**MINUTES**

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13
Jack K. Wheeler, Steuben County Manager
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Mark L. Ryckman, Corning City Manager

OTHERS: Christopher Brewer, Deputy County Manager/SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Mitch Alger, Steuben County Deputy Commissioner of Finance
Jennifer Galvan, Steuben County Assistant County Attorney
Danielle Kenny, Arbor Development
Doug Madison, Arbor Development
Tara Dietrick, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Robin K. Lattimer, Steuben County Legislator – District 3
Frederick G. Potter, Steuben County Legislator – District 10

ABSENT: Raymond Walch, Mayor, Village of Addison

Secretary’s Note: Mayor Walch was present for the meeting via Zoom, however, to comply with Open Meetings Law requirements, if he was attending via Zoom, he needed to provide the location where he would be attending the meeting. Since we were not notified that he would be attending via Zoom and subsequently did not publish his location, he is considered absent for the meeting was not eligible to vote.

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:05 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 7, 2021, MEETING MADE BY MAYOR BUCKLEY, SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mrs. Lando clarified because Mayor Walch did not inform staff that he would be calling in, he will be ineligible to vote. She reminded the Board that if you will be attending via Zoom, you need to let staff know one week prior to the agenda going out. She asked Mrs. Chapman to send out a reminder of the process.

III. DISCUSSION/ACTION ITEMS

A. Treasurer’s Report – Mr. Alger asked if there were any questions on the report. He reported the current balance is $442,561.60.
B. **Project Updates – Enterprise Grant**
   - **9187 CR 74 (Pulteney)** – Mr. Brewer stated when the appraiser went out to appraise the property the fuel tank was empty. We will need to have the fuel tank filled so that we can verify that the heat works. Once that is complete we will have the appraisal done.

   - **7162 State Route 54 (Bath) – Bid Award** – Ms. Kenny reported we received three proposals. The highest proposal was $166,000. The next two proposals were $116,297 by Chamberlain and $107,150 by Griffin. They are recommending awarding to Chamberlain as they can do the work for us sooner than Griffin. She noted Griffin is booked out until October/November. Chamberlain has done quite a bit of work for us; they are just new to this program.

   **MOTION:** **AWARDING THE REQUEST FOR PROPOSALS FOR THE REHABILITATION OF 7162 STATE ROUTE 54 (BATH) TO CHAMBERLAIN CONSTRUCTION FOR $116,297 MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY FOR DISCUSSION.**

   Mr. Van Etten asked are we allowed to award to other than the low bidder? Ms. Prossick stated we did an RFP and we have justification for the award. Mr. Brewer asked when can Chamberlain start? Ms. Kenny replied they will call and confirm a start date, but I believe it will be pretty quick. Mr. Van Etten asked is there a deadline on the Enterprise Grant funds? Ms. Kenny replied we expended all of the Enterprise funds and this will be done using unrestricted funds. The Land Bank Association is lobbying to have funds included in the State budget and we hope that the State will be able to start funding land banks directly.

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

   - **115 Front Street (Addison)/44 Upper Farnham (Addison)** – Mr. Brewer stated LCP did the demolitions of the two Addison properties and they did a great job. Now we need to have a discussion about what to do with the properties. Both properties are about half an acre each and the neighbors are interested.

   Mayor Walch stated I would like to commend LCP as they did an excellent job. The neighbor to the Farnham property has expressed interest in purchasing the vacant site. Mr. Brewer stated right now there are no back taxes and the Land Bank is exempt from taxes. No charges will be passed onto a potential buyer. We could put them up for auction like other county-owned assets. Mr. Van Etten stated in the past we have listed them at a certain price and in most cases when we don’t get the price we sell it to the neighbor. Ms. Kenny stated we have the option to do a side lot to a neighbor and they would still have to fill out an application. We need to set a price. Mrs. Lando stated further discussion on this matter will take place in Executive Session pursuant to Public Officers’ Law, Article 7§ 105.1.H.

   - **3-5 Olive Place (Hornell)** – Mr. Brewer stated this was a tricky demolition and LCP did a wonderful job. We just received the air monitoring bill and we will work on tallying up the total costs for the demolition and air monitoring as ProAction will be sharing that cost. Mayor Buckley stated the contractor did a very nice job.

C. **Habitat for Humanity Update** – Mr. Brewer informed the Board that all funds have been expended and they are moving along on the East Third Street project. Ms. Kenny stated that project should be just about completed. She stated we work with Habitat to bring buyers in that are qualified for the property.

D. **Properties** – Mrs. Lando asked have we received information from the municipalities regarding suggestions for properties? Mr. Brewer stated a lot of the municipalities are waiting for the moratorium to expire. Once that happens we will have a better idea of which properties could be part of the tax sale. We have received suggestions from Hornell and Addison, and Canisteo is working on a list. In the next two to three months we will have a better list.
Mrs. Ferratella asked what is the process to acquire properties; does the municipality have to send a request or letter? Mr. Brewer replied there are many different ways. If it is through tax foreclosure, the County would already have possession. A town would have to make a request.

Mrs. Lando asked what is the status of the tax auction? Ms. Prossick replied we are waiting for the end of the month to see if the moratorium is lifted. Mrs. Lando asked if everything goes well, how soon would we set the date for the auction? Ms. Prossick stated Mrs. Hurd-Harvey will be bringing that to Finance for discussion this month.

**IV. OTHER BUSINESS**

A. **Meeting Attendance** – Mayor Walch asked what do I need to do to be registered to vote for the meetings? Ms. Prossick explained at this point if you will not be attending in person, let Mrs. Chapman and Mr. Brewer know and when the agenda is published your location will be published and then you can participate from that location.

**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 MAYOR BUCKLEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

B. **Next Meeting** – The next meeting will be held on Wednesday, September 1, 2021, at 11:00 a.m.

**MOTION: TO ADJOURN MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature