

Chemung County Property Development Corporation
Minutes of the Meeting
January 18, 2023

A meeting of the Chemung County Property Development Corporation convened on Wednesday, January 18, 2023 at 9:00 AM in the 5th Floor conference room of the Hazlett Building, 203 Lake Street, Elmira, New York.

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

Dawn Burlew was excused.

Also present were Hyder Hussain, Legal Counsel; Mark Margeson, Chairman, Chemung County Legislature; Alison Herman, Associate Planner I, Chemung County Planning Department; Terra Deitrick, Elizabeth Hunt, Danielle Kenny, 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. Mark Margeson, Chairman of the Chemung County Legislature and Alison Herman, Associate Planner I, Chemung County Planning Department were introduced. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the minutes of the November 16, 2022 meeting were approved.

Old Business

2022 Impact: T. Deitrick asked for clarification on what to include in the impact report. The board would like a short report on the positive impact and hear the success stories of the land bank. The cost of renovations and the purchase price should also be included. If possible, interview the owners of some of the homes to get their perspective. D. Kenny will send out letters to land bank homeowners to see if they will conduct an interview.

Financial Reports

Monthly Reports: J. Furman reviewed the 2022 financial report. D. Kenny commented that the accounting department at Arbor was not able to get updated report done prior to meeting. Total assets are \$477,181.99, with \$465,029.19 being in cash. Prepaid insurance was \$12,152.80. D. Kenny commented that insurance premiums did not change. The \$51.32 under liabilities and fund balance was for a credit card purchase from 2019. This will be removed from the report and will read as zero on future reports. The land bank has a net surplus of \$104,606.57. Arbor has engaged its auditor and need to provide information by February 15th to have the audit completed prior to the March 31 deadline of the ABO's PARIS reporting. The fund balance is in good position. D. Kenny commented the funding source may be limited as to how funds are spent as some funds are restricted and some are unrestricted. There are also HOMES and CDBG funds for properties in the City of Elmira that can be used as part of the cost of a remodel. There will be Phase II funding from HCR. The first round was used for pre-development costs, administrative costs, acquisition funds. The next round of funding should be January/February. The second round will include demolition costs, environmental reports, acquisition

and starting new land banks. On a motion by J. Roman, seconded by J. Burin and unanimously carried, the financial report was approved.

Properties

525 West 1st Street: The rehab was completed in 2022. A purchase price was discussed. The realtor suggested \$125,000 as a listing price. Depending on the purchase price, the land bank estimates the loss on this property to be \$3,149.17. Neighboring properties are in rough shape. On a motion by J. Burin, seconded by K. Meindl and unanimously carried, the listing price of \$125,000, with Arbor negotiating within 10% of the purchase price for the property located at 525 West 1st Street, was approved.

512 Harcourt Drive: The property has been cleaned out. Environmentals are being scheduled.

453 Livingston Street: The property has been cleaned out. Environmentals are being scheduled. T. Deitrick reported that a gas leak was addressed with new lines and meter installed. Mice issue was addressed by Arbor.

K. Meindl asked if Arbor could coordinate with BOCES for an apprentice to assist contractors with rehabs. D. Kenny commented that she can look into this. With the limited number of contractor's we have to bid on projects, we would not want to make that a requirement. The contractors might not have the insurance to cover an apprentice. She can have a discussion with contractors regarding apprentices.

D. Madison commented that he does rough estimates on properties until he can gain access to them. It also depends on the square footage of the house.

216 South Walnut Street: The resident is still living in the home, so Arbor has not gained access to the interior of the home. An eviction hearing is scheduled for tomorrow. The owner has been very cooperative and is on a waiting list for senior housing. The Department of Social Services has been assisting the owner with getting her on a list to move. She will most likely ask the judge for more time as she has not secured senior housing yet. The utilities have been switched into Arbor's name. H. Hussain commented that eviction procedures changed in 2022. The Land Bank does not purchase properties where there is still a tenant. The property is in a good location and maintained. J. Furman commented that when tax foreclosure properties are purchased at the auction, they don't track them. She has seen several go back on the foreclosure list three years later as the owner did not do anything with the property. It is difficult to track the property once purchased.

New Business

Social Media Policy: T. Deitrick drafted a policy, which will be emailed to board members. Arbor wants to make sure they and the land bank are covered and someone is watching the site if it is hacked. There is liability for owning the site. Social media is not part of Arbor's current Memorandum of Understanding. Arbor will get a quote from Brown and Brown about the cost of cyber-security insurance.

T. Deitrick commented that Governance and Finance/Audit Committee meetings need to be scheduled, possibly for February.

Annual Bylaws and Policy Review: Land bank policies need to be reviewed and approved each year as is required by the ABO. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the Acquisition Policy, the Disposition Policy, the Investment Policy and the Procurement Policy were approved.

Board Performance Evaluations: Board evaluations were passed out and will also be emailed to board members. Arbor asked if the board could complete these and send to T. Deitrick in the new few weeks.

Sexual Harassment Certifications: T. Deitrick asked that all board members email certificate to her as it is required. H. Hussain will ask the Personnel Department for list of those who have completed training in the County.

Next Meeting: The next meeting is Wednesday, February 15 at 9:00 AM.

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

Respectfully submitted,

Mary K. Rocchi
Recording Secretary