

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, January 6, 2021

10:30 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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
Raymond Walch, Mayor, Village of Addison
John Buckley, Mayor, City of Hornell

OTHERS: Christopher Brewer, Deputy County Manager/ SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mitchell Alger, Steuben County Deputy Commissioner of Finance
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: Jennifer Miller, City of Corning Planning & Economic Development Director

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 2, 2020, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Brewer stated this morning he emailed out a new report. He stated Mr. Alger has done a great job with the reports. This report includes a project summary page and gives you a good cash perspective with each property. Mr. Van Etten commented I like the project summary format and it is very helpful.

B. *Budget Transfers* – Mr. Brewer provided a handout outlining the budget adjustments which the committee voted on via email.

C. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mr. Brewer stated this property will be transferred to Habitat for Humanity. He has sent emails and left voice mails to set up a meeting. He stated that he does not believe the paperwork has been filed yet, even though it has been given to them. The property located at 24 Baldwin Avenue in Addison, under the Enterprise Grant, will also be going to Habitat for Humanity.

- *148 Terry (Hornell)* – Mr. Brewer stated we are very close to closing on this property. We will be closing within the next two weeks as the closing has to occur by January 21, 2020. The buyer will be incurring additional fees because of the abstracting survey. They are requesting the Land Bank pay the \$228.29 to keep the rate locked through this period. This is something the Land Bank can do as this is on our side. He stated he thinks this would be appropriate to do. Mr. Van Etten commented if this was because of our delay, then it should be on us. Mr. Brewer stated we could provide it as a credit at the time of closing.

MOTION: AUTHORIZING A CREDIT OF \$228.29 TO BE ISSUED TO THE BUYER AT THE TIME OF CLOSING ON THE PROPERTY LOCATED AT 148 TERRY IN THE CITY OF HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

D. *Project Updates – Enterprise Grant*

- *Chestnut Street* – Mr. Brewer stated both properties located at 278 Chestnut Street (Corning) and at 1480 Chestnut Street (Hornellsville) are very close to closing. We are waiting on the abstract and survey for both properties. They were ordered at the wrong part of the process. The buyer of the 1480 Chestnut Street property will also face an issue with their rate because of the delay. Ms. Kenny commented the buyer had to extend the rate through January 21, 2021. Mr. Brewer stated we had accepted their offer on September 2nd and we don't have the amount of what the cost would be for the buyer to secure their rate. I think it would be the right thing to do to pay that fee if the buyer incurs an additional fee. Mrs. Lando asked is that something we could do via email? Mr. Brewer replied yes.

Mrs. Hurd-Harvey asked what is the issue with these? Mr. Brewer explained that for these properties and Terry Street the abstract was ordered at the wrong time; it needs to be ordered at the time of acquisition. Going forward, we will not run into this again.

Mr. Alger asked what kind of loans are the buyers getting and has that been part of the delay? Mr. Brewer replied the buyer for the Corning property is using a VA or FHA loan and there are more hurdles to go through than with a conventional mortgage. For the most part the buyers have been ready. Mrs. Lando stated going forward we will keep this from happening? Mr. Brewer replied yes.

- *9187 CR 74 (Pulteney)* – Mr. Brewer stated that he visited the property on Monday and there are a few more weeks left to work. This is really coming along. Ms. Glass stated as of the last meeting they were 70 percent complete. We went out early last week and now they are roughly 85 percent. The official walk-through and pay app are scheduled for today. We should be wrapping this project up in two weeks.

Mrs. Lando asked then what happens? Mr. Brewer stated then we will put it on the market, I believe for \$150,000 or \$151,000. Ms. Kenny stated we have not completed the appraisal. When the project is complete then we will order the appraisal and that usually has a good turnaround. We should have a price by the February meeting.

Mr. Soda commented it is tricky to comp it out as there are limited comps, but what there are, are all over the map. I am pretty anxious to see what the appraisal will come in at. It easily should be over \$100,000. Ms. Kenny stated our original evaluation set the sales price at \$110,000. We are just guessing until we get the appraisal.

Mrs. Lando asked what do we have into it? Mr. Brewer replied we have \$87,000 into it and by the time it is all said and done, my guess would be \$110,000.

- *8867 SR 415 (Campbell)* Mr. Brewer stated this is a carryover due to the tax sale issue. There has been no change. Ms. Kenny stated we were not going to pursue Campbell at this point with the other

potentials that we have, is that correct? Mr. Brewer stated we do have a number to talk about. I don't know the condition of Campbell. We may be able to move that to a demo and have that as a carryover item. Mrs. Hurd-Harvey stated we could potentially do something in May. Ms. Prossick stated there is an Administrative Order by the Chief Judge that we cannot pursue default judgments. This is not attached to the Governor's Executive Order. Mr. Brewer asked would we propose this is a demo or rehab? Mrs. Hurd-Harvey replied a demo.

- *7162 State Route 54 (Bath)* – Mr. Brewer stated he would like to discuss this in Executive Session.
- *24 Baldwin Ave. (Addison)* – Mr. Brewer stated Habitat for Humanity has the documents to take ownership. They are paying half the demolition cost and the demolition has been done. Mr. Soda stated Tom Bowes is the attorney and he is pro bono. I can put some pressure on him to reschedule the meeting so we can get the paperwork transferred.

E. *Demolitions*

- *Steuben County – Greenwood/Dansville* – Mr. Brewer stated that he has talked with Ms. Kenny, Ms. Glass and Mr. Soda and we could pay for half the cost to get a credit and reimbursement through the grant. The Land Bank could reimburse the County for half the demo cost and then get the credit. There are still a couple of other options to complete our grant requirement. He stated the Greenwood demolition was completed prior to year-end and the Dansville demolition is in process.
- *114 Front Street (Addison)* – Mr. Brewer stated this is the property that has fire damage and where the ex-husband is in Oklahoma. Mayor Walch stated the address should be 115 Front Street. He stated he got the phone number and was able to talk to the ex-husband, Elwood Devoy. Mr. Devoy called back and said that he would take \$500 and Mrs. Devoy will also take \$500. We are all set to sign off for a total of \$1,000 so we can take over the property.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK TO ENTER INTO A PURCHASE AND SALE AGREEMENT WITH THE DEVOYS FOR \$1,000 RELATIVE TO THE PROPERTY LOCATED AT 115 FRONT STREET IN ADDISON MADE BY MR. VAN ETEN. SECONDED BY MAYOR BUCKLEY FOR DISCUSSION.

Mr. Van Etten complimented Mayor Walch on tracking everything down. Ms. Kenny stated Mrs. Devoy did indicate that they have not been paying the taxes. Mayor Walch stated that he will work with the Village to get the water and sewer charges cancelled.

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

- *44 Upper Farnham (Addison)* – Mayor Walch stated that he spoke with the Office Manager at Cornerstone and they are willing to sign over the property as a donation. He stated they changed their name to Candelight Properties. Ms. Prossick stated her suggestion would be to authorize a purchase and sale agreement and to not take title if there is a title or bankruptcy issue.

Ms. Kenny stated we needed a third demolition and we have \$14,000 set aside. We are doing an extra rehabilitation in Bath and the rest of the Enterprise grant money would go toward that and anything left over could be used for another project.

Mrs. Lando asked what is the cost to demo? Ms. Kenny replied it would \$8,000 and then \$1,000 for acquisition. There would also be additional fees for legal and environmental work. We will probably hit that \$14,000. Mr. Van Etten asked what is the unrestricted amount that we have? Ms. Kenny stated Enterprise is being reimbursed for our costs. The insurance, taxes, etc. would come out of the unrestricted funds. Mrs. Hurd-Harvey stated we have over \$200,000 in unrestricted funds. Mr. Van Etten stated I would say that we should still move forward with demolition

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

Mayor Buckley asked is there any interest in either property? Mayor Walch replied not that I am aware of. Mr. Soda commented you may have a commercial opportunity on Front Street. Habitat for Humanity is always interested. Mayor Walch stated this property is on the Main Road and there is a gas station that is switching to Kwik Fill and I would be excited to get something started commercially. Mr. Soda stated there will be an environmental issue with the location being next to a gas station. Ms. Kenny stated she could contact Kwik Fill to see if they would have any interest. Mrs. Lando asked how would we approach that? Mayor Walch stated I doubt they would want it as they have a large parking lot and are replacing the tanks on the east side. I could try to do some research. This is an excellent spot for a commercial property.

Mr. Van Etten stated I understand the concerns for an environmental Phase I since it is located next to a gas station, but that station has been in place for twenty years if that. It is not a legacy site and I don't think there would be any environmental issues. Mayor Walch stated I don't think so.

Mr. Soda asked what is the budget for the Route 54 rehabilitation with Enterprise funds? Ms. Kenny replied there is about \$80,000. We could move funds from certain line items to cover it.

Mrs. Lando asked how does this property, Upper Farnham, stack up with other demos on the list? Are there any others that have a higher priority? Mr. Soda stated we were trying to prioritize those with a clear path to title. The two in Addison have the clearest path.

- *2 North Main (Cohocton), 103 Washington (Wayland), 111 West First Street (Corning)* Mr. Brewer stated these properties would be by the tax foreclosure route and we can bypass discussion on these.

Mayor Buckley asked what about the potential for future development? We don't want to acquire property and then sit on it. Mr. Brewer stated the Farnham Street property in Addison is residential. Mayor Walch commented I have a verbal agreement from the Candlelight Properties office management and the Village will be glad to get out from under it. Mrs. Lando stated it could be another residence. Mayor Walch replied yes.

Mr. Brewer asked how big is that lot? Ms. Kenny stated it is .6 acres. Mr. Brewer commented that is a good size lot.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO PURSUE ACQUISITION OF THE PROPERTY LOCATED AT 44 UPPER FARNHAM IN ADDISON MADE BY MR. VAN ETTEN. SECONDED BY MAYOR WALCH FOR DISCUSSION.

Mrs. Lando asked how will we go about that? Mayor Walch asked are you willing to get approval? Mayor Walch replied I can contact the office manager and ask if she has the authority to turn the property over. Mr. Van Etten stated I think we leave this up to Ms. Prossick or Mrs. Hurd-Harvey to pursue. Mr. Soda stated Arbor can also help as a liaison.

VOTE ON PREVIOUS MOTION: MOTION CARRIES 5-0. (MR. WHEELER ABSENT FOR VOTE)

Mrs. Lando asked will this meet the Enterprise requirement? Ms. Kenny replied yes, we will have exceeded our goals. Mr. Brewer stated the other three properties we will keep on an internal list. Mrs. Lando asked as well as the Campbell property? Mr. Brewer replied yes.

IV. OTHER BUSINESS

- A. *Next Meeting* – The next meeting has been scheduled for Wednesday, February 3, 2021 at 10:30 a.m.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSION REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. WHEELER ABSENT FOR VOTE)

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 5-0. (MR. WHEELER ABSENT VOTE VOTE)

MOTION: TO ADJOURN MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. 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 3, 2021

10:30 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, NY*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Jack K. Wheeler, Steuben County Manager
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
Raymond Walch, Mayor, Village of Addison
John Buckley, Mayor, City of Hornell
Jennifer Miller, City of Corning Planning & Economic Development Director

OTHERS: Christopher Brewer, Deputy County Manager / SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mitchell Alger, Steuben County Deputy Commissioner of Finance
Brenda Scotchmer, Clerk of the Legislature
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Frederick G. Potter, Steuben County Legislator – District 10
Mary Perham

ABSENT: Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 6, 2021, MEETING MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mrs. Hurd-Harvey commented there are no items of note.

B. *Election of Officers/Committee Assignments* – The committee was in agreement to keep the officers and committee assignments the same.

MOTION: REAFFIRMING THE SELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

C. *Annual Attestations* – Mr. Brewer stated we will gather all of the necessary documents to send out to board members. These forms are an annual requirement for our audit. He asked Mayor Walch to please send in the two forms he had requested as those are needed for the audit. Mrs. Scotchmer stated with the financial disclosures, this is required by the Steuben County Legislature. We will be developing a new form and sending that out within the next month. You are required by County Law to fill this out and return it to me by the date on the letter. Mrs. Lando asked what will you be sending? Mrs. Scotchmer replied I am only sending a copy of the resolution notifying you of the

requirement and a copy of the financial disclosure form. If you are a County official you only need to fill out one financial disclosure. Mr. Brewer commented the other forms will be sent out at a different time.

D. *Project Updates – LISC*

- **137 East Washington St. (Bath)** – Mr. Brewer stated the documents have been signed by Habitat for Humanity and the property will be transferred back to Habitat by the end of the week. They are moving right along with putting a house on the property.
- **148 Terry St. (Hornell)** – Mr. Brewer reported this property has been sold and we received the proceeds of \$68,341,55. This will come off our list going forward.

E. *Project Updates – Enterprise Grant*

- **278 Chestnut St. (Corning)** – Mr. Brewer stated closing is scheduled for February 8, 2021. As a reminder, we did provide seller concessions. The property is being sold for \$153,844 and upon receipt, we will be in pretty good shape.
- **1480 Chestnut St. (Hornellsville)** – Mr. Brewer stated we did close on this property and we received and processed a check for \$95,586 and that should be in our account at the end of the week.
- **9187 CR 74 (Pulteney)** – Mr. Brewer stated tomorrow he, Ms. Glass and the realtor, Maggie Horan will be meeting at the property. Ms. Glass stated this property is completed except for the landscaping and the contractor will need to come back and bring in soil. We expect the certificate of occupancy this week. We will do a walk through with the realtor tomorrow. Mrs. Lando asked what is the appraisal? Mr. Brewer replied the initial evaluation prior to the rehab was \$110,000. Mr. Soda stated we are not confident on the value there as that was just an estimate. The comparables we had pulled were not great. He stated he is sure the \$110,000 would be the minimum.

Mrs. Lando asked are we going to set a price of \$110,000 on it? Mr. Brewer stated I believe it will be \$110,000. Do you want to hold off until after we meet with the realtor, or do you want to set the price now? Mrs. Hurd-Harvey stated she would wait to hear what the realtor has to say. Mr. Soda stated I don't know if we have any more exceptions in the County. With the affordability guidelines, it would be hard to get too much higher than \$110,000. I agree to hear what the realtor says. Mr. Brewer stated he will email the Board to share the realtor's opinion.

- **8867 SR 415 (Campbell)** – Mr. Brewer stated this is a possible demo project, but we are waiting for the tax auction.
- **7162 SR 54 (Bath)** – Mr. Brewer requested the status on this property be discussed in Executive Session.
- **24 Baldwin Ave. (Addison/Habitat)** – Mr. Brewer stated the deed was recorded this week and the property is now transferred back to Habitat for Humanity. We did receive from them \$3,706 which represents half the cost of the demo. Going forward, this will be removed from our list.

Mayor Walch asked did we relieve the water and sewer charges? Mr. Brewer replied we requested that on this and another property. Mayor Walch stated he will include it on the Village Board's agenda this month for 24 Baldwin, 115 Front St. and 44 Upper Farnham St.

F. *Habitat for Humanity* – Mr. Brewer stated Mr. Soda and I met with Lisa Carucci from Habitat in regard to possible rehabs should we need to go a different route to meet our June 30, 2021 deadline for the Enterprise Grant. We could possibly partner on two projects. Habitat will email us correspondence soon on what route we should go due to our looming deadline for the Enterprise Grant.

G. *Demolitions* – Mrs. Lando asked did we get the 44 Upper Farnham St. property from Cornerstone? Mr. Brewer replied no, however, purchase offers have been made out for both the 115 Front Street and 44 Upper Farnham properties. We should be able to start the process in the next couple of weeks. Mrs. Lando asked when would we do the demos? Mr. Brewer replied they can be demolished any time of year. We just need to coordinate with the contractor that is awarded the bid, along with Public Works.

Mrs. Kenny asked do you want us to send out the demolition bid documents now? Mr. Brewer replied I would rely on you for your guidance in terms of what you have done in the past. Ms. Prossick commented as long as the bid document has a way to get out of it if things fall through, then I have no problem with that. Mr. Brewer asked Mrs. Kenny to start that process. Mrs. Kenny asked do we have documentation from code enforcement that both properties are condemned? Mr. Brewer replied I do not know. Mayor Walch stated he does not know. I do know that the Code Enforcement Officer conducted inspections and I will need to contact her to see if they were actually condemned. I think she has. If not, we will make that happen.

Mayor Walch asked were you successful in getting the Upper Farnham property from Cornerstone/Candlelight? When I had talked to the office manager, she had said they were interested in signing off on that. Mrs. Kenny replied my last conversation was that they were interested.

IV. **OTHER BUSINESS**

A. *Annual Report* – Mrs. Lando stated Mr. Brewer has put the 2019 annual report on the website and is currently working on the 2020 annual report. What is the timeline for when that report has to go out? Mr. Brewer replied March 31, 2021. Mrs. Lando asked when is the next audit? Mr. Brewer replied we are in the midst of an audit right now. Mr. Alger and I have been working with the auditors and we have three items that need to be resolved. Two of the items are getting Mayor Walch’s ABO certificate and signed Fiduciary Duty form. We are waiting on a third party for the remaining item.

B. *Next Meeting* – Mrs. Lando stated the next meeting will be held on Wednesday, March 3, 2021, at 10:30 a.m.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION 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 MAYOR BUCKLEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN MADE BY MRS. HURD-HARVEY. SECONDED BY MRS. MILLER. 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, March 3, 2021

10:45 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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
Raymond Walch, Mayor, Village of Addison
John Buckley, Mayor, City of Hornell

OTHERS: Christopher Brewer, Deputy County Manager / SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mitchell Alger, Steuben County Deputy Commissioner of Finance
Carol A. Ferratella, Legislator, District 13
Robin K. Lattimer, Legislator, District 3
Mark Ryckman, Corning City Manager
Brian Maggs, Legal Counsel, City of Corning
Heather Briggs, Bonadio Group
Lisa Carucci, Habitat for Humanity
William Boyland, Jr., Mayor, City of Corning
Jennifer Miller, City of Corning Planning & Economic Development Director
Mary Perham

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 10:45 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE FEBRUARY 3, 2021, MEETING MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)

Secretary's Note: Jennifer Miller was appointed as a member of the Board, however, due to concerns expressed by the City of Corning relative to the confirmation of her appointment, Ms. Miller, for the purposes of this meeting, is a non-voting member.

III. PRESENTATION

A. **2020 Audit Report** – Ms. Briggs presented the Land Bank's 2020 Audit Report. She reviewed the required communications letter which outlines that there were no new accounting practices and also noted that there were no difficulties in performing the audit. There is a list of corrected misstatements along with inventory adjustments. She noted that there were no disagreements with management.

Ms. Briggs reviewed the draft financial statements. She noted these are unmodified auditor opinions and have been presented fairly in all material respects. We do not give an opinion on material controls; however, there was nothing to

report as to material weaknesses. She informed the Board that the current assets and liabilities are growing as there is more inventory and more grant funding has been received. Operationally, grant revenue is getting larger. Your operating expenses are staying relatively the same, but you are getting more funding from grant sources. The change in your net position is growing year over year. This year you gained two properties and sold one. You have some large properties in your inventory which are valued at \$80,000 - \$100,000.

Ms. Briggs stated in the management letter we have indicated that you need to make sure that you have documentation for all in-kind services that the Land Bank is receiving. With inventory valuation, as you grow, you will accept more properties and you will need to create a process for the inventory of those properties and how you value them. This should be something that you do on an ongoing basis and not something that gets adjusted at year end. You will need to get a policy and procedure in place.

Ms. Briggs stated with regard to fiduciary duties, you had one new member to the Board that had not signed the Fiduciary Responsibility attestation; however, I believe all of those have been signed now. We also look to make sure that members are participating in the Public Authorities Board training.

MOTION: ACCEPTING THE 2020 AUDIT REPORT AS PRESENTED MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

IV. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger stated he sent the report out for review. Mr. Brewer noted we had two deposits and now our unrestricted balance is up to a healthy amount.

B. *Annual Attestations* – Mr. Brewer stated Mrs. Chapman had sent out the required forms that needed to be signed. Please make sure that you fill these forms out and sign them. This was a notation in our audit management letter and we want to be compliant going forward. Mrs. Lando asked if Mr. Brewer could provide the link to the ABO training.

C. *Project Updates – Enterprise Grant*

- *9187 CR 74 (Pulteney)* – This property has been put on the market with realtor Maggie Horan. There has been good interest in the home. Ms. Glass stated there have been 15 showings. One individual was just over the income limit, however, we asked them to go ahead and submit an application and we will let Enterprise make the decision on whether they are eligible. There are three more showings scheduled for this weekend.

Mrs. Lando asked are there new income requirements? Ms. Kenny replied the income requirements don't vary much year to year. The big thing for us is calculating the annual income; it is not as easy as one would think. We recommended that they send their application to us. We really want to see all the offers and then let the Land Bank make the decision.

- *7162 State Route 54 (Bath)* – Ms. Prossick commented nothing has happened since our last meeting except there is a date with the court, which has not happened yet.

D. *Habitat for Humanity* – Mr. Brewer stated Lisa Carucci from Habitat for Humanity is here today to discuss the proposal that she put together for the two properties in Corning.

Ms. Carucci stated our proposal is that we are currently rehabbing two properties in the City of Corning. This would be an opportunity for a partnership where the balance of the grant could be used toward these properties. Once we close on and sell those properties, the Land Bank would get back what they invested. The first property is located on 3rd Street and is 50 percent complete. The second property is on Park Avenue. We anticipate closing on the 3rd Street property in April/May and the Park Avenue property would be closed on by the end of the year. Mr. Soda commented the rehab portion would be done by the end of June. The Corning Housing Partnership has done projects in that area as well.

Ms. Carucci stated in our proposal we have included the total leverage that you would be able to report on, which would be over \$100,000 between the two projects. We had signage made and will put them at each property. These will include the Land Bank logo as part of the partnership.

Mr. Van Etten commented in my opinion this collaboration will utilize funds for us to meet our deadline and we will rehabilitate two projects that need it. Mr. Soda commented the income guidelines would be met through Enterprise. Mrs. Lando stated this will be a win-win for everybody.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO ENTER INTO A PARTNERSHIP AGREEMENT WITH HABITAT FOR HUMANITY FOR THE REHABILITATION OF PROPERTIES SITUATE AT 3RD STREET AND PARK AVENUE IN THE CITY OF CORNING MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

E. *Demolitions* – Mr. Brewer informed the Board that there are two properties located in Addison that we are proposing for demolition; 115 Front Street and 44 Upper Farnham. We have received and executed purchase orders on both and are moving forward to acquire title. The RFP’s for the demolitions have been received; both individually and as a package. Mrs. Kenny stated we sent out the RFP to six companies and received three responses. Durable Demo provided a quote for \$45,000 combined, which is outside of our scope. MJR (Hornell) submitted individual quotes for \$7,550 and \$9,630 and a combined quote of \$16,580 with no discounts. The third was received from LCP (Vestal) for \$9,000 for each property and also provided a discount for combining the projects which total \$15,400. She stated she would recommend award to LCP. Additionally, she sent out RFP’s for air quality and those typically come in less than \$2,000 for each property. Mrs. Kenny noted we have had positive experiences with LCP and they do all of our demos in Chemung County. Mr. Soda asked do we need Phase I? Mrs. Kenny replied yes and I have budgeted for that, however, I am waiting until we get the titles before I get the quotes. Mr. Brewer stated we should have the titles by the next meeting.

MOTION: AWARDING THE RFP FOR THE DEMOLITION OF THE 115 FRONT STREET AND 44 UPPER FARNHAM PROPERTIES IN THE VILLAGE OF ADDISON TO THE LOW BIDDER, LCP OUT OF VESTAL, FOR A TOTAL COMBINED PRICE OF \$15,400 MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mrs. Lando asked how long before we start the demolitions? Mrs. Kenny stated obviously there will be a little bit of coordination. Once we have title, Phase I will take a couple of weeks and then we have to provide 10 days notification to the State. We anticipate being done at the end of April or the beginning of May timeframe; depending on Public Works’ schedule.

F. *Board Appointment* – Mr. Brewer stated I sent out a resolution from Corning City Attorney, Brian Maggs, who is recommending an amendment to the Board’s by-laws. Most of us are well-versed in what is going on. This is a topic open for discussion.

MOTION: AMENDING THE BY-LAWS OF THE STEUBEN COUNTY LAND BANK CORPORATION RELATIVE TO BOARD MEMBERSHIP REQUIREMENTS MADE BY MAYOR BUCKLEY. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Ryckman asked if he could explain, from the City’s standpoint, the difficulties? Mrs. Lando replied yes. Mr. Ryckman stated so the problem we have here is our form of government is different and Mr. Maggs spoke to it. These are not things that would go to the Council for approval. If they go before Council, they are non-binding as the Council does not approve or deny staff appointments. When I served on the Board, I certainly am in the chain of command and I report to them and they would have that ability to say whether or not I serve in that capacity. When it comes to staff members, it is something that does not go to them. They are department heads and are not in their chain of command. We are asking the Council to do something beyond their authority. When we looked

at the by-laws, they contemplated amendments. We think this is a pretty minor technical amendment that would recognize the varying forms of government throughout Steuben County.

Mayor Boyland stated I pretty much echo what Mr. Ryckman has said. From our read, the City Council does not have the authority under our form of government to adopt a resolution certifying the appointment to the Land Bank. The amendment we are requesting offers flexibility across the board. We believe this to be a technically benign amendment that gives flexibility for all municipalities.

Mr. Maggs commented I think the Mayor and the City Manager touched on the cornerstones of the way that the City of Corning government works. When I was asked about this situation, and I spoke with the County Attorney about it, I tried to suggest, for the Land Bank Board's consideration, some language that would not disrupt the way the Land Bank already does its business with respect to appointments. Obviously the way the by-laws are written, the appointments are made by the Steuben County Legislature with assent from the municipal representatives. I tried to suggest an amendment that leaves open every municipalities' various ways of assenting to the appointments that are made by the County Legislature. I didn't want to suggest that the Land Bank change the way it does business, but recognizing that the way the by-laws are written, that you are asking the City of Corning to change the way they do business. I really hope the Land Bank thinks about this amendment. I don't think it is proper under the way the City of Corning does its business to make appointments like this subject to City Council approval.

Mr. Wheeler commented I view this as an internal issue for the City of Corning. I have spoken with the City Manager and others. With the appointments to the Land Bank, the by-laws have the governing board of the municipality approving the appointment. It becomes an internal issue when it is the individual considered. If they appointed Mr. Ryckman, it appears from the City of Corning that an appointment of the City Manager would be proper for Council. It seems like the City wants to appoint a representative other than the City Manager. For me, it is an internal matter.

Mr. Ryckman stated I agree with Mr. Wheeler that it is internal matter. The problem is the Land Bank imposing a process onto us. If it is truly an internal matter, then we should decide that how we normally would decide that within our form of government. Instead we have the Land Bank imposing a process into our internal function. I agree with Mr. Wheeler that it is an internal matter and I think this modification to the by-laws would allow each municipality to make those decisions internally, based on their form of government.

Mr. Van Etten stated from the County's standpoint, we have a lot of department heads that get appointed to outside agencies. A lot come from the County Legislature and a lot come from the County Manager, so there is a mix of both.

Mayor Buckley stated having brought this to our attention and in thinking about it, what happens if the City Council doesn't give permission? I will say that historically we have sat on many different boards and committees throughout the community. The ability to sit on those boards or committees didn't wash through the City Council. Why would this be any different? I don't know that it is fair to force it down on an individual municipality. I can see this from both sides and it is something to think about

VOTE ON PREVIOUS MOTION: MOTION FAILS 1-4-1 (MR. VAN ETTEN, MR WHEELER, MRS. HURD-HARVEY AND MAYOR WALCH OPPOSED; MRS. LANDO ABSTAINED AS SHE IS THE LEGISLATOR REPRESENTATIVE FOR THE CITY)

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, April 7, 2021
10:30 a.m.**

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, April 7, 2021

10:55 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Jack K. Wheeler, Steuben County Manager
Raymond Walch, Mayor, Village of Addison
John Buckley, Mayor, City of Hornell

OTHERS: Christopher Brewer, Deputy County Manager / SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mitchell Alger, Steuben County Deputy Commissioner of Finance
Carol A. Ferratella, Legislator, District 13
Robin K. Lattimer, Legislator, District 3
Kelly H. Fitzpatrick, Legislator, District 3
Jeffrey P. Horton, Legislator, District 8
K. Michael Hanna, Legislator, District 5

ABSENT: Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
Mark Ryckman, Corning City Manager

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 10:55 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 3, 2020, MEETING MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger stated he sent out the Treasurer's Report for review. Mrs. Lando commented it looks pretty solid and there is money to spend, so that is a good thing.

B. *Annual Report* – Mr. Brewer stated he sent out the annual report for review. This has been uploaded to PARIS. We will upload it to the Steuben County Land Bank Corporation website and all conditions will have been met. He stated 2020 was a little bit of a different year. This year the member evaluations and other forms will be completed. Mrs. Lando asked once you submit the report, does the State ever come back and ask questions? Mr. Brewer replied they haven't yet. Mr. Alger has done a great job submitting everything that was needed.

C. *Project Updates – Enterprise Grant*

- *9187 CR 74 (Pulteney)* – Our realtor, Maggie Horan, sent an email with an offer; unfortunately the buyer was over the income limit and we will need to reject that purchase offer. He noted the AMI limits were recently increased. Ms. Horan is doing a great job showing the property. Ms. Kenny explained the buyer was really over the income limit of 200% of the AMI and they also were not from

this area. The buyer wanted it for a second home, however, the mission of the Land Bank is for homeowners who are using it as their primary residence. The prospective buyer was \$3,000 over the AMI. Mr. Brewer stated this property has been on the market 30 – 60 days.

- *7162 State Route 54 (Bath)* – Mr. Brewer stated a warrant of eviction was issued and the current occupants have been told to leave by April 13th and after that the premises will be ours. At that time we will go in and assess the situation. There is a possibility that we will get the mobile work crew if we need to empty out the contents. We are scheduled to go through the property with Arbor on April 19th.

D. *Habitat for Humanity* – Mrs. Lando stated I thought the agreement for Habitat for Humanity was well done and easy to understand. Mr. Brewer stated the agreement was executed last night and we will hopefully be moving forward very quickly on these two projects in the City of Corning. Mrs. Lando asked what is the start date for these properties? Mr. Soda replied we did begin work on Third Street and we will begin shortly on Park Avenue. The funds will be spent by the end of June. He stated Ms. Kenny will prepare the payment application which itemizes the scope of work that we are paying for. These projects will gear up fairly quickly. Mrs. Lando asked will we make our deadline? Mr. Soda replied yes.

E. *Demolitions* – Mr. Brewer stated I expect both abstracts back this Friday and hopefully we will close on both properties within the next couple of weeks if nothing unforeseen happens.

Mayor Walch commented Habitat for Humanity broke ground on the new home on Washington Street yesterday.

Mrs. Lando asked does the Board need to approve the appointment of Mr. Ryckman to the Board? Mr. Brewer replied no as appointments to the Board are done by the Chairman of the Legislature. A resolution was adopted last month appointing Mr. Ryckman.

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 4-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: AUTHORIZING THE ISSUANCE OF REQUESTS FOR PROPOSALS FOR THE DEMOLITION OF PARCEL #151.63-03-004.000 SITUATE IN THE CITY OF HORNELL AND FOR CONCRETE WORK RELATIVE TO ADJACENT PARCEL #151.63-03-002.000 SITUATE IN THE CITY OF HORNELL MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Wednesday, May 5, 2021
10:30 a.m.**

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, May 5, 2021

10:50 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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
Raymond Walch, Mayor, Village of Addison

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
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mary Perham

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 10:50 a.m.

II. APPROVAL OF MINUTES

Mrs. Lando stated she has a correction on last month's minutes. The minutes reflect that Mark Ryckman was absent, however, he has not yet been reappointed to the Board.

MOTION: ADOPTING THE MINUTES OF THE PREVIOUS MEETING AS AMENDED MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger stated he emailed the report for review. We did receive the remainder of the Enterprise Grant which was \$102,000. We have a healthy balance. Mrs. Lando stated we have a lot of money to do good things. Mr. Van Etten asked on the revenue side, the Enterprise Grant was \$121,000 and we budgeted \$100,000. Was that because it was left over from something else or were we just guessing with the budget? Mr. Alger replied we were just guessing with the budget.

B. *Contract Extensions*

- *Jeff Squires, Esq.* – Mr. Brewer requested authorization to extend the legal services contract with Attorney Squires through December 31, 2021.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR LEGAL SERVICES WITH JEFF SQUIRES, ESQ. THROUGH DECEMBER 31, 2021 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

- *Arbor Development* – Mr. Brewer stated the contract with Arbor Development for managerial services expires at the end of June. He requested authorization to renew the contract for one year through June 30, 2022.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO RENEW THE CONTRACT FOR MANAGERIAL SERVICES WITH ARBOR DEVELOPMENT FOR ONE YEAR, EXPIRING JUNE 30, 2022 MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY FOR DISCUSSION.

Mrs. Lando commented Arbor has done a great job. You are a great partner and we enjoy working with you.

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

- *Bonadio* – Mr. Brewer requested authorization to extend the contract with Bonadio for audit services through December 31, 2022.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR AUDIT SERVICES WITH BONADIO THROUGH DECEMBER 31, 2022 MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

- *Steuben County Law Department* – Mr. Brewer requested authorization to extend the contract with the Steuben County Law Department for legal services through December 31, 2022.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO EXTEND THE CONTRACT FOR LEGAL SERVICES WITH THE STEUBEN COUNTY LAW DEPARTMENT THROUGH DECEMBER 31, 2022 MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

C. *Project Updates – Enterprise Grant*

- *9187 CR 74 (Pulteney)* – Mr. Brewer stated he received a call from the realtor this morning stating there is a decreased amount of interest due to the AMI guidelines. However, she stated she would like to do a public open house and I told her we would be in support of that.
- *7162 State Route 54 (Bath)* – Mr. Brewer stated the eviction warrant was served and immediately following that Mr. Rose and the Mobile Work Crew went in and cleaned up. They did a fantastic job in the day and a half they were there. We anticipate bid documents going out within the next month or so. It is a tough time to send bid documents out as the cost of materials fluctuates daily. We are ordering an asbestos survey. Mr. Soda stated we are working on the specs right now. The house is in rough shape but we don't see anything that would be unmanageable. This is a nice house.
- *115 Front Street (Addison)* – Mr. Brewer stated we acquired title to the property late last week. We are working with the Village of Addison to waive the village tax and water and sewer. We will also be asking the Commissioner of Finance to waive the County taxes as well. Within the next month we will schedule a date with Public Works to demolish it. Mayor Walch commented it is on our agenda for next Monday to waive those charges.

Mr. Van Etten stated since this is the property next to Acorn, what is your thought with that; when you tear it down will you strip the lot of everything or just the structure? Mayor Walch replied I am not sure. Out behind the house there is a garage. It is a great lot and a beautiful location that would be perfect for business or residential. Mr. Van Etten asked is it in our best interest to focus on the structure? Ms. Kenny stated we have never done tree clearing. The house and the garage would come down.

- *44 Upper Farnham (Addison)* – Mr. Brewer stated we are working with Candlelight Properties and should be in possession of title within the next couple of weeks. We will work through Phase I and then line everything up to demolish.

D. *Habitat for Humanity Update* – Mr. Brewer asked how is Ms. Carucci making out with the two Corning properties? Ms. Kenny replied 356 East Third Street has been completed enough that they are requesting \$40,500 and I have those pay apps. This has provided leverage which helps us going forward with funding the pay apps. We will do a walk-thru to make sure the items are completed such as the HVAC, electric and the roof.

Ms. Kenny stated 271 Park Avenue has not been started but they expect to complete the project by June 30th. She has spoken with Enterprise to confirm if the project will still count if it is not completed as long as the funds are expended. Their main concern was to make sure we follow through to make sure the project gets completed. We have worked with Habit for Humanity in the past and we have no concerns that the projects will be finished.

Mr. Soda commented 271 Park Avenue will require a \$12,000 - \$13,000 foundation. The HVAC and the roof are more of an issue. We have a meeting with code enforcement and are working toward a Certificate of Occupancy.

Mr. Brewer announced this morning there will be a ceremony for the 137 East Washington property in Bath. Mr. Soda stated that came along really quickly and is a nice home. The ceremony will be from noon to 1pm.

Mrs. Lando asked have you been asking municipalities to send ideas for other properties? Mr. Brewer replied I have not received any. There is still the moratorium on evictions plus it depends on how we do the auction as there are some properties there. Mrs. Lando asked should we start asking the municipalities again just to start gathering information? Mr. Brewer replied I have reached out to a few code officers and will gather a list.

Mr. Soda stated we have looked at the MLS and haven't seen much in Steuben County that is worth pursuing. He stated they will be having a meeting with the Village of Pulteney to discuss the revitalization of their community. There are 66 blighted homes to address. That meeting has not been scheduled yet. Also, the Town of Cameron recently had a housing study completed by Southern Tier Central and they are very low-income and have blighted homes. We will be meeting with the Town Supervisor sometime in May. There will be opportunities for us to work in Cameron if we are interested.

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. VAN ETEN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

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

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PROACTION TO ACQUIRE PARCEL #151.63-03-004.000 AS A DONATION TO THE LAND BANK MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0-1. (MR. LANDO ABSTAINED AS SHE IS A MEMBER OF THE PROACTION BOARD OF DIRECTORS)

MOTION: AWARDING THE RFP FOR THE DEMOLITION OF A GARAGE LOCATED ON PARCEL #151.63-03-004.000 SITUATE IN THE CITY OF HORNELL, TO LCP GROUP FOR \$28,000 MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0-1. (MRS. LANDO ABSTAINED AS SHE IS A MEMBER OF THE PROACTION BOARD OF DIRECTORS)

MOTION: TO ADJOURN MADE BY MRS. HURD-HARVEY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****
Wednesday, June 2, 2021
10:30 a.m.

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, June 2, 2021

11:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Jack K. Wheeler, Steuben County Manager
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Raymond Walch, Mayor, Village of Addison
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
Rocco Soda, Arbor Development
Jeanne Glass, Arbor Development
Mary Perham

ABSENT: Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MAY 5, 2021, MEETING MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. RYCKMAN ABSENT FOR VOTE)

III. NEXT MEETING

Mrs. Lando stated if the Board is agreeable, she would like to change the time of the meetings to 11:00 a.m. The Board was in agreement. The next meeting will be held on Wednesday, July 7, 2021 at 11:00 a.m.

IV. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger asked if there were any questions on the report. Mr. Ryckman commented that he really likes the project summary at the bottom for each house; that is really smart.

B. *Project Updates – Enterprise Grant*

- *9187 CR 74 (Pulteney)* – Mr. Brewer stated they will be holding an open house on June 5th. This sale needs to be within the AMI guideline limits.
- *7162 State Route 54 (Bath)* – Mr. Brewer stated the asbestos survey has just come back and we will be reviewing that and then we will need to get the bids out for the work to be completed. Mr. Soda explained there is about 16 square feet of duct wrap and we are working on the specs. We are also working on in-kind donations for this project as well.

- *115 Front Street (Addison) and 44 Upper Farnham (Addison)* – Mr. Brewer stated both of these properties are scheduled for demolition in June. We are setting up a meeting with LCP Group, Inc. and need to coordinate the timing with Public Works. We are still in the process of setting a date.

Mrs. Lando asked did the Village of Addison waive the taxes on these properties? Mayor Walch replied yes.

- *3-5 Olive Place (Hornell)* – Mr. Brewer stated we are on the verge of getting the title search back and we hope to execute all the documents by next week. The demolition will be done by LCP Group, Inc. and that will also be scheduled for June. He stated we have also been in contact with ProAction and we are good to go with that piece as well.

C. *Habitat for Humanity Update* – Mr. Brewer informed the Board that we have sent out \$40,500 to Habitat for Humanity. Mr. Soda stated the project on Third Street in Corning is completed. We inspected it and did the pay app. The second project is located at 271 Park Avenue in Corning. Our portion is the huge foundation job, the roof and the HVAC. The roof is complete and the foundation contractor has started work. We anticipate this project will be completed by the end of July.

Mrs. Lando asked if Mr. Soda had an update on potential properties in Pulteney and Cameron? Mr. Soda replied that he has not heard back from the Pulteney Town Supervisor. He stated that they have been very engaged with the Cameron community and they will be going to a public meeting on June 16th to make a presentation about their housing study program. There is a lot of great data and what the Land Bank brings to the table is yet to be determined. Mrs. Lando asked is that housing study ongoing? Mr. Soda replied the study is complete. We have income data and every home has had a window survey. We are starting on a landlord ambassador program.

Mr. Brewer commented he has reached out to the code enforcement officers to put together a list of housing priorities and we should get that back in June. However, we will have to wait until the moratorium is lifted.

Mr. Soda informed the Board there is a new State program where there is \$25 million available to Land Banks. The Land Bank can apply for a subsidy up to \$95,000 per home, which is focused on minority neighborhoods. If the County has a predominant minority neighborhood, we could have access to those funds, however, it may not be the right fit for Steuben County. Mr. Brewer stated he will talk to the Planning Director, Mr. Sousa, to see if he has any of that information. Mr. Soda explained the Land Bank would acquire a home and then apply for the subsidy. The intent of the program is to have a turn-key home in a blighted neighborhood with minority ownership. He commented this program is his top priority in Chemung County this summer and he will flush out all the details. The formal RFP just came out yesterday and now all of the Land Banks have received that information.

D. *Use of Properties* – Mr. Brewer stated he would like to get some direction from the Land Bank on a request that was received from the Sheriff. The Sheriff is requesting use of acquired Land Bank properties for the SWAT Team and fire departments to use for training exercises prior to demolition or rehabilitation. I talked with Ms. Prossick about this and we thought it best for the Land Bank to make that decision.

Mr. Wheeler stated my personal opinion is I have some serious concerns. In some of the exercises there would be the potential for drywall damage and other things, along with the potential of liability between the County and the Land Bank. There are other avenues for training purposes. Ms. Prossick stated the request also does not meet the mission of the Land Bank. We discussed it internally and said that it was not our decision to make.

Secretary's Note: *The Board was in agreement with not allowing properties acquired by the Land Bank to be used for training exercises by the Sheriff's Office or fire departments.*

MOTION: TO ADJOURN MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. 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, July 7, 2021

11:05 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13
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
Roco Soda, Arbor Development
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13

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 and 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 JUN 2, 2021, MEETING MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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 \$539,745.54.

B. *Project Updates – Enterprise Grant*

- *9187 CR 74 (Pulteney)* – Mr. Brewer reported they are working through the sale process. The survey and abstract have been completed. The buyer has not obtained the commitment yet, but we anticipate closing to be within four to six weeks.
- *7162 SR 54 (Bath)* – Mr. Brewer stated the mobile work crew has been taking care of the yard. Mr. Soda stated this project is out to bid. Ms. Kenny stated we need to discuss the asbestos abatement contract. Mr. Brewer stated we received two quotes for abatement from LCP Group for \$3,850 and Sunstream Corporation for \$4,476. He recommended awarding to LCP for \$3,850. He noted that LCP Group is also doing the demolitions of the properties in Addison and Hornell.

MOTION: AWARDING THE PROPOSAL FOR ASBESTOS ABATEMENT FOR THE PROPERTY LOCATED AT 7162 SR 54 IN BATH, TO LCP GROUP FOR \$3,850 MADE BY MRS. HURD-HARVEY. SECONDED BY MR. BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Brewer stated they also received a proposal for asbestos air monitoring from Paradigm in the amount of \$700 and he would recommend awarding to Paradigm.

MOTION: AWARDING THE PROPOSAL FOR ASBESTOS AIR MONITORING FOR THE PROPERTY LOCATED AT 7162 SR 54 IN BATH, TO PARADIGM FOR \$700 MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

- *115 Front St. (Addison)/44 Upper Farnham (Addison)/3-5 Olive Place (Hornell)* – Mr. Brewer stated the demolitions of the two properties in Addison are scheduled for the week of July 19th. They will start at Upper Farnham and then move to Front St. We anticipate the contractor being in Addison for three days. The demolition of the property on Olive Street in Hornell is scheduled for July 22nd. The handwork is scheduled for July 22nd and July 23rd with the actual demolition occurring on July 26th. That might be a two day job because of the close quarters.

C. *Habitat for Humanity Update*

- *356 East 3rd St. (Corning)* – Mr. Soda stated we have closed this project out. We anticipate the Certificate of Occupancy any day. Mrs. Lando asked do they have a buyer assigned to this property? Mr. Soda replied they do have a buyer and they are working through the process. It will be a few months before they get through the closing.
- *271 Park Ave. (Corning)* – Mr. Soda stated we did the scope of work for the foundation, roof and HVAC system. At this point all of this work is underway with the foundation and roof having been completed. We will get the inspection done when the contractors tell us they are ready.

IV. OTHER BUSINESS

A. *Minority Neighborhood Program* – Mrs. Lando asked do you have an update on the minority neighborhood program that was mentioned last month? Mr. Brewer stated this is something that we will miss out on in Steuben County. Arbor is working on this through the Chemung County Land Bank. Mr. Soda explained with the criteria, we struggled to find a minority cluster of homes in the County. It does not seem as though this program will be viable in Steuben County.

B. *Housing Study* – Mrs. Lando asked what is the status of the Cameron housing study? Mr. Soda replied the study is complete and we made a presentation to the Cameron Town Board and they are seeking CDBG funding now. We provided them with all of the options that we could.

Mrs. Lando commented we need to get our list of properties together. She asked Mr. Brewer if he had gotten any responses back. Mr. Brewer replied he received replies back from Corning, Addison, Canisteo and Hornell but they were really just demo projects. We want to look at both rehab and demo projects. Mr. Soda stated a demo project was brought to his attention by Corning Housing Partnership. This is a property that had a fire and is located on Park Avenue. Mr. Ryckman commented that fire is still under investigation. Mr. Soda stated he will mention to Corning Housing Partnership at their next meeting that this may be something you would be interested in funding for a demo. I didn't know if the Land Bank was interested in collaborating. I can bring back more information next month. Mr. Ryckman commented this is something we can look at. Mr. Van Etten asked is there a benefit to the Land Bank getting title? Mr. Soda stated if the Land Bank took title and Corning Housing Partnership funds were used, the Land Bank would have title and you could sell it for redevelopment. Mr. Van Etten asked could we put another house in its place? Mr. Ryckman replied most of the lots you could put another house on; there are some lots where the topography is not ideal.

Mrs. Lando stated the Land Bank would be willing to work with Corning Housing Partnership. Mr. Ryckman commented the City could put up some demo money as well. Mr. Soda stated between the City's funding and Corning Housing Partnership grant, you could fund the demo.

Mrs. Lando stated we need to look at other municipalities as well and they need to get back to us. Mr. Ryckman asked could you reach out to the communities? Mr. Brewer replied I have reached out directly to the municipalities to get a list.

Mrs. Lando asked do we have any idea yet when we can have a tax sale auction? Ms. Prossick replied we recently had a meeting to discuss that. The moratorium ends at the end of August. We could have an auction in October or November if feasible.

C. *Next Meeting* – The next meeting has been scheduled for Wednesday, August 4, 2021 at 11:00 a.m.

MOTION: TO ADJOURN MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. 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, August 4, 2021

11:05 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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 ETEN. 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

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, September 1, 2021

11:15 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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
Raymond Walch, Addison Village Mayor

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
Roco Soda, Arbor Development
Doug Madison, Arbor Development
Terra 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

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:15 a.m.

Mrs. Lando asked Mayor Walch how everything was going with the flood recovery? Mayor Walch replied we had a little excitement. We did evacuate Addison Place Apartments and some residences. The water did top the dike behind Addison Place Apartments, but there was no water in the building. We made it through.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE AUGUST 4, 2021, MEETING MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger reported the balance as of August 31, 2021 is \$438,977.57.

B. *Project Updates – Enterprise Grant*

- **9187 CR 74 (Pulteney)** – Mr. Brewer stated the final inspection was done to show that the furnace was operational. We are cleared to close and the closing will happen at the end of September.
- **7162 State Route 54 (Bath)** – Mr. Soda stated asbestos abatement is today and that is expected to take a couple of days. The contractor has applied for the building permit, has ordered supplies and anticipates starting next week. Mrs. Lando asked how long will the project take? Mr. Soda replied it will take 90 days to complete.

- *115 Front Street/44 Upper Farnham (Addison)* – Mr. Brewer stated these will be discussed in Executive Session
- *3-5 Olive Place (Hornell)* – Mr. Brewer stated this project is moving along well. The transfer documents have been signed and will be sent to the County Clerk for filing this week. ProAction will reimburse us for all costs that we have incurred.

C. *Habitat for Humanity Update* – Mr. Soda stated with the property located at 356 East 3rd Street, in the City of Corning, we will get the certificate of occupancy any day now and we have paid out our portion. We have moved onto 271 Park Avenue in the City of Corning. We will be focusing on the HVAC, foundation and roof. They have their crews and in-house contractor working on that. We were talking to code enforcement last week as we were concerned with Enterprise and we have that all worked out. It may be a few months out. The big items on the permit will be closed out within the next month and we can get the certificate of occupancy and satisfy Enterprise. He stated the property on Washington Street was completed, however, the buyer financing was delayed. There currently is no homeowner, but we already had the ribbon cutting.

Mrs. Lando asked what is the status of the tax auction? Ms. Prossick stated that we can discuss that in Executive Session

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN REGULAR SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7, 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION, OR 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. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO LIST THE PROPERTIES LOCATED AT 115 FRONT STREET AND 44 UPPER FARNHAM IN ADDISON MADE BY MAYOR WALCH. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

IV. OTHER BUSINESS

Mrs. Lando stated the next meeting will be held on Wednesday, October 6, 2021, at 11:00 a.m.

MOTION: TO ADJOURN MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, November 3, 2021

11:00 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****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
Raymond Walch, Addison Village Mayor

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
Terra Dietrick, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3

ABSENT: Tammy Hurd-Harvey, Steuben County Commissioner of Finance
John Buckley, Mayor, City of Hornell
Mark L. Ryckman, Corning City Manager

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 1, 2021, MEETING MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger reported the balance as of October 28, 2021 is \$469,555.25.

B. *Project Updates*

- **7162 State Route 54 (Bath)** – Mr. Brewer stated on October 15th I had emailed the Board three changes orders. Two of those were approved by the Treasurer as they were under the \$5,000 threshold. The third which involved kitchen cabinets was agreed to via email poll. He asked that the committee ratify that decision.

MOTION: RATIFYING THE APPROVAL OF A CHANGE ORDER FOR CHAMBERLAIN CONSTRUCTION FOR THE PROCUREMENT AND INSTALLATION OF KITCHEN CABINETS FOR A TOTAL AMOUNT OF \$5,200.00 MADE BY MR. VAN ETTEN. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mrs. Kenny commented at the December meeting, once the project is complete, we will get you guidelines for listing and then contact Maggie Horan to put it on the market.

- *115 Front Street (Addison)* – Mr. Brewer informed the committee the paperwork is ready to be signed and closing will be early next week. This property was purchased by the neighbor for the list price of \$6,000.
- *44 Upper Farnham (Addison)* – Mr. Brewer stated we have not seen any interest in this property since it was listed. He stated he will reach out to Maggie Horan to see if we can put a push on it. We will also reach out to the neighbors. This property was listed for more than the Front Street property as it is a larger lot.

C. *Properties for Consideration* – Mayor Walch commented another property in Addison that would be a candidate for rehabilitation would be 25 Tuscarora Street. Mr. Brewer stated he has been compiling a list of potential properties in Riverside. Mrs. Lando asked with compiling these lists should we prioritize the properties before the tax sale? Mr. Brewer stated the moratorium will be lifted in January, best case scenario. If that happens, we would start our process which would be 60 – 90 days out from that. We would be looking at the end of March or beginning of April. Ms. Prossick commented the thought was to put it through our regular process so that it would be in the spring timeframe.

D. *Habitat for Humanity Update* – Mr. Madison stated we had a call with Habitat last week and they still have not received their funds. The AHC funds are guaranteed and they have heard nothing about the FHLB funds. This is the funding for the SR 54 property. We are not sure how to proceed at this point. We could list on the open market first, as opposed to waiting for the funding. If we sell to an income-eligible buyer, we could put those funds back to the Land Bank after the sale. Mrs. Kenny stated we don't know if we can get title. It would be listed at least at \$170,000. This is a three bedroom, 1 ½ bath house and it would not be affordable for someone at 80 percent of AMI. If we do not get the funds through Habitat for Humanity, then we are looking at losing \$60,000 on this property. It may not make sense to hold it and wait for Habitat for Humanity.

Mayor Walch stated I would hate to see us lose \$60,000 - \$70,000. Mrs. Lando stated I would agree. Mayor Walch asked can we do anything to make it less? Mr. Van Etten commented we are dealing with potential buyers that have to meet certain requirements and the \$170,000 is out of their reach. Mrs. Kenny stated if we do not have any income qualified buyers, then we could list it as unrestricted on the market and we would at least break even. She noted FLBC is a new program and Habitat feels confident they will get the funding, but there is no guarantee. Mrs. Lando asked what happens with Habitat if we decide to list it? Mrs. Kenny replied they would have to find another house. We would still want to work with them. It is up to the Board if you want the risk. I don't know if there would be added work based on their grant requirements. Mr. Van Etten asked could we do a listed sale to an unrestricted buyer and if nothing happens then revert back to Habitat? Mrs. Kenny replied yes. The property will not be ready until December. Mrs. Lando stated if they don't get their funding then we could sell it unrestricted. Mrs. Kenny replied yes and if it doesn't sell than you can revert it back to Habitat.

E. *2022 Budget* – Mr. Brewer presented the 2022 budget for approval.

MOTION: ADOPTING LAND BANK 2022 BUDGET AS PRESENTED BY THE EXECUTIVE DIRECTOR MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature

****NEXT MEETING***
Wednesday, December 1, 2021
11:00 a.m.

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, December 1, 2021

11:00 a.m.

*Legislative Chamber, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Jack K. Wheeler, Steuben County Manager
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
Raymond Walch, Mayor, Village of Addison
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
Doug Madison, Arbor Development
Kelly H. Fitzpatrick, Steuben County Legislator, District 3
James Kuhl, Legislator-Elect
Jennifer Galvan, Steuben County Assistant County Attorney

ABSENT: Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 3, 2021, MEETING MADE BY MR. WHEELER, SECONDED BY MAYOR WALCH AND DULY CARRIES. (MAYOR BUCKLEY AND MR. RYCKMAN ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mr. Alger reported we deposited \$5,000 in proceeds as the result of the sale of property located on 115 Front Street in Addison. Our balance is \$472,804.75.

B. *Project Updates*

- **7162 State Route 54 (Bath)** – Mr. Brewer reported there have been a few change orders. This project is mostly complete with the garage doors, painting and carpet remaining. Mr. Madison commented the carpet will be installed this weekend with the painting being completed over the course of today, tomorrow and Friday. The part for the garage door did come in so everything should be ready next week.

Mrs. Lando asked what about Habitat for Humanity? Mr. Brewer replied they have not heard any updates regarding the grant, but they will be pitching in for the painting. Mr. Madison stated Habitat for Humanity signed the contract with the painter to get everything done and they purchased the paint. Mrs. Lando asked if they do not receive the grant, what will we do? Will it go out as an unrestricted sale? Mr. Brewer stated we will wait and see. We have to order an appraisal. If we feel that we can get an AMI buyer, then it will be worth waiting. If not, then we would be looking at doing an

unrestricted sale. Mrs. Lando asked will everything be done by the end of the month? Mr. Madison replied yes.

- **44 Upper Farnham (Addison)** – Mr. Brewer stated our real estate broker, Maggie Horan, did speak to the neighbors however, no purchase offer was put in on the property. We don't know if it is worth reducing the list price. Mrs. Lando asked how much do we have into the property? Mr. Alger replied you have \$12,000 - \$13,000 invested.

C. *Habitat for Humanity Update* – Mr. Brewer stated they are working with us on two properties in the City of Corning and he asked Mr. Madison to provide an update. Mr. Madison stated the first property is 271 Park Avenue. They are just getting started with the interior. The second property is Third Street and they are buttoning everything up and should be done very soon. He commented that he thinks they already have a buyer lined up for the Third Street property, but not the Park Avenue property.

Mayor Walch asked what about the Baldwin Avenue property in Addison? Mr. Brewer replied that was transferred to Habitat for Humanity about a year ago. Mr. Walch stated one lot was demolished and the Village is very interested in the property to be able to move our fire department which is currently located on the five corners. We would like to try to apply for a grant to put the fire department on those two lots and work with Habitat for Humanity on that. Mr. Brewer stated he can reach out to Lisa Caracci at Habitat for Humanity and have her contact the village. Mayor Walch commented Habitat for Humanity had \$14,000 invested and said they would keep the lots free until we talked again.

IV. OTHER BUSINESS

A. *Tax Sale Properties* – Mayor Walch commented the property located at 25 Tuscarora Street in Addison is coming up on the tax sale and that would be a good property to rehab. Mr. Brewer stated the tax sale is on pause until next month, but the property is delinquent. Mrs. Lando asked do you have an update on the tax sale? Mrs. Hurd-Harvey replied the moratorium expires the end of January and the expectation is they will extend it, but we will see.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING***
Wednesday, January 5, 2022
11:00 a.m.