**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**
  
  o **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.
  
  o **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.
  
  o **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 INTERIM 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