

STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)

Monday, January 7, 2019

11:15 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell

OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Amy Dlugos, Steuben County Planning Director
Matt Sousa, Steuben County Senior Planner
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
K. Michael Hanna, Steuben County Legislator – District 5
Hilda T. Lando, Steuben County Legislator – District 2
John V. Malter, Steuben County Legislator – District 4
Frederick G. Potter, Steuben County Legislator – District 10

ABSENT: Bill von Hagn, Mayor, Village of Bath
Mark Ryckman, Corning City Mayor

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 5, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mr. Alger distributed the Treasurer's Report for review. Mr. Donnelly commented we did get paid for the Onondaga sale.

B. **Transition of Executive Director Duties** – Mr. Alger stated they had a meeting Friday with the Steuben County Planning Director, Arbor and others to talk about the plan for transition. The consensus was for a collaborative taking on of duties. The Planning Department will be taking on the Executive Director duties effective January 11th. He recommended the Board appoint Amy Dlugos as the interim Executive Director.

MOTION: APPOINTING AMY DLUGOS, STEUBEN COUNTY PLANNING DIRECTOR, AS INTERIM EXECUTIVE DIRECTOR EFFECTIVE JANUARY 11, 2019, MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Wheeler commented Mr. Alger has done a great job detailing the duties and the things that he has done and has been very helpful. Mrs. Dlugos will be the point person, but Arbor has also volunteered to help with a number of things as well.

C. Sales/Project Updates

- *232 Onondaga (Corning)* – We have sold and closed on this property and the property has been removed from our insurance. Mr. Van Etten asked how did we make out net? Mr. Alger stated he does not remember the numbers, but will get that to the Board. The bottom line is we had \$177,000 come for revenue that is unrestricted. Mr. Van Etten commented for the future it would be helpful to do a post audit which will help us to forecast future ones. Mr. Alger stated he thinks they had done that when we accepted the offer and he has those figures and will send them out.
- *161 Kingsbury (Corning)* – Ms. Glass stated they recently showed this property to the same gentleman for the second time and he dropped off an offer for \$100,000, but called to let us know that he sent a letter that includes some changes, but we have not gotten that yet. Mrs. Kenny stated she did talk with the gentleman this morning and he will be delivering the letter to us today. Mr. Alger commented it is promising that there is some interest. Mr. Van Etten asked was this the property that we lowered the price to \$115,000? Mr. Alger replied yes. We had a little over \$100,000 into it.
- *23 Wells (Hornell)* – Mr. Alger stated Arbor will continue to work with Habitat for Humanity to see if they are still interested.
- *137 East Washington Street (Bath)* – Mr. Alger stated they will be meeting next Wednesday with Franzese to go over the development enforcement mechanism which will ensure that the project gets done within one year.
- *148 Terry Street (Hornell)* – Mr. Alger informed the Board they received two bids from CNE for \$87,680 and Griffin for \$78,200. He recommended awarding to the low bidder, Griffin. Ms. Glass stated Griffin has done some Chemung County Land Bank properties for us. We did call Griffin to check if he bid the exact materials as specified. He has just ball-parked the figures, but understands what is required. Mr. Donnelly asked will the contractor be replacing the asbestos shingles on the back porch roof? Ms. Glass replied the contract will be tearing off the roof from the back porch and leaving it open.

MOTION: AWARDING THE BID FOR REHABILITATION OF 148 TERRY STREET IN HORNELL TO THE LOW BIDDER, GRIFFIN FOR \$78,200 MADE BY MR. HAURYSKI. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Alger stated in conjunction with this, they also received two quotes for asbestos abatement from LCP Group for \$10,500 and Sunstream for \$4,327. He recommended awarding the low bidder, Sunstream.

MOTION: AWARDING THE QUOTE FOR ASBESTOS ABATEMENT AT 148 TERRY STREET IN HORNELL TO THE LOW BIDDER, SUNSTREAM FOR \$4,327 MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

- *159-161 Columbia Avenue (Corning)* – Mr. Alger stated we have reviewed the abstract and deed and both are clear. We asked Habitat for Humanity for a sample agreement, however, we have not heard back from that. Habitat for Humanity will cover the expenses of the legal work for transferring the property. He stated that Ms. Prossick will need to determine how much legal work will be required for this contract and we will need to stay on top of them and make sure that the project gets done in a timely manner.

D. **Enterprise Grant Award Update** – Mr. Alger informed the Board that he has not yet received the contract, but the grant is likely to start in the second or third quarter of 2019. When they awarded the initial \$550,000 they indicated there will probably be a second round of awards. It would behoove this group to get enough properties in the queue and get them done so you can get subsequent rounds of funding. He stated they have put three demo projects and three rehab projects in this grant.

E. **ABO Training & Policy Requirements** – Mr. Alger reminded the Board members to sign up for their ABO training. There are still some slots available on January 23rd.

F. **Ratification of Resolution for Sale of 232 Onondaga** – Mr. Alger stated the Board via email had ratified approval of the sale of the property located at 232 Onondaga Street in Corning. He requested a resolution authorizing the Land Bank to sell the property.

MOTION: AUTHORIZING AND RATIFYING THE SALE OF THE REHAB PROPERTY LOCATED AT 232 ONONDAGA STREET IN CORNING FOR \$177,422.12 MADE BY MAYOR BUCKLEY. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. **OTHER BUSINESS**

A. **Next Meeting** - The next meeting has been scheduled for Wednesday, February 6, 2019, at 10:30 a.m. or immediately following the AIP Committee.

Mr. Van Etten stated that he would like to thank Mr. Alger for leading us through our first year.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, February 6, 2019

10:45 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Bill von Hagn, Mayor, Village of Bath

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
K. Michael Hanna, Steuben County Legislator – District 5
Hilda T. Lando, Steuben County Legislator – District 2

ABSENT: Mark Ryckman, Corning City **Manager**

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:45 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 7, 2019, MEETING MADE BY MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MAYOR BUCKLEY ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mrs. Dlugos distributed copies of the Treasurer's report for review.

B. *Project Updates*

- *Kingsbury (Corning)* – Mrs. Dlugos informed the committee that they have received an offer of \$90,000 on the Kingsbury property and there is bank pre-approval. This price is really in line with what has been selling in the area. She requested authorization to sell the property. Mr. Donnelly recommended they issue a qualified acceptance that states that the closing occur within sixty days. There are no sale contingencies and the mortgage is qualified. Ms. Prossick recommended including that in the purchase and sale agreement.

MOTION: AUTHORIZING THE SALE OF 161 KINGSBURY IN THE CITY OF CORNING FOR \$90,000 WITH A QUALIFIED ACCEPTANCE THAT THE CLOSING WILL OCCUR WITHIN SIXTY (60) DAYS MADE BY MR. HAURYSKI. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MAYOR BUCKLEY ABSENT FOR VOTE)

Mrs. Dlugos stated that she has been working with Arbor to come up with a qualifications worksheet to document household size and income. Ms. Prossick commented this is a good idea to meet the qualifications of the grant. She recommended that it also include head of household and that we have the purchaser sign with a notarization.

- *23 Wells (Hornell)* – Mrs. Dlugos stated she has talked with Habitat for Humanity and they are definitely interested and will look at this property again. They indicated that their service area has expanded to the Hornell area.
- *137 East Washington (Bath)* – Mrs. Dlugos stated she has met with John Franzese and supplied him with the language of meeting the enforcement agreement to take to his attorney and bank. She will also send him the example from Onondaga County. He has indicated that he would like to start in the spring and have something ready for sale in early fall.
- *148 Terry (Hornell)* – Mrs. Dlugos informed the board that the asbestos abatement is complete. We had to get a construction agreement re-approved by the insurance company. There will be a change order to retiling a roof. She will clarify what part of the roof they will be retiling.
- *159-161 Columbia (Corning – Habitat for Humanity)* – Mrs. Dlugos stated she has been in contact with Habitat for Humanity and they are applying for a variance to construct a new house on that lot. Mr. Donnelly stated we should give Habitat for Humanity sixty days to get this straightened out, or ask LISC if we could substitute another project.

Mr. Van Etten commented the agreement was they would provide the legal services. If they are not stepping up, then he agrees that we should give them a deadline and then pull it.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR, AMY DLUGOS, TO NOTIFY HABITAT FOR HUMANITY THAT THEY HAVE SIXTY DAYS TO COMMENCE WORKING ON 159-161 COLUMBIA STREET IN CORNING MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

C. *Enterprise Grant Award Update* – Mrs. Dlugos stated she had the first phone call on the Enterprise Grant. We cannot start this grant until we are finished with the LISC grant and have then found new properties for the Enterprise Grant. We applied to do three demolitions and three rehabs under the Enterprise Grant. They want us to find some properties that are not tax sale properties. She is talking with Arbor about looking at foreclosures and short sales. We have also talked about the Cornerstone properties.

Mr. Donnelly commented Cornerstone does not have their bankruptcy plan approved yet. Some of those properties may be coming to market or to the banks. We do have access to the zombie properties registry through the State. We can also scan the County Clerk's records to see what foreclosure records have been filed.

Mr. Wheeler stated we can look at anything, but he still thinks we could get a few properties from the tax sale. Mr. Van Etten stated we should also ask each of the larger municipalities to offer suggestions.

Mayor von Hagn stated he would be very interested to see the zombie properties list. Mayor Buckley commented there are always opportunities out there. The City of Hornell started out with 45 zombie properties and now we are currently under 10.

Mr. Van Etten stated the City of Corning has a housing strategy. How do they identify properties? Mrs. Lando replied they have done a property survey and then prioritize that list. Ms. Glass stated we have a home repair program and our construction coordinator has evaluated 1,000 homes and we have a color-coded map from needs some work to needs demolition. We tried to go from the South side to the North side and alternate. They try to do the entire street at once. We send letters and go door to door to explain the program. There is a city match and other funds. This program is open to everybody.

Mr. Van Etten commented that does not really fall into the Land Bank. Ms. Glass stated if you were doing a home on a street, we have other programs that could complement that, such as emergency repairs. We could communicate to the other residents on the street.

Mr. Van Etten stated we need to identify three rehab projects and three demolition projects and the question is how we do that. Ms. Glass stated at the last meeting we discussed the Cornerstone properties. Howard Hanna is doing a price or list of the homes and we are waiting to hear back. She stated Arbor has also applied to the NCS Trust. Mrs. Kenny explained Mr. Cooper was formerly Nation Star. There was a big settlement which included \$5 million in restitution and another \$5 million in donated properties to counties in New York State. With the NCS Trust grant, if a property in the County comes up for foreclosure, we have one week to indicate if we have interest once we receive the notification. In addition, for any property that they donate, they also provide up to \$20,000. If we received a property through that, we could transfer that to the Land Bank.

Ms. Glass stated with respect to the Terry Street property, we did receive a change order. When they did the asbestos abatement, they took the entire roof off. We did have the contractor replace with regular shingles and we will get the price for that. The roof replacement was just over the front porch.

Mrs. Lando asked will you ask the municipalities for a list of properties? Mr. Van Etten replied yes, but the issue is if the properties are available. It would be helpful to get a list. Mayor von Hagn stated in addition to access to the zombie properties list. Mr. Donnelly stated the zombie properties list is town specific and if he can give it out, he will. Mrs. Kenny commented the only restriction on the zombie properties is that we cannot specifically say that we got it from the zombie property list.

D. *Annual Reporting and Other Housekeeping Items* – Mrs. Dlugos stated with regard to annual reporting, Arbor sent to her the public authorities requirement for reporting and she is pulling that together for the Land Bank and once complete, it will be uploaded to PARIS. She also will need to include board member biographies. She asked the board members to send her a biography which can be a couple of sentences, or a bulleted list, by the end of March. Additionally, we need to annually adopt our Policies and Procedures as well as elect officers. She suggested doing that at the March meeting which will be held on March 25, 2019 at 11:00 a.m.

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

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Monday, March 25, 2019

11:15 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
Bill von Hagn, Mayor, Village of Bath

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Jeanne Glass, Arbor Development
Roco Soda, Arbor Development
Randolph J. Weaver, Steuben County Legislator – District 1
Hilda T. Lando, Steuben County Legislator – District 2
Heather Briggs, The Bonadio Group

ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Mark Ryckman, Corning City Manager
John Buckley, Mayor, City of Hornell

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:15 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 6, 2019, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. PRESENTATION

A. *Audit Report* – Ms. Briggs presented the audit report of the Steuben County Land Bank Corporation for review. They have provided an unmodified opinion, which is the highest opinion you can receive. She reviewed the communication of matters related to internal control over financial reporting and other matters. There are three areas that we have asked management to consider. First, we noted there was no formal procedure for the tracking of in-kind services. Our recommendation is that the Corporation develops procedures to track the time spent on Land Bank activities by County employees. Second, we noted that the Corporation has not yet adopted an investment policy. Pursuant to Section 2925 of Public Authorities Law, every public authority and every public benefit corporation shall by resolution adopt comprehensive investment guidelines which detail the corporation's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the Corporation. Our recommendation is that the Corporation adopts a written investment policy in order to be in compliance with Section 2925. Finally, during the audit, we noted that not all board members have attended the required Public Authorities training. Pursuant to Section 2824 of the Public Authorities Law, Authority board members must attend State-approved training regarding their legal, fiduciary, financial and ethical responsibilities as board members of an authority. Our recommendation is that all of the board members who have not attended training do so as soon as they are able.

MOTION: ACCEPTING THE AUDIT REPORT OF THE STEUBEN COUNTY LAND BANK CORPORATION AS PRESENTED BY THE BONADIO GROUP MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. *Treasurer's Report* – Mrs. Dlugos distributed copies of the Treasurer's Report for review.

C. *Project Updates*

- *161 Kingsbury (Corning)* – Mrs. Dlugos stated we have a signed purchase and sale agreement and we are awaiting the procurement of the mortgage. She requested authorization to reimburse the new homeowner for appliances up to the amount of \$1,500 upon presentation of receipts.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO REIMBURSE THE NEW HOMEOWNER OF 161 KINGSBURY (CORNING) FOR THE PURCHASE OF APPLIANCES UPON PRESENTATION OF RECEIPTS IN AN AMOUNT NOT TO EXCEED \$1,500 MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

- *23 Wells (Hornell)* – Mrs. Dlugos informed the Board that Habitat for Humanity is going to go look at this lot. They have indicated their service area has expanded to include the City of Hornell.
- *137 East Washington (Bath)* – Ms. Prossick stated they have requested a mortgage with a covenant to ensure the project is done within a year. She stated she has spoken to Franzese's attorney about this and they will be getting back to us. It looks as though this project is moving forward. Mr. Van Etten commented it is more like a performance contract. Ms. Prossick replied it pretty much is.
- *148 Terry (Hornell)* – Mrs. Dlugos stated there are still discussions between our insurance agent and the contractor's broker. The contractor's broker has issues with exclusions in the contractor's policy. We have talked with Scott Brandi and he has given Cool Insurance the authority to speak directly with the contractor's broker. The broker has issues with the exclusion for roofing issues and that the certificate does not have per project liability. Mrs. Dlugos stated she asked if that is out of line and Scott Brandi feels that it is important to protect the Land Bank.

Ms. Glass stated once the insurance is approved, we can start. We need this project to finish the LISC Grant so that we can get started on the Enterprise Grant. Mrs. Dlugos stated her concern is that she wants to make sure that the Land Bank is protected.

Mr. Soda asked if the contract has to increase the price of the project to accommodate the insurance requirements, do we have the authority to continue with the project? Mr. Van Etten stated it would depend on the cost. Mr. Donnelly commented we should retain the ability to approve that. Mr. Van Etten stated we will wait to see if he has an additional cost and then we can decide. We can do a poll by email, if necessary.

- *159-161 Columbia (Corning)* – Mrs. Dlugos stated we are waiting for the attorney for Habitat for Humanity to put the paperwork together to transfer the property to us for demolition. She requested authorization to sign the agreement to do the transfer of property for \$1.00 for the demolition and then to transfer it back to Habitat for Humanity for one half the demolition costs.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SIGN AN AGREEMENT WITH HABITAT FOR HUMANITY FOR THE TRANSFER OF THE PROPERTY LOCATED AT 159-161 COLUMBIA STREET IN CORNING, FOR \$1.00 FOR THE PURPOSE OF DEMOLITION AND THEN AUTHORIZING THE TRANSFER OF SAID PROPERTY BACK TO HABITAT FOR HUMANITY MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Dlugos asked once that transfer goes through, can we then go out for bids for the demolition? Mr. Soda stated we did the last two demolitions with a contractor via RFP. Mr. Wheeler stated that with a smaller house, the County may be able to do the demolition. If we cannot do the demolition, we can likely provide the trucking. He suggested Mrs. Dlugos talk with Mr. Spagnoletti and Mr. Orcutt.

D. *LISC Disbursement Request* – Mrs. Dlugos requested authorization to submit a request for reimbursement from the LISC grant. This will be our final disbursement from this grant.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SUBMIT A REQUEST FOR THE FINAL LISC GRANT REIMBURSEMENT MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

E. *Enterprise Grant Award Update* – Mrs. Dlugos stated there is nothing new to report. We need to finish our LISC Grant before we can start the Enterprise Grant. Hopefully we will be able to get the Terry Street property work underway. We do need to get a list of properties for the Enterprise Grant. Mr. Donnelly stated he has 150 properties at this point. Mrs. Dlugos stated she has received information regarding vacant property around the County as well as a list of prospective properties from Mayor von Hagn.

Mr. Van Etten stated as we have discussed before, the population centers are in Bath, Corning and Hornell. Others have asked if we should be looking at other areas in the County. Mr. Wheeler stated we did look at other areas last year; there was a property in Lindley that we had looked over. If something comes up in other areas, we will definitely take it. We had also had some preliminary discussions about property in Wayland. The largest volume of properties are in the population centers.

F. *Agreement with Arbor* – Mrs. Dlugos informed the Board that we need to renew the agreement with Arbor. She will look to see if there are any changes that we may need to make.

G. *Election of Officers* –

MOTION: ELECTING THE FOLLOWING OFFICERS OF THE STEUBEN COUNTY LAND BANK CORPORATION: CHAIR – SCOTT VAN ETTEN; VICE CHAIR - JOE HAURYSKI; TREASURER – PAT DONNELLY; AND SECRETARY - JOHN BUCKLEY MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

H. *Re-Adopting of Board Policies and Procedures* – Mrs. Dlugos stated we are required to annually adopt our policies and procedures. There have been no changes to the policies and procedures. Mr. Wheeler commented we should adopt the sample policy of the State for Sexual Harassment and certify that you have taken the training.

MOTION: ADOPTING THE FOLLOWING POLICIES AND PROCEDURES OF THE STEUBEN COUNTY LAND BANK CORPORATION: CONFLICT OF INTEREST, PROCUREMENT/FINANCIAL/BUDGET, REAL PROPERTY ACQUISITION, REAL PROPERTY DISPOSITION AND INTERNAL CONTROLS MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Secretary's Note: The Sexual Harassment Policy will be discussed and voted on at the May meeting.

IV. OTHER BUSINESS

A. *Assessment of Internal Controls and Investment Report* – Mr. Donnelly distributed copies of the 2018 Assessment of Internal Controls and the 2018 Investment Report for review.

MOTION: ADOPTING THE 2018 ASSESSMENT OF INTERNAL CONTROLS AND THE 2018 INVESTMENT REPORT AS PRESENTED BY THE TREASURER OF THE STEUBEN COUNTY LAND BANK CORPORATION MADE BY MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

V. NEXT MEETING

The next meeting will be held on Wednesday, May 1, 2019 at 10:30 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN MADE BY MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, May 1, 2019

10:30 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Jack K. Wheeler, Steuben County Manager
Bill von Hagn, Mayor, Village of Bath
John Buckley, Mayor, City of Hornell
Mark Ryckman, Corning City Manager

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Jeanne Glass, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
K. Michael Hanna, Steuben County Legislator – District 5

ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Pat Donnelly, Steuben County Commissioner of Finance

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:35 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 25, 2019, MEETING MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. RYCKMAN ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mrs. Dlugos distributed the Treasurer's Report for review. This report shows that we paid the Auditors, are paying utility bills and have received the final disbursement from the LISC grant.

B. **Adoption of Sexual Harassment Policy** – Mrs. Dlugos provided the committee with a draft of the State's Sexual Harassment Policy.

MOTION: ADOPTING THE STATE'S DRAFT SEXUAL HARASSMENT POLICY AS THE STEUBEN COUNTY LAND BANK CORPORATION'S POLICY MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. RYCKMAN ABSENT FOR VOTE)

C. Project Updates (LISC Grant)

- *161 Kingsbury (Corning)* – Mrs. Dlugos informed the committee there are two issues with the sale. First, the buyer's attorney wants a survey, which is scheduled to be done soon. Second, the attorney wants the buyer to have a title policy and is asking the Land Bank to pay for that. The cost is \$232.00. The concern is that the property has been foreclosed on twice in the past. The attorney

wants the seller to provide this policy to the buyer. That was not in the original agreement. Ms. Prossick commented having a foreclosure does not necessarily affect the marketability of title and title insurance is not necessary. Mayor von Hagn commented that for \$232.00 he would hate to see this property not sell.

Mrs. Dlugos commented it is grass growing season and she will see if the Mobile Work Crew could mow the grass at Kingsbury.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO PAY \$232.00 FOR TITLE INSURANCE FOR THE BUYER OF THE PROPERTY LOCATED AT 161 KINGSBURY STREET, CORNING, NY MADE BY MAYOR VON HAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. RYCKMAN ABSENT FOR VOTE)

- *23 Wells (Hornell)* – Mrs. Dlugos reported Habitat for Humanity is looking to make an offer, however they need the approval of their board. We anticipate they will have an offer for us by our June meeting.

Mayor Buckley stated he would suggest that if they are serious about developing this lot, that they run their plans by the Planning Board as it is an undersized lot and they will need a variance. Habitat for Humanity typically builds ranch style homes. Mrs. Dlugos commented we also have that issue on the Washington Street property in Bath.

Mr. Van Etten asked with the potential for this to be a Habitat for Humanity project, what is the ownership on that? Mrs. Dlugos explained they are going to make us an offer and we will see what that offer comes in at. Ms. Glass explained Habitat for Humanity assumed this property would be a donation. They will be filling out an application and will need to go through their board to get approval since it will be a purchase.

Mr. Van Etten with regard to the Habitat for Humanity, any properties that we transfer to them, do the requirements under the LISC income eligibility transfer? Mrs. Dlugos replied yes, it will be in the deed. Ms. Prossick explained Habitat for Humanity has similar requirements, so we will transfer it within the deed. Mr. Van Etten stated Habitat for Humanity has a number of properties that no action has been taken on. Is this something that will happen in a certain period of time? Ms. Glass replied in Corning they have been working quickly. Mrs. Dlugos stated LISC is pretty patient, but they will want to see it developed into a house.

- *148 Terry (Hornell)* – Mrs. Dlugos stated as of Monday, the contractor still needs to obtain one more insurance certificate. Once that certificate is obtained, the contractor will be able to commence work. She stated the asbestos has been abated from the location. Ms. Glass explained there was abatement on the porch roof. We will need a change order from the contractor for the porch roof and then we will give them the notice to proceed.

Mrs. Dlugos asked when this property is all ready to go, should we do another RFP for an agent to sell, or just do it through the website and Zillo? Mr. Van Etten commented he would advertise on the website and Zillo first. Mrs. Dlugos stated that Dan Kahabka in her office is putting together a “story map” for the website which will be more visual. You will click on the picture of the home and it will show you a map of the area along with a link to the Zillo listing.

- *159-161 Columbia (Corning)* – Mrs. Dlugos stated they have two issues; first the 2018 school taxes of \$128.00 need to be paid. The second issue is we need board authorization from the not-for-profit (Habitat for Humanity) in order to move forward. Ms. Prossick has contacted their attorney.

Mrs. Dlugos stated Fagan Engineers did an asbestos survey and determined there is a lot of asbestos under all the siding. Arbor has put out bids for the abatement and the low bidder came in at \$8,700 plus \$400 for monitoring. Once it is abated, then our Public Works Department can take down the building and haul it away. Habitat for Humanity has agreed to pay half the cost of abatement, up to \$6,000. We have a total of \$11,789 which is \$2,689 for Fagan Engineers, \$8,700 for abatement and \$400 for monitoring.

Mr. Van Etten asked will Habitat for Humanity be putting in a single story ranch? Mr. Ryckman commented that is typically what they do; they call it a flash build.

- *137 East Washington* – Ms. Glass stated the contractor is working with two different home dealerships; Homes by Sherri and Butler in Mansfield, PA. He wants to make sure that he can make it work within the budget. She anticipates getting an update from him within the next couple of days.

D. **Arbor Contract** – Mrs. Dlugos stated the only update that is needed is the dollar amount to coincide with the Enterprise Grant. She requested authorization to update the contract to reflect \$40,550 per year for two years. The only other change is that Arbor is not doing our financials as we do them in-house. We also eliminated some HIPAA language, but there are still some confidentiality clauses that we have to include in the contract.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MAYOR BUCKLEY. SECONDED BY MR. RYCKMAN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: APPROVING A TWO-YEAR CONTRACT WITH ARBOR FOR THE ADMINISTRATION OF THE STEUBEN COUNTY LAND BANK AT AN ANNUAL COST OF \$40,550 MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

E. **Property Acquisition** – Mrs. Dlugos reported she has received the preliminary information from the Finance Office about the tax sale properties, as well as information regarding vacant and foreclosed properties from the Village of Bath and other municipalities. For the Enterprise Grant, we need to do three demolitions and three rehabs over a period of two years. For the June meeting, she would like to have a plan going forward for what we will acquire this year. We will have a lot of “spares” to compensate for any properties that are pulled from the tax sale.

Mrs. Dlugos stated they also will have the potential for the Mr. Cooper properties, but Danielle Paladino had some concerns regarding the timing. Ms. Glass explained there are certain approvals that have to be met in order to be a part of the Mr. Cooper Program. These are bank foreclosed homes that the Mr. Cooper Program donates to not-for-profits. We get an email from the program and then have to respond within 48 hours. It is not a commitment to keep the properties, but to go out and look at them. We have a week to say that yes, we will take the property. We have had two of the properties with the Chemung County Land Bank. Also, within this program, once you say yes to a property, you can then apply for a \$20,000 grant to do one rehab or one demolition. The timing for this is the key. Ms. Glass stated if we were able to obtain a property through this program, it would be easiest for Arbor to acquire the property and then transfer it to the Land Bank.

Mrs. Dlugos asked how can we handle that as a Board? If we get an offer, Arbor will go look at the property and then the County will have a week to make a decision. Could we poll the Board or hold a special meeting? She stated Mr. Donnelly did find eight or nine Mr. Cooper properties in Steuben County. We would get the properties at no cost and then potentially get a \$20,000 grant toward the demolition or rehabilitation. This could be part of the Enterprise Grant.

She commented we also have timing issues with the foreclosures and she has provided that information to Arbor. There was consensus among the board that if a Mr. Cooper property or other foreclosure property needs board action between meetings, Mrs. Dlugos should organize a special board meeting.

Ms. Glass stated we have gone through the foreclosure list and filtered the properties down to 20. Many of the properties are located in the Village of Bath, City of Hornell and the Town of Bath. Mrs. Dlugos stated they are focusing on properties that are located within neighborhoods and they do have one potential property that is located in Canisteo. She commented with the Enterprise Grant the deed restriction is 10 years, and the language is similar to what LISC had. Ms. Glass commented one of the differences with the Enterprise Grant is that when we get a bid from a contractor and they ask for their disbursement, we will have to submit all of the invoicing to Enterprise and that is something that we did not have to do with LISC.

Mr. Van Etten asked what happens if we sell, get a 10-year deed restriction, and the owners abandon the property in six years? Ms. Prossick replied there are many scenarios. Essentially, Enterprise or the county would have the right to go in and try to enforce that. Mr. Van Etten commented a lot can happen in 10 years. Ms. Prossick stated the property owner is fine as long as they do not sell the property, or do not sell it to someone outside of the original income bracket.

V. OTHER BUSINESS

A. *Next Meeting* – The next meeting has been scheduled for Wednesday, June 5, 2019 at 10:30 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, June 5, 2019

10:50 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Jack K. Wheeler, Steuben County Manager
Bill von Hagn, Mayor, Village of Bath
John Buckley, Mayor, City of Hornell
Pat Donnelly, Steuben County Commissioner of Finance

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Christopher Brewer, Deputy County Manager
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Roco Soda, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
K. Michael Hanna, Steuben County Legislator – District 5
Frederick G. Potter, Steuben County Legislator – District 10
John V. Malter, Steuben County Legislator – District 4
Jennifer Miller, Corning City Planner

ABSENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Mark Ryckman, Corning City Manager

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:50 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 1, 2019, MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mrs. Dlugos distributed the Treasurer's Report for review.

B. **Project Update**

- *161 Kingsbury (Corning)* – Mrs. Dlugos informed the committee this property has been sold and we reimbursed the purchaser for appliances.
- *23 Wells (Hornell)* – Mrs. Dlugos stated Habitat for Humanity had previously indicated they would have a proposal for us this month. Ms. Glass stated Habitat for Humanity was unable to get their proposal pulled together for this meeting, but they have indicated they were interested.

Mrs. Dlugos indicated they do have an individual who has expressed interest in this property, but no offer has been made. He was looking at this property for parking for his tenants and for any spots left, he would rent to others on the street. This is a consideration, but we would need to see if this would provide an improvement to the neighborhood. Mayor Buckley commented any added parking would be a huge benefit.

Mr. Van Etten asked would this meet the mission of LISC? Mr. Soda replied he would not see an issue with this. Mrs. Dlugos suggested she could inform Habitat for Humanity that there is other interest and perhaps that will encourage them to submit their proposal.

Mrs. Lando asked is there room to build a house on this lot? Mayor Buckley replied it is very tight. He doesn't know if this lot is ideal for the ranch style homes that Habitat for Humanity puts up. This is also located on a one way street. He agreed with Mrs. Dlugos' suggestion to inform Habitat for Humanity that there is other interest and recommended continuing discussions with Mr. Lain.

- *137 East Washington (Bath)* – Mrs. Dlugos stated that Franzese evaluated the modular homes and unfortunately cannot make it work financially. She stated she has reached out to BOCES and they informed her that the Bush Campus does not have a house for next year and they started a discussion. The question is do we want to pursue a relationship with BOCES? They would need our commitment by September 1, 2019. Would this work financially for the Land Bank? The market value of the construction would be \$55,000 - \$65,000 and we would have to have a foundation ready for finish work. When all is said and done, it would cost the Land Bank \$110,000. If the house is small, they can do more of the finish work, however, if it is a larger house, then they will not be able to do the finish work. They also would not do decking or landscaping.

Mayor vonHagn commented he spoke with BOCES a couple of years ago and we would be responsible for the foundation, sidewalk, electric hookups, carpets, linoleum and all outside work. The other issue would be the transportation of the home. You would have to provide a crane to lift it.

Mrs. Dlugos stated she can run some numbers with Arbor to see if this is something we want to try to do. Mayor vonHagn stated if this is a viable option, he can talk to the Village to see what kind of services we could provide such as the electricity and sidewalks.

Mr. Van Etten suggested Mrs. Dlugos continue pursuing this and if any new valuable information comes up, to let the Board know. It would be good for the students to have that experience. Mrs. Dlugos commented if cannot find a developer, we may be able to look to Alfred State.

Mr. Soda asked would that count as one of the Enterprise rehabs? Mr. Wheeler replied we did the demo with LISC. Mrs. Dlugos stated we could look at that as an option under the Enterprise Grant.

- *148 Terry (Hornell)* – Ms. Glass informed the Board that Griffin Construction began work on May 2, 2019 and is already at 38 percent completion. The walls are done, the electric is run and the drywall is up. Mr. Soda stated the contractor did submit three change orders. The first is \$1,800 for the porch roof. They removed the defective sheathing and are installing a ply liberty roll roofing system, along with a new drip edge. The second change order for \$2,000 is to remove the existing 60 amp electric service and install a new 100 am service, including a weather head, entrance cable, meter cabinet, panel box and ground system. The third change order is a credit for \$900 resulting in the deletion of one window in the mud room, one window in the bedroom and deleting the installation of an electric panel box. The total, including the credit is \$2,900.

MOTION: APPROVING THE FOLLOWING CHANGE ORDERS FOR GRIFFIN CONSTRUCTION RELATIVE TO 148 TERRY STREET (HORNELL): CHANGE ORDER #1 - \$1,800 FOR PORCH ROOF; CHANGE ORDER #2 - \$2,000 FOR THE INSTALLATION OF NEW 100 AMP ELECTRIC SERVICE AND CHANGE ORDER #3 REPRESENTING A CREDIT OF \$900 FOR THE REMOVAL OF TWO WINDOWS AND AN ELECTRIC BOX FOR A NET COST OF \$2,900 MADE BY MAYOR VON HAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

- *159-161 Columbia (Corning)* – Mrs. Dlugos informed the Board that title was transferred on May 24, 2019. Abatement is scheduled to be completed by June 21, 2020 with demolition to be done by our Public Works Department after July 4, 2019. We have requested that neighbor notifications be sent out prior to demolition. She requested authorization to execute a deed with Habitat for Humanity once the abatement and demolition work is done.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A DEED WITH HABITAT FOR HUMANITY RELATIVE TO 159-161 COLUMBIA STREET (CORNING), UPON COMPLETION OF THE ABATEMENT AND DEMOLITION MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. **Chain of Command** – Mrs. Dlugos informed the Board that she has a couple of vacations coming up during the last week of June and the middle of July. She wanted to clarify who the signatory will be in her absence. Mr. Donnelly commented any of the officers of the Board should be able to sign any paperwork.

D. **Next Meeting** – The next meeting has been scheduled for Wednesday, July 3, 2019, at 10:30 a.m.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE 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 EXCHANGE OF SECURITIES HELD BY SUCH PUBLIC BODY, BUT ONLY WHEN PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF MADE BY MAYOR VON HAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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 5-0.

MOTION: AUTHORIZING THE PURCHASE FROM THE COUNTY OF THE FOLLOWING PARCELS: PARCEL #017.08-01-039.000 SITUATE IN THE TOWN OF COHOCTON; PARCEL #017.08-01-033.000 SITUATE IN THE TOWN OF COHOCTON; PARCEL #243.00-01-005.000 SITUATE IN THE TOWN OF CAMPBELL; PARCEL #243.00-01-006.000 SITUATE IN THE TOWN OF CAMPBELL AND PARCEL #317.16-02-055.000 SITUATE IN THE CITY OF CORNING MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, July 3, 2019

10:35 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Bill von Hagn, Mayor, Village of Bath
John Buckley, Mayor, City of Hornell
Pat Donnelly, Steuben County Commissioner of Finance

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Christopher Brewer, Deputy County Manager
Jennifer Prossick, Steuben County Attorney
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Roco Soda, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
Frederick G. Potter, Steuben County Legislator – District 10

ABSENT: Mark Ryckman, Corning City Manager

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:35 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JUNE 5, 2019, MEETING MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MAYOR VON HAGN ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mr. Donnelly stated the actual funds available are \$3,000 less as we have a retainage we owe to a contractor.

MOTION: ACCEPTING THE TREASURER'S REPORT AS PRESENTED MADE BY MR. HAURYSKI. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MAYOR VON HAGN ABSENT FOR VOTE)

B. Project Updates

- *23 Wells (Hornell)* – Mrs. Dlugos stated Habitat for Humanity did not have an interest in this property. An individual, Harry Lain, submitted a proposal for \$3,500 to purchase and is proposing to use the lot for 8 parking spaces. Mr. Lain has a tenant in the vicinity of this lot and the additional

spaces would be available for rent. He is proposing retaining the pine tree and will have a space for a turnaround, as well as a wheelchair accessible space.

Mrs. Dlugos stated she called LISC and they agree that this would be a benefit to the people on the street. If the Board would like to pursue this, Mr. Lain would have to complete an application and provide us with a deposit check. Mrs. Lando asked how much do we have into this property? Mrs. Dlugos replied we have around \$12,000 for the demo.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO NEGOTIATE A PURCHASE AND SALE AGREEMENT WITH HARRY LAIN RELATIVE TO THE PROPERTY LOCATED AT 23 WELLS STREET IN HORNELL MADE BY MAYOR BUCKLEY. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MAYOR VON HAGN ABSENT FOR VOTE)

- *137 East Washington (Bath)* – Mrs. Dlugos reminded the Board that a prospective buyer backed out. We also looked at BOCES constructing a home for the site and the cost for that will be \$130,000. We talked with Habitat for Humanity and they expressed an interest in marketing the property and finding a family in Bath. We have \$12,000 into this property for demo costs. She commented we could do something similar to what we did with Columbia or the proposal we did with the former prospective buyer.

Mr. Donnelly commented the taxes on this property were at least \$8,000. Mr. Van Etten stated we could have had another six month delay. Ms. Glass explained part of the delay Habitat for Humanity had is that they had to purchase it and they had to get approval from their board first.

Mrs. Ferratella asked is there an option for us to contract with BOCES to do it? Mrs. Dlugos replied yes, and it will cost about \$130,000 to do that. Mr. Soda explained the building itself is \$55,000 - \$60,000. Then you would have the costs for the footer, driveway, etc. Mrs. Dlugos stated there is also a cost to have it delivered and the cost for the crane to come and set it is not insignificant.

Mr. Van Etten asked are there any other options? Mrs. Dlugos replied we can sell the empty lot or put it in the tax auction. Mr. Van Etten suggested continuing down the path with Habitat for Humanity and see where it goes. Mrs. Dlugos asked should we offer them what we did with Franzese? Mr. Donnelly recommended just soliciting a proposal and see what they come back with. Mrs. Dlugos stated she will give them a time limit to have a proposal before the August meeting.

Mayor von Hagn stated that he spoke with his Board about the utilities. Electric and gas are required to be hooked up to new houses, so that is not an issue. We will work with the rest of the utilities, as well as the sidewalks.

- *148 Terry Street (Hornell)* – Ms. Glass informed the Board this project is already 60 percent complete. They are starting the painting this week and all of the floors are ready to go. They are on schedule and the porch roof is in process. We expect this property to be completed by the end of July.
- *159-161 Columbia Avenue (Corning – Habitat for Humanity)* – Mrs. Dlugos informed the Board they need to send out the asbestos letter to the city letting them know that the abatement is complete. We are working on the demo fee. A Dig Safe NY meeting is scheduled for 8am on July 8th and we are assuming everything will go smoothly with that. She stated they should be able to get the permit today or Friday. The demo is scheduled for July 8th and hauling will be July 9th. If there are any issues, the demo will be postponed until July 15th.

C. **Enterprise Grant Award – Property Acquisition Discussion and Priorities**

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. 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 MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO FILE A REQUEST FOR DISBURSEMENT FROM ENTERPRISE FOR THE ACQUISITION OF PROPERTIES MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

IV. **OTHER BUSINESS**

A. **Next Meeting** – The next meeting has been scheduled for Wednesday, August 7, 2019, at 10:30 a.m. in the Legislative Committee Room.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, September 4, 2019

10:40 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
John Buckley, Mayor, City of Hornell
Pat Donnelly, Steuben County Commissioner of Finance

OTHERS: Amy R. Dlugos/Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Roco Soda, Arbor Development
Frederick G. Potter, Steuben County Legislator – District 10
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance

ABSENT: Mark Ryckman, Corning City Manager
Bill von Hagn, Mayor, Village of Bath

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:40 a.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 3, 2019, MEETING MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** - Mr. Donnelly presented the Treasurer's Report for the period ending August 19, 2019 for review.

MOTION: ACCEPTING THE TREASURER'S REPORT AS PRESENTED MADE BY MAYOR BUCKLEY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. Project Updates – LISC Grant

- *Field Visit Report – LISC Representative* – Ms. Glass stated that a representative from LISC recently came down and visited the Terry Street and Wells Street properties in Hornell as well as the East Washington Street property in Bath. The visit went well and it was very positive.
- *148 Terry Street (Hornell)* – Ms. Glass reported this project is 95 percent complete. We are waiting for countertops and then the project could be completed within the next couple of weeks. Once it is complete, we will be able to finalize it and get it on the market at the end of September. Mr. Soda commented we should order the appraisal soon. Mr. Van Etten asked do you have a guess on the appraisal? Mr. Soda stated he expects it will be appraised around \$80,000. Mr. Van Etten asked has

there been any interest while the work has been done? Ms. Glass replied she has not heard anything. We will start with an open house once the project is complete.

- *159-161 Columbia (Corning – Habitat for Humanity)* – Mrs. Dlugos reported she is waiting for the abstract to come back and then we will transfer the property back to Habitat for Humanity for \$7,000. The building is down and the lot looks good.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO TRANSFER TITLE BACK TO HABITAT FOR HUMANITY RELATIVE TO THE PROPERTY LOCATED AT 159-161 COLUMBIA IN CORNING FOR A TOTAL COST OF \$7,000, TO BE PAID BY HABITAT FOR HUMANITY MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. **Project Updates – Enterprise Grant**

- *278 Chestnut Street (Corning)* – Mrs. Dlugos reported they are in the process of cleaning it out and the Mobile Work Crew is scheduled to come on September 16th to help remove personal belongings that were left. Ms. Glass stated Arbor is working on the building specs and we will have those ready for the October meeting.
- *8867 SR 415 (Campbell)* – Mrs. Dlugos stated this is a demolition property that we picked up from the Tax Sale, however Mr. Donnelly had to re-notify the heirs.

IV. **OTHER BUSINESS**

A. **Project Management Contract Amendment** – Mrs. Dlugos requested authorization to amend the contract relative to how we do the quarterly payments to Arbor for project management. In the second quarter we paid Arbor the project management fee for the final LISC grant. We had an invoice for Enterprise, however, our contract is written as general project management. We tailor the payments to the timeline of the grant, but we do not mention a specific grant. This puts us a quarter behind. She would like authorization to pay Arbor \$11,827 per quarter for the remainder of this contract period. This will put us back in line with the grant timeline. In the future we will look at whether we need to write the contract to be grant specific. Mr. Donnelly commented ideally one grant would stop and another one would begin. Mr. Van Etten commented as long as we make an effort to differentiate between the two funding streams, we should be good with the auditors.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH ARBOR FOR CONTRACT MANAGEMENT TO STIPULATE FOR THE REMAINDER OF THE TERM OF THE CURRENT CONTRACT THAT ARBOR SHALL RECEIVE QUARTERLY PAYMENTS IN THE ADJUSTED AMOUNT OF \$11,827 MADE BY MR. HAURYSKI. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. **Whistleblower Policy** – Mrs. Dlugos informed the committee that we currently do not have a whistleblowers policy on the webpage and the State requires that we do. Ms. Prossick commented we did not adopt the policy because the land bank does not have any employees.

MOTION: ADOPTING A WHISTLEBLOWER POLICY, AS PRESENTED, AND DIRECTING THE INTERIM EXECUTIVE DIRECTOR TO POST THE POLICY ON THE LAND BANK WEBSITE MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. **Next Meeting** – The next meeting has been scheduled for Wednesday, October 2, 2019, at 10:30 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE 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 MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ACCEPT A PROPOSAL OF \$3,500 FROM ANGELA DUNHAM TO PURCHASE THE PROPERTY AT 23 WELLS STREET IN THE CITY OF HORNELL AND UPON RECEIPT OF PAYMENT, CONVEYING TITLE OF SAID PROPERTY TO ANGELA DUNHAM MADE BY MR. HAURYSKI. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR IN CONJUNCTION WITH ARBOR, TO NEGOTIATE A PURCHASE PRICE RELATIVE TO PARCEL #166.18-01-024.000 SITUATE IN THE TOWN OF HORNELLSVILLE MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR IN CONJUNCTION WITH ARBOR, TO NEGOTIATE A PURCHASE PRICE RELATIVE TO PARCEL #037.19-01-072.000 SITUATE IN THE TOWN OF PULTENEY MADE BY MAYOR BUCKLEY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Wheeler commented it would be helpful for the board members to see the properties when the renovations are complete. Mrs. Dlugos commented when the Wells Street project is complete we will set up a time for the board members to walk through.

MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, October 2, 2019

10:45 a.m.

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

****MINUTES****

PRESENT: Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Bill von Hagn, Mayor, Village of Bath

OTHERS: Amy R. Dlugos, Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeanne Glass, Arbor Development
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
K. Michael Hanna, Steuben County Legislator – District 5
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
John V. Malter, Steuben County Legislator – District 4
Randolph J. Weaver, Steuben County Legislator – District 1

ABSENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Mark Ryckman, Corning City Manager

I. CALL TO ORDER

Mr. Hauryski called the meeting to order at 10:45 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 4, 2019, MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mr. Donnelly presented the Treasurer's Report for the period July 2, 2019 through October 2, 2019 for review.

B. **Project Updates – LISC Grant**

- *23 Wells (Hornell)* – Mrs. Dlugos reported all of the information needed to develop the purchase and sale agreement has been sent out to Attorney Squires.
- *137 East Washington Street (Bath)* – Mrs. Dlugos stated she has received another offer and would like to discuss that in Executive Session at the end of the meeting.
- *148 Terry (Hornell)* – Ms. Glass informed the board that the contractors will be finishing up the final punch list and Arbor will be ordering an appraisal. We are going to schedule an open house on a Friday and Saturday with extended hours. Beyond that, we will do showings by appointment.

- *159-161 Columbia (Corning)* – Mrs. Dlugos stated as soon as we get the abstract, we will turn the property over to Habitat for Humanity. As part of our agreement with them, they will be reimbursing us nearly \$7,000 which is half of the demolition cost.
- *Review of Project Financials* – Mrs. Dlugos provided the board with a copy of the breakdown of the projects that were completed under the LISC grant. She would like to recognize the Steuben County Department of Public Works for their donation of \$47,631.93 in services that they have provided to the Land Bank. Mr. Donnelly commented we should give them a certificate of appreciation for all that they have done.

C. **Project Updates – Enterprise Grant**

- *278 Chestnut (Corning)* – Mrs. Dlugos reported the City of Corning did forgive \$1,400 in taxes owed on the property and she would like to thank them for doing that. She would also like to thank the Mobile Work crew for the two and a half days they worked to clean out the personal effects.

Ms. Glass stated the dumpster has been picked up and our team will be going in and reviewing the property and then finalizing the specs. Once we get the final specs done, we will forward them to the Board. She commented Enterprise will be very hands on and they will want to look at the specs and make sure that the homes are being completed. Once the specs are approved, we will send it out to bid for three weeks and then present for approval at the November meeting.

- *8867 SR 415 (Campbell)* – Mrs. Dlugos stated we were hoping to be able to go in and start demo but Mr. Donnelly had indicated we will need to do another notice. Mr. Donnelly explained we need to send this property back through foreclosure as we cannot demonstrate that proper notice was given. Mrs. Dlugos suggested taking this property off the project list for now.

- *Property Acquisitions*

- *24 Ames Street (Addison)* – Mrs. Dlugos stated she has talked with the owner a couple of times and the owner would like to donate it to the Land Bank. Once the abstract is located, she will proceed with that.
- *9187 CR 74 (Pulteney) and 1408 Chestnut Street (Hornellsville)* – Mrs. Dlugos stated both of these properties would be potential rehabs, however, our offer is contingent upon the septic inspection. Ms. Glass stated we have engaged the services of Sheesley’s for the inspections. They have been to Pulteney and they had originally installed that system and they found no defects. They also pumped the tank while they were there. With the Hornellsville property, they sent someone out to identify the location of the tank and will do the inspection on October 8th. Mr. Weaver asked is Sheesley’s certified by the Keuka Watershed? Ms. Glass stated she will check to make sure.
- *24 Tuscarora Extension (Addison)* - Mrs. Dlugos informed the Board that she received an offer from Habitat for Humanity for this property. Habitat for Humanity would like to transfer title to the Land Bank for \$1.00 and cover the cost of all legal work. We would handle the asbestos, environmental work and the demolition and they will reimburse us for half of the demolition cost. Upon completion of the demolition, we would then transfer title back to Habitat for Humanity and they will put a new single-family home on the lot. Mrs. Dlugos asked if the Board wants to pursue this and see if the village will condemn the house.

Ms. Glass commented under the Enterprise Grant, this would be considered a demolition. If Habitat for Humanity finished building the home within the grant period, then it would also be counted as a rehab. Mrs. Dlugos suggested doing both Ames and Tuscarora together to save on costs.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ACCEPT THE OFFER FROM HABITAT FOR HUMANITY FOR THE TRANSFER OF TITLE OF 24 TUSCARORA STREET EXTENSION, TAX MAP NO. 349.08-02-007.000, SITUATE IN THE VILLAGE OF ADDISON, TO THE LAND BANK FOR DEMOLITION PURPOSES; ACCEPTING THE OFFER FROM MICHAEL J. THOMPSON FOR THE TRANSFER OF TITLE OF 24 AMES STREET, TAX MAP NO. 332.18-01-010.000, SITUATE IN THE VILLAGE OF ADDISON, TO THE LAND BANK FOR DEMOLITION PURPOSES, AND AUTHORIZING THE DEMOLITION OF THESE PROPERTIES TO BE DONE TOGETHER MADE BY MAYOR BUCKLEY. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Secretary's Note: Following the meeting, the Planning Department discovered that the correct address per 911 for the Tuscarora Street Extension property is actually 24 Baldwin Avenue.

IV. OTHER BUSINESS

A. **Insurance Audit** – Mrs. Dlugos stated they underwent an insurance audit on the LISC grant projects. She sent in everything that we spent on the demos and rehabs and we received a clean insurance audit.

B. **Anti-Sexual Harassment Training** – Mrs. Dlugos stated members of this Board are required to take yearly anti-sexual harassment training and you should be getting this training through your other positions. She distributed a training completion declaration form and asked everyone to fill the form out and return it to her. Mrs. Dlugos stated the construction contracts have been updated to include a clause regarding anti-sexual harassment training and this will also include Arbor.

C. **Next Meeting** – The next meeting has been scheduled for Wednesday, November 6, 2019 at 10:30 a.m.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 5§ 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 VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: AUTHORIZING THE INTERIUM EXECUTIVE DIRECTOR TO ACCEPT A PURCHASE OFFER FROM HABITAT FOR HUMANITY TO PAY THE DEED TRANSFER FEES UPON ACCEPTANCE OF A DONATION FROM THE STEUBEN COUNTY LAND BANK CORPORATION OF THE PROPERTY LOCATED AT 137 EAST WASHINGTON STREET, SITUATE IN THE VILLAGE OF BATH, TO HABITAT FOR HUMANITY TO BUILD A HOUSE MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mayor von Hagn asked will we be able to set a timeline on the completion of the house? Ms. Prossick stated Onondaga County did it through the mortgage using a reversion clause. We will need to talk to Habitat for Humanity to see if a reversion clause would affect their grants. Mrs. Lando asked can we afford to donate it to them? Mrs. Dlugos replied it is costing us money to hold onto it. Mayor von Hagn stated that he would like to ask that the motion be modified to put a timeline for completion. He is okay if it takes two years, but he just doesn't want to see it sit forever.

MOTION: AMENDING THE PREVIOUS MOTION TO INCLUDE AUTHORIZATION FOR THE INTERIM EXECUTIVE DIRECTOR TO NEGOTIATE WITH HABITAT FOR HUMANITY TO INCLUDE A TWO-YEAR REVERSION CLAUSE MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mrs. Ferratella commented in the Village of Painted Post, Habitat for Humanity owns a house that they have not worked on for years. She had called them about this and they said that the project was too big for them. This was a duplex apartment house that had burned. She asked if the Land Bank could look into this.

MOTION: TO ADJOURN MADE BY MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, November 6, 2019

10:30 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Bill von Hagn, Mayor, Village of Bath

OTHERS: Amy R. Dlugos, Planning Director/Interim SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Roco Soda, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Hilda T. Lando, Steuben County Legislator – District 2

ABSENT: Mark Ryckman, Corning City Manager

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:30 a.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE OCTOBER 2, 2019, MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. DISCUSSION/ACTION ITEMS

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

B. **Project Updates – LISC Grant**

- *23 Wells (Hornell)* – Mrs. Dlugos reminded the board this is the property they are selling for a parking lot. The purchase and sale agreement has been signed and the closing will be held within days.
- *137 East Washington (Bath)* – Mrs. Dlugos stated we are looking into a partnership with Habitat for Humanity. We sent them the development guarantee language and their attorney is reviewing that.
- *159 Columbia (Corning)* – Mrs. Dlugos informed the committee this is another Habitat for Humanity project and the closing documents are being reviewed by their attorney. Mr. Soda stated Habitat for Humanity will be bringing in their crew and are looking at the end of May to start the new build. As long as the subfloor is in, they will frame the house within 48 hours. That project is scheduled for May 17th.

- *148 Terry (Hornell)* – Ms. Glass informed the committee they did their final walk through last week and everything is completed. She distributed a handout which includes some final pictures. Once we get the approval of the final sale price, we will set the open house. The appraisal came in at \$86,000 and we are hoping to put it on the market for \$89,000. She stated they are looking at two open house dates; the first would be Monday, November 11th from 11am – 2pm and the second will be Wednesday, November 13th from 3pm – 6pm. This project turned out really nice. Mayor Buckley commented this is very exciting for this neighborhood.

Mrs. Lando asked what did we have into this? Ms. Glass replied we had \$94,985 invested. If we were to sell this property for \$89,900, we would lose \$5,000. However, to put in a whole new home, we would not have been able to do that for this price. Mr. Donnelly commented the goal is to rehabilitate homes, not to make money.

Mrs. Kenny stated with the Enterprise Grant, they are suggesting going to more of an environmental review process where we would look at the flood plain, distance to railroads, roadways, airports, etc. We also would look to see if there is any special data. They have instructed us if there are any red flags, then we would need to do a full phase I. By doing this, we will be able to save money.

MOTION: SETTING THE SALE PRICE FOR 148 TERRY STREET SITUATE IN HORNELL, NY AT \$89,900 MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

C. Project Updates – Enterprise Grant

- *Site Visits* – Mrs. Dlugos stated Enterprise was scheduled to come down today to do a site visit, however, have cancelled. Once they set a new date, they would like to meet some of the board members.
- *278 Chestnut Street (Corning)* – Ms. Glass informed the board that this rehabilitation has been put out to bid. The struggle is that they have the same couple of contractors bidding. We have done a big outreach to try to engage more contractors. We held a bid conference yesterday and three contractors showed up and another bid conference has been scheduled for Friday, November 8th. We anticipate the bids to be back for your award at the December meeting. Ms. Glass stated that for winterization they turned on the utilities and discovered water leaks which were repaired. We will be contacting Corning Gas to have them turn on the gas. Mrs. Kenny stated they have received a quote of \$4,500 from LCP Group for the abatement of this property.

Mr. Van Etten asked is it a violation to have only one or two contractors bidding projects? Ms. Glass replied no, but the prices keep increasing. Mr. Van Etten asked are some of the contractors already booked? Mr. Soda replied this is a regular problem as many of the contractors are already booked.

MOTION: ACCEPTING THE QUOTE OF \$4,500 FROM LCP GROUP FOR THE ABATEMENT OF THE PROPERTY LOCATED AT 278 CHESTNUT STREET SITUATE IN CORNING, NY MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

- *8867 SR 415 (Campbell)* – Mr. Donnelly stated this property has to go through the foreclosure process again to provide notice. We will give notice this week and the owners will have 90 days to redeem.
- *24 Ames Street (Addison)* – Mrs. Dlugos stated they are almost ready to close on the property and the Village has waived the water taxes. Mr. Soda stated this is located on a really nice street and it has a nice lot.

- *24 Baldwin Avenue (Addison)* – Mrs. Dlugos noted this was previously listed as Tuscarora Street Extension. We sent to Habitat for Humanity the same agreement we had for Columbia Street in Corning and we struck out the language regarding the utility bill. This has been sent to their attorney for review. As before, they will pay half of the demolition expense. Our hope is to do Baldwin and Ames under one bid package. She stated Habitat for Humanity is working with code enforcement to have this property condemned.
- *1480 Chestnut Street (Hornellsville)* – Mrs. Dlugos stated this is a former Cornerstone property. We did sign the purchase and sale agreement for \$12,000 and are getting the closing documents together.
- *9187 CR 74 (Pulteney)* – Mrs. Dlugos stated this is a former Cornerstone property. We did sign the purchase and sale agreement for \$4,500 and are getting the closing documents together.

MOTION: AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO SIGN THE CLOSING DOCUMENTS RELATIVE TO THE PURCHASE OF PROPERTIES LOCATED AT 1480 CHESTNUT STREET IN HORNELLSVILLE AND 9187 CR 74 IN PULTENEY MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Ms. Glass commented with these two properties we cannot winterize at this point and will need to touch base with the bank. Mr. Soda explained these properties will be drained and winterized, however, there is no need to get the heat on yet.

IV. OTHER BUSINESS

A. **Anti-Sexual Harassment Training** – Mrs. Dlugos reminded the members to turn in their certifications.

B. **Board Evaluation Forms** – Mrs. Dlugos distributed the board evaluation forms; these are an annual evaluation which will be included in the annual report.

C. **2020 Budget** – Mrs. Dlugos distributed and reviewed the 2020 budget with the board. We are estimating \$810,000 in revenue and \$629,310 in expenses. This will also need to be posted on the PARIS site.

MOTION: APPROVING THE 2020 BUDGET AS PRESENTED MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

D. **Painted Post Property** – Mrs. Ferratella asked if we had heard anything further from Habitat for Humanity regarding a property in Painted Post. This property had been owned by Habitat for Humanity, however, they determined it was too expensive and we had talked about seeing if they would donate it to the Land Bank. Mrs. Dlugos stated this building was a duplex and had fairly large square footage. If we turned it into one home, we would not be able to do it with grant funding. Mr. Donnelly stated you would have to sell it at a loss and only someone above the guidelines would be eligible to purchase. Mrs. Dlugos commented we do not have space in our grant funding now for this. She also does not know if this would be a tear down. Mr. Soda stated he could go and evaluate the property. Mrs. Dlugos stated we can talk about it if Arbor would evaluate it.

E. **Appointment of Executive Director** – Mr. Van Etten stated currently Mrs. Dlugos is appointed as the interim Executive Director and we should appoint her as the Executive Director.

MOTION: APPOINTING AMY DLOGOS EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION MADE BY MAYOR BUCKLEY. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

F. **Next Meeting** – The next meeting has been scheduled for Wednesday, December 4, 2019, at 10:30 a.m.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, December 4, 2019

10:40 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
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
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Roco Soda, Arbor Development
Jennifer Miller, City of Corning Planning & Economic Development Director
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
Frederick G. Potter, Steuben County Legislator – District 10
Scott J. Van Etten, Steuben County Legislator – District 13
Jeffrey P. Horton, Legislator-Elect, District 8
Mary Perham

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:40 a.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 6, 2019, MEETING MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MAYOR VON HAGN ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. Project Updates – Enterprise Grant

• *278 Chestnut Street (Corning)* – Mrs. Kenney informed the Board they held a prebid conference and four contractors were in attendance. We received bids from John G. Franzese and Griffin Construction of NYS, Inc. Both have worked with the Chemung County Land Bank. Franzese was the low bid at \$93,414.67. We did a walk through last week and there were a few things that we were able to reduce the scope on, and that brought the bid down between \$83,000 - \$85,000. Mr. Soda stated they are looking at an all new kitchen with appliances. They did run comps on this property yesterday. At the higher end of pricing we had three two-story homes that sold for \$155,000; \$170,000 and \$162,000. With this property we could still be around \$150,000.

MOTION: AWARDING THE BID FOR THE REHABILITATION OF THE HOUSE LOCATED AT 278 CHESTNUT STREET IN CORNING, TO THE LOW BIDDER, JOHN FRANZESE FOR AN AMOUNT NOT TO EXCEED \$85,000 MADE BY MR. HAURYSKI. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

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

C. **Project Updates – LISC Grant**

- *23 Wells (Hornell)* – Mrs. Dlugos informed the Board that they will be closing on this property next week.
- *137 East Washington (Bath)* – Mrs. Dlugos stated she has contacted Habitat for Humanity and has not heard back from them. We are waiting for their attorney to review the proposal.
- *148 Terry (Hornell)* – Mrs. Glass stated they did an open house on two days and had eight or nine prospective buyers go through, with one prospective buyer completing an application. Mrs. Kenney stated we had a lot of interest. Mrs. Dlugos commented this property turned out beautifully. She would like to look at doing a press release advertising that this property is available. We did alter the website so that it is the first house that you see.

Mr. Van Etten asked how long did we try selling as the owner before we brought in the realtor for the Corning property? Mrs. Kenny replied we did for sale by seller on both Corning properties. Mr. Soda stated we never listed the properties with a broker. Mr. Van Etten asked how long will we let Terry Street go? He would not want to miss the opportunity for spring buyers.

- *159 Columbia* – Mrs. Dlugos stated they will be closing on Friday and it will be going back to Habitat for Humanity and they have scheduled it for a May build.

D. **Project Updates – Enterprise Grant (Cont.)**

- *8867 SR 415 (Campbell)* – Mrs. Dlugos stated there have been no changes and we will not know anything until spring.
- *24 Ames St. (Addison)* – Mrs. Dlugos stated we are closing this week and we will then have the deed.
- *24 Baldwin Ave. (Addison – Habitat)* – Mrs. Dlugos stated they are working on a contract with Habitat for Humanity. We have presented them with the demolition agreement and that has been shared with their attorney. Mr. Soda commented Habitat is trying to get that condemned and Arbor may assist them with that.
- *1480 Chestnut St. (Hornellsville)* – Mrs. Dlugos stated she is working with Attorney Squires and the Community Preservation Group as we have to update the abstract of title. We did visit this property with the representatives from Enterprise and at that time we noticed a broken water pipe. We did notify Attorney Squires and the property agent and the water was shut off.

Secretary's Note: Mr. Hauryski was excused from the meeting.

Mrs. Kenny stated Enterprise was struggling to understand our demographics as they are expecting streets with multiple buildings in disrepair. Mrs. Dlugos stated we have a different pattern of blights in this area.

IV. OTHER BUSINESS

A. **Board Evaluation Forms** – Mrs. Dlugos reminded the Board members to turn in their evaluation forms.

B. **Next Meeting** – The next meeting will be held on Wednesday, January 8, 2020 at 10:30 a.m.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MR. HAURYSKI ABSENT FOR VOTE)

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature