

Chemung County Property Development Corporation
Minutes of the Meeting
December 20, 2017

Present: Jeanne Glass, Amanda Keith, Jennifer Miller, Mary Rocchi, Joseph Sartori, Rocco Soda, Thomas Sweet, Nicolette Wagoner

Call to Order/Approval of Minutes

Chairman T. Sweet called the meeting to order at 9:30 AM. On a motion by J. Miller, seconded by N. Wagoner and unanimously carried, the minutes of the November 13, 2017 meeting were approved.

Budget/Disbursement/Funds and Wire Transfers

R. Soda reported that there was a setback with the first disbursement for LISC as the land bank needs to have insurance before this disbursement is prepared. A disbursement for administrative and demolition money will be received based on an estimated cost. Arbor was approved for \$125,000. Rehabilitation money has not been approved yet. The budget has been extended to 2019.

Insurance

Arbor has reached out to different land banks to see who they have their insurance through. Brown and Brown Empire State was suggested as they did a presentation in Binghamton and many land banks are using them. Arbor is getting the necessary paperwork together for a quote to be provided next year. The insurance will cost about \$22,000 per year. J. Glass prepared a new budget since the disbursement has not yet been received. Arbor will receive the disbursement for the last quarter of 2017 and the first quarter of 2018 once insurance is in place.

Property Status/Schedule

R. Soda reported that three bids are needed for a demolition or rehabilitation. The board will approve the bids. An advance of funds is not needed from the County. Demolition contracts will be signed within 30 days and demolition should be finished within 90 days. Arbor will try to align quarterly disbursements. Environmental reports will be completed. The County will be asked to cover smaller items but LISC will be asked for other funding. LISC will transfer funding to Arbor. Arbor has solicited over 50 contractors. Not many have responded with bids. Williams Construction was suggested as a possible contractor for projects. R. Soda will reach out to Williams. T. Sweet suggested asking the Army Corp of Engineers as they are looking for training projects and the cost should be less. BOCES will not be asked as the liability is too great for them. The two demos will be put out to bid in January. 458 Tompkins Street is ready to go out to bid pending insurance. Contractor requirements need to be identified. The tenant at the property at 628 Newtown have been notified to vacate the property by December 31, 2017.

ESPRI Funds/Future Properties/Property Evaluation Map

418 West Church Street multi-unit property scope of work will start next week. ESPRI funds of \$275,000 will leverage land bank funds and incentivize property owners to purchase properties. The project will be brought to the ESPRI board once scope of work is complete. The land bank is starting to take control of homes. The land bank will control projects, specs and work. A subsidy will be applied to bank costs.

\$40,000 will be set aside. The property will be required to have affordable rents for five years. R. Soda would like to concentrate on homes in close proximity to each other for the next phase of properties to be rehabbed or demolished. He would like to focus on zombie properties around the row houses Jim Capriotti has rehabilitated on West Water Street. R. Soda reviewed a map of properties in different stages of repair or demo. J. Sartori reported that tax sales for properties begin in March and the auction is at the end of March. Property owners have until the end of February to pay their taxes or their property will be sold at auction. A list will be available at the end of January to review. Eighty to 100 properties that are to be auctioned are repurchased by the current owner. Arbor will have more recommendations in February for the land bank. J. Glass will prepare bids for February meeting and the board will approve the bids that are in. Demo bids will be reviewed at the January meeting. The property at 403 West Gray Street is buildable according to Code Enforcement. This could possibly be a project for Habitat for Humanity. A Phase I Environmental must be done on the property, which is still in the County's name.

Marketing/Signs and Website

The Land Bank is required to have a website. Arbor has checked several land bank websites to see what should be included. Since the land bank is a public authority it needs to report to PARIS for the state. Arbor is working with Creagent Marketing in Corning on the website. Since Arbor is a customer they will develop the website for free. A. Keith suggested the following tabs for the website:

- Home Tab
- About/Contact Us Tab – Mission Statement, Who we are, Organizational structure, FAQs. J. Sartori will check the 501c3 application that was submitted on the land bank to see if there is a mission statement.
- Properties Tab – Acquisitions, Link to Arbor, Rehabs, General Contact Information, Demolition, Property Map. All inventory must be publicized.
- Resource tab – Bylaws, Financial Information, Meeting Minutes, Contractors/Vendors (with Contractor Data Sheet).

The timeframe for this is six weeks to create the site. Danielle from Arbor will maintain the website.

J. Glass has not completed signs yet. They will be on the January agenda. An acquisition policy will be developed. Arbor will prepare a contract for Bryan Maggs to review for demos and rehabs. Insurance will be reviewed as well. Arbor will prioritize this year.

Other Business

Arbor suggested holding regularly scheduled meetings so they can meet their deadlines. The third Wednesday of each month at 9:30 AM in the 5th floor conference room of the Hazlett building was suggested. M. Rocchi will prepare a meeting schedule for 2018.

There being no further business, the meeting adjourned at 10:18 AM.

Respectfully submitted,

Mary K. Rocchi
Recording Secretary