

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**February 15, 2023**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, February 15, 2023 at 9:00 AM in the 5<sup>th</sup> Floor Conference Room of 203 Lake Street, Elmira, NY.

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

Dawn Burlew was excused.

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

**Call to Order/Approval of Minutes:** Chairman T. Sweet called the meeting to order at 9:00 AM. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the minutes of the January 18, 2023 meeting were approved.

**Old Business**

**Paris Reporting:** Board evaluations and biographies are needed from board members. Arbor is working with the auditor to get these by the next meeting to comply with the ABO.

**Sexual Harassment Certifications:** H. Hussain is working with IT to get Sexual Harassment certificates for board members. T. Deitrick will send him list of missing certificates.

**2022 Review Report:** T. Deitrick mailed letters to land bank recipients on January 18 and again on February 6 to see if the homeowners would provide a success story of their land bank home. She did not get any replies. J. Roman suggested getting interviews earlier in the process, when we are still working with the family. Put their interview in a document for them to sign to agree to use the statement. D. Kenny commented that the people are aware it is a land bank home when they are working through the process. An application needs to be completed by applicants for a land bank home.

**Financial Reports**

**Monthly Reports:** D. Kenny reported that an annual budget column for 2023 has been added to the financial report. It shows monies spent versus budgeted. If you want an item adjusted, let her know. On a motion by J. Burin, seconded by J. Roman and unanimously carried, the financial report was approved subject to Jennifer Furman's review.

**Properties**

**525 West First Street:** There have been three showings. Arbor is getting good feedback on the house. Location is the biggest concern. We will continue to list it at \$125,000 as it has only been listed one month.

**512 Harcourt Drive:** Environmental surveys are complete and will be reviewed. Clean out is done.

**453 Livingston Street:** Environmental surveys are complete and will be reviewed. Clean out is done.

**216 Walnut Street:** The owner is moving into senior housing. She is moving items into storage and should be out of house by end of week. D. Madison feels this should be an easy rehab with minor updates to the kitchen, bathroom and roof. The house is sided and will be power washed. New windows will be installed. D. Madison suggested not using HOME funds on this property so there are no restrictions when it is put on the market. The owner is being billed for holding costs since she is living there but the property is in land banks possession. An updated invoice will be sent in thirty days. Arbor is paying the insurance and NYSEG bills which are about \$400-\$600 per month. Arbor is also trying to get the keys to the property.

### **New Business**

**Land Bank Initiative Grant:** This grant is due in March. A land bank can apply for \$100,000 to \$2 million in funds for pre-development costs or demolition, acquisition, etc. It is not a main source of funding for rehabs. Arbor will apply for approximately \$500,000 in funding to cover the three properties we own. E. Miran will look into other properties for either demolition or rehab. Arbor is anticipating an additional round of funding. Arbor will work on foreclosure properties with H. Hussain, Jennifer Furman and Christopher Moss. Kim Middaugh is working on Zombie property list more now. We need to focus on what we can reasonably do in 18 months. There was discussion on commercial properties. A. Herman asked if the land bank rehabbed commercial properties. We did try to work with commercial properties, but we disposed of the properties because of the cost. If we did decide to undertake a commercial property again, it would be on a case by case basis. If there are additional properties to be added to this application, Arbor would need to have the costs associated with this property. Normally, the land bank acquires about four properties per year for the land bank. There was further discussion on purchasing property.

**Officer/Committee Reappointments:** Each year the Land Bank needs to do an Officer Election/Re-Election and appoint/reappoint the Governance and Audit/Finance committees.

J. Burin asked if there were any nominations for Chairman. On a motion by J. Burin, seconded by J. Roman and unanimously carried, Thomas Sweet accepted reappointment as Chairman.

T. Sweet asked if there were any nominations for Vice Chairman. On a motion by J. Roman, seconded by E. Miran and unanimously carried, John Burin accepted reappointment as Vice Chairman.

T. Sweet asked if there were any nominations for Secretary. On a motion by J. Roman, seconded by J. Burin and unanimously carried, Emma Miran accepted reappointment at Secretary.

T. Sweet asked if there were any nominations for Treasurer. On a motion by K. Meindl, seconded by J. Roman and unanimously carried, Jennifer Furman was reappointed Treasurer.

The Governance Committee consists of Emma Miran, Joseph Roman and Dawn Burlew. On a motion by J. Burin, seconded by J. Roman and unanimously carried, Emma Miran, Chair; Joseph Roman and Dawn Burlew were reappointed to Governance Committee.

The Finance/Audit Committee consists of Jennifer Furman, Chair; John Burin and Emma Miran. Since E. Miran is already on Governance Committee, she would like to have someone else fill her position on this committee. K. Meindl was asked if he would be interested in being on this committee. He accepted. On a motion by J. Burin, seconded by J. Roman and unanimously carried, Jennifer Furman, Chair; Joseph Roman and Kevin Meindl were appointed to Finance/Audit Committee.

**March 15<sup>th</sup> Meeting:** Due to the Economic Forum on the morning of March 15<sup>th</sup>, the land bank meeting will be moved to Wednesday, March 8, 2023 at 9:00 AM, 5<sup>th</sup> floor conference room, 203 Lake Street. Arbor will have the application for the Land Bank Initiative Grant ready for the board to review and make any changes or additions.

#### **Other Business**

K. Meindl asked if the Land Bank would like to have a section in Chemung County's Comprehensive Plan. He feels it is an important part of the strategic direction the County wants to go in. He will get specific feedback from board members.

H. Hussain commented that there has been a lot of movement in real estate and tax foreclosure changes. The excess money the County does not use has to go back to the homeowner. The County might not be able to hold a tax foreclosure sale every year. If this goes forward to the budget, it will begin in 2024. D. Kenny commented that the State Land Bank Association has sent letters to the state regarding this plan. There was discussion on the land bank serving as a holding corporation. There are some other land banks that do this. Arbor would maintain the properties and put the infrastructure in place. Each property would have to be insured.

#### **Adjournment**

On a motion by J. Roman, seconded by J. Burin and unanimously carried, the meeting adjourned at 9:53 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary