**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**October 26, 2021**

A meeting of the Chemung County Property Development Corporation convened on Tuesday, October 26, 2021 at 10:15 AM in person at the Hazlett Building, 203 Lake Street, 5th Floor Conference Room and via Zoom.

Members present were John Burin, Dawn Burlew (Zoom), Jennifer Furman, Kevin Meindl, Emma Miran, Joseph Roman and Thomas Sweet.

Also present were Hyder Hussain, Legal Counsel; Terra Deitrick, 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 10:15 AM. Roll call was taken. On a motion by J. Roman, seconded by E. Miran, the minutes of the September 15, 2021 meeting were approved.

**Arbor Housing Transition**

D. Kenny introduced Terra Deitrick who is Arbor’s Administrative Coordinator of Real Estate. Rocco Soda and Amanda Wandell have left Arbor to pursue other opportunities. Susan Bull is the new CEO. She could not attend today’s meeting but is planning to attend the November meeting. Arbor wants to make this transition as smooth as possible. Doug Madison will do the scope of work on properties as we acquire them. Arbor is committed to moving the land bank forward.

**Old Business**

**Zombie Properties –** E. Miran did not have an update on Zombie properties. J. Burin commented that the topic has been on the agenda for months and needs to be resolved. John Ryan in the Law Department for the City of Elmira has the list. D. Kenny will call Mr. Ryan to discuss whether the land bank can see the list or not so it can be resolved. Arbor would be happy to sign something stating they will not solicit the homeowner or where they received that information from. Is there a privacy issue? J. Furman commented that there is a moratorium on properties through January 2022 currently. The timeline for the Article II process has changed because of the labor process. Her office will send out about 6,000 pieces of mail on November 1 to property owners. Those that don’t respond will have to go through a legal process before they can go into foreclosure.

**Legacy Cities Update –** Arbor participated in a call with Michelle Johnson from Corning Inc. She has identified properties in the census tracts that are vacant or have homeowners willing to sell their property. She is working with minority developers in those Census Tracts. A developer needs to own the property before he/she can apply for funding. It is an open round and you can apply up to three times. Arbor can be a co-developer on a project if there is no minority developer. These funds would be unrestricted and able to be used on future projects. There was discussion. D. Burlew asked if we have a documentation process on how we are going to select a buyer. D. Kenny commented that the person needs to be a first time home buyer, a minority and meets income qualifications. We don’t want it to look like we are targeting anyone. Arbor will reach out to Habitat for Humanity. Nobody is forced to purchase a home. We need to be transparent on how to pick families. D. Burlew commented that there should be an agreement in writing so everyone completely understands how this process works.

**ESPRI Updates** – All ESPRI projects have been completed.

* Columbia Street was in poor condition, Andy Hughes turned the home into 6 – 1 bedroom apartments, and installed new heating, flooring and walls. Four of six apartments have been rented out.
* 410 Walnut Street are nice market rate apartments. This is a two unit property, which will be rented out. The developer also owns the adjacent property and will rehab it. These two projects close out the ESPRI program. The program ended September 30th.

**Financial Reports**

**Monthly Reports** – J. Furman reviewed the report. She discussed the year to date budget and the variance. The land bank has about $230,000 in cash. The budget consists of estimates we need to put in for PARIS reporting. Categories were moved around so the report looks cleaner. We don’t want to end the year with a deficit. D. Kenny commented that we should be closing on two properties by year end. The budget will be updated next year for PARIS reporting. D. Kenny has a call into the auditors who are looking into properties being assets. It could be because they are held short term, but that is not was is happening. Properties are being held longer. D. Kenny would like to get T. Deitrick more involved over the next six months. D. Kenny will provide financial reports for the time being. On a motion by D. Burlew, seconded by J. Furman and unanimously carried, the financial report was approved.

**Enterprise Grant Progress**

**1055 Admiral Place** – The land bank should be closing on this property any day. They are just waiting on a date. John Maloney is the attorney for both Habitat for Humanity and the buyer. Tax clearances were received. Habitat for Humanity is fined $500 for each month this property does not close. Clearance was received for INHS last week. Those funds are expected soon. D. Kenny will get HOMES and CDBG reimbursement into E. Miran. This will be about $120,000 for the land bank and put them in good position.

**407 West Clinton Street** – At the last meeting, the board reduced the price to $129,900. This property has had one showing since then. They felt the property was overpriced. There was discussion on whether to reduce the price again or not. We will have more holding costs the longer we don’t sell it. The house is in a transitional neighborhood. J. Burin suggested reducing the price slightly and holding an open house. D. Kenny can look into what comparable properties are selling for in that area. It was suggested that Arbor get advice from the realtor to see what she thinks. The board discussed reducing the price. On a motion by J. Roman, seconded by J. Furman and unanimously carried, Arbor Housing is authorized to reduce the price on 407 West Clinton Street by up to $5,000, reducing the listing price to $124,900 condition upon the real estate agent support the reduction upon the market analysis.

**909 Farnham Street –** There is a current offer, and contract for full price of $137,694 which includes the 6% concession on this property leveraging HOMES and CDBG funds, a $7,800 concession to net sale price being $129,900. A home inspection report revealed high level of Radon in the house (level was at six and needs to be under four), and issue with window latches throughout the house, and structural issues on the porch. The buyer requesting credit at closing for a radon mitigation system for approximately $1,300; for structural spot that needs attention on the porch, and windows credits totaling to be $3,750. We would still net $1,300 on the property. On a motion by J. Roman, seconded by J. Furman and unanimously carried, the board approved closing credit of $3,750 to compensate the buyer for necessary improvements the property.

**New Properties**

**525 West First Street** – if the cabinets were ordered from IKEA by Habitat for Humanity, they would need to be assembled, shipping costs were $1,900 and delivery data could not be obtained. Arbor will revisit the specs and redo them.

**385 Pennsylvania Avenue** – The specs need to be reevaluated and a temporary pillar needs to be installed on the porch. D. Madison has not looked at the foundation under the porch. Arbor will try to save the porch.

**106 Oakdale** – Arbor bought this property from the family of a man that had passed away. The property was left unsecured and Arbor found the house with the front door and windows open. They called the West Elmira Police Department and filed a report about activity in the house if they see any suspicious activity. There were empty food containers and water bottles left behind. Arbor locked up everything. J. Furman asked what the protocol is for checking on properties. D. Kenny responded that they check on this property about once a week and other properties about three days per week to empty dehumidifiers. Arbor is short staffed so it is difficult to check on these properties as often as they would like to. Arbor staff will talk to the neighbors to see if they have noticed anyone on the property. Habitat for Humanity is ready to do the cleanout of the remaining items. Arbor will get in to do specs. The house needs updating.

**New Business**

**HOMES and CDBG funding –** E. Miran discussed accepting the $50,000 grant to land bank from the City of Elmira HOMES and CDBG funds. On a motion by J. Burin, seconded by K. Meindl, with E. Miran abstaining, the acceptance of the $50,000 grant from the City of Elmira HOMES and CDBG funds was approved.

**ARP Money** – J. Burin met with Mayor Dan Mandell regarding how to use ARP money to benefit both the City and the Land Bank. The application would have to be made to the City and if approved there would be contingencies. The funds would be used for the purchase and demolition of properties in the designated Census Tracts. The City’s cost would go down by using the land bank. J. Burin encouraged the land bank to make application to the City. There was discussion. J. Furman commented that as they go through the process they need to make sure that these properties are not going to end up on the tax foreclosure list. The city ARP application is online. J. Burin suggested meeting with Mayor Mandell and City Manager Mike Collins. This could be a benefit to the land bank and would help with deliverables. The Near Westside Neighborhood will be worked with on their BOCES program. These are single family houses. The landbank would be requesting $500,000 from City towards landbank programs which would be helpful.

**Meetings –** D. Kenny discussed changing the meeting date and time to another day for better attendance. She commented that most of the current board members are newer to the Land Bank board and schedules are different from the original board. She asked the board to bring their calendars to the November meeting to see if we can find a good time for everyone to meet. We will keep the remaining 2021 meetings on the third Wednesday of the month. K. Meindl asked if there were any other committees involved with the land bank. D. Kenny responded that there is a Governance and Audit/Finance committee. They meet twice a year and will meet in the next few months. D. Kenny will send committees to K. Meindl.

**Adjournment**

On a motion by J. Roman, seconded by J. Burin and unanimously carried, the meeting adjourned at 11:30 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary