

Chemung County Property Development Corporation
Minutes of the Meeting
January 17, 2024

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

Members present were John Burin, Theresa Murdock, Joseph Roman and Thomas Sweet.

Members excused were Dawn Burlew, Kevin Meindl and Emma Miran.

Also present were Alison Herman, Chemung County Planning Department; Terra Deitrick, Danielle Kenny, Douglas Madison, Arbor Housing & Development 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. Roman, seconded by T. Murdock and unanimously carried, the minutes of the December 20, 2023 meeting were approved.

Old Business

Sexual Harassment Certifications: Arbor is waiting for one more certificate from a board member. T. Deitrick will follow up with Hyder Hussain.

Audit Company Bid: RFP's were sent out to approximately ten auditing companies. Bids were reviewed by Arbor staff. EFPR provided the best terms. This will satisfy the procurement process. On a motion by J. Burin, seconded by J. Roman and unanimously carried, the bid from EFPR for auditing services was approved.

Property Acquisition Updates: The Elmira Fire Department provided a list of about forty properties that were damaged by fire. Arbor reviewed the list and took out multi-family and commercial properties. There were approximately twenty properties left. All of these properties are demo projects. The Phase 2 LBI funding could be used for demo's as that is the state's preference for the funds. It can also be used on rehab projects. There is \$50 million earmarked for new land banks, but there were very few started. Arbor is hoping this funding will be available to existing land banks. The land bank will only demolish properties that are condemned.

Realtor RFP: The RFP for realtors went out January 5th and are due back January 26th.

Board Position: Dawn Burlew has been unable to attend land bank meetings due to a conflict. She was appointed as a member of the Chemung County Industrial Development Agency, which is a position she still holds. Joseph Roman, who is Executive Director of the Chemung County IDA, was appointed as an at-large member. D. Burlew has accepted a new position, and may be available to attend meetings. J. Roman is meeting with her soon and will discuss whether she wishes to remain on the board.

Financial Reports

Monthly Reports: There is a deficit as the sale of 216 South Walnut was postponed until January. It will be reflected in the next financial report. The Phase 2 disbursement request just went out. 525 West First Street closed at the end of December. We will be close to operating at a surplus. J. Burin asked if the County Treasurer and the Real Property Tax Director could both be on the board. D. Kenny commented that the Land Bank is a seven member board, but if an at-large position were to open, it would be considered. On a motion by J. Burin, seconded by T. Murdock and unanimously carried, the financial report was approved.

Properties – Completed Projects

509 Liberty Street: The rehab was completed in December and a Certificate of Occupancy was issued. The house is listed for \$114,900. There has been one showing and interest in the home. There has been no follow up yet to see if there is still interest. The net gain on this house is expected to be approximately \$140,000. CDBG and HOME funds can be used on this house.

453 Livingston Street: The rehab was completed in December. A Certificate of Occupancy has been issued. CDBG and HOME funds can be used on this house. There has been a showing and interest. The LBI Phase 2 money does not qualify as we had the property before the grant was approved. The house is listed at \$135,000.

Properties – Rehabilitation Projects

512 Harcourt Drive: This rehab is in progress. The back wall has been completed and a new deck will be added to the back of the house. The project was delayed. The LBI grant could be used for construction. The windows have been changed out. The inside is being worked on and there are no change orders.

Properties – Demolition Projects

610 Falck Street: The demolition is complete. Arbor reached out to other land banks to hear their thoughts on demolished properties and what they do with them. Infill development was discussed as there is a need for new housing stock, but sites would need to be in compliance and ready to be developed. D. Madison commented that the cost is very high to build new houses. There are not a lot of sources for rebuilds.

411 South Walnut Street: The demo was completed in December by LCP Group and Paradigm Environmental Services.

1302 Lackawanna Ave: Demolition completed by LCP Group and Paradigm Environmental Services.

1006 Oak Street: RFP was sent back out after no bids were received in December and are due January 19th. NYSEG will shut off utilities today. Gas meter has been removed.

New Business

Strategic Plan: MRB Group was the only one to respond to RFP. They would work on a three month schedule and ask for input from the Board and Arbor. They will also review existing programs for land banks. They have done plans for Broome County and Finger Lakes and also assisted Albany land bank.

The cost of the study is \$10,000. The plan would serve as a guide for the land bank for the next few years. On a motion by J. Roman, seconded by J. Burin and unanimously carried, the board accepted the proposal and agreed to hire MRB Group to provide a Strategic Plan to the Chemung County Property Development Corporation for a sum of \$10,000 was approved. Arbor will contact MRB Group to see when they would like to begin. MRB may also offer insight on vacant properties.

LBI Phase II Disbursement: The Phase II disbursement for \$158,680 has been requested.

Regional Conference: Arbor Housing was asked by Southern Tier Central to speak at its regional conference in April. D. Kenny and D. Madison will present on both the Chemung and Steuben County land banks.

Statewide Land Bank Association: D. Kenny has been appointed Treasurer of the statewide Land Bank Association.

Foreclosure Moratorium: T. Murdock reported that Governor Kathy Hochul vetoed the foreclosure moratorium for now. The County could move forward with foreclosures and not hold excess properties.

Next Meeting: The February 21st meeting falls during winter break for school districts and will be cancelled.

Adjournment: On a motion by J. Roman, seconded by T. Murdock and unanimously carried, the meeting adjourned at 9:38 AM.

Respectfully submitted,

Mary Rocchi
Recording Secretary