

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**January 19, 2022**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, January 19, 2022 at 9:00 AM at 203 Lake Street, 5<sup>th</sup> Floor conference room.

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

Excused: Dawn Burlew

Also present were Terra Deitrick and Douglas Madison, Arbor Housing; Lisa Caracci, Habitat for Humanity and Mary Rocchi Recording Secretary.

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

On a motion by J. Roman, seconded by J. Burin and unanimously carried, the minutes of the December 15, 2021 meeting were approved.

**Nomination of Officers**

Mr. Sweet asked E. Miran, Secretary of the Board, to ask for nominations for the Board Chair in the absence of the Vice Chair. E. Miran asked for nomination for Chairman. On a motion by J. Burin, seconded by J. Roman and unanimously carried, the nomination of Thomas Sweet as Chair was approved. T. Sweet nominated John Burin for Vice Chair, as Dawn Burlew has not been able to attend meetings due to conflicts in her schedule. On a motion by T. Sweet, seconded by J. Roman and unanimously carried, John Burin was nominated to serve as Vice Chair. On a motion by T. Sweet, seconded by J. Furman and unanimously carried, Emma Miran was nominated to serve as Secretary. On a motion by J. Burin, seconded by E. Miran and unanimously carried, Jennifer Furman was nominated to serve as Treasurer.

**OLD BUSINESS**

**Zombie Property List** – J. Burin reported that the City hired attorney Kim Middaugh to review the list. She is going through the list to determine which properties are Zombie properties. Zombie properties are bank owned. Ms. Middaugh will be invited to the March land bank meeting to discuss the list. The City needs to figure out a way to incentivize the banks into selling these properties rather than have them sit dormant and have them deteriorate. Banks keep current on taxes so property does not go into foreclosure or sell the properties to holding companies.

**ARP Funding** – J. Burin reported that the City is interested in working with the land bank for the second round of funding. E. Miran commented that final approval on the money was received and will be available in May. An application should be filed soon as the funds will go quickly. The money will allow the City to do demo's themselves if necessary. There may be restrictions on the money that will have to be looked into. This funding will help the City with its budget and improving neighborhoods. The

County also has funds allocated from ARP. There has been no discussion yet as to what to use the money for. There was discussion. J. Burin asked if ARP funding could be used for costs associated with houses donated to the land bank to pay delinquent taxes and other costs associated with land bank properties. J. Furman will research how the money can be used or if it is unrestricted. There will be a backlog of houses in the county once Covid clears up. She will talk to other counties and Hyder Hussain on how they are using the money. T. Sweet suggested looking at the properties from the land bank to see what we paid in taxes and how neighborhoods were improved. Could the money be used to negotiate paying for properties? Without support from the City and County, we cannot exist.

**2021 Production Report** – T. Deitrick put together a rough draft of the 2021 production report. The board reviewed and offered some suggestions. Grants should be factored in with the total project costs so the bottom line looks better. A condensed version of the Power Point slides we look at each month could be used as an example. Projected annual taxes would be good to include too. The four year report done by Arbor would be a good resource too. A comprehensive executive summary of all properties should be included. Include square footage of properties renovated, the number of properties that we renovated, expected taxes for City, County and School District should be in the report. Map out where the properties are and how many properties there are. How close are they to each other? This information will be distributed to the County Legislature and City Council. T. Deitrick will work on this report and bring it back for review at the February meeting.

**Reappointment Letters** – Tom Sweet and Dawn Burlew have had their terms expire. Reappointment letters have not been received yet from the proper authorities.

### **FINANCIAL REPORTS**

**Monthly Reports** – J. Furman reviewed the monthly financial report. The fund balance remained the same. Money will be coming in from the sale of 909 Farnham Street. Arbor is waiting for a closing date. This project is not calculated yet. J. Furman commented that some numbers stayed the same year after year. She would like a full break down of grant money for projects. Arbor will have their finance person attend a meeting to go over the budget. On a motion by J. Furman, seconded by J. Burin and unanimously carried, the financial report was approved.

### **ENTERPRISE GRANT PROGRESS**

**407 West Clinton Street** – T. Deitrick reported that an offer of \$105,000 was received by a person from Pennsylvania. There was discussion on making a counter offer since the house is listed at \$124,900. The sale of this house is contingent upon the person selling her house in Pennsylvania, of which an offer has been made. This property has been on the market for a while with very little interest. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the board agreed to make a counter offer of \$119,000, and giving Arbor permission to negotiate within the 10% limit and contingent upon the interested party selling her house in Pennsylvania, was approved.

**909 Farnham Street** – Arbor is waiting for a closing date on this house. The offer of \$137,694 was accepted. The net to the land bank is \$129,900.

## **NEW PROPERTIES**

**525 West First Street** – D. Madison reported that three bids were received with the lowest being \$131,100. He is working on in-kind donations through Habitat for Humanity to get the cost of the rehab down. It is less expensive for the land bank to purchase the supplies for the contractors as they get a discount at businesses. Normally the contractors like to supply their own materials. Arbor will talk with the contractors about providing some of the materials. When the request for bids goes out, it should be put in the bid contract that the land bank will supply some of the materials. We would only purchase the items that we know we will get better pricing on. They could also have the contractor purchase materials on Arbor's account since they are tax exempt. On a motion by J. Roman, seconded by J. Furman, the bid of \$131,100 from the contractor was accepted subject to negotiation on pricing was approved.

**385 Pennsylvania Avenue** – Arbor staff is going out to the property today to do specs on the house. D. Madison is going to start from scratch as the person who started the specs retired. The bid request will go out at the end of next week for contractors.

**106 Oakdale** – An informal as is offer of \$90,000 has been made by a neighbor. This house has not been listed with a realtor. The net gain on this house would be \$16,530.96 for the land bank. The board asked Arbor to discuss this offer with the family that sold this house to the land bank to see if they are okay with the neighbor purchasing it rather than doing the rehab themselves. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the offer of \$90,000 for the house at 106 Oakdale is as is condition was approved contingent upon Arbor talking with the previous owner to see if he is okay with the house being flipped rather than rehabbed by the land bank.

## **NEW BUSINESS**

**Review and Approval All Current Policies and Bylaws** – T. Deitrick presented the policies and bylaws of the land bank. The board suggested having the Governance Committee and Hyder Hussain meet to discuss any changes before board approval. T. Deitrick will work on a date for this meeting, possibly 30 minutes before the February 16 land bank meeting.

**Sexual Harassment Certifications** – T. Deitrick reported that she had most of the certificates in and is just waiting on two.

**Board Performance Evaluations** – There was a copy of the board evaluation in the board packet to be completed by members and returned to Arbor. This document was also emailed in the board packet.

**New Policy Discussion** – The Compensation, Reimbursement and Attendance Policy was looked at by Arbor. This will be reviewed by the Governance Committee.

**Habitat AHC Collaboration** – Arbor will be inviting Lisa Caracci from Habitat for Humanity to land bank meetings. The land bank would like to work more with Habitat on projects. Family members still do participate in Habitat's program but due to the pandemic there is a sweat equity waiver. Habitat works

with banks for subsidized mortgages which are based on the family's income to calculate the sales price of the house.

**412-414 Walnut Street Deed Restriction Release** – The work at 410 Walnut Street was done in a timely manner. A revert clause was issued for the property. Arbor believes that 412-414 Walnut Street will be done in a timely manner as well. T. Deitrick asked for a release of the deed restriction on this property. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the deed restriction release was approved.

**NEXT MEETING/ADJOURNMENT**

The next land bank meeting will be on Wednesday, February 16, 2022 at 9:00 AM. On a motion by J. Burin, seconded by J. Roman and unanimously carried, the meeting adjourned at 10:20 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary