**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**November 17, 2021**

A meeting of the Chemung County Property Development Corporation convened at 9:00 AM on Wednesday, November 17, 2021 at the Hazlett Building, 203 Lake Street, 5th Floor Conference Room, Elmira, New York.

Members present were John Burin, Jennifer Furman, Kevin Meindl, Joseph Roman and Thomas Sweet.

Excused members were Dawn Burlew and Emma Miran.

Also present were Susan Bull, Terra Deitrick, Danielle Kenny and Doug Madison, Arbor Housing; Hyder Hussain, Legal Counsel and Mary Rocchi, Recording Secretary

**Call to Order/Introductions**

Chairman T. Sweet called the meeting to order at 9:03 AM. D. Kenny introduced Susan Bull, the President and CEO of Arbor since July 2021.

**Minutes**

On a motion by J. Burin, seconded by J. Roman and unanimously carried, the minutes of the October 26, 2021 meeting were approved.

**Old Business**

**Zombie Properties:**  D. Kenny reached out the John Ryan, Corporation Counsel for the City of Elmira to discuss the Zombie property list. She has not heard back from him. J. Burin will reach out to Mr. Ryan to see if the Land Bank can obtain a copy of the list.

**ARP Fund Update:** D. Kenny discussed a possible opportunity to apply for APR funds through the City of Elmira. She reached out the City Manager Michael Collins and Mayor Daniel Mandell but has received no feedback. The money would be used for demolition of dilapidated properties in the City of Elmira. J. Burin will reach out the Mr. Collins and Mr. Mandell to discuss the ARP program.

**Financial Reports**

**Monthly Reports:** J. Furman expressed concern as we get closer to year end that we have a negative balance of $143,000. We need to continue turning profits on properties as we sell them. D. Kenny reported that the Admiral Place property sold recently. There is $98,000 more in unrestricted. D. Kenny is expecting it will be a break even budget by year end. J. Furman would like to find a way to incorporate administrative overhead into the projects. We need to build the administrative costs into the budget and include the variables in the property sheet. It will also help in assessing the properties. D. Kenny also submitted a $40,000 reimbursement to Emma Miran to process for HOMES and CDBG funds.

**Enterprise Grant Progress**

**407 West Clinton Street:** D. Kenny asked the realtor what she felt was a good price for this property and she suggested a price over $130,000, which is high for this transitional neighborhood. The realtor did hold an open house but no one attended in person. She has the house listed on Board of Realtors site, Zillow, social media and other sites. She had one person attend the open house via live stream. There were 300 people that clicked the link. Arbor lowered the price of the house to $124,900, but don’t want to drop the price any more. An appraisal was done on the property. We don’t want to forego the $40,000 in grant funds that we are receiving for this house. We will have more carrying costs during the winter months with heat so pipes don’t freeze and shoveling/plowing any snow. D. Kenny will provide an update each month.

**909 Farnham Street:** D. Kenny reported that we are moving through the process to closing. There was no update on the appraisal. The house sold for $137,694, with a net gain for the land bank of $2,495.81.

**New Properties**

**525 West First Street:** D. Madison revised the specs on this property. Habitat for Humanity was taken out for the rehab of the kitchen as the cost wasn’t feasible. Arbor will go out to bid for the walls and floors.

**385 Pennsylvania Avenue:** Arbor is waiting to get specs from Habitat for Humanity. They are working on keeping the porch. Arbor checks on the houses regularly to winterize it so pipes don’t freeze.

**106 Oakdale:** Habitat for Humanity has cleaned out most of the remaining items in the house. The carpets on the first floor will be removed as there are nice hardwood floors underneath. The property has been secured and windows checked. There have been no more signs of people entering the residence illegally.

**New Business**

**PARIS Reporting:** A budget will be presented next month for board approval. The actual numbers from 2020 will be available. Arbor hopes to have annual report by end of March. They will present report to the audit committee for approval and then to the board.

**2022 Meeting Schedule:** D. Kenny had mentioned at the last meeting that a change in meeting date/time are being considered for better attendance. The third Tuesday of the month is being considered. T. Sweet commented that he prefers early meetings in case he is called in to work. Arbor will send out email asking board for times to meet.

Board evaluations are due next month.

T. Sweet’s term is up at the end of December 2021. The Chairman of the County Legislature appoints the Land Bank Chairman.

**Foreclosure Properties:** J. Furman commented that there is a large list of foreclosure properties this time. There was an additional year on taxes because of the waiver. She feels that many of the properties will fall off the foreclosure list as people will pay their taxes.

**261 Partridge Street:** D. Madison discussed this Cornerstone property. The owner wants to donate the property to the land bank and requested that we pay half the back taxes of $12,000.00. D. Madison said he would take it to the board for discussion. J. Furman commented that the County has an installment program for property owners. The house was left in poor condition after the second tenant stopped paying rent. There was further discussion.

**Other Business**

T. Sweet asked if Arbor could put together a four year report like they did a couple of years ago. It would be helpful for the County and City to see the accomplishments of the land bank. He also suggested putting together a press release to show what projects we’ve done with before and after pictures.

**Next Meeting**

The next meeting is Wednesday, December 15, 2021 at 9:00 AM.

**Adjournment**

On a motion by J. Roman, seconded by J. Burin and unanimously carried, the meeting adjourned at 9:34 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary