**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**July 21, 2021**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, July 21, 2021 at 9:00 AM in the 5th floor conference room of the Hazlett Building, 203 Lake Street, in person and via Zoom.

Members present were John Burin, Kevin Meindl (Zoom), Emma Miran and Thomas Sweet.

Members excused were Dawn Burlew, Jennifer Furman and Joseph Roman.

Also attending were Hyder Hussain, Legal Counsel; Danielle Kenny, Douglas Madison 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 9:08 AM. On a motion by J. Burin, seconded by E. Miran and unanimously carried the minutes of the June 16 and June 23 meetings were approved.

**Old Business**

**Zombie Property List:** E. Miran had no update on the list. She will connect with the law department again to find out the status.

R. Soda introduced Doug Madison who has been with Arbor for 12 years. He is the construction manager and will take on Jeanne Glass’s position as well.

**Property Acquisition Updates**

**106 Oakdale:** Waiting to close on property. H. Hussain reported that the paperwork is ready, should close in a couple of weeks.

**Pennsylvania Avenue:** Closed on this property recently.

**First Street:** Closed on June 30th. This property is already gutted. D. Madison will get abatement quotes.

**Financial Reports**

**Monthly Reports:** D. Kenny presented the monthly financials. Jennifer Furman reviewed them and had no questions. Total assets are $448,000. The Admiral Place property will close this month. The Farnham Street and Clinton Street properties will go on the market. There are reimbursement funds due from the City CDBG fund. We should hear about the $500,000 grant from Tioga Downs by the end of the year. Tioga Downs pushed out the timeline for a year due to COVID. It should be awarded in 2022.

**Draft 990:** D. Kenny presented the draft 990. Arbor will get it finalized and sent back to the auditors. It is basically a summary of the financial report and complements the audit. On a motion by E. Miran, seconded by J. Burin and unanimously carried, the monthly financial report and the draft 990 were approved.

**Enterprise Grant Progress**

**1055 Admiral Place:** Should close on property this month. H. Hussain commented that they are waiting on the attorney who is representing both the buyer and seller. The land bank is ready to close. The fees will be prorated once a date is set. We are waiting on the buyers financing. The date will have to be amended.

**407 West Clinton Street:** The rehab is complete. It was appraised at $131,000. There has been no interest yet and will be listed on the open market. D. Kenny has not requested the HOMES and CDBG funds for the property yet. E. Miran suggested reallocating them to another project. The loss would be just under $21,000. This is a beautiful home for a larger family. Arbor could put it on the market for 30-60 days to see if someone is interested that would be in the 80% AMI. D. Kenny will run a proforma on the property. There are not a lot of people in the 80-100% AMI range. The house will be listed with the realtor. The housing market is very active right now. The rehab cost was over $140,000. There was discussion on the listing price. David Lindquist did an appraisal on the property. On a motion by E. Miran, seconded by J. Burin and unanimously carried, a listing price of $134,900 for 407 West Clinton Street was approved.

**909 Farnham Street:** A Certificate of Occupancy was issued this week. There are a few small items to finalize. The property was appraised for $125,000. The land banks net profit is projected to be $22,600. There is a person interested in the house. D. Kenny will get income information from buyer to make sure they are qualified. If the buyer is not qualified, Arbor will list the property on the open market. There was discussion on a listing price. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the listing price of $129,900 and authority given to Arbor to list the property if potential buyer does not work out was approved. Arbor was previously approved to negotiate up to 10% less of listing price.

T. Sweet thanked H. Hussain and his office for handling all the closings and legal work for the Land Bank.

**New Business**

**MOU Discussion:** The Memorandum of Understanding the Land Bank has with Arbor Housing expires at the end of August 2021. The MOU is the same as in previous years. Arbor is requesting a two-year extension. On a motion by K. Meindl, seconded by J. Burin and unanimously carried a two-year extension for Arbor Housing to administer the Chemung County Property Development Corporation Land Bank was approved. D. Kenny will update the MOU and get it to T. Sweet for signature.

**Meeting Locations:** Since the Land Bank is a Public Authority there are certain rules it must follow. The meeting is open to the public so people that are not board members may attend. The location of the meeting needs to be made public. Members may attend the meeting in person or via video conference and are allowed to vote. There should be a primary meeting site. M. Rocchi will check to see if 5th floor conference room is available on a monthly basis through the end of 2021.

**Other Business**

**403 West Gray Street**: R. Soda has been contacted by Sam Draper regarding this lot. He would like the land bank to hold the lot for him so he can put in a garden and used the adjacent house for an Airbnb or Bed and Breakfast. He is interested in ESPRI funds. The land bank does not own this vacant lot. R. Soda will let him know that he will need to purchase the lot from the tax auction as the Land Bank does not own it. A deal was never made with Mr. Draper.

**Senior Living:** J. Burin asked if it is possible to gather information regarding the number of senior citizens living in Chemung County whose income level is at or below the poverty level and the number of seniors that own a home. R. Soda commented that Arbor’s Home Ownership department might have that type of information. E. Miran commented that she has access to City and County census data that she can work through. The information might be a couple of years old as the census is not done every year. There is a five-year strategic plan for funds for the City through HUD.

**Arbor Properties:** Arbor met with Christopher Moss and Emma Miran about four properties they purchased to rehab in the area of the Ziff Law Firm. They are working with Elise Johnson-Schmidt on a plan for these properties. An application will be submitted in August. There is a City Legacy grant that they will apply for as well. R. Soda would like to reach out to 13 property owners and try to co-develop properties. He is also looking into public searches for the Landlord Ambassador Program. There are $10,000 grants available for 30 to 40 homes to help landlords on safety and code issues. Arbor will talk to the City to see if there is any stimulus money available. Arbor would like to form an Elmira Housing Partnership. They have a Corning Housing Partnership, which has 30 properties. There is COVID money available too.

H. Hussain commented that there would be double the properties in the auction next year, which will be in August. The County will provide homeowners an opportunity to meet and work out an agreement to pay their delinquent taxes. The online auction will begin soon.

K. Meindl commented that he audio capacity for the meeting wasn’t very good. We will work with the County on the video set up before the next meeting.

**Adjournment**

On a motion by J. Burin, seconded by E. Miran and unanimously carried, the meeting adjourned at 9:48 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary