arbor also has one of their construction people retiring. J. Glass was thanked for her service to the land bank. She will be missed.

**MINUTES**

On a motion by J. Burin, seconded by E. Miran and unanimously carried, the minutes of the May 19th , 2021 meeting were approved.

**NEXT MEETING/ADJOURNMENT**

The next meeting will be Wednesday, July 21, 2021 at 9:00 AM via Zoom. On a motion by E. Miran, seconded by J. Burin and unanimously carried, the meeting adjourned at 10:23 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary