**Chemung County Property Development Corporation**

**Minutes of the Meeting**

**December 15, 2021**

A meeting of the Chemung County Property Development Corporation convened on Wednesday, December 15, 2021 at 9:00 AM at the Hazlett Building, 203 Lake Street, 5th Floor Conference Room, Elmira, NY.

Members present were John Burin, Jennifer Furman, Joseph Roman and Thomas Sweet.

Also present were Terra Deitrick and Danielle Kenny, Arbor Housing; Hyder Hussain, Legal Counsel; 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 Joseph Roman, seconded by Jennifer Furman and unanimously carried, the minutes of the November 17, 2021 meeting were approved.

Danielle Kenny was promoted to Director of Arbor Housing. Terra Deitrick will be presenting at meetings.

**Old Business**

**Zombie Property List:** J. Burin talked with City Attorney John Ryan. There is no Zombie Property list. It is the Zombie and vacant properties combined. John McCracken, City Code Enforcement, will separate the list and share with land bank, when complete. J. Furman will cross reference the list. Foreclosures are delayed again. The Homeowner Relief Fund is ramping up which will allow homeowners access to money to pay back taxes or mortgage. The money is on a first come first served basis. You will be able to access it in January.

**ARP Fund Update:** J. Burin spoke with Mayor Daniel Mandell and he is very interested in working with the land bank on this program. This will be in the second round of money the city receives. Land Bank representatives and the City will meet in the first quarter of next year to discuss this funding further.

**Four Year Reporting:** There is not much change in the reporting currently. They gave an annual update of what was done in 2021. They will do a 2021 production report about funding, rehabs and show before and after pictures of projects that were done.

**Financial Reports**

**Monthly Reports:** The numbers are closing in on what we targeted for the year. There was a $40,000 grant from the City of Elmira received in December and was not reflected in the financial report. Admiral Place was sold also. The fund balance is in good shape. Arbor is still working with EFPR Group to on properties as an asset. It is difficult to quantify how much administration goes into each property. A flat percentage doesn’t make sense. We need to figure in the costs associated with how long we carry the house before it is sold. We need to come up with a way to allocate the percentage of cost and the profit and loss on each property. A quarterly flat administrative fee could be used. There was discussion.

**PARIS Reporting:** Arbor is a little behind on PARIS reporting. They presented a budget through 2025 with carryover each year. They showed the actuals from 2020. They are anticipating the sale of properties at 525 West First Street, 106 Oakdale and 385 Pennsylvania Avenue. We will also receive $50,000 from the CDBG and HOMES funds. The land bank has three rehabs planned for 2022, three for 2023 and two for 2024. This will keep the land bank going through 2025. Each rehab is estimated at $100,000. The buyer of a property has to be below 80% AMI. Administrative fee was reduced on the current stock. On a motion by J. Furman, seconded by J. Roman and unanimously carried, the PARIS report was approved for submission.

**Enterprise Grant Progress**

**407 West Clinton Street:** There have been two showings recently on this house. The first family thought the house was amazing but weren’t sure they met the guidelines. They have not completed an application yet. The second family was not interested. The listing price is $124,900. Maintenance costs have been added in. The CDBG and HOMES funds can go up to $25,000 each. It is located in between two homes in need of repair. The house is between Walnut and Davis Streets. It is difficult to sell a house right now because of the holidays.

**909 Farnham Street:** The offer of $137,694 was accepted. H. Hussain has received the Abstract of Title and forwarded it to Mark Weiermiller. He is waiting for a closing date.

**New Properties**

**525 West First Street:** The house was purchased by the land bank for $25,200. Bids are due next week and five contractors have responded to rehab the home. Arbor will review bids and award project. Doug Madison from Arbor has taken the lead for making it easy for contractors to read through requirements. Some abatement needs to be done before contractor can go in there. Arbor is not sure what the sale price on the house will be yet. We can apply for CDBG and HOME funds.

**385 Pennsylvania Avenue:** The roof over the porch has been stabilized. The purchase price on this property was $10,000. The anticipated start date is spring of 2022.

**106 Oakdale:** The cleanout should be complete by the end of December. The house is in great shape, but needs updating. Habitat for Humanity is about 60% done with the cleanout. Anything that is left will be taken by another person that cleans out houses. His prices are fantastic and Arbor uses him quite often. J. Burin asked if we would consider selling the house as is for $90-100,000. The neighbors are interested in the property. The land bank bought the house for a reduced price. We could solicit offers and see what happens. Just flipping property is not going to sustain the organization. It is within our mission to keep the organization going. We need to justify and look at the bottom line. If we sell the property as is, it is not detrimental to the neighborhood. Arbor does not currently have an in house realtor but T. Deitrick is taking the test to get her real estate license in March. She would have to be listed under a broker, probably Howard Hanna. We will get a CMA listing for sale by owner and put it on the market for 30-60 days.

**New Business**

**Tioga Downs Grant:** D. Kenny reported that she checked their website and the application process was pushed out another year. She is checking to see if we need to reapply since our application is older. Tioga Downs will take applications until October 2022.

**2022 Meeting Dates:** Arbor asked members to see what the best date would be to meet in 2022 as the third Wednesday is not always good for every member. After discussion, the members decided to keep it the same day and time, the third Wednesday of the month at 9 AM.

T. Sweet commented that Dawn Burlew and his terms expire at the end of the month. The election of officers and policy renewals will be held at the January meeting.

**Adjournment**

On a motion by J. Burin, seconded by J. Roman and unanimously carried, the meeting adjourned at 9:47 AM.

Respectfully submitted,

Mary K. Rocchi

Recording Secretary