

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, December 5, 2018

11:00 a.m.

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

****MINUTES****

PRESENT: Scott J. Van Etten, Chair, Steuben County Legislator – District 13
Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8
Jack K. Wheeler, Steuben County Manager
Pat Donnelly, Steuben County Commissioner of Finance
Bill von Hagn, Mayor, Village of Bath

OTHERS: Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director
Jennifer Prossick, Steuben Deputy County Attorney
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance
Jeanne Glass, 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
Hilda T. Lando, Steuben County Legislator – District 2
Robin K. Lattimer, Steuben County Legislator – District 3
John V. Malter, Steuben County Legislator – District 4
Frederick G. Potter, Steuben County Legislator – District 10

ABSENT: John Buckley, Mayor, City of Hornell
Mark Ryckman, Corning City Mayor

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE NOVEMBER 5, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mr. Alger distributed the Treasurer's Report for review. He commented this also includes the refund request from our previous insurance carrier.

Mr. Alger informed the committee they received an invoice from Keystone Environmental Services relative to asbestos removal at the Terry Street, Hornell property. The invoice amount is \$5,823.75. Pursuant to our policy, for amounts up to \$5,000, those can be approved by myself, Mr. Donnelly or the Chair of the Land Bank Corporation. For amounts above \$5,000, we are supposed to have verbally documented quotes from three vendors, or written quotes. Typically when we have had to do the asbestos survey, the cost is up to \$2,000 at most. When they got into the Terry Street property, there were different types of materials that needed to be tested, which put the cost over our threshold. Arbor was able to get two quotes. Mr. Alger requested approval of the survey and authorization to pay \$5,823.75.

MOTION: AUTHORIZING AN ASBESTOS TESTING SURVEY AT THE TERRY STREET, HORNELL PROPERTY AND APPROVING THE INVOICE FROM KEYSTONE ENVIRONMENTAL SERVICES FOR \$5,823.75 MADE BY MAYOR VON HAGN. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

B. **Habitat for Humanity Project Update** – Mr. Alger stated with regard to the project at Columbia Street in Corning, we may be taking on some of the contract work to move the project forward quicker. Habitat’s attorney is pro bono, so there may be delays. Habitat is responsible for the legal work on the property transfers. We will make sure we are not incurring costs for that.

C. **Sales Updates**

a. *Kingsbury* – Mr. Alger stated Arbor had suggested that since they have not been having much traffic on this property, looking at using a real estate broker and getting this property listed on the MLS. Earlier this year we had put out an RFP for brokerage services and received one response. At that time the Board took no action because the respondent had not included their commission rate. He suggested they contact that respondent to discuss this and bring it back for action next month.

Mr. Van Etten commented he thinks that is a good direction as we have tried selling it ourselves and it is not selling. Mrs. Glass stated the comments they have received from people going through is that it is small. There have been consistent views, with six on Sunday, but no saves.

Mr. Van Etten asked if we go with a realtor, do you have any guess as to whether we would have to reduce the price? Mr. Alger replied that will be part of the discussion with the broker to get their recommendation. The comps were around \$100,000.

b. *Wells* – Mr. Alger stated there has been no interest in this property. He will pursue Habitat for Humanity for the potential of a home going in there.

c. *Washington Street* – Mr. Alger stated the next step is to sit down with Franzese and go over the use of the mortgage as a way to ensure the work is done in a timely fashion. This is very similar to how other land banks have approached developments of property.

D. **Terry Street** – Mr. Alger stated last month the Board had authorized putting this project out to bid. The return date for bids was last evening. We have the numbers, however, we think at this point we have not had enough time to review them to make a recommendation. Mrs. Glass stated they held two bid conferences and it was a requirement to attend the bid conference and a walk-through of the property. We received two bids; one from CNE Excavating & Construction for \$87,680 and the other from Griffin for \$78,200.

Mr. Alger stated there are two options. We can look at the bids with a fine-toothed comb and email our results to the Board and get a consensus of the Board via email and then ratify next month. The other option is you can take action now, contingent upon our review. It would be fine to wait a month. Mr. Van Etten suggested Mr. Alger and Arbor review the bids and let us know, as there is nothing that is going to happen between now and next month. Mrs. Glass stated they do have to do the abatement and we will need to get quotes for that. We will need to get the approval for that and complete that work before the contractor can go in and do their work. Mr. Van Etten recommended they do the bid review and the Board can approve next month.

E. **ABO Training** – Mr. Alger reminded the Board members to complete their ABO training and to send him a copy of the email they will receive from the State confirming their training.

F. **Enterprise Grant Award Update** – Mr. Alger informed the Board that they are sending in a revised budget which will reflect the actual award of \$550,000. When we originally submitted our budget, we did it based on a full award of \$1.7 million. Mr. Malter asked did you receive any indication of why you did not receive the full award? Mr. Alger replied no. Mrs. Glass commented in November 2019 we will be able to apply for additional funding.

MOTION: AMENDING THE 2019 – 2020 LAND BANK BUDGET TO REFLECT THE ACTUAL ENTERPRISE GRANT AWARD OF \$550,000 MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

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. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

IV. OTHER BUSINESS

A. **Next Meeting** – The next meeting has been scheduled for Monday, January 7, 2019 at 11:00 a.m. in the Legislative Committee Room.

MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature