

**Chemung County Property Development Corporation**  
**Minutes of the Meeting**  
**June 22, 2022**

A meeting of the Chemung County Property Development Corporation convened at 9:00 AM on Wednesday, June 22, 2022 at the Hazlett Building, 203 Lake Street, Elmira, New York.

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

Also present were Hyder Hussain, Legal Counsel; Danielle Kenny and Elizabeth Hunt, 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 May 18, 2022 meeting were approved.

D. Kenny reported that Andrew Carson is no longer with Arbor. Doug Madison is coming back to Arbor on July 18 to be Construction Coordinator. Terra Deitrick is on leave but will be returning.

**Old Business**

**Tax List** – There are approximately 150 houses on the list currently. Foreclosure statutes have changed. H. Hussain commented that homeowners that applied for state money during COVID have been taken off the list. They will have a conference with a judge to come to an agreement to pay taxes to stop foreclosure on their property. The properties are listed on Auctions International with a tentative auction date of August 17, 2022. Arbor will bring recommendations from list to July meeting. Properties requested are approved by Chris Moss, County Executive, then sent to the Legislature for approval. If a legislator votes no on a property for land bank, the property will go to auction. H. Hussain noted that after the conference in two weeks, there will be no repurchasing property. Arbor reviews the list of properties and narrows it down by removing commercial, vacant land and duplexes. They evaluate the remaining properties and narrow it down to 10-20 homes. They will bring those properties back to the board for their input. T. Sweet commented that the County Budget Committee meets August 2<sup>nd</sup> and the Legislature meets on August 9<sup>th</sup>. If Arbor can have the list of properties they want for the land bank before the August 2<sup>nd</sup> meeting, they can be reviewed prior to the August 17th Land Bank meeting.

**215 Lynhurst Avenue, Horseheads, NY** – Arbor staff has not had a chance to look at this house. H. Hussain suggested that maybe the family held onto the property but no one is living there. There is a newer mortgage on the property.

**Zombie Property List** – Kim Middaugh sent the properties. Arbor will take pictures and evaluate them. Zombie properties are bank owned. The City needs to go through the legal process and reach out to the bank on behalf of the land bank.

**NYSERDA** – K. Meindl reported that the representative for NYSERDA is changing as our area will be part of CCE Tompkins. He suggested waiting for the new administrator to come on board. He would like to see the land bank stay consistent with other County and City projects like in the Railroad Avenue area. The Combined Sewer Overflow is doing environmental control for untreated waste. They will have infrastructure extend to vacant lots and would like to collaborate with other organizations. He would like the sewer district to come to a land bank meeting to talk about what they are doing so they can build off multiple agencies. It should be a cohesive and comprehensive effort. D. Kenny commented that Arbor does try to look at other things going on in the community, such as LECOM. They do work with Habitat For Humanity. Habitat brings in the buyer so there is no commission paid.

### **Financial Reports**

**Monthly Reports** – D. Kenny reviewed the financial report. The Pennsylvania Avenue property was sold and we made a small profit. The first pay application for 525 West First Street was received. Arbor is revising how the budget looks. The internal financial program they use, doesn't break costs down like they should. Costs are either lumped into administrative fees or contracts. This was never changed with the previous leadership. There was discussion. On a motion by J. Burin, seconded by K. Meindl and unanimously carried, the financial report, pending review by Treasurer Jennifer Furman, was approved.

### **Properties**

**525 West First Street** – Contractor is working on the property and should be done in August. Most insulation is done. Roof, siding, deck and front porch are done.

**385 Pennsylvania Avenue** – This property has been closed on. A \$13,122 profit was made on property.

### **New Business**

**Open Meetings Law** – The open meetings law states that all board members need to be present in person for meetings. It would have to be posted on the website if a board member called in and a law would have to be adopted. We can adopt a law for the public to call in, not the board. A public hearing would have to be held to adopt this policy.

**PARIS Report** – The PARIS Report has been submitted. We will need to submit a budget for next year by the end of October. The land bank website through Square Space has been published. We need to take the old site down and relink the land bank to the County's website. In lieu of changing our domain name, H. Hussain suggested keeping the current one since we already own it. Square Space will manage site.

**NYCOM/NYLBA conference** – The Land Bank Association received \$50 million, which will be used on soft costs like administrative fees and insurance. We can apply for AHC and Restore funds for other costs. We need to know what properties we are rehabbing before we can submit an application. Arbor looks for single family homes with three bedrooms and 2 baths. Typically they are in the City of Elmira so we can utilize CDBG and HOME funds. Arbor likes to focus on properties around other development to help improve the neighborhood. ARP funds can possibly be used as well. E. Miran commented that the City just received \$14 million from the second round of ARPA funding. There is an in-house committee, but

they have not met on this allocation of \$14 million yet. Zombie Properties laws and Open Meetings law were discussed at conference.

**Training Requirements, Signatures on Acknowledgements** – When a board member is appointed or reappointed, Board member training needs to be completed. Information on the training was passed out. The Fiduciary Duties document needs to be done at every term renewal for board members.

**Tioga Downs Grant** – The application is due October 1<sup>st</sup>. The application is based on properties we are rehabbing. Arbor will ask for \$250,000-\$300,000 for five to six properties that will be selected from the County foreclosure list or the Zombie property list.

**City Council Presentation** – Arbor is looking at the July City Council meetings to do a presentation. J. Burin suggested shooting for the earlier meeting.

**Brown and Brown Insurance Policy Renewal** – D. Kenny presented the policy. The premium is the same and the property insurance costs have gone down. The cost of the policy is \$23,212.60. On a motion by J. Roman, seconded by J. Burin and unanimously carried, the Brown and Brown Insurance policy renewal was approved.

**Next Meeting/Adjournment**

The next meeting will be Wednesday, July 20, 2022. On a motion by J. Roman, seconded by K. Meindl and unanimously carried, the meeting adjourned at 9:48 AM.

Respectfully submitted,

Mary K. Rocchi  
Recording Secretary