

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, July 1, 2020

10:30 a.m.

2nd Floor Conference Rooms

Annex Building

Bath, New York

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13
Jack K. Wheeler, Steuben County Manager
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
Jennifer Miller, City of Corning Planning & Economic Development Director
Bill von Hagn, Mayor Village of Bath
John Buckley, Mayor, City of Hornell

OTHERS: Amy R. Dlugos, Planning Director/SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Christopher Brewer, Deputy Steuben County Manager
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Robin K. Lattimer, Steuben County Legislator – District 3
Frederick G. Potter, Steuben County Legislator – District 10
Brenda K. Mori, Clerk, Steuben County Legislature
Mary Perham

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 10:30 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 6, 2020, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MAYOR VON HAGN ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* - Mrs. Dlugos stated she emailed the Treasurer's Report for review. Enterprise did not send our reimbursement for the last quarter, but that will be coming next week.

B. *Public Authorities Fiduciary Training* – Mrs. Dlugos stated we need to have it in the minutes that all of the Board members have completed this training, including Mrs. Lando and Ms. Miller. This training is good for three years.

C. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mrs. Dlugos stated she had a discussion with Habitat for Humanity and they have all of the information they need to put together the transfer documents.
- *148 Terry (Hornell)* – This property was listed with a realtor and is showing it pretty regularly and there has been a lot of interest. The realtor did suggest that we lower the listing price. Currently the property is listed at \$89,900 and the realtor is suggesting \$84,900. Mrs. Dlugos stated we have \$95,000 into this project between the acquisition, rehabilitation and maintenance. We have heard that the housing market is very active because of the low interest rates.

Mrs. Lando asked how long has it been at this price? Mrs. Dlugos replied since November. We have not had any offers, but there has been a lot of interest. Pricing is an issue. Ms. Kenny stated our recommendation is \$79,900 or the low \$80,000; it is reasonable to set it at \$84,000 - \$85,000. A \$10,000 drop would be too much as there has been a lot of interest.

Mayor Buckley commented I think it is appropriate to drop the price a little. Maybe lower it a few months down to the \$84,900 and re-evaluation. It would be better to take a slow approach. This property is near the Bryant School and parking is an issue. This is a really nice house.

MOTION: SETTING THE LISTING PRICE FOR 148 TERRY STREET, HORNELL, AT \$84,900.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY FOR DISCUSSION.

Mr. Van Etten asked are we routinely pre-qualifying people that are looking to make sure they are meeting all of the criteria to purchase, or is anyone just able to go through? Ms. Kenny replied there is a five-year restriction on this property and everyone should be somewhat pre-qualified before they look, but we can ask the realtor what her process is.

Ms. Prossick commented there is a pretty formal packet that we have put together for the pre-qualifications.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 7-0.

D. *Project Updates – Enterprise Grant*

- *278 Chestnut St. (Corning)* – Mrs. Dlugos stated this project is 70 percent complete. Ms. Kenny stated this project should be done by the end of this month. There are a lot of minor things being finished; gutter, flooring, kitchen, carpet in the bedroom.

Mr. Soda commented we have had water issues in the basement with the heavy rain recently and we are investigating. Hopefully when the gutters are put on that will resolve the issue.

Mrs. Lando asked what is the asking price? Mrs. Dlugos replied we will have to get an appraisal once the project is complete and then we will be able to set the listing price. Mr. Soda stated this house is on a really nice street and comparable values are all over the place. This is a \$150,000 home which would put an income restricted buyer out of it. Mrs. Dlugos stated this may be our exception project that we are allowed to have.

- *1480 Chestnut St. (Hornellsville)* – Mrs. Dlugos stated this project is 100 percent complete. There is one change order in the amount of \$400.00 to fix a gap between the upper and lower cabinets in the kitchen. The committee had approved this by an email poll, but she requested the Board ratify the action.

MOTION: RATIFYING THE APPROVAL OF A \$400.00 CHANGE ORDER RELATIVE TO FIXING A GAP BETWEEN THE UPPER AND LOWER CABINETS IN THE KITCHEN AT THE PROPERTY LOCATED AT 1480 CHESTNUT ST., HORNELLSVILLE MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Mrs. Dlugos informed the Board we have \$82,600 into this property. The appraisal has been completed and came in at \$106,000 which is \$6,000 more than what we had originally thought. She stated she is looking for the Board's thoughts on a listing price. Mr. Soda stated this property is outside of the City on a nice street. We could list it at \$109,000 and go from there.

Mrs. Lando asked how are the comps in the neighborhood? Mrs. Dlugos replied we used the comps to come up with the appraisal. They did extensive research and this is in a nice neighborhood. Mrs. Lando commented she likes the idea of setting it at \$109,000.

MOTION: SETTING THE LISTING PRICE FOR 1480 CHESTNUT ST., HORNELLSVILLE, AT \$109,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Mrs. Hurd-Harvey asked are we using the realtor for this property? Mrs. Dlugos replied I would recommend using the same realtor, Maggie Horan for this property. Her rate is \$3,000 per property.

MOTION: AUTHORIZING LISTING THE PROPERTY LOCATED AT 1480 CHESTNUT ST., HORNELLSVILLE, WITH REALTOR MAGGIE HORAN FOR A COST OF \$3,000 MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Mrs. Dlugos commented Ms. Horan has listed properties for us under the LISC grant and the requirements under Enterprise are similar. We already have had someone asking about it.

- *9187 CR 74 (Pulteney)* – Mrs. Dlugos stated we received additional quotes on the asbestos abatement. More asbestos was found and we will need to do air monitoring. The cost will be \$3,600 for abatement and air monitoring. Once the asbestos is out, we will have a separate smaller contractor come in to do the interior demolition. The asbestos is located in the kitchen, bathroom and addition area.

Ms. Kenny stated for the rehabilitation of this project they had three contracts attend the pre-bid conference with two submitting a bid. We received bids from Franzese for \$105,618 and Griffin for \$85,850. She stated that on Griffin's bid we did notice a line item that they put a price on that was a duplication, so the bid is \$81,350. Additionally the furnace may need to be replaced, but we will not know the cost of that until the contractor can get in. Griffin quoted \$5,000 for the replacement.

Mr. Wheeler asked is it appropriate to approve the bids? Ms. Kenney replied yes. The contractors had the same scope of work to price off of and we try to be as specific as we can with paint, flooring, cabinets, etc. If they have to subcontract out something, that can cause their bid to be higher. We compare the quotes to see where the differences are. Mr. Soda commented the location of the project can determine the price as well.

Ms. Kenny recommended awarding the bid to Griffin. He can start the project in August and I think he has the capacity to do it within the time frame for Enterprise.

Mrs. Lando asked did Franzese include the cost of the furnace? Ms. Kenny replied no; the furnace was an extra \$4,000. Mr. Van Etten asked will it be forced air? Ms. Kenny replied I don't know. It is currently a fuel-oil fired furnace. Mr. Soda stated the oil tank is there. Mayor von Hagn commented that price is either right on or a little low. Mrs. Dlugos commented we have used Griffin previously.

MOTION: AWARDING THE BID FOR THE REHABILITATION OF 9187 CR 74, PULTENEY, TO THE LOW BIDDER, GRIFFIN FOR \$81,350 WITH AN ADDITIONAL COST ESTIMATED AT \$5,000 FOR THE INSTALLATION OF A NEW FURNACE MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

- *Change Orders* – Mrs. Dlugos stated we have had a number of smaller change orders come in and the process for that is not addressed in the procurement policy. She suggested that either she or Mrs.

Hurd-Harvey be given authorization to approve smaller change orders and then report to the Board on those. Ms. Prossick commented \$1,000 would be appropriate.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OR THE TREASURER OF THE STEUBEN COUNTY LAND BANK TO APPROVE CHANGE ORDERS UP TO \$1,000.00 WITH A STIPULATION THAT THOSE APPROVALS WILL BE REPORTED TO THE BOARD MADE BY MAYOR VON HAGN. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

- 8867 SR 415 (*Campbell*) – Mrs. Dlugos stated this property is still on the tax acquisition list.
- 24 Ames St. (*Addison*) and 24 Baldwin St. (*Addison*) – Mrs. Dlugos reported both of these are now empty lots. She noted in the future we will need to make sure we get the electricity removed earlier in the process as there was a slight delay. Now with these demolitions complete, Habitat for Humanity does intend to put a house there. She noted Public Works was very cooperative in getting the fill as the Village of Addison had required topsoil and everything was taken to the Landfill. They are working on the cost estimate for trucking and the Landfill.

Mrs. Dlugos stated we have had interest from a neighbor on 24 Ames St. The property at 24 Baldwin Ave. will go to Habitat for Humanity and they will pay half of the demolition cost and will do the legal work. Once that is complete, then they can put a house on that lot.

Mrs. Dlugos asked have we gotten an appraisal on the 24 Ames St. lot? How would you recommend setting the price? Ms. Kenny replied under the grant we have to get an appraisal to determine how to best list it. This is quite a large lot. That process will probably get done within the next couple of weeks. Mayor von Hagn asked do you have an assessment on the lot? Mrs. Dlugos replied she believes it is a .75 acre lot. Ms. Kenney stated it was assessed at \$4,600 on the property tax website. Mayor von Hagn commented a .25 acre lot in Bath is assessed at \$16,000. Mr. Soda stated we should order an appraisal.

MOTION: AUTHORIZING AN APPRAISAL ON THE LOT LOCATED AT 24 AMES ST., ADDISON, MADE BY MAYOR VON HAGN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Mrs. Lando asked is Ames Street in the Village? Mrs. Dlugos replied yes, it is located in the village at the end of a dead end street. Ms. Kenney stated this is actually a .50 acre lot. Mrs. Dlugos stated Arbor will get the appraisal and at the next meeting the Board can set the price.

- *Funding Update* – Mrs. Dlugos informed the committee that she has not received the last quarterly payment, but we should have that next week and that will be \$24,165. She and Ms. Kenny have been working on the quarterly report that is due by July 15th. We had a discussion with Enterprise as we are under budget on our acquisition cost and it looks like we will have a little less than \$100,000 in Enterprise funds available. Enterprise had indicated we can use those funds for another rehabilitation; we would just have to adjust our budget in this quarterly report to include a fourth rehab.

Ms. Kenny explained they are reallocating funds from certain line items where we might be over. Every line item came in under what we budgeted. We can update our scope of work to include an extra rehab. They are very excited that we will meet or exceed our goals and with the new cycle coming up, that will look good for the Land Bank. Mrs. Dlugos stated we are looking at the tax sale properties for something that looks good for a rehab. Mr. Soda stated Ms. Kenney is going through all of that and we are looking for guidance from this Board. He commented we have not yet done a rehab in Bath. Mrs. Hurd-Harvey stated we could also look at Canisteo and Wayland.

Mr. Soda stated one house on the list is in the middle of the Corning Housing Project. Would you be open to other entities doing the rehab? Is there a transfer process that the County would consider or would that go through the Land Bank? Ms. Prossick replied the County has to sell property at the public auction; an outside entity would have to bid on the property at the public auction. Mr. Soda stated there is a \$25,000 grant for the Corning Housing Project if the Land Bank wanted to do it. He stated that the Corning City Manager thought that property should be demolished. He will have more information next month.

Mrs. Dlugos stated we will have our unrestricted funding and we could come back in to do a rehab or demolition.

IV. OTHER BUSINESS

A. *Hornell Property* – Mayor Buckley stated there is one property in the City of Hornell that he would like to put on the radar; 274 Walnut Street. At some point that will need to come down. It has been vacant for some time and has, among other things, holes in the roof. There is also a pair of homes on Chestnut Street that we are dealing with. Mr. Van Etten asked who owns the home? Mayor Buckley replied it is on the list for the County tax sale this year. It was owned by Crosby. The house has been in disrepair for a number of years and is blight on the neighborhood. It would be an ideal house to consider for demolition. Mrs. Dlugos stated for the Enterprise grant, the Campbell property fulfilled our demolition goal.

MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, August 5, 2020
10:30 a.m.**