

**STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, February 5, 2020*

*10:30 a.m.*

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

**\*\*MINUTES\*\***

**PRESENT:** Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13  
Jack K. Wheeler, Steuben County Manager  
Tammy Hurd-Harvey, Steuben County Commissioner of Finance  
John Buckley, Mayor, City of Hornell  
Jennifer Miller, City of Corning Planning & Economic Development Director

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Pat Donnelly, Deputy Steuben County Commissioner of Finance  
Jeanne Glass, Arbor Development  
Danielle Kenny, Arbor Development  
Rocco Soda, Arbor Development  
Carol A. Ferratella, Steuben County Legislator – District 13  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
K. Michael Hanna, Steuben County Legislator – District 5  
Frederick G. Potter, Steuben County Legislator – District 10  
Mary Perham

**ABSENT:** Hilda T. Lando, Steuben County Legislator – District 2  
Bill von Hagn, Mayor Village of Bath

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:30 a.m.

**II. APPROVAL OF MINUTES**

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

**III. DISCUSSION/ACTION ITEMS**

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

B. **Election of Officers/Committee Assignments** – The Board members agreed to hold the election of officers and assignments of committees until the March meeting.

C. **Approval of Investment Policy** – Mrs. Dlugos presented the Investment Policy for review and approval.

**MOTION: APPROVING THE STEUBEN COUNTY LAND BANK CORPORATION INVESTMENT POLICY MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)**

D. **Annual Re-Adoption of All Board Policies** – Mrs. Dlugos stated the Board is required to annually re-adopt the Conflict of Interest Policy, Procurement/Financial/Budget Policy, Real Property Acquisition Policy, Real Property Disposal Policy, Internal Controls Policy, Sexual Harassment Prevention Policy and the Whistleblower Policy.

**MOTION: ADOPTING THE FOLLOWING POLICIES FOR 2020 FOR THE STEUBEN COUNTY LAND BANK CORPORATION: CONFLICT OF INTEREST POLICY, PROCUREMENT/FINANCIAL/BUDGET POLICY, REAL PROPERTY ACQUISITION POLICY, REAL PROPERTY DISPOSAL POLICY, INTERNAL CONTROLS POLICY, SEXUAL HARASSMENT PREVENTION POLICY AND THE WHISTLEBLOWER POLICY MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)**

E. **Application for New York State Sales Tax Exemption** – Mrs. Dlugos requested authorization to sign the application for the New York State Sales Tax Exemption.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION, AMY DLUGOS, TO SIGN THE APPLICATION FOR THE NEW YORK STATE SALES TAX EXEMPTION MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)**

F. **Project Updates – LISC Grant**

- *23 Wells (Hornell)* – Mrs. Dlugos stated they did close on this property with Angela Dunham and she will be building a parking lot. Mr. Van Etten asked what was the total cost to us? Mrs. Dlugos replied the property sold for \$3,500 and we spent \$14,000 - \$15,000.
- *159 Columbia (Corning)* – Mrs. Dlugos stated this property was closed and returned to Habitat for Humanity. They paid half our cost which was around \$7,000. Mr. Soda reported Habitat for Humanity has scheduled a blitz build on this lot and that is scheduled for the end of May.
- *137 E. Washington (Bath)* – Mrs. Dlugos stated this Board had approved an offer from Habitat for Humanity with a contingency of a two year mortgage reversion clause. However, Habitat for Humanity does not feel that they can accept that term. Mrs. Glass stated they would be looking for something like five years. Mr. Soda explained Habitat for Humanity already has projects scheduled over the next two years and they are concerned they would not able to find a family in the two year time frame; however, they would agree to five years. Mr. Van Etten asked are there any other options? Mrs. Dlugos replied we could try to sell and there was a neighbor who seemed interested.

Mayor Buckley asked is there a desire to build another house on the lot? What about a partnership with BOCES? Mr. Wheeler stated Mayo von Hagn said he was looking into that, but now with the change of leadership in the Village, he does not know what will happen. Mr. Soda commented it would cost \$120,000 to build a modest home on that lot. Mayor Buckley stated in the City of Hornell we just finished our ninth BOCES house and we had \$123,000 into it and that is what we put it on the market for.

Mr. Donnelly stated he could do an accounting of the costs that we have in the lot and the demo. Mrs. Dlugos stated she thinks we have \$20,000 - \$23,000 invested in that lot. Mr. Wheeler asked would we, as the Land Bank, be doing this? He doubts the Village has the \$120,000 to front. Mr. Van Etten commented he thinks we would be better off pushing the five year window for Habitat for Humanity. Mr. Wheeler asked Mrs. Dlugos to ask Habitat for Humanity if they are interested in pursuing the offer with a contingency of a five year mortgage reversion clause.

- *148 Terry (Hornell)* – Mrs. Glass stated this property was shown last week and there has been some interest. Our credit counselor at Arbor is working with a family to get them qualified and we will be scheduling another open house in the spring.

G. **Project Updates – Enterprise Grant**

- *278 Chestnut St. (Corning)* – Mrs. Glass stated the Board approved the Franzese bid and they did narrow down the scope of the project. The kitchen and living room were gutted last week. We anticipate this rehab being completed by April 27<sup>th</sup>.
- *1480 Chestnut St. (Hornellsville)* – Mrs. Glass stated we have secured the home and completed the specs. We will be ready to send out the bid this week and we have been able to reach out to other contractors.
- *9187 CR 74 (Pulteney)* – Mrs. Glass stated they have secured the house. Because of potential issues with the foundation, we contacted a foundation company to come in and provide a free quote. We will at least get information on what they see as any potential issue. The specs will be started February and we expect the bids back in March.
- *Demo Projects* – Mrs. Kenny stated we are working on the bids to send out to the contractors. Mr. Soda stated they did get the Baldwin Avenue (Addison) house condemned. Mrs. Kenny stated they are now waiting for the property transfer to be completed. She asked will the County bring in backfill on these project? Mrs. Dlugos replied she did not ask about the backfill, but the County will provide the trucking and space at the Landfill. She did provide the square footage of the houses to Public Works. Mrs. Kenny stated we should have the bids for approval at the March meeting.

Mrs. Kenny stated they had started the environmental review for the Addison properties and since they are very close to the waterway, we did have to contact NYS DEC as there are endangered mussels. We had started a full Phase I with Fagan Engineers and Enterprise was asking why we were paying for a 200 page report. They said we could do it in-house, so we did do some of it in-house. She was concerned about the liability of the Land Bank by not having it professionally done. She stated they are having Neeson-Clark Associates, Inc. do the environmental review on the Hornellsville property and we will partner on that and the fee would be reduced. We anticipate it would cost about \$1,200 per property. This would not be a full Phase I and he would assume all liability. He also does asbestos. Prior to doing the review he would require the scope of work first and will test based on the scope of work and that will reduce the fees.

Mrs. Dlugos commented with the Campbell property, that is still going through tax foreclosure. With the 24 Baldwin Ave. (Addison) property, we do have a signed document from Habitat for Humanity.

**IV. OTHER BUSINESS**

A. *Plan for Use for “Unrestricted” Funds* – Mrs. Dlugos stated we have some money in our account and will have more when we sell the Terry St. (Hornell) property. Do we want to do a demo or rehab with our own funds and then just sell the property? She stated Mr. Donnelly is looking at a property in Bath that was fire damaged. Mr. Donnelly stated March 4<sup>th</sup> it will go to tax foreclosure and we will seize the title. We are trying to reach out to the former owner now. Mrs. Glass stated this property is down by Tops and would be a good rehab project. Mrs. Dlugos stated we had originally thought it was an unsafe structure, but the fire damage was limited as it was an electrical fire. Maybe the Board could think about doing this with the unrestricted funds. Mr. Van Etten asked what is the amount of our unrestricted funds? Mr. Donnelly replied it is about \$200,000 but he will have to sit down and look at it. Mrs. Dlugos stated this is just something to think about.

B. *Next Meeting* – The next meeting has been scheduled for Wednesday, March 4, 2020 at 10:30 a.m. and will be held in the Legislative Committee Room.

**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 5-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, March 4, 2020*

*10:30 a.m.*

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

**\*\*MINUTES\*\***

**PRESENT:** Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13  
Jack K. Wheeler, Steuben County Manager  
Tammy Hurd-Harvey, Steuben County Commissioner of Finance  
John Buckley, Mayor, City of Hornell  
Jennifer Miller, City of Corning Planning & Economic Development Director  
Bill von Hagn, Mayor Village of Bath

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

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

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

**I. CALL TO ORDER**

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

**II. PRESENTATION**

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

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

### III. APPROVAL OF MINUTES

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

### IV. DISCUSSION/ACTION ITEMS

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

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

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

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

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

D. *Project Updates – LISC Grant*

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

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

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

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

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

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

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

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

E. *Project Updates – Enterprise Grant*

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

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

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

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

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

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

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

V. **OTHER BUSINESS**

A. *Potential Property Acquisitions*

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

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

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

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, May 6, 2020*

*10:48 a.m.*

*Via Teleconference*

**\*\*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  
Jennifer Miller, City of Corning Planning & Economic Development Director  
Bill von Hagn, Mayor Village of Bath

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Jeanne Glass, Arbor Development  
Danielle Kenny, Arbor Development  
Rocco Soda, Arbor Development  
Patrick Donnelly, Deputy Commissioner of Finance  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
Robin K. Lattimer, Steuben County Legislator – District 3

**ABSENT:** John Buckley, Mayor, City of Hornell

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:48 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 4, 2020, MEETING MADE BY MS. MILLER. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. DISCUSSION/ACTION ITEMS**

A. *Treasurer's Report* – Mrs. Dlugos stated she had emailed the Treasurer's Report to the committee for review.

B. *Election of Officers and Committee Assignments* – Mrs. Dlugos stated the proposed officers for this year are Mrs. Lando – Chair, Mr. Van Etten – Vice Chair, Ms. Hurd-Harvey – Treasurer and Mayor Buckley – Secretary.

**MOTION: APPOINTING THE FOLLOWING OFFICERS TO THE STEUBEN COUNTY LAND BANK CORPORATION FOR 2020 AS FOLLOWS: HILDA T. LANDO – CHAIR; SCOTT J. VAN ETTEN – VICE CHAIR; TAMMY HURD-HARVEY – TREASURER AND JOHN BUCKLEY – SECRETARY, MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mrs. Dlugos proposed that Mrs. Hurd-Harvey, Ms. Miller and Mrs. Lando make up the Audit/Finance committee with Mrs. Hurd-Harvey being the Chair and Ms. Miller being Vice Chair. She proposed that Mr. Wheeler, Mr. Van Etten and Mr. Buckley make up the Governance Committee with Mr. Wheeler being the Chair and Mr. Van Etten being Vice Chair.

**MOTION: MEMBERS TO THE FOLLOWING COMMITTEES: AUDIT/FINANCE COMMITTEE – TAMMY HURD-HARVEY, CHAIR; JENNIFER MILLER, VICE CHAIR AND HILDA LANDO; GOVERNANCE COMMITTEE – JACK WHEELER, CHAIR; SCOTT J. VAN ETTEN, VICE CHAIR AND JOHN BUCKLEY MADE BY MAYOR VON HAGN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

C. *Annual State Land Bank Conference* – Mrs. Dlugos stated she has had discussions with Arbor about this and it was originally scheduled for August and it does not look like it will be a good time to bring people together. They are talking about doing a webinar or an online program for some classes and holding the in-person conference at another time.

Ms. Kenny stated even if things opened back up, having a large group in August is not the way to go. The Land Bank Association will host something in late summer or early fall and then in the spring look at hosting an in-person conference. It most likely will be held at the Radisson. The Land Bank Association meets every month by conference call and if anyone would like to be in on the call, please let her know. Mrs. Lando stated she would like to be included in these conference calls. Ms. Kenny stated I will forward that information to you.

Mrs. Lando asked are the Land Bank funds protected? Ms. Kenny replied Enterprise will not pull the funds. The Attorney General already gave the money to Enterprise and there are no concerns they will allocate some portion somewhere else. If we need more time to complete projects, the grant goes through the end of this year. If we need additional time, there would be no problem requesting an extension to get the work done.

D. *Project Updates – LISC Grant*

- *137 East Washington Street (Bath)* – Mrs. Dlugos stated we amended the agreement with Habitat for Humanity relative to the development clause in the transfer. She stated she has reached out to them but has had no response. Mayor Von Hagn asked did they accept the extension for the development clause? Mrs. Dlugos replied yes. They had asked that the development clause be extended to four years instead of two years.
- *148 Terry Street (Hornell)* – Mrs. Dlugos stated Arbor did go ahead and find an agent to list this property for a flat fee of \$3,000. The agent is Maggie Horan. Ms. Glass stated they are looking to set up a virtual open house. Mrs. Dlugos stated all of the information is available online now.

E. *Project Updates – Enterprise*

- *278 Chestnut Street (Corning)* – Ms. Glass stated before the Covid crisis, we had this project going with Franzese. He pulled all his workers off the job and at that time they had almost completely finished the roof and almost all of the drywall was installed. So the crew just came back last week and the drywall is done, they are painting and finished the roof and siding. We will be having a meeting with Franzese to go through everything. Mr. Soda explained the contractor's attorney had suggested they stop construction. We had forwarded information to him from the State and the Industrial Development Agency about construction being able to continue for affordable housing projects.
- *1480 Chestnut Street (Hornell)* – Ms. Glass stated this project had been awarded to CNE Construction. They started a month ago and will be finishing up by the end of this week. Initially he had sent a change order as there was something he had left off and that change order has since been updated. There was no flashing on the roof above the bathroom, the risers on the steps had to be replaced and doors could not be salvaged, so they will be installing 5 Masonite 5-panel doors including paint and handles. Additionally, they will be installing a new septic filter and installing a four-inch pipe from under the bathroom to just outside of the basement wall. This house will be on the market two months sooner than what we had planned. Mr. Soda stated this is a great contractor. If we could continue with them in the future that would be excellent.

Ms. Glass stated the change order for the flashing, risers and doors was \$3,600.

**MOTION: APPROVING THE CHANGE ORDER FOR CNE EXCAVATION AND CONSTRUCTION FOR THE PROJECT AT 1480 CHESTNUT STREET (HORSELL) IN THE AMOUNT OF \$3,600 MADE BY MAYOR VON HAGN. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mrs. Dlugos requested approval of a change order for the insurance for CNE construction for \$478.00.

**MOTION: APPROVING THE CHANGE ORDER FOR CNE CONSTRUCTION FOR \$478.00 FOR INSURANCE MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Ms. Glass stated she will get these change orders put on an official form and send it over for signature.

Mrs. Dlugos asked you will get the appraisal and come back with a suggested sale price for the June meeting? Ms. Kenny replied yes. As soon as the project is done, we will order the appraisal and there is no reason we can't put it on the market in June. We have to discuss the sale process; whether you want Arbor or Ms. Horan to list it since she is already doing the other property for us in Hornell.

Mr. Soda stated he thinks this property may come in high, so we may need to consider using non-income restrictions on this.

- *9187 CR 74 (Pulteney)* – Ms. Glass stated you approved us hiring a vendor to do the foundation and leveling work and that has been done. We still have a bit of a dip in the kitchen and two contractors have looked at that and the foundation is level. We are considering a demo of the kitchen to look at the sub-flooring. We have one quote and are waiting for another. Arbor has cleaned up the landscaping and someone will be going out to mow. The bids on this project are not out as we are waiting for the environmental.

Mrs. Dlugos stated we need to have the Board confirm the bid award for the foundation work. The bid was awarded to Midstate Basement Authority for \$14,039.88.

**MOTION: CONFIRMING THE BID AWARD TO MIDSTATE BASEMENT AUTHORITY FOR THE FOUNDATION WORK AT 9187 CR 74 (PULTENEY) IN THE AMOUNT OF \$14,039.88 MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER FOR DISCUSSION.**

Mrs. Lando asked is the kitchen separate from the rest of the foundation? Ms. Glass replied no. Inside the kitchen there is one corner that still dips down. Midstate came back and everything is level. The second contractor that came through said we may have to sistern the floor joists. Mr. Soda stated they want to demolish the kitchen and we are debating if Arbor does this or if we bid it out. Mayor von Hagn asked were we going to demolish the kitchen anyway? Ms. Glass replied yes.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

- *Demolition Projects – 24 Ames Street and 24 Baldwin Avenue (Addison)* – Ms. Kenny stated we have MJR, Jacob Rose doing these demos. We are just waiting for the Addison Code Officer to send the application for the permits. Then once the permits are issued. He will need to contact Public Works to schedule the trucking. Mrs. Lando asked how long will the demo take? Mr. Soda replied it typically takes two to three days. Ms. Kenny stated it might take three or four days total at the most for both properties.

Mayor von Hagn asked is Jacob Rose related to Eric Rose who works for the County? Mr. Wheeler replied yes, he is a cousin I believe. That company has done demolition projects for the County and it has all been done through the competitive process.

Mrs. Dlugos stated with the property at 24 Baldwin Avenue, when the demolition is done, we will do the transfer back to Habitat for Humanity and then we can market the empty lot at 24 Ames Street. Mrs. Lando asked once we send the transfer back to Habitat for Humanity, do they have a plan to do anything in the next few months? Mrs. Dlugos stated they would not be doing anything in the next months, but I know they plan to build there. Mr. Soda stated the build schedule has been delayed with Covid and it may be moved to 2021.

- 8867 SR 415 (*Campbell*) – Mrs. Dlugos stated with the tax sale process being delayed, the acquisition of this property will be delayed. We will wait and see how long that may be. Enterprise understands the situation. Once the County goes through that process, we will get the title very quickly and hopefully can schedule the demolition. If things continue to be postponed, we may want to keep our eyes open for another demo property. If we can get this in a timely manner, this would be a really good project to get done.

#### **IV. OTHER BUSINESS**

- A. **Next Meeting** – The next meeting has been scheduled for Wednesday, June 3, 2020, at 10:00 a.m.

**MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. 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 1, 2020*

*10:30 a.m.*

*2<sup>nd</sup> Floor Conference Rooms*

*Annex Building*

*Bath, New York*

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

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Danielle Kenny, Arbor Development  
Rocco Soda, Arbor Development  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
Robin K. Lattimer, Steuben County Legislator – District 3  
Frederick G. Potter, Steuben County Legislator – District 10  
Brenda K. Mori, Clerk, Steuben County Legislature  
Mary Perham

**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 MAY 6, 2020, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MAYOR VON HAGN ABSENT FOR VOTE)**

**III. DISCUSSION/ACTION ITEMS**

A. *Treasurer's Report* - Mrs. Dlugos stated she emailed the Treasurer's Report for review. Enterprise did not send our reimbursement for the last quarter, but that will be coming next week.

B. *Public Authorities Fiduciary Training* – Mrs. Dlugos stated we need to have it in the minutes that all of the Board members have completed this training, including Mrs. Lando and Ms. Miller. This training is good for three years.

C. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mrs. Dlugos stated she had a discussion with Habitat for Humanity and they have all of the information they need to put together the transfer documents.
- *148 Terry (Hornell)* – This property was listed with a realtor and is showing it pretty regularly and there has been a lot of interest. The realtor did suggest that we lower the listing price. Currently the property is listed at \$89,900 and the realtor is suggesting \$84,900. Mrs. Dlugos stated we have \$95,000 into this project between the acquisition, rehabilitation and maintenance. We have heard that the housing market is very active because of the low interest rates.

Mrs. Lando asked how long has it been at this price? Mrs. Dlugos replied since November. We have not had any offers, but there has been a lot of interest. Pricing is an issue. Ms. Kenny stated our recommendation is \$79,900 or the low \$80,000; it is reasonable to set it at \$84,000 - \$85,000. A \$10,000 drop would be too much as there has been a lot of interest.

Mayor Buckley commented I think it is appropriate to drop the price a little. Maybe lower it a few months down to the \$84,900 and re-evaluation. It would be better to take a slow approach. This property is near the Bryant School and parking is an issue. This is a really nice house.

**MOTION: SETTING THE LISTING PRICE FOR 148 TERRY STREET, HORNELL, AT \$84,900.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY FOR DISCUSSION.**

Mr. Van Etten asked are we routinely pre-qualifying people that are looking to make sure they are meeting all of the criteria to purchase, or is anyone just able to go through? Ms. Kenny replied there is a five-year restriction on this property and everyone should be somewhat pre-qualified before they look, but we can ask the realtor what her process is.

Ms. Prossick commented there is a pretty formal packet that we have put together for the pre-qualifications.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

D. *Project Updates – Enterprise Grant*

- *278 Chestnut St. (Corning)* – Mrs. Dlugos stated this project is 70 percent complete. Ms. Kenny stated this project should be done by the end of this month. There are a lot of minor things being finished; gutter, flooring, kitchen, carpet in the bedroom.

Mr. Soda commented we have had water issues in the basement with the heavy rain recently and we are investigating. Hopefully when the gutters are put on that will resolve the issue.

Mrs. Lando asked what is the asking price? Mrs. Dlugos replied we will have to get an appraisal once the project is complete and then we will be able to set the listing price. Mr. Soda stated this house is on a really nice street and comparable values are all over the place. This is a \$150,000 home which would put an income restricted buyer out of it. Mrs. Dlugos stated this may be our exception project that we are allowed to have.

- *1480 Chestnut St. (Hornellsville)* – Mrs. Dlugos stated this project is 100 percent complete. There is one change order in the amount of \$400.00 to fix a gap between the upper and lower cabinets in the kitchen. The committee had approved this by an email poll, but she requested the Board ratify the action.

**MOTION: RATIFYING THE APPROVAL OF A \$400.00 CHANGE ORDER RELATIVE TO FIXING A GAP BETWEEN THE UPPER AND LOWER CABINETS IN THE KITCHEN AT THE PROPERTY LOCATED AT 1480 CHESTNUT ST., HORNELLSVILLE MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mrs. Dlugos informed the Board we have \$82,600 into this property. The appraisal has been completed and came in at \$106,000 which is \$6,000 more than what we had originally thought. She stated she is looking for the Board's thoughts on a listing price. Mr. Soda stated this property is outside of the City on a nice street. We could list it at \$109,000 and go from there.

Mrs. Lando asked how are the comps in the neighborhood? Mrs. Dlugos replied we used the comps to come up with the appraisal. They did extensive research and this is in a nice neighborhood. Mrs. Lando commented she likes the idea of setting it at \$109,000.

**MOTION: SETTING THE LISTING PRICE FOR 1480 CHESTNUT ST., HORNELLSVILLE, AT \$109,000.00 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mrs. Hurd-Harvey asked are we using the realtor for this property? Mrs. Dlugos replied I would recommend using the same realtor, Maggie Horan for this property. Her rate is \$3,000 per property.

**MOTION: AUTHORIZING LISTING THE PROPERTY LOCATED AT 1480 CHESTNUT ST., HORNELLSVILLE, WITH REALTOR MAGGIE HORAN FOR A COST OF \$3,000 MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mrs. Dlugos commented Ms. Horan has listed properties for us under the LISC grant and the requirements under Enterprise are similar. We already have had someone asking about it.

- *9187 CR 74 (Pulteney)* – Mrs. Dlugos stated we received additional quotes on the asbestos abatement. More asbestos was found and we will need to do air monitoring. The cost will be \$3,600 for abatement and air monitoring. Once the asbestos is out, we will have a separate smaller contractor come in to do the interior demolition. The asbestos is located in the kitchen, bathroom and addition area.

Ms. Kenny stated for the rehabilitation of this project they had three contracts attend the pre-bid conference with two submitting a bid. We received bids from Franzese for \$105,618 and Griffin for \$85,850. She stated that on Griffin's bid we did notice a line item that they put a price on that was a duplication, so the bid is \$81,350. Additionally the furnace may need to be replaced, but we will not know the cost of that until the contractor can get in. Griffin quoted \$5,000 for the replacement.

Mr. Wheeler asked is it appropriate to approve the bids? Ms. Kenney replied yes. The contractors had the same scope of work to price off of and we try to be as specific as we can with paint, flooring, cabinets, etc. If they have to subcontract out something, that can cause their bid to be higher. We compare the quotes to see where the differences are. Mr. Soda commented the location of the project can determine the price as well.

Ms. Kenny recommended awarding the bid to Griffin. He can start the project in August and I think he has the capacity to do it within the time frame for Enterprise.

Mrs. Lando asked did Franzese include the cost of the furnace? Ms. Kenny replied no; the furnace was an extra \$4,000. Mr. Van Etten asked will it be forced air? Ms. Kenny replied I don't know. It is currently a fuel-oil fired furnace. Mr. Soda stated the oil tank is there. Mayor von Hagn commented that price is either right on or a little low. Mrs. Dlugos commented we have used Griffin previously.

**MOTION: AWARDING THE BID FOR THE REHABILITATION OF 9187 CR 74, PULTENEY, TO THE LOW BIDDER, GRIFFIN FOR \$81,350 WITH AN ADDITIONAL COST ESTIMATED AT \$5,000 FOR THE INSTALLATION OF A NEW FURNACE MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

- *Change Orders* – Mrs. Dlugos stated we have had a number of smaller change orders come in and the process for that is not addressed in the procurement policy. She suggested that either she or Mrs.

Hurd-Harvey be given authorization to approve smaller change orders and then report to the Board on those. Ms. Prossick commented \$1,000 would be appropriate.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OR THE TREASURER OF THE STEUBEN COUNTY LAND BANK TO APPROVE CHANGE ORDERS UP TO \$1,000.00 WITH A STIPULATION THAT THOSE APPROVALS WILL BE REPORTED TO THE BOARD MADE BY MAYOR VON HAGN. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

- 8867 SR 415 (*Campbell*) – Mrs. Dlugos stated this property is still on the tax acquisition list.
- 24 Ames St. (*Addison*) and 24 Baldwin St. (*Addison*) – Mrs. Dlugos reported both of these are now empty lots. She noted in the future we will need to make sure we get the electricity removed earlier in the process as there was a slight delay. Now with these demolitions complete, Habitat for Humanity does intend to put a house there. She noted Public Works was very cooperative in getting the fill as the Village of Addison had required topsoil and everything was taken to the Landfill. They are working on the cost estimate for trucking and the Landfill.

Mrs. Dlugos stated we have had interest from a neighbor on 24 Ames St. The property at 24 Baldwin Ave. will go to Habitat for Humanity and they will pay half of the demolition cost and will do the legal work. Once that is complete, then they can put a house on that lot.

Mrs. Dlugos asked have we gotten an appraisal on the 24 Ames St. lot? How would you recommend setting the price? Ms. Kenny replied under the grant we have to get an appraisal to determine how to best list it. This is quite a large lot. That process will probably get done within the next couple of weeks. Mayor von Hagn asked do you have an assessment on the lot? Mrs. Dlugos replied she believes it is a .75 acre lot. Ms. Kenney stated it was assessed at \$4,600 on the property tax website. Mayor von Hagn commented a .25 acre lot in Bath is assessed at \$16,000. Mr. Soda stated we should order an appraisal.

**MOTION: AUTHORIZING AN APPRAISAL ON THE LOT LOCATED AT 24 AMES ST., ADDISON, MADE BY MAYOR VON HAGN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mrs. Lando asked is Ames Street in the Village? Mrs. Dlugos replied yes, it is located in the village at the end of a dead end street. Ms. Kenney stated this is actually a .50 acre lot. Mrs. Dlugos stated Arbor will get the appraisal and at the next meeting the Board can set the price.

- *Funding Update* – Mrs. Dlugos informed the committee that she has not received the last quarterly payment, but we should have that next week and that will be \$24,165. She and Ms. Kenny have been working on the quarterly report that is due by July 15<sup>th</sup>. We had a discussion with Enterprise as we are under budget on our acquisition cost and it looks like we will have a little less than \$100,000 in Enterprise funds available. Enterprise had indicated we can use those funds for another rehabilitation; we would just have to adjust our budget in this quarterly report to include a fourth rehab.

Ms. Kenny explained they are reallocating funds from certain line items where we might be over. Every line item came in under what we budgeted. We can update our scope of work to include an extra rehab. They are very excited that we will meet or exceed our goals and with the new cycle coming up, that will look good for the Land Bank. Mrs. Dlugos stated we are looking at the tax sale properties for something that looks good for a rehab. Mr. Soda stated Ms. Kenney is going through all of that and we are looking for guidance from this Board. He commented we have not yet done a rehab in Bath. Mrs. Hurd-Harvey stated we could also look at Canisteo and Wayland.

Mr. Soda stated one house on the list is in the middle of the Corning Housing Project. Would you be open to other entities doing the rehab? Is there a transfer process that the County would consider or would that go through the Land Bank? Ms. Prossick replied the County has to sell property at the public auction; an outside entity would have to bid on the property at the public auction. Mr. Soda stated there is a \$25,000 grant for the Corning Housing Project if the Land Bank wanted to do it. He stated that the Corning City Manager thought that property should be demolished. He will have more information next month.

Mrs. Dlugos stated we will have our unrestricted funding and we could come back in to do a rehab or demolition.

**IV. OTHER BUSINESS**

A. *Hornell Property* – Mayor Buckley stated there is one property in the City of Hornell that he would like to put on the radar; 274 Walnut Street. At some point that will need to come down. It has been vacant for some time and has, among other things, holes in the roof. There is also a pair of homes on Chestnut Street that we are dealing with. Mr. Van Etten asked who owns the home? Mayor Buckley replied it is on the list for the County tax sale this year. It was owned by Crosby. The house has been in disrepair for a number of years and is blight on the neighborhood. It would be an ideal house to consider for demolition. Mrs. Dlugos stated for the Enterprise grant, the Campbell property fulfilled our demolition goal.

**MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, August 5, 2020  
10:30 a.m.**

**STEBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, August 5, 2020*

*10:30 a.m.*

*2<sup>nd</sup> Floor Conference Rooms*

*Annex Building*

*Bath, New York*

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

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Danielle Kenny, Arbor Development  
Jeannie Glass, Arbor Development  
K. Michael Hanna, Steuben County Legislator – District 5  
John V. Malter, Steuben County Legislator – District 4  
**Kelly H. Fitzpatrick, Steuben County Legislator – District 3**  
Brenda K. Scotchmer, Clerk, Steuben County Legislature  
Mary Perham

**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 JULY 1, 2020, MEETING MADE BY MS. MILLER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**III. DISCUSSION / ACTION ITEMS**

A. *Treasurer's Report* – Mrs. Dlugos stated the Treasurer's Report was included in the meeting packet that she emailed. We are still waiting for reimbursement from Enterprise in the amount of \$300,000. We just gave them the information for the electronic funds transfer.

B. *Project Updates – LISC Grant*

- *137 E. Washington (Bath)* – Mrs. Dlugos stated she does not have any update other than all information has been sent to Habitat for Humanity.
- *148 Terry (Hornell)* – Mrs. Dlugos informed the Board we did have an offer, however they did not meet the income qualifications. We have a waiver from LISC on another property and we need to sell to a qualifying individual. The real estate agent is working on this and there continues to be interest.

Ms. Glass stated this property has limited parking and a contractor is coming to look at it. Our construction coordinator went out yesterday to see if there are any options for moving the fence back to create more parking. We don't know if we will have the capability to do that. We have had several individuals comment on the parking. Other than that, people are happy with the house.

Mayor Buckley asked have you received any other offers? Ms. Glass replied no. Ms. Kenny stated there was another couple that was interested, but they did not qualify. Mayor Buckley asked is parking the main issue or is income eligibility the issue? Ms. Glass replied the bigger issue is income eligibility. However, of the people walking through, the consistent comment is that there is only room to park one car. Mayor Buckley stated maybe we should consider if it is possible to create a second parking spot and move the fence back, if that is the main hang up. Mrs. Lando asked will moving the fence back create another spot? Ms. Glass replied I just got a message from our construction coordinator and he is indicating there is not enough room unless you don't want to be able to open the car door.

Mr. Van Etten stated someone else lived there for many years. Ms. Glass stated yes. Mayor Buckley stated there is plenty of street parking. There is a school there and during school hours parking is limited. Ms. Glass asked can you park on the street through the evening in the winter? Mayor Buckley replied yes unless there is a snow event. Ms. Glass asked can they park on either side of the street? Mayor Buckley replied yes.

Mrs. Dlugos stated the current list price is \$84,900. I don't know if it would be appropriate for the Board to consider lowering it to \$79,900 or if you want to let it go another month. Mayor von Hagn commented he thinks it is a little early to drop the price and the Board was in agreement.

C. *Project Updates – Enterprise*

- *278 Chestnut St. (Corning)* – Ms. Glass stated this project will be finished this month. The contractor is working on finishing the floors and doors today. They will do final touch ups and cleaning and then we will be doing the final walkthrough within a week. This is turning out very well. By the next meeting this will be completed and we will order the appraisal and come back with a suggested selling price. Mrs. Lando asked can the Board do a walkthrough when it is completed? Ms. Glass replied yes.
- *1480 Chestnut St. (Hornell)* – Mrs. Dlugos stated we have received an offer on this property and this would be appropriate for discussion in Executive Session.
- *9187 CR 74 (Pulteney)* – Ms. Glass explained we did the foundation leveling and repairs and the Board had approved the demolition of the kitchen wall and that has been completed. The floor in the kitchen is not level. The construction contractor, Griffin Construction, met with our construction coordinator and me to discuss a change order to address this. The change order includes plumbing the kitchen wall at the sunroom, reframing the partition walls, jacking and leveling kitchen floor and replacing eight missing heat runs due to asbestos abatement. The total cost of the change order is \$2,300. With the approval of this change order the contractor can start at the end of August or early September on the full construction.

**MOTION: APPROVING A CHANGE ORDER FOR GRIFFIN CONSTRUCTION OF NYS, INC. IN THE AMOUNT OF \$2,300 TO PLUMB THE KITCHEN FLOOR AT THE SUNROOM, REFRAME PARTITION WALLS, JACK AND LEVEL KITCHEN FLOOR AND REPLACE EIGHT MISSING HEAT RUNS DUE TO ASBESTOS ABATEMENT MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER FOR DISCUSSION.**

Mayor von Hagn commented it seems like this is poorly put together in terms of the explanation put out. Ms. Glass stated you could tell that the foundation needed stabilization before construction began. That still didn't raise the floor up in the kitchen and we knew we had to remove that. When you go into these houses you really don't know the history. Doing a demo could truly uncover why that floor, after doing the leveling, didn't work. We discovered that it did not tie in. Mayor von Hagn stated I am not questioning the need, but just the dollar value assigned to each item. Ms. Glass stated

I don't want you to think we are piece mealing. We want to understand, before the contractor gets in there, what we are really looking at.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

- *8867 SR 415 (Campbell)* – Mrs. Dlugos stated we are still waiting for word on when we can hold a tax sale. Ms. Prossick stated we still cannot get default judgements, so we are still waiting.
- *24 Ames St. (Addison)* – Mrs. Dlugos stated discussion on this property is appropriate for Executive Session.
- *24 Baldwin Ave. (Addison/Habitat for Humanity)* – Mrs. Dlugos stated we are waiting on the transfer documents from Habitat for Humanity.

**IV. OTHER BUSINESS**

A. *Rehab Partnership Proposal* – Mrs. Dlugos stated she did receive a proposal from Habitat for Humanity to establish a more formal partnership with them. The proposal would have the Land Bank take possession of the property, cover the cost of clean out and abatement if needed and that the Land Bank would hold title for 24 months to allow Habit to establish families that would be ready for the homes. Habit would rehab the property per our design criteria and specified scope of work and they would line up a low-income buyer. They are proposing that at closing there be a double transaction that would cover the transfer of title from the Land Bank to Habitat and from Habitat to the homebuyer. At closing both the Land Bank and Habitat would recoup their costs.

Mrs. Lando asked if Habitat lines up low-income buyers, does that fit in with our guidelines? Mrs. Dlugos replied yes. I don't know that Habitat has particular properties in mind immediately. Enterprise is willing to give us a six-month extension and we really need to finish that grant out.

Mrs. Hurd-Harvey stated the philosophical question is do we want to be in business to just break-even but have the opportunity to do good things, or do we want to make money? Mrs. Dlugos stated we need to make money to fulfill the mission of the organization. I don't see any more grants coming in the near future. This would be a situation where we would be providing affordable housing and eliminating blight, but also breaking even. Mr. Van Etten commented just because we would have a two-year agreement with Habitat does not mean that we would let them cherry pick and we could maintain those ourselves.

Mrs. Lando asked why would we do this? Mrs. Dlugos replied we have done the demos and those would be actual rehab homes. It allows us to have a better plan in place if this would work. We would be setting up a more formal plan on rehab proposals. Mrs. Hurd-Harvey asked why would they need this? Mrs. Dlugos replied we would take care of the acquisition and we are not paying property taxes for the time we are holding them.

Mr. Van Etten asked in the Land Bank Association, are there other land banks that are aligned with Habitat for Humanity? Mrs. Dlugos replied I think Chemung County has a partnership. Ms. Glass stated they do not. Ms. Kenny stated the Buffalo/Erie Land Bank partners with Habitat for 20 projects per year and they split the profits at the end. Their agreement is on the Land Bank Association website.

Mayor von Hagn asked is there a checklist for how they select properties? They may help to shortcut some of our change orders up front and other hiccups. Ms. Kenney replied I don't think there is. A lot of land banks don't have a tax sale anymore so they are not picking properties.

Ms. Miller stated I am not against this, but what is the capacity of Habitat to do this? There are a few properties, particularly one in Corning that they are still finishing up. What is their ability to complete within the time period? Mrs. Dlugos stated she met with Habitat and Mr. Soda about the potential of USDA funding to do some of this work.

Mrs. Ferratella stated at a recent Inter County meeting, Jamestown had a plan for all of the rehabs and so they might have something to do with Habitat. Mrs. Scotchmer commented that was actually Cattaraugus County. Mrs. Dlugos stated it would be good to have a structure in plan. She stated she will get more information from Erie and Cattaraugus counties and follow up.

**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. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**MOTION: AUTHORIZING THE LAND BANK EXECUTIVE DIRECTOR TO ACCEPT AN OFFER OF \$105,000.00 WITH 6 PERCENT CONCESSIONS WITH THE BUYER PAYING THE COSTS FOR THE SEPTIC INSPECTION RELATIVE TO THE PROPERTY LOCATED AT 1480 CHESTNUT ST. SITUATE IN THE TOWN OF HORNELLSVILLE MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

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

B. *Next Meeting* – The next meeting has been scheduled for Wednesday, September 2, 2020, at 10:30 a.m.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, September 2, 2020  
10:30 a.m.**

**STEBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, September 2, 2020*

*10:39 a.m.*

*Legislative Chambers, 3<sup>rd</sup> 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  
Jennifer Miller, City of Corning Planning & Economic Development Director  
Bill von Hagn, Mayor Village of Bath  
John Buckley, Mayor, City of Hornell

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Jeannie Glass, Arbor Development  
Rocco Soda, Arbor Development  
Robin K. Lattimer, Steuben County Legislator – District 3  
Carol A. Ferratella, Steuben County Legislator – District 13  
**Kelly H. Fitzpatrick, Steuben County Legislator – District 3**  
Brenda K. Scotchmer, Clerk, Steuben County Legislature  
Mary Perham

**I. CALL TO ORDER**

Mrs. Lando called the meeting to order at 10:39 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE AUGUST 5, 2020, MEETING MADE BY MS. MILLER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**III. DISCUSSION/ACTION ITEMS**

A. *Treasurer's Report* – Mrs. Dlugos stated she will have a Treasurer's Report to present at the October meeting. Mrs. Lando asked has anything changed? Mrs. Dlugos replied we did receive our appropriation from the grant.

B. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mrs. Dlugos stated she has nothing to report.
- *148 Terry Street (Hornell)* – Mrs. Dlugos informed the board that they have received two offers, one of which was a qualified buyer. She would like to discuss this in Executive Session.

C. *Project Updates – Enterprise Grant*

- *278 Chestnut Street (Corning)* – Mrs. Glass stated this project is completed except for a little landscaping. The property has been appraised at \$151,000. Mr. Soda stated the original estimate was \$150,000. We may need to discuss setting a higher price than the other properties and it may be difficult to find income qualified buyers. Mrs. Glass stated Enterprise has asked us to make that push. This is a four bedroom, two bath house.

Mrs. Dlugos stated this property is ready for sale now and the realtor we have been using is willing to list it for us for a fee of \$3,000. We are thinking of listing the property at \$155,000. Mr. Soda commented that is not out of a line.

**MOTION: SETTING THE LISTING PRICE FOR THE PROPERTY LOCATED AT 278 CHESTNUT STREET SITUATE IN CORNING, NY, AT \$154,900 MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mrs. Lando asked when can we go tour it? Mrs. Glass replied we can give you the lockbox code.

- *1480 Chestnut Street (Hornellsville)* – Mrs. Dlugos stated the offer we had fell through because the buyers did not get their loan. We have two more showings and then we may need to do an open house if there are no offers.
- *9187 CR 74 (Pulteney)* – Mrs. Glass stated we are one and a half weeks out from starting this project and it should take about three months.
- *8867 SR 415 (Campbell)* – Mrs. Dlugos stated this is a tax sale property and we are still waiting to see what will happen.
- *24 Ames Street (Addison)* – Mrs. Dlugos stated at the last meeting we had received an offer and you had me counter. That counter offer was accepted for \$2,000. We are waiting for the abstract to be updated because we set a closing date. She requested authorization to accept the counter offer of \$2,000 with the buyer paying the closing cost and the Land Bank paying the abstract fee and our attorney fees.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT THE COUNTER OFFER RELATIVE TO THE PROPERTY LOCATED AT 24 AMES STREET, SITUATE IN ADDISON, NY, FOR \$2,000 WITH THE BUYER PAYING THE CLOSING COSTS AND THE LAND BANK PAYING THE ABSTRACT FEE AND OUR ATTORNEY FEES MADE BY MR. WHEELER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

- *24 Baldwin Avenue (Addison)* – Mrs. Dlugos reported there is no update at this time.

Mrs. Lando asked did we settle the agreement with Habitat for Humanity? Mrs. Dlugos replied staff from Arbor Development did find an example of an agreement from other counties that have partnerships with Habitat for Humanity. She will bring that up for discussion at the October meeting.

D. *Property Acquisitions to Complete Enterprise Grant* – Mrs. Dlugos stated in order to complete our original goal, we need another demolition property and we could also fund another rehab project. Enterprise is willing to extend the grant until the end of June 2021. Arbor Development did evaluate some properties on the County’s mini tax auction list. There are two rehab projects that would be appropriate and one tear down. She stated she spoke with the Commissioner of Finance and the County Manager about these. Mrs. Dlugos stated they discussed that they would like to take the two properties to auction to see what they bring and if the County does not get what they want, then they could be made available to the Land Bank. Mrs. Hurd-Harvey explained we are hoping to set a reserve equal to what the taxes are. If we don’t get that reserve, they can come back to the Land Bank for consideration. If neither of the properties hit the reserve, we need to know which one to let go. Ms. Prossick commented further discussion on this item would be appropriate for Executive Session.

Mrs. Dlugos informed the Board that she reached out to the Community Foundation which has former Cornerstone properties to see if anything was available. Nothing is vacant at this time. We do have a great deadline and I don’t know how long it takes to remove tenants. They stated they will keep us in mind if they have anything that becomes vacant.

Ms. Miller asked what about the Community Development Corporation? Mrs. Dlugos replied they received properties as part of the bankruptcy.

Mrs. Lando asked do we have a backup plan? Mayor von Hagn suggested sending out a letter to the municipalities to ask if they have anything they are aware of. Mrs. Lando stated that is a good idea and Mrs. Dlugos stated she will reach out to them. Mr. Soda stated that he can go through the other evaluations and see if there is a backup.

#### **IV. OTHER BUSINESS**

A. *2021 Budget for PARIS Reporting* – Mrs. Dlugos explained within 90 days of August 4, 2020, we have to upload our 2021 budget to the PARIs system. She presented the Board with a draft budget. This shows that we have \$100,000 in our Enterprise Grant. We are guessing at a couple of property sales; if we sold the Pulteney Property and Corning property that would be about \$250,000 in sales that would go in the 2021 budget. She is guessing that we will have \$340,000 in our accounts at the end of the year. Some contingency funding could go into acquisitions and more rehabs and demolitions. Mr. Van Etten recommended leaving in the contingency as that allows for you to be flexible.

**MOTION: APPROVING THE DRAFT 2021 BUDGET AS PRESENTED BY THE EXECUTIVE DIRECTOR MADE BY MR. VAN ETTEN. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

B. *Demolition Project in Corning* - Mr. Soda asked if there was any update on the demolition in Corning by the cemetery? Mrs. Lando replied we can discuss it briefly. Mr. Wheeler stated I don't believe we can do anything with that right now. We are figuring out if and how we can do it because the County could not deed that property over to the cemetery.

C. *Next Meeting* – The next meeting has been scheduled for Wednesday, October 7, 2020 at 10:30 a.m.

D. *Mayor von Hagn* – Mayor von Hagn stated that this will be his last meeting. I appreciate being involved and the help that has been offered to the Village of Bath. I hope in the future that Bath will be ready for additional activity. Thank you for the opportunity. Mrs. Lando stated thank you for your service and for being an advocate for Bath.

**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 ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

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

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT A PURCHASE OFFER IN THE AMOUNT OF \$72,900 RELATIVE TO THE PROPERTY LOCATED AT 148 TERRY STREET, SITUATE IN THE CITY OF HORNELL MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**MOTION: AUTHORIZING ARBOR DEVELOPMENT TO BID UP TO A MAXIMUM OF \$35,000 PER PROPERTY FOR TWO PROPERTIES THAT WILL BE OFFERED FOR SALE AT THE COUNTY'S MINI TAX SALE AUCTION TO BE HELD ON OCTOBER 2, 2020 MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**MOTION: TO ADJOURN MADE BY MAYOR VON HAGN. SECONDED BY MS. MILLER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Wednesday, October 7, 2020  
10:30 a.m.**

**STEBEN COUNTY LAND BANK CORPORATION (SCLBC)**

*Wednesday, October 7, 2020*

*11:04 a.m.*

*Legislative Chambers, 3<sup>rd</sup> 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  
Jennifer Miller, City of Corning Planning & Economic Development Director  
John Buckley, Mayor, City of Hornell  
Ray Walch, Mayor, Village of Addison

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Steuben County Deputy Manager  
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  
Mary Perham

**ABSENT:** Jack K. Wheeler, Steuben County Manager

**I. CALL TO ORDER**

Mrs. Lando called the meeting to order at 11:04 a.m.

**II. WELCOME**

Mrs. Lando welcomed the Board's newest member, Mayor Ray Walch from the Village of Addison. We are happy to have you on board. The committee then proceeded with introductions.

**II. APPROVAL OF MINUTES**

Ms. Miller stated she had a correction on page 3. Community Development Corporation should be Community Preservation Corporation.

**MOTION: APPROVING THE MINUTES OF SEPTEMBER 2, 2020, MEETING AS AMENDED MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. DISCUSSION/ACTION ITEMS**

A. *Treasurer's Report* – Mrs. Dlugos stated this report shows the activity from the beginning of this year through October 5<sup>th</sup>. The Enterprise Funds are in and we are preparing for our next draw.

B. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mrs. Dlugos stated they have received the final edit of the transfer documents from Habitat for Humanity. We are ready to transfer this property to them with a four year collection reversion clause. She requested authorization to transfer the property.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE THE CONTRACT FOR THE TRANSFER OF THE PROPERTY SITUATE AT 137 EAST WASHINGTON IN BATH TO HABITAT FOR HUMANITY MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

- *148 Terry (Hornell)* – Mrs. Dlugos stated we had accepted a purchase offer of \$72,900 which is still good. The bank has asked the buyer to do an FHA mortgage which requires a concession. She requested authorization to adjust the purchase price up to \$77,500 with a 6 percent concession. The net sale price to the Land Bank would be \$72,850.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO ADJUST THE PURCHASE PRICE OF THE PROPERTY SITUATE AT 148 TERRY IN HORNELL TO \$77,500 WITH A 6 PERCENT CONCESSION MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mrs. Dlugos commented the closing date is scheduled for on or around December 11, 2020. Once we transfer the property, that will be the end of our LISC grant and we will do a final reconciliation with LISC.

C. *Project Updates – Enterprise Grant*

- *278 Chestnut Street (Corning)* – Mrs. Dlugos stated we just listed the property at \$154,900 and we do have an offer that we will be discussing in Executive Session. Mrs. Lando commented I took a tour of the property yesterday and it is very nice.
- *1480 Chestnut Street (Hornellsville)* – Mrs. Dlugos stated she had emailed the committee to ask for authorization to accept a purchase offer in the amount of \$100,000. The committee had approved via an email poll and she asked that they confirm that approval at this meeting.

**MOTION: CONFIRMING APPROVAL OF A PURCHASE OFFER ON THE PROPERTY SITUATE AT 1480 CHESTNUT STREET IN HORNELLSVILLE IN THE AMOUNT OF \$100,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mr. Van Etten asked what is the cost to the Land Bank? Mrs. Dlugos stated we had an investment of about \$83,000. Mr. Van Etten stated this is a right-sided one. Mrs. Dlugos stated this is a fully qualified buyer and the closing will be in early December.

- *9187 CR 74 (Pulteney)* – Mrs. Dlugos informed the committee there was a change order that she approved. She stated the committee had set controls authorizing the Executive Director to approve change orders up to \$1,000 and this change order was \$1,000. When the contractors started to take the floor up, the span between the log beams was very wide and it made the floor weak. They added flooring to the kitchen and to the dining area to even that out.

Ms. Glass explained you could see the difference in the floor level and we had anticipated removing the living room floor. It ended up that it was unstable and it was best to go this route. We anticipate a completion date of this property in December. The contractor has started on the roof and will also be doing the exterior painting. Everything is going well.

- 8867 SR 415 (Campbell) – Mrs. Dlugos stated there is no change with this as we are still waiting for tax foreclosure.
- 24 Ames Street (Addison) – Mrs. Dlugos stated we transferred this property on September 18, 2020 to the neighbor to expand their lawn. That property will now come off the list and will be a demo. The sale price was \$2,000.
- 24 Baldwin Avenue (Addison) – Mrs. Dlugos stated we have the final document ready to transfer the property back to Habitat for Humanity and she requested authorization to do that.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE THE CONTRACT TO TRANSFER THE PROPERTY SITUATE AT 24 BALDWIN AVENUE IN ADDISON BACK TO HABITAT FOR HUMANITY MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mr. Soda commented that he does not believe that Habitat has a family lined up, but they are advertising. It could very well be 24 months before the project is complete.

Mayor Walch commented the Village had been looking to relocate our Fire Department to a lot in front of this lot. Mr. Van Etten commented since the Mayor is interested in doing something with the parcel, we could have a conversation with Habitat for Humanity to see if there is a better site. Mayor Walch stated the fire department is in a bad spot at the five corners and there is not enough room. We have been looking for a place to relocate to get them directly off the main drag. We are real interested in that lot. We have been coordinating for some grant money to build a station, but we are in desperate need for a new fire department. Mrs. Dlugos stated she will see which lot it is. Mayor Walch stated it is right in front of 24 Baldwin. Mrs. Dlugos stated she will talk with Habitat for Humanity.

Mrs. Lando stated the committee received copies of contracts that other land banks have done with Habitat for Humanity. What is the action that we need to take? Mrs. Dlugos replied no action is necessary at this time. When we have a project that is appropriate, we could use these contracts as an example for a contract with Habitat for Humanity.

D. *Property Acquisitions to Complete Enterprise Grant* – Mrs. Dlugos stated Mrs. Kenny put together a letter to Enterprise to extend our grant through the end of June 2021. That would give us time to hopefully finish two additional projects and we are still looking for a demo. We have a prospect from Bath and three within the Village of Canisteo. If the tax sale comes to be, we still have the Campbell property. She stated that she sent an email to every Town Supervisor and Village Mayor.

Mrs. Dlugos stated at the last meeting we had given Arbor authorization to bid at the small auction last week and they purchased the property located at 7162 SR 54 in Bath for \$32,000 which came to a total of \$35,700 with fees. You had authorized them to bid up to \$35,000 at the September meeting. The County will transfer title at the October Legislative Meeting. We are not able to look at the home yet and we have concerns that someone may be living in the home. We are hoping this will be a rehab.

**IV. OTHER BUSINESS**

A. *Policy Update: Internal Controls* – Mrs. Dlugos informed the Board that the Internal Controls policy has been updated.

**MOTION: ADOPTING THE UPDATED INTERNAL CONTROLS POLICY AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

B. *Municipal Consent Resolution/Letter for Appointment* – Mrs. Dlugos stated that according to the Land Bank by-laws, each time the municipal representatives are appointed/reappointed, they need to submit a consent

resolution or letter for appointment from their governing body. She asked Mayor Buckley, Ms. Miller and Mayor Walch to provide that as soon as possible.

C. *Public Authorities Training* – Mrs. Dlugos stated she would send the financial training through Public Authorities information to Mayor Walch. This is an online training that should be completed. Once complete, please send us your certificate of completion.

D. *Executive Director Appointment* – Mrs. Dlugos informed the Board that she will be retiring October 29, 2020. We believe that it will be a conflict for Mr. Alger to step back into this roll as he is now the Deputy Commissioner of Finance, so we are still in the process of finding a new director. She stated that she believes even if she retires, she could volunteer until the next meeting.

**MOTION: AUTHORIZING AMY DLUGOS TO CONTINUE TO ACT AS ACTING EXECUTIVE DIRECTOR TO THE STEUBEN COUNTY LAND BANK EFFECTIVE OCTOBER 30, 2020 MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mr. Soda stated any assistance that Arbor can offer during the transition or in the future, we would be happy to talk about it.

E. *Next Meeting* – The next meeting of the Steuben County Land Bank has been scheduled for Wednesday, November 4, 2020, at 10:30 a.m.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OR 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 ETTEN. SECONDED BY MS. MILLER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO ACCEPT A PURCHASE OFFER OF \$153,844.16 RELATIVE TO PROPERTY SITUATE AT 278 CHESTNUT STREET, CORNING MADE BY MS. MILLER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE AN ADDENDUM TO THE PURCHASE AND SALE AGREEMENT RELATIVE TO THE PROPERTY SITUATE AT AT 278 CHESTNUT STREET, CORNING TO INCLUDE AN EARLY OCCUPANCY FEE MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)**

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEUBEN COUNTY LAND BANK CORPORATION**

*Wednesday, November 4, 2020*

*11:15 a.m.*

*Legislative Chambers, 3<sup>rd</sup> 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  
Jennifer Miller, City of Corning Planning & Economic Development Director  
John Buckley, Mayor, City of Hornell  
Raymond Walch, Mayor, Village of Addison

**OTHERS:** Christopher Brewer, Deputy County Manager  
Matt Sousa, Senior Planner, Steuben County Planning Department  
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  
K. Michael Hanna, Steuben County Legislator – District 5  
Robin K. Lattimer, Steuben County Legislator – District 3

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 7, 2020, MEETING MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**III. DISCUSSION/ACTION ITEMS**

A. *Executive Director Appointment* – Mr. Van Etten stated in talking with Ms. Prossick and Mr. Wheeler, the best person for this appointment is Chris Brewer, Deputy County Manager because if we were to put someone in this position from the Finance Office, it may create some conflicts. Ms. Prossick stated when Mr. Alger was in this role as Deputy County Manager, there was a contract in place and she would suggest doing the same for Mr. Brewer's service to the Land Bank.

**MOTION: APPOINTING CHRISTOPHER BREWER, DEPUTY COUNTY MANAGER, AS SCLBC EXECUTIVE DIRECTOR AND AUTHORIZING A CONTRACT WITH THE STEUBEN COUNTY MANAGER'S OFFICE FOR THESE SERVICES MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mr. Brewer stated I am excited to help.

B. *Treasurer's Report* – Mr. Alger stated the report will be emailed out following the meeting. As of October 27, 2020, there was a balance of \$97,869.71.

C. *Project Updates – LISC Grant*

- *137 E. Washington (Bath)* – Ms. Glass informed the Board that the Habitat for Humanity has engaged a contractor to pour the concrete pad and that should be done very soon. Ms. Prossick stated I can report that all of the documentation has been filed and the mortgage includes language that they must complete the project within a four-year period. Mr. Soda commented Arbor has a family approved and that approval is good for four months, so they are trying to move on that ASAP.
- *148 Terry (Hornell)* – Mr. Wheeler commented Terry Street is on track to close in early December.

D. *Project Updates – Enterprise Grant*

- *278 Chestnut St. (Corning)* – Mrs. Lando commented this was the property where we were discussing an early entry. Mr. Wheeler stated this property is on track to close in mid-December. An early occupancy agreement is being discussed with Attorney Jeff Squires and the real estate agent.
- *9187 CR 74 (Pulteney)* – Ms. Glass stated the contractors are finishing the roof and the painting is complete except for the trim. They are working on the interior and all of the floors have been stripped and the material is onsite to start laying floors. They are working on the bathroom/laundry room. The contractors pulled the side porch off and the house looks so much better. Everything is looking good. We are on schedule to be finished by the end of the year.
- *8867 SR 415 (Campbell)* – Mr. Soda stated this was a demo project. Mr. Wheeler stated this is one of the properties that we are waiting for the tax sale. Ms. Prossick stated the property is still in default judgement and we still cannot hold an auction.
- *7162 State Route 54 (Bath)* – Ms. Prossick suggested discussing in Executive Session as there is potential litigation.
- *24 Baldwin Ave. (Addison/Habitat)* – Mr. Soda stated no family has been lined up for any action yet. There was a discussion that the municipality would be interested in this property. The home was donated, but not the land and this property has been put back to the Land Bank for demolition and it will go back to Habitat for an income-qualified family to live there.

Mayor Walch commented this property is really located on Tuscarora Extension. The village would be interested in the big lot that sits in front of this. They would like to relocate the fire department as they are in a terrible spot at the five corners. I'm not sure if there is an advantage to include this property with the big lot.

Ms. Prossick stated Habitat for Humanity owns 24 Baldwin and they have to comply with the conditions for an income-eligible family to move in. Mr. Soda stated that was my concern that we would have to amend that agreement as the property is not owned free and clear.

Mayor Walch stated several years ago we had tried to purchase the corner lot from the gentleman that lived at 24 Baldwin. I am still assuming he owns that. When Habitat for Humanity took over 24 Baldwin, they got that big lot too. Mrs. Kenny stated that is correct but it was subdivided and the lot is .6 acres. Mr. Soda stated there are no restrictions on the big lot. Mayor Walch stated we are interested in that lot. The house has great potential and would be a great house for someone, but we are interested in the lot. Mr. Soda stated I will talk to Habitat about that for you. Mayor Walch stated we will be looking for some grant money eventually to build a new fire department.

E. *Property Acquisitions to Complete Enterprise Grant* – Mr. Soda stated we are still looking for one more demo and Mrs. Dlugos had gotten some potential locations from Canisteo and Addison. Mrs. Kenny stated there are two properties in Addison; 115 Front Street and 44 Upper Farnam. The Front Street property is owned by Sandra Dubois and I have a call into her. The property on Farnam is owned by Cornerstone. Mr. Soda stated we thought the higher priority

was Front Street. Mrs. Kenny stated she will follow up. Mrs. Lando asked what would be the cost to demo the property on Front Street? Mr. Soda replied historically, with the County's support, we can do a contained demo as this was already condemned, for between \$10,000 - \$12,000.

Mayor Buckley stated he submitted two properties back in October. They are located at 10 Cottage Avenue and 274 Walnut Street in the City of Hornell. The Cottage Avenue property is at the end of a row house and someone had an interest, but there has been no movement yet. The property has been empty for a number of years. The Walnut Street property is a single-family residence. Mr. Soda stated we can check those properties out.

Mrs. Hurd-Harvey asked did you look at the properties in Canisteo? Mr. Soda replied yes. One property was located on Main Street and that is certainly an eyesore. The other property was located on Walnut Street and that is not a bad area and that might be ideal for a redevelopment. There were three properties in Canisteo and the third was located in an alley and was not visible. He stated I was not 100 percent confident that the Main Street property couldn't be restored without actually being able to get inside. These property recommendations came from the Codes department. Mrs. Hurd-Harvey asked so whichever property must be done by June 30<sup>th</sup>? Mrs. Kenny replied yes. Mrs. Lando asked and the County does not own any of these? Mr. Soda replied correct.

Mayor Buckley stated I can forward the information on the two properties in the City of Hornell for consideration.

Mayor Walch asked what is the target date for the Front Street property in Addison? Mr. Soda replied we can do a full evaluation on all of these properties. We need to contact the owner and then we could move very quickly. Mrs. Lando asked that Arbor provide an update at the next meeting and then the Board will make a decision.

#### **IV. OTHER BUSINESS**

A. *Next Meeting* – The next meeting has been scheduled for Wednesday, December 2, 2020, at 10:30 a.m.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.H. THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION 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 MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**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 7-0.**

**MOTION: TO ADJOURN MADE BY MAYOR WALCH. 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, December 2, 2020*

*10:30 a.m.*

*Legislative Chamber, 3<sup>rd</sup> 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  
Jennifer Miller, City of Corning Planning & Economic Development Director  
Raymond Walch, Mayor, Village of Addison

**OTHERS:** Christopher Brewer, Deputy County Manager/ SCLBC Executive Director  
Matt Sousa, Senior Planner, Steuben County Planning Department  
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  
K. Michael Hanna, Steuben County Legislator – District 5  
Jeffrey P. Horton, Steuben County Legislator – District 8  
Robin K. Lattimer, Steuben County Legislator – District 3  
Frederick G. Potter, Steuben County Legislator – District 10

**ABSENT:** John Buckley, Mayor, City of Hornell

**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 NOVEMBER 4, 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. Alger stated the Board received the report via email. The corporation received \$173,800 in grant funds in November.

B. *Project Updates – LISC Grants*

- *137 East Washington (Bath)* – Mr. Brewer stated the demo has been done and the property has been transferred back to Habitat for Humanity. They will be meeting this Friday with Habitat. Mr. Soda stated they have put a 10 percent deposit down on a 1,600 square foot, three bedroom home from OWL Homes. They are moving forward pretty aggressively to have a house up by January. Habitat for Humanity will build the porch, do the site work and will finish painting the inside. Arbor has a buyer approved and the process is moving forward.
- *148 Terry (Hornell)* – Mr. Brewer stated we have a commitment on the property and we are waiting for a survey and abstract. Anticipated closing is in December.

C. *Project Updates – Enterprise Grant*

- *278 Chestnut St. (Corning)* – Mr. Brewer stated the abstract is being recreated and a survey is being done. We have a buyer and they have requested early occupancy. We are not charging rent, but are charging an early occupancy fee. The buyer is in the home and the utilities are in the buyer's name. The buyer is doing a VA loan and those tend to take a little longer. We anticipate closing to be the end of December or early January.
- *1480 Chestnut St. (Hornellsville)* – Mr. Brewer stated this is bank committed and we are waiting on the abstract and survey. It will take a few weeks to a month to record the abstract. We anticipate closing within the next month.
- *9187 CR 74 (Pulteney)* – Ms. Glass stated this project is moving along. The owner of the construction company is in quarantine, but he has two new guys that are working and the project is moving along. It looks like the project will be complete by the end of the week and I will get an update at that point. The project may go into January, but we don't know what with having a few of the workers off site. As of last Friday the drywall was up and they were working on the walls.
- *8867 SR 415 (Campbell)* – Mr. Brewer stated there has been no change on the status as we are still waiting for a tax sale.
- *7162 SR 54 (Bath)* – Mr. Brewer stated the 10-day eviction notice did expire and Jeff Squires filed the 3-day paperwork on Monday. The people are still in the home and the utilities are in their name. We will have to move forward within the court system and we are not sure how the eviction part will work out.

Mrs. Lando asked is that due to COVID? Ms. Prossick replied that is some of it. The definition of tenant is either someone who rents space month to month or is under a lease. This person is a squatter and we will move directly to County court to get the proceeding underway.

- *24 Baldwin Ave. (Addison, Habitat)* – Mr. Brewer stated Habitat for Humanity does have the paperwork for the property transfer and that should be done in December. He reminded the Board that Habitat will pay for half of the demolition cost.

Mrs. Lando asked is this the property that Mayor Walch was concerned about? Mayor Walch asked has this property already been demolished? Mr. Soda replied yes. Mayor Walch stated he did receive an email concerning this. It used to be that Tuscarora Avenue tied into Baldwin Avenue and the Village can acquire that. I need to see what the process is for the Village to take ownership. What is the Land Bank going to do with the empty lot?

Mr. Soda replied this was donated to Habitat to Humanity to help us meet our quota for demolitions. The intention is to put multiple homes on these two lots. I did indicate to Habitat that the Village was interested in purchasing and they are interested in having that discussion. Mayor Walch stated my intention is to move forward and move the Fire Department off of the five corners. That process will take time and grant funds. If we can't make that happen, we would certainly welcome two to three homes there.

Mrs. Lando stated the Land Bank does not own the property, so the discussion about this property would be between Habitat and the Village of Addison. Mr. Van Etten stated there is another adjacent parcel that is not even on the tax roll. Mrs. Hurd-Harvey has been working with Real Property to investigate that and it is not on the County tax system. Mrs. Hurd-Harvey commented the Village just needs to go through a process.

Mayor Walch asked down the road if you put a home in there, would it be better served to put that back as a street? What would be the best intention if you put two or three homes on that vacant lot? Mr. Van Etten replied that would be the Village's call. That parcel does not have anything to do with the Land Bank as it is not under our control.

#### **IV. OTHER BUSINESS**

A. *Potential Demolition Projects* – Mrs. Lando asked what is the status of the other potential demolition projects that we had talked about in Addison, Hornell and Canisteo? Ms. Kenny stated we had three recommendations. The first is a donation at 115 Front Street in Addison. The other properties are 274 Walnut Street and 10 Cottage Avenue in the City of Hornell. Mr. Soda stated we had additional ones and we narrowed it down to three. The path to ownership is a little messy with all of the properties. We can pursue all three to see which one we can get title to. The Addison property is located next to Acorn and is a good option. There was a fire inside and we did not get in. This property may be on a double or triple lot. The owner is willing to donate it if we can skip trace the absentee ex-spouse. With regard to the two properties in Hornell, 274 Walnut is condemned and beyond repair and is an unsafe structure. This property is located in a commercial district and does need to come down. The property taxes have not been paid for years and there are liens. The second property in Hornell is 10 Cottage Avenue. The concern is that this is a row house and is attached to another home. It is not in a great neighborhood, but is condemned. It is located closed to downtown and a playgroup. With it being attached to another home, it would be more expensive to demo and it may require doing a lot of it by hand. This is something that should come down.

Mrs. Lando asked is the Addison property the best one to pursue? Mrs. Hurd-Harvey replied I think so. The other two we would have to get title through foreclosure and we would be stuck. Ms. Kenney stated with the Addison property the ex-husband has disappeared and the wife does not have a contact number and does not know where he is living. She wants to donate the property, but the issue is how to get around the other party on the deed.

Mr. Soda stated there are two options in Canisteo and they have similar issues. Mayor Walch stated I can talk with my Code Enforcement Officer. Ms. Miller stated she could make some recommendations as well. Mr. Soda stated we still have the Park Avenue property as an option. Ms. Miller stated I think that property is still tied up. Mr. Soda stated we have done a lot of work around 111 West First Street in Corning.

Mr. Van Etten asked if we don't do another demolition, what will happen? Ms. Kenny replied the grant funds just would not be available and that could hurt us on future applications. Mrs. Lando commented this is an issue because of COVID and the whole court issue. Ms. Kenny stated we have already gotten a six month extension on the grant until June 2021. Mrs. Lando asked where do we go from here?

Mr. Soda stated we have the Cornerstone property list. Maybe we could revisit that for a demo project? Ms. Kenny stated we can reach out to them and see what the options are. Mayor Walch stated the Village of Addison has a property that needs to be demolished and that is located on 44 Upper Farnam Street. Ms. Kenny stated I have tried contacting Cornerstone on that property and they will not call me back. Mayor Walch stated he will see what he can find out. Mr. Soda stated that he can speak with the owner of 111 West First Street in Corning as that building has been gutted inside.

Mr. Potter asked are you looking for properties for development? Mr. Brewer replied yes. Mr. Potter stated in Greenwood there was a property that was burned in a fire and is going to be demolished and put on the tax sale for next year. Mrs. Hurd-Harvey stated the County will be demolishing that. Ms. Kenny stated the Land Bank could contribute toward that; you don't have to have title. Perhaps the Land Bank could partner in that? Mr. Brewer stated there is one in Dansville that is coming down this month that the County is doing.

Mr. Wheeler stated I think we would have to talk about whether the Land Bank would need to be in the chain of title. Ms. Kenny stated we have had conversations with Enterprise and the Land Bank does not need to be in the chain of title. A Phase I environmental would be the only requirement. They have said you can contribute toward the project without being in the chain of title. It is definitely worth looking into to see if we can make that work. That would be a great way to meet the deliverable and not have to worry about the June timeline. We can contact Fagan to see if they could expedite a Phase I. I will also call Enterprise to get confirmation.

Mr. Potter stated I also think there is a property in Wayland.

Ms. Prossick stated I will look at the contract to see what the Land Bank could contribute with regard to the Enterprise Grant, etc. Mr. Soda stated he will contact the owner of 111 West First Street in Corning, Brian Webster. Ms. Miller stated she will work with her staff to see if there is anything they can do to help with that.

B. *Next Meeting* – The next meeting has been scheduled for Wednesday, January 6, 2021 at 10:30 a.m.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature