

Chemung County Property Development Corporation

Minutes of the Meeting

April 17, 2024

A meeting of the Chemung County Property Development Corporation convened on Wednesday, April 17, 2024 at 9:00 AM in the Legislative Chambers, 5th Floor, Hazlett Building, 203 Lake Street, Elmira, New York.

Members present were John Burin, Kevin Meindl, Emma Miran, Theresa Murdock, and Thomas Sweet.

Also present were Emily Barrett, Habitat for Humanity; Terra Deitrick and Douglas Madison. Arbor Housing.

T. Sweet called the meeting to order at 9:00 AM.

On a motion by T. Murdock, seconded by E. Miran and unanimously carried, the minutes of the March 20, 2024, meeting were approved.

Old Business

Strategic Plan Development: Board discussed the plan as it currently stands in development. T. Deitrick reports that the plan is currently in development. Staff from Arbor Housing meet on a bi-weekly basis with MRB Group. K. Meindl requested clarifying information on when the board will interact with the consultants again and why the plan was changed from Strategic Plan to Operational Plan since there are differences between these two document formats. K. Meindl stated he believed that Affordable Housing should be listed as Expand not just recommended as Kept on page 7 of the report. K. Meindl provided feedback on the expanding pipeline through collaboration section, page 3, and that the expanding relations with non-governmental community members and organizations could go beyond just the development of a pipeline of properties. T. Deitrick reported that the steering committee (Joe, Emma, Kevin, Tom, Theresa, Hyder) could meet with MRB Group at one of the upcoming Monday meetings with MRB Group. She also reported that Capriotti Properties, Chris Easton, a contractor who works on many Land Bank projects, and other Land Bank organizations have been consulted. K. Meindl recommended that the County Executive be interviewed as well for the plan. MBR group is exploring alternative uses for vacant lots.

Financial Reports

Monthly Reports: The board reviewed the Balance Sheet and Income Statement. J Burin requested clarification on who prepares the financial reports for the board's review. T. Deitrick stated that the accounting department of Arbor Housing and Development prepares the reports based on expenses that come out and income going in. Danielle Kenny prepares the budget.

On a motion by J. Burin, seconded by K. Meindl and unanimously carried, the financial report was approved.

Properties – Completed Projects

509 Liberty Street: Property is under contract for \$114,900 with 6% towards closing costs. Matthew French is the buyer. Net gain on this sale is \$139,964.61. K. Meindl commented that it is nice to see a sale that provides some net gains to the Land Bank.

453 Livingston Street: Property has been listed on the market for \$135,000. The buyer backed out due to title insurance issues (2-year mark). Another offer was received for \$135,000 with 6% for closing costs to net \$126,900. Buyer, Rachel Bliss, listed current home for sale.

Properties – Rehabilitation Projects

512 Harcourt Drive: D. Madison reports that the interior dry wall has been replaced and is now completed and painting is in progress. J. Burin asked who the contractor is. D. Madison reports that Griffin Construction is the contractor for the project.

Properties – Demolition

610 Falck Street: Demolition completed 12/14/2023 by LCP Group and air monitoring by Paradigm Environmental Services Inc. This is a larger corner lot that could be used for an infill project. K. Meindl asked if the Land Bank will be holding on to the property. T. Deitrick reports that currently it is being held on for a possible development.

411 South Walnut Street: Demolition completed 12/14/2023 by LCP Group and air monitoring by Paradigm Environmental Services. T. Sweet asked if the lot would be large enough to build on. It was unclear if the lot would be large enough for reconstruction. T. Deitrick will look into the lot size requirements.

1302 Lackawanna Avenue: Demolition completed 11/6/2023 by LCP Group and air monitoring by Paradigm Environmental Services Inc.

1006 Oak Street: Contracts have been signed for a \$28,000 demo from LCP Group for demolition of 1006 Oak Street. E. Barrett reports that Habitat for Humanity has looked at the property with Arbor Housing and Development and believes that that Habitat could rehab the property instead of a demo. However, she stated that the Habitat board would be concerned about any high acquisition costs. She reports that it is unlikely the board would want to pay more than \$5,000 in order to make the rehab cost-effective for the future buyer. Additionally, Habitat has done work in the area already including Pratt Street and a Community Cleanup, so it would make sense for them to take on another project in that area. J. Burin asks if it's possible to deed the property to Chemung County Habitat since it would be better to do a rehab instead of a demo. He stated that there are other properties in the City which could be demoed instead. T. Deitrick reminded the group that the contracts have already been signed with LCP Group for a demo so that would have to be modified; additionally, the cost of the environmental have been covered by HCR and the LBI Initiative Grant, so approval would need to come from New York State HCR prior to any modification. Additionally, the property has already been condemned by the Department of Code Enforcement. It was decided that no motion would be taken at this time instead T. Deitrick would explore the options with Code Enforcement and HCR to see if they could actually change the plan at this point, or if instead the rehab through Habitat would be done at a future date with another property.

New Business

Form 990: The board reviewed the 990 filing for the Land Bank. On a motion by J. Burin, seconded by K. Meindl and unanimously carried, the Form 990 was approved.

PARIS: T. Deitrick reports that PARIS was filed. A survey response from D. Burlew was not included. T. Sweet asked if anyone had reached out to D. Burlew to see if there is a plan for continued attendance. T. Deitrick stated that both M. Rocchi and J. Roman communicated with D. Burlew. The board discussed the possibility of moving J. Roman into the IDA designated seat, which D. Burlew currently holds, so that E. Barrett can be appointed to the board as the at-large seat. T. Deitrick stated that an attendance policy does exist within the by-laws. Additionally, the at-large seat would be an appointment from the County Executive and the Mayor. The board agreed that it would be better to have someone who is able to attend and participate in the meetings.

Funding: T. Deitrick reviewed with the board the current property address and funding/grant sources being used. An update on the HCR Land Bank Initiative Grant was provided to the board. Phase 1 Round 1 was fully dispersed in the amount of \$100,000. Phase 1 Round 2 has \$50,000 remaining; another disbursement will be made on May 7, 2024. Phase II was awarded in June 2023. A total of \$212,774.14 was disbursed and \$131,103.86 is remaining.

J. Burin requested that a presentation be made to the legislature. The presentation would be an opportunity to provide updates and highlight the impact of the Land Bank.

On a motion by K. Meindl, seconded by T. Murdock and unanimously carried, the meeting adjourned at 9:48 AM.

Respectfully submitted,

Emma Miran

Board Secretary