

STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, March 4, 2020

10:30 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

PRESENT: 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
John Buckley, Mayor, City of Hornell
Jennifer Miller, City of Corning Planning & Economic Development Director
Bill von Hagn, Mayor Village of Bath

OTHERS: Amy R. Dlugos, Planning Director/SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Christopher Brewer, Deputy Steuben County Manager
Pat Donnelly, Deputy Steuben County Commissioner of Finance
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Craig Patrick, Senior Assistant County Attorney
Pat Donnelly, Deputy Steuben County Commissioner of Finance

ABSENT: Hilda T. Lando, Steuben County Legislator – District 2

OTHERS: Heather Briggs, Bonadio & Co., LLP
Mike Sweet, Mayor-Elect, Village of Bath

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:35 a.m. and asked Mr. Donnelly to lead the Pledge of Allegiance.

II. PRESENTATION

A. *2020 Audit Report* – Heather Briggs from Bonadio & Co., LLP, reviewed the audit for the Steuben County Land Bank Corporation. There were no material weaknesses or significant defects. Ms. Briggs reviewed matters for consideration of management. The first item is relative to in-kind services. Our recommendation is that the Corporation ensures that time spent by all County employees on Land Bank activities is formally tracked throughout the year. The Board will examine procedures to more accurately track time spent on land bank activities. It is anticipated that a simple time-log form can be developed for this purpose. Relative to the investment policy, the Corporation did draft an investment policy; however, it was not formally adopted by the Board until after year end. We recommend that the Corporation ensures that such policies as required by the Public Authorities Law to be annually reviewed and approved are done so in accordance with these guidelines. The investment policy and other board policies will be reviewed and re-adopted each year at the Board of Director's February meeting. Finally, with regard to the Budget, the recommendation is that the Corporation reviews its policies and procedures related to the budgeting process to ensure budgets are completed timely and ensure a budget report is submitted in accordance with Section 2801 of Public Authorities Law. The Board of Directors will review its policies and procedures to ensure that budgets are completed in a timely manner and are submitted in accordance with Section 2801 of the Public Authorities Law.

MOTION: ADOPTING THE AUDIT REPORT FOR THE STEUBEN COUNTY LAND BANK CORPORATION AS PRESENTED BY BONADIO & CO., LLP MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 5, 2020, MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

IV. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Donnelly presented the Treasurer's Report for review.

B. *Election of Officers and Committee Assignments* – The Board agreed to postpone until the April 1, 2020 meeting.

C. *Annual State Land Bank Conference* – Mrs. Dlugos announced the NYS Land Bank Conference has expressed a desire to host this year's conference in Steuben County. This annual conference would be an opportunity to showcase the rural land banks and what we are doing in the Southern Tier. Ms. Glass stated this would be a huge undertaking and the conference would be scheduled August 20 – 21. There would be a half-day session on Thursday with a full day of sessions on Friday. There are 25 other land banks in the State and we have attended three different conferences. Generally there are about 120 people that participate. We are willing to do it and this would be an opportunity to showcase the area and what we have done. We would pull together the sponsors and would take care of setting that up. We have already reached out to the Radisson for room rates, etc. We would also be looking at Corning Museum of Glass to host a reception. Ms. Glass stated that we will need to set up the sponsors and the NYS Association of Land Banks will assist with that. Ms. Kenney stated we would like the support of the Land Bank and would love for you to be there. Any input you have would be appreciated.

Mr. Wheeler stated with regard to sponsorships, government cannot do that, but we will work with you. Ms. Kenney stated we are still trying to make sure the State association approves of the date. Mr. Wheeler asked will there be any out-of-pocket costs to the Land Bank and Arbor? Ms. Kenney replied the goal would be no. We are working with the State association to see what they are able to put into this. Non-members will pay a fee to attend. Mr. Wheeler asked the State association does not have the capacity to organize this? Ms. Glass replied they do, but we do not know what they spend. We are working with them on a symposium speaker and she cannot see that they would put that cost on our Land Bank. Mrs. Dlugos commented our membership fee to the State association is not insubstantial and we do not want to end up having the Land Bank get a bill.

Mr. Van Etten commented he is agreeable to be host, provided there will be no cost to the Land Bank. He suggested a decision be postponed until the April meeting.

D. *Project Updates – LISC Grant*

1. *137 East Washington (Bath)* – Mrs. Dlugos stated Habitat for Humanity has concerns about the two year mortgage reversion clause, but they are willing to agree to a four year. Mayor von Hagn commented he thinks that is acceptable.

MOTION: AUTHORIZING THE STEUBEN COUNTY LAND BANK CORPORATION TO PUT A FOUR YEAR MORTGAGE REVERSION CLAUSE ON THE 137 EAST WASHINGTON STREET PROPERTY IN BATH MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER FOR DISCUSSION.

Mr. Van Etten asked will this four-year reversion clause violate any requirements? Ms. Glass replied no. We finished the demolition and this fell under the LISC Grant. Mrs. Dlugos commented Habitat for Humanity has stricter requirements than LISC.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 6-0.

2. *148 Terry (Hornell)* – Ms. Glass announced this house has been shown and our credit counselors have also shown this property to a couple of people. We should discuss having another open house or putting an ad in the paper to help regenerate some interest. Mrs. Dlugos stated we can do another press release. Mr. Van Etten stated he

thinks you should list it. We have an RFP for professional services of a realtor. Mr. Wheeler stated you can authorize up to a certain amount. Mr. Van Etten stated in the long run, we should give Arbor the discretion to hire a realtor on a house by house basis if needed.

Mr. Wheeler asked would that be based on a percentage? Ms. Glass replied you could set the percentage they could get on a house or lot. Chemung has done 6 percent on the sale of a house. The realtors in this area do less than that. Mr. Wheeler stated we could set it at a not to exceed 5 percent. We would need to expand the contract with Arbor for that amount. Arbor would be doing the procurement contract with the realtors.

MOTION: AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH ARBOR TO INCLUDE AUTHORIZING ARBOR TO NEGOTIATE CONTRACTS WITH REALTORS TO LIST HOUSES AND PROPERTIES AT A PERCENT NOT TO EXCEED 5 PERCENT MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

E. *Project Updates – Enterprise Grant*

1. *278 Chestnut Street (Corning)* – Ms. Glass reported our contractor on this project is Franzese and he started work on January 27, 2020. They are currently working on installing the drywall and working on the bathroom. We are pushing for 50 percent completion within a week. The bid total came in at \$88,267. Ms. Glass stated Arbor is taking on the landscaping separately and we will be removing the shrubs around the house. We anticipate doing that in April.

2. *1480 Chestnut Street (Hornellsville)* – Ms. Glass stated we sent this out to bid and the bids were received on Monday. There were three contractors at the bid conference and two bids were received. The first was from Bill Griffin for \$71,000 and the second was from CNE Construction for \$57,142. This project will entail a new kitchen and new bathroom. We will also need to look at the HVAC and there will be an additional cost for bringing the heat ducts up to the second floor. We will have the cost for the living room and the kitchen today. Ms. Glass recommended awarding the bid to CNE Construction and then we will come back at a later date for the approval for the additional heat duct work.

MOTION: AWARDING THE BID FOR THE REHABILITATION OF 1480 CHESTNUT STREET IN HORNELLVILLE TO THE LOW BIDDER, CNE CONSTRUCTION FOR A TOTAL PRICE OF \$57,142 WITH A \$3,000 CONTINGENCY FOR ADDITIONAL HEAT DUCTS MADE BY MRS. HURD-HARVEY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

3. *24 Ames Street, Addison and 24 Baldwin Avenue, Addison* – Mrs. Dlugos stated they received the demolition bids for these two properties from MJR Partners. We currently do not have title to 24 Baldwin yet. The attorney for Habitat for Humanity is working on the transfer documents. She requested authorization to award the bids to MJR Partners.

MOTION: AWARDING THE BID FOR THE DEMOLITION OF 24 AMES STREET AND 24 BALDWIN AVENUE BOTH SITUATE IN THE VILLAGE OF ADDISON, TO THE LOW BIDDER, MJR PARTNERS MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

4. *8867 SR 415 (Campbell)* – Mr. Donnelly reported this property, still has not been redeemed and today is the last date for redemption.

5. *9187 CR 74 (Pulteney)* – Ms. Glass informed the Board that the foundation company, Wadford of Ithaca, came in and provided us with a proposal for \$24,000. They are proposing a shot lock wall restoration. Once the foundation is stabilized, that will take care of a lot of the floor problems. Then the contractor will be able to come in and do the kitchen, bathroom and new flooring. We will get other foundation quotes and then build a spec outside of that. Once we get that, we will bring that back for approval. We should have the foundation quotes within a couple of weeks.

V. **OTHER BUSINESS**

A. *Potential Property Acquisitions*

MOTION: ADJOURNING REGULAR SESSION AND RECONVENING IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR VON HAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

B. *Next Meeting* – The next meeting will be held on Wednesday, April 1, 2020 at 10:30 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature