

Chemung County Property Development Corporation
Minutes of the Meeting
December 20, 2023

A meeting of the Chemung County Property Development Corporation convened Wednesday, December 20, 2023 at 9:00 AM in the Legislative Chambers, 203 Lake Street, 5th Floor, Elmira, New York.

Members present were John Burin, Kevin Meindl, Emma Miran, Theresa Murdock, Joseph Roman, Thomas Sweet

Also present were Hyder Hussain, Legal Counsel; Allison Herman, Chemung County Planning Department; Terra Deitrick, Douglas Madison, Arbor Housing; and Mary Rocchi, Recording Secretary.

Dawn Burlew was excused.

Call to Order/Approval of Minutes: Vice Chairman J. Burin called the meeting to order at 9:05 AM. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the minutes of the November 15, 2023 meeting were approved.

Old Business

Sexual Harassment Certifications: There is one certificate that has not been received yet.

RFP for a New Audit Company: The RFP was sent out for a new audit company and bids have been coming back in. Megan has been sorting through them as she receives them. The board will be kept posted.

Financial Reports

Monthly Reports: Financials through November 2023 were presented. J. Burin was concerned about a deficit of \$269,000 versus a budgeted plus \$17,000. This is a timing issue. T. Deitrick commented that the sale of 525 West First Street has not gone through yet. This house sold for \$119,900. Phase One, Round Two of grant money has not come in yet, which is \$300,000. We may go into year end at a deficit, but that will catch up soon. On a motion by K. Meindl, seconded by T. Murdock and unanimously carried, the financial report was approved.

Properties – Completed Projects

216 South Walnut Street: The offer for \$120,000 was accepted. Arbor is waiting on the buyer's bank for approval. H. Hussain commented that the attorney for the buyer had not recorded the mortgage yet.

Properties – Rehabilitation Projects

509 Liberty Street: Construction is complete. House is listed for \$114,900. There have been two showings with interest. HCR funds will cover acquisition, environmental and construction costs. The kitchen was gutted, bathroom remodeled, stove, dishwasher and flooring replaced.

512 Harcourt Drive: Construction is underway. HCR funds will be used for acquisition, construction costs and environmental. It is a three bedroom, two bathroom home. The back of the house was in poor shape and has been redone with stairs to the driveway.

453 Livingston Street: This rehab should be done by year end. The kitchen was redone as well as other improvements.

Properties – Demolition Projects

610 Falck Street: The house was demolished on December 14. LCP Group did demo and air monitoring was done by Paradigm Environmental Services. This is a large lot. Arbor will work with Habitat for Humanity to see if they are interested in doing a new build on this property. HCR funds will be used for acquisition, environmental and construction costs.

411 South Walnut Street: Demo is complete. HCR funds were used for acquisition, construction and environmental. K. Meindl commented that the Sewer District is doing a pilot program on green infrastructure. He will check with the design engineers to see if the stormwater retention district falls within this lot and the 1302 Lackawanna Avenue lot. Arbor has not approached PC Solutions to see if they are interested in this lot next to their business. Habitat for Humanity was also considered but they are strained for capacity for new builds. They might be able to handle one lot per year. There was discussion on whether to hold properties or dispose of them quickly as Land Bank has to carry insurance on each property and pay for mowing or snow removal. Arbor does not do single family housing. They might consider a multi-unit development but they would want an entire block of land. There currently is no grant money to build a home. BOCES builds one home per year. Developers don't want a single lot. Arbor hopes new funding will come in 2024. T. Sweet commented that the state government might allow more money for land banks in 2024. The board decided to hold demo properties for 3 to 4 months to see what state does.

1006 Oak Street: Property has been vacated and secured. Arbor is working on LBI Environmental Review and Checklist. RFP sent out for demo and are due January 3, 2024. Water has been removed. Arbor is waiting for NYSEG to remove meters.

Other Projects

Strategic Plan: The RFP went out and are due back on December 29th. Arbor reached out to several companies and have received two bids so far. H. Hussain suggested using Bid Net for RFP's.

List of Vacant Properties: E. Miran provided Arbor with a list of vacant properties from the Elmira Fire Department. They are all demos but the City does not have the funds to perform demos. Some of the burned structures are very large. Hopefully there is a Round 2 of grants to allow for more demos. The Lindenwald House is one of the buildings that needs to be demolished. This building is on a large piece of land. The Elmira Housing Authority might be a good source for multiple housing. There was further discussion.

RFP of Realtor Services: Arbor will send out RFP for realtor services. We have had the same realtor since the land bank began. She requires 6% commission and is the only one that showed any interest. Steuben County's realtor charges a flat rate commission. The board felt it was a good idea to do an RFP.

Next Meeting/Adjournment: The next meeting will be Wednesday, January 17, 2024, 9:00 AM in the Legislative Chambers at the Hazlett building. On a motion by T. Sweet, seconded by J. Roman and unanimously carried, the meeting adjourned at 10:02 AM.

Respectfully submitted,

Mary Rocchi
Recording Secretary