

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**February 16, 2022**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, February 16, 2022 at 9:00 AM in the Hazlett Building, 5<sup>th</sup> floor conference room in person and via phone.

Members present were John Burin (Phone), Jennifer Furman, Kevin Meindl, Emma Miran, Joseph Roman and Thomas Sweet.

Excused: Dawn Burlew

Also present were Terra Deitrick, Arbor Housing; Hyder Hussain, Legal Counsel; and Mary Rocchi, Recording Secretary.

Chairman T. Sweet called the meeting to order at 9:05 AM.

**Approval of Minutes**

J. Furman commented that in the January minutes, John Burin was nominated to Vice Chair of the Governance Committee. She asked if someone had a conversation with Dawn Burlew as to why she is unable to attend meetings. No one had communicated with Ms. Burlew prior to the January nomination. On a motion by J. Roman, seconded by J. Furman and unanimously carried, the minutes of the January 19, 2022 meeting were approved.

**Old Business**

**Zombie Property List** – T. Deitrick reached out to Kim Middaugh to give us an update at the March meeting on Zombie properties. Ms. Middaugh will attend the March meeting.

**ARP Fund Update** – J. Furman had no update on whether the funds could be used for demolitions or to pay property taxes. She deferred to the County Administration on how they plan to spend the ARP money. There is money proposed for the land bank in the ARP funding. The Comptroller and Treasury will give guidance on how the money can be used. It looks like their intention is to buy and rehab properties, not doing demolitions. The land bank will have to follow their guidelines.

**2021 Production Report** – T. Deitrick asked for clarification on what the board wants included in the report. She has not had a chance to work on it over the past month. After discussion, it was decided to incorporate the data into their annual report rather than create another report. The report should contain the breakdown of the properties for 2021 only, but a cumulative review of the past five years since the land bank began. A Power Point could be made available to the board/public. The annual report should be provided to the Legislature and the City as well. The report should show what census tracts we are working in, the impact the land bank has made and the amount of property taxes collected from these properties. The information in the PARIS report could be used for an Executive presentation.

**Reappointment Letters** – H. Hussain reported that T. Sweet’s reappointment letter was done. He will remind County Executive to send it to Arbor. D. Burlew’s letter is not done yet.

**Policies and Bylaws/New Policy Discussion** – E. Miran will schedule a Governance Committee meeting prior to the next Land Bank meeting to discuss policies and bylaws.

**Habitat Collaboration** – Danielle Kenny and T. Deitrick sat down with Habitat for Humanity and the contractor to discuss in kind donations that are readily available when a house is being rehabbed. Sometimes there has been a waiting period, which delays construction, if the materials are not available. There are no store discounts or in kind donations readily available. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the board voted to allow the contractor to move forward and obtain his own supplies was approved.

**Board Performance Evaluations** – T. Deitrick has received four evaluations back. She provided copies to those that still needed to complete one. K. Meindl asked if Arbor did an evaluation of the board to see if we are giving them the information they need to go in the right direction.

### **Financial Reports**

J. Furman discussed talking with Arbor CFO Megan Piper to go over financials. She would like to better understand why some line items don’t change from year to year. J. Furman feels that as Treasurer of the Land Bank, she needs to do a better job of overseeing the organization. On the balance sheet, invoices have gone out, but not paid yet. Cash position increased last year. There is money coming in on surplus property. J. Roman commented that demo of properties has hurt us in the past. She needs to look into having an asset reflecting the value of properties we own. There were \$371,389 in total assets and \$51.32 in liabilities as of December 31, 2021. The fund balance is \$371,338.20. Total revenues are \$580,000. We have a surplus of \$12,341.72 through December 31, 2021. Expenses are \$567,659.74. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the financial report was approved.

### **Enterprise Grant Progress**

**407 West Clinton Street** – There is a delay with the closing, which will now be March 4<sup>th</sup>.

**909 Farnham Street** – Closing is scheduled for February 18<sup>th</sup>. The contract was signed in September. The grant money has not been applied to this property yet. The buyer had to clean up some past debt. H. Hussain discussed applying a mortgage commitment date to future contracts and charge a fee if the closing goes past a certain timeframe. The offer was accepted in September 2021. The land bank has accrued additional costs by the delay.

### **New Properties**

**525 West First Street** – On a motion by J. Roman, seconded by J. Furman and unanimously carried, the board voted to move forward with the contract bid from Bill Griffin from Griffin Construction to accept his bid for 525 West First Street was approved.

**385 Pennsylvania Avenue** – Arbor purchased this property through Cornerstone for \$10,000. T. Deitrick, Danielle Kenny and Doug Madison walked through the property to do specs on it. The rehab will cost approximately \$250,000. Resale value might be \$125,000. We would have an \$82,538 loss. Arbor proposed reselling the property as is since it needs more work than Land Bank would be able to take on. The chimney, stairs, walls and garage all need repair/replacement. A section of the back of the house needs siding replaced. Arbor will talk to their real estate person to give us a price to list it at. Arbor will follow up on this property next month. There was discussion.

**106 Oakdale** – The neighbor offered \$90,000 and it was accepted. The closing is in progress. The previous owner who sold it to the land bank was okay with the house being flipped rather than rehabbed. H. Hussain will reach out to the buyer with a contract. This is a cash deal, with no grants or restrictions.

### **New Business**

**Square Space** – Arbor discussed switching to Square Space to develop a new website for the land bank. The cost is \$168 per year. The fee will be paid out of the administrative fee that is paid to Arbor. With the creation of the new website, Arbor will be able to update the site themselves. On a motion by J. Roman, seconded by K. Meindl and unanimously carried, Square Space will develop a new website for the land bank for \$168 per year was approved.

**EFPR Audit Engagement Letter** – The land bank is required to have a yearly audit. EFPR has sent an audit engagement letter which was signed by J. Furman to go forward with the audit. J. Furman commented that the audit engagement letter should have been reviewed by the Audit/Finance Committee first. The timing was off this year and we will meet prior to future land bank meetings when necessary. She commented that we are not following the bylaws as we should and need to do a better job. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the audit engagement letter from EFPR was approved.

**Legacy Cities Program** – E. Miran reported that the City of Elmira is launching this program with the Syracuse land bank. T. Deitrick commented that Arbor sent out 450 letters to certain census tracts but didn't receive much of anything back. E. Miran will discuss with the Syracuse land bank how they acquire properties and what they do for private financing.

### **Adjournment**

The next meeting will be Wednesday, March 16, 2022 at 9:00 AM. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the meeting adjourned at 10:06 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary