**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**September 15, 2021**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, September 15, 2021 at 9:00 AM in the 5th floor conference room of the Hazlett Building, 203 Lake Street, Elmira, New York and via Zoom.

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

Members excused were Dawn Burlew and Thomas Sweet

Also present were Terra Deitrick (phone), Danielle Kenny, Douglas Madison, Rocco Soda, Arbor Housing and Mary Rocchi, Recording Secretary

**Call to Order/Approval of Minutes**

Acting Chairman E. Miran 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 August 18, 2021 meeting were approved.

**Old Business**

**Zombie Property List**: E. Miran spoke to City Code Enforcement about the list. They don’t feel there will be an issue in providing the land bank a list of properties. Code Enforcement will recommend some properties to the land bank. J. Furman commented that with the moratorium extended until January 2022, it conflicts with the County’s timeline for a tax foreclosure auction. There will not be a big list to choose from. The Zombie list has some bank owned vacant/abandoned properties as well as foreclosures. There was discussion.

**Legacy Cities Update:** The program through Enterprise, Corning and CPC has not been fruitful yet. We only received 6 responses out of over 400 letters sent out. Two rescinded, one would not let Arbor into their home. There are some owners with potential.

**Financial Reports**

**Monthly Reports:** D. Kenny reported that after reviewing the income statement, expenses weren’t lining up. Items like maintenance and NYSEG were not coded correctly. There were inconsistencies. More money was spent this year than expected. Admiral Place house has not sold yet. Amanda Wandell had put together a 3 to 4 year projection to show where the land bank is on funds. She estimated the land bank could rehab three to four homes per year. J. Furman asked why properties that have not sold are not listed on the balance sheet as assets. The auditors can work on an asset of values during the audit. Arbor has not closed on Admiral Place. Clinton Street and Farnham Street are still on the market. Arbor is doing specs on new properties. They will continue to use CDBG, AHC and FHLB funding and bring in other sources of funding. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the financial report was approved.

**Enterprise Grant Progress**

**1055 Admiral Place**: The inspector went through the property and said there are some things that Arbor needed to get fixed. The house received its Certificate of Occupancy by Code Enforcement. The repairs can be done after closing. R. Soda and D. Madison will participate in a call tomorrow with the inspector. The closing is scheduled for September 17, but not sure if that will happen on that date now. Enterprise requires 15% revenue if sold to homeowner to prevent them from flipping the home. The 15% is investment back into the land bank. Arbor participates in bi-weekly calls with Enterprise. Arbor will do a final report. Enterprise will choose one property and require Arbor to provide all documents from acquisition to disposition. There are income restrictions on CDBG and HOME funds as well. There is no commission associated with a property purchase if working with Habitat for Humanity.

**407 West Clinton Street:** This house has been on the market between 30-60 days. It is in a transitional neighborhood. It has been listed at $134,900, which may be high for this neighborhood. There was discussion on lowering the price to try to get it to sell before winter. Maintenance costs currently run about $250/month. The board agreed to reduce the cost to $129,900. On a motion by K. Meindl, seconded by J. Furman and unanimously carried, the listing price for the property located at 407 West Clinton Street was reduced from $134,900 to $129,900 with a 10% negotiable variation was approved.

**909 Farnham Street:** This house in a desirable neighborhood has been looked at by several people. Arbor had offers on the home but the buyers did not meet the income requirement. Guidelines are set by HUD for properties using CDBG or HOME funds. If we take the CDBG/HOME grant out we could offer the home to a buyer at 100% or below AMI. We can use the HOME funds within a timeframe if we decide not to use them on a property. The board agreed to remove the HOME grant and use it on another property.

**New Projects**

**525 West First Street:** This property was privately owned. Rehab costs are high. It is in a transitional neighborhood. Habitat for Humanity is included in this grant. There are in-kind resources of doors, refrigerator, etc. This could be positive for the land bank.

**385 Pennsylvania Avenue:** This will be an expensive rehab. Habitat for Humanity will make it work with subsidies. The porch and garage need repair and updates are needed inside. This is a Cornerstone property.

**106 Oakdale:** This is a bright spot for the land bank. D. Madison is working on the specs. The land bank bought this property for $70,000, which was a great price for this house located in West Elmira. This will only need a light rehab. Arbor will get home appraised. R. Soda feels it is a $160,000 home. Habitat for Humanity will remove remaining furniture to their store. A neighbor is interested in the property. The board discussed selling it as is to the neighbor and get an appraisal.

**New Business**

**ESPRI Properties:** Jill Koski and D. Kenny visited two ESPRI properties at 357-359 Columbia Street, which Andy Hughes rehabbed and 410 Walnut Street, which Gido Investment Group rehabbed. The property on Columbia Street is half rented. The property at 410 Walnut is almost complete. These were four blighted projects and 13 units were created from them. Arbor has submitted paperwork to STEG for reimbursement from ESPRI. J. Roman commented that he and Jill Koski will meet with DSS next week regarding another ESPRI reimbursement. Andy Hughes would like to provide more accessible units. The Gido Investment Group will let Arbor know when 412-414 Walnut Street is done so they can see the improvements.

There is a Landlord Ambassador program in Corning that could help 30-40 mom and pop landlords who have had hardships because of COVID.

D. Kenny was promoted to Project Manager.

**Next Meeting**

The next meeting will be Wednesday, October 20, 2021 at 9:00 AM. Amanda Wandell will be back from maternity leave.

**Adjournment**

There being no further business, the meeting adjourned at 9:42 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary