

STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, August 9, 2017

11:00 a.m.

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

****MINUTES****

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

OTHERS: Mitchell Alger, Steuben County Deputy County Manager
Jennifer Prossick, Steuben County Deputy County Attorney
Scott Sprague, Steuben County Risk Manager
Kelly H. Fitzpatrick, Legislator, District 3
Jeanie Glass, Arbor Development
Jake Fitzpatrick

ABSENT: Joseph J. Hauryski, Chairman, Steuben County Legislature
Mark Ryckman, Corning City Manager
Shawn D. Hogan, Mayor, City of Hornell

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:00 a.m. and led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 11, 2017, MEETING MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. ACTION ITEMS

A. **Insurance Coverage** – Mr. Van Etten stated that in the email that was sent to the board, Mr. Donnelly had called out different areas regarding the insurance. Mr. Alger stated he has asked the broker for more information on those areas and has not heard anything back, however, he does not know that it will impact the price. With regard to the quote for the four properties, we have them listed as rehabs rather than demos, but the insurance listed them as demos. Mr. von Hagn stated in his experience, the demo coverage was much higher. Mr. Alger commented perhaps they listed them as demo coverage to cover the worst case scenario. If you want Labor Law coverage, that is what you are paying the higher premiums for on the first option.

Mr. Van Etten stated we still need to get the hold harmless. Do we do that, or does Arbor? Mr. Alger replied probably us, but that can be a joint effort. Mr. von Hagn stated it starts as a construction rate and then drops to a homeowner rate. If we don't pass this today, can we get answers first? Mr. Wheeler replied it would delay us. We could do a motion to not exceed the quoted costs.

MOTION: AWARDING THE RFP FOR INSURANCE COVERAGE FOR THE STEUBEN COUNTY LAND BANK CORPORATION TO COLONY INSURANCE COMPANY FOR GENERAL LIABILITY COVERAGE, INCLUDING LABOR LAW COVERAGE FOR AN ANNUAL COST NOT TO EXCEED \$21,383.71 AND TO PHILADELPHIA INDEMNITY COMPANY FOR DIRECTORS AND OFFICERS COVERAGE FOR AN

ANNUAL COST NOT TO EXCEED \$1,572.00 MADE BY MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

Mr. Alger stated he spoke with Mr. Sprague earlier and the insurance agencies do not really know what to do with the land banks. There is no history to go by. Arbor is using Philadelphia who refused to quote anything but Directors and Officers coverage for us. Mr. Van Etten commented for the future, as we are moving houses in and out, we will have to update the insurance every time. Is this a one-year contract? Mr. Alger replied yes.

IV. DISCUSSION

A. **Rehab/Demo Plan** – Mr. Alger stated today they would like to have a general discussion about the overall feelings of the Board and where you want to go with the houses. We need to get into all of the houses and get a real feel for what we are working with and make a determination on whether we are rehabbing or demolishing. If the houses are rehabbed, we need to determine the scope of work. He commented that over the past month they have been pretty busy. The acquisition process was started with Jeff Squires and we will also be working with the Law Department on those. He has prepared the paperwork for the grantor and sent a draft of our disbursement request. We are requesting \$152,000. Some of that will be used for environmental work, acquisition costs as well as some of the costs we may incur for general maintenance and utilities. Of that, \$50,000 will be used for general starting construction. The other piece will be used to pay for two quarters of Arbor’s payments. That is our current plan and everything is hinged on the insurance.

Mr. Van Etten asked once the properties are acquired, how many will be occupied? Mr. Alger replied we do not think any of them will be occupied. Mr. Van Etten asked with the acquisitions, are we doing a walk-through and assessment on all four at the same time, or one at a time? Mr. Donnelly replied the home that we stated would be the money maker will end up being quite a rehab. Ms. Glass stated that property we estimated a cost of \$35,000 and we may max that. We can start the environmental work. With regard to the property on Onondaga Street, we need to get into that one more time and get a scope of work. We could possibly have a construction plan and have the spec ready by the next meeting. Mr. Alger stated the grantor has to approve our plan for each property.

Mayor von Hagn asked what are the mechanics for keeping the utilities on? Mr. Alger replied we will turn them on and the cost will be reimbursed to us under the grant. Mr. Van Etten asked what does the environmental work entail? Ms. Glass replied as a condition of the grant, we are required to do Phase I environmental work which consists of testing for lead, asbestos and mold.

Mr. Van Etten asked can we get a summary list? Mr. Alger replied yes. Our plan is to have a summary list of the properties by next month. Then the committee can review the proposed work plans and give approval to proceed. There may be some things that we can do in the meantime while the County has the property, such as bombing for fleas, etc. Ms. Glass commented we can request the environmental work while the County still retains the properties, but will need to have someone go with us. We have a consultant who will perform the environmental work.

V. OTHER BUSINESS

A. **Next Meeting** – Mr. Alger stated he will be sending out a poll to the Board to determine the date of the next meeting.

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

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature