

Chemung County Property Development Corporation
Minutes of the Meeting
May 18, 2022

A meeting of the Chemung County Property Development Corporation convened on Wednesday, May 18, 2022 at 9:00 AM at the Hazlett Building, 203 Lake Street, 5th Floor Conference Room, Elmira, New York. Zoom was also available.

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

Members excused were Dawn Burlew and Jennifer Furman.

Also present were Hyder Hussain, Legal Counsel; Andrew Carson, Terra Deitrick, Elizabeth Hunt and Danielle Kenny, Arbor Housing and Mary Rocchi, Recording Secretary.

Call to Order/Approval of Minutes

T. Sweet, Chairman, called the meeting to order at 9:00 AM. On a motion by J. Roman, seconded by E. Miran and unanimously carried, the minutes of the March 23, 2022 Audit Committee, the March 23, 2022 Board meeting and the Discussion Notes from the April 20, 2022 meeting were approved.

D. Kenny introduced new Arbor Housing staff members Elizabeth Hunt and Andrew Carson who is the new Construction Coordinator.

Old Business

Reappointment Letter: H. Hussain reported that he had not received the reappointment letter for Dawn Burlew from the County Executive yet. D. Burlew will continue to serve on the board.

Policies and Bylaws/New Policies Approval

H. Hussain commented that there weren't many changes in the policies and bylaws. There are separate committees for Governance and Audit. On a motion by J. Roman, seconded by J. Burin and unanimously carried, the policies and bylaws were approved.

Contracting Officer (Disposition Policy)

D. Kenny commented that in 2019 it was recorded in a set of minutes that Jennifer Furman would be the Contracting Officer. J. Furman felt Arbor Housing should serve as the Contracting Officer since they were considered the Executive Director of the Land Bank for Chemung County. After reviewing the Disposition Policy, Arbor agreed that they would serve as Contracting Officer for the Chemung County Land Bank. All work that Arbor Housing does for land bank comes back to the board for approval. The Contracting Officer needs to be listed for compliance with PARIS reporting. D. Kenny serves as Project Director for Arbor who contracts on behalf of the land bank. H. Hussain commented that the real estate transactions are listed as Contracting Officer in legal documents. H. Hussain will provide a resolution at the next meeting reaffirming the Contracting Officer position.

Tax List

H. Hussain commented that there has not been a foreclosure sale for two years. There are about 1,200 properties currently in tax default but the County hopes that number is reduced to only a couple of hundred houses as owners are repurchasing their properties. Homeowners have about another month and a half to repurchase their homes. Once list is finalized, it will be available to the public. The auction

will possibly be held in July. Arbor will collaborate with Habitat For Humanity to help keep costs down for both entities.

Zombie Property List

H. Hussain has not received the Zombie property list from Kim Middaugh yet.

NYSERDA

K. Meindl talked with Lisa Marshall from NYSERDA about speaking at a future Land Bank meeting. She will not be available until after August to attend as she has a standing meeting currently. He will reach out to her again to see if she would be able to speak at the August or September meeting.

Financial Reports

Audit: D. Kenny reported that the audit should be done any day. EFPR is backlogged. D. Kenny expressed her concern for being two months late for PARIS reporting because of delay with audit. There was discussion on whether to hold a special meeting or if it could be a teleconference. H. Hussain said the board could meet and vote via teleconference since that was extended another 30 days or the meeting could be recessed until a certain date to reconvene. After discussion, a special meeting will be held via teleconference on May 26, 2022 at 9:00 AM. D. Kenny will do an RFP to accounting firms in August. She does not want to continue to be late to complete PARIS reporting which is due March 31st.

Monthly Reports: J. Roman asked if we have enough cash to sustain the land bank and at what point would there be a deficit in land bank funds. D. Kenny commented that they did a current projection of costs through 2024, which should sustain the land bank through then. There was \$50 million approved for land banks by the state but all of the funds went to HCR (Homes and Community Renewal). Arbor is hoping they give those funds to either Enterprise or LISC to administer as HCR does not have the staff to administer another grant program. Currently there are no grant funds available. They are restructuring the land bank processes.

Properties

525 West First Street: T. Deitrick reported that construction has begun and water and electric have been turned on. Bill Griffin is the contractor. Updated photos will be taken. Abatement is done. There have been no change order requests.

385 Pennsylvania Avenue: The offer was accepted. H. Hussain commented that Steve Agan is representing the buyer and has been sent the paperwork. We are waiting on a closing date. It should be soon. The buyer is from the New York City area and he intends to renovate and occupy the house. Arbor bought the house for the land bank for \$10,000 and sold it for \$28,000.

D. Kenny asked if there were any houses in the county that they could use as an example to do a Scope of Work on. H. Hussain said Jennifer Furman is the administrator of several estates. It would be easier to sign an agreement with her.

New Business

Five Year Report: T. Deitrick presented the 5-Year Report. The report will be sent to the County Legislature, the City Manager and Mayor. J. Burin commented that it is important for the City to see what the land bank is doing so they are more receptive to helping us. J. Burin, T. Sweet and E. Miran met with the City Manager and Mayor to show them the impact the land bank has had on neighborhoods and the tax role. E. Miran sits on the Working Group Committee for ARPA funds. No

recommendations have been made on how to use the second round of funding. The money should be received at the end of the month. E. Miran suggested Arbor provide a presentation to City Council at their Thursday, 10:30 AM workshop, which is the Thursday before their Monday Council meeting. Council meets twice per month. J. Roman asked if there was a way for the land bank to be self-sustainable and not have to rely on grants and funding. D. Kenny commented that we could focus on one area and rehab houses in just one area. Unfortunately, our Land Bank doesn't get a surplus of homes at once where we could target homes we would make a profit on. Arbor could focus on homes or parcels in a specific census tract. We could put ARPA funds to use on this type of rehab. There was discussion about rehabbing the neighborhood around LECOM. Arbor can look at the foreclosure properties once available to see if there are any in one specific census tract. The houses around LECOM are in Census Tract 7. The County looks at the auction as tax sharing. Developers would have to come to the land bank to rehab properties if land bank had possession. The County makes municipalities whole when foreclosing on a property. There was further discussion. T. Sweet suggested that Arbor come up with a plan and present it at the next meeting of what they want to do to sustain the land bank. On a motion by J. Roman, seconded by K. Meindl and unanimously carried, the Five-Year Plan was approved.

2021 Production Report: T. Deitrick presented the 2021 Production Report. The land bank had a net gain in 2021 as most properties used grant funds for rehabs. On a motion by K. Meindl, seconded by J. Roman and unanimously carried, the 2021 Production Report was approved.

Tioga Downs Grant: D. Kenny reported that the Tioga Downs grant application is due in October. The grant was postponed during COVID. The fund has \$1 million. Arbor will request a couple of hundred thousand from this possible funding source.

T. Sweet discussed a vacant property in Horseheads at 215 Lynhurst Avenue. Arbor will research this property to see if the land bank can rehab it.

Next Meeting/Adjournment

There was discussion on the June 15, 2022 meeting. Arbor staff will be at the Vacant and Distressed Housing conference. After discussion, the meeting was moved to Wednesday, June 22, 2022 at 9:00 AM. On a motion by J. Burin, seconded by E. Miran and unanimously carried, the meeting adjourned at 10:00 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary