

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

*Tuesday, February 13, 2018*

*11:00 a.m.*

*Legislative Committee Conference Room*

*Steuben County Office Building*

*Bath, New York*

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

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

**OTHERS:** Mitchell Alger, Steuben County Deputy County Manager/SCLBC Executive Director  
Jennifer Prossick, Steuben County Deputy County Attorney  
Jeanne Glass, Arbor Development  
Danielle Paladino, Arbor Development  
Carol A. Ferratella, Steuben County Legislator – District 13  
John V. Malter, Steuben County Legislator – District 4

**ABSENT:** Joseph J. Hauryski, Steuben County Legislature Chairman – District 8  
Mark Ryckman, Corning City Manager  
Hornell Representative

**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 JNAUARY 3, 2018, MEETING MADE BY MR. WHEELER. SECONDED BY MAYOR vonHAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DISCUSSION/ACTION ITEMS**

**A. Authorizing Change Orders**

*1. **Onondaga Rehab*** – Ms. Glass reported the boiler and pipes in the basement were not winterized and they burst. CRC Contracting will replace the boiler, baseboard heater and electrical. In addition, they will also remove the sky light. The total cost of the change order is \$10,470. She stated that with this change order we are still looking at a profit of just under \$15,000. They checked and it is legal for them to try to sell it first and we would not get a commission. If we are unable to sell it and list it with a realtor, then you would have to pay the commission fee, which would cut into the anticipated \$15,000 profit.

Mayor vonHagn commented for the future we need to be more aware of the heating situation in the properties so this does not happen again.

**MOTION: APPROVING A CHANGE ORDER FOR CRC CONTRACTING TO REPLACE THE BOILER, BASEBOARD HEATER, ELECTRICAL AND REMOVE THE SKY LIGHT FOR A TOTAL COST OF \$10,470 MADE BY MAYOR vonHAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

2. ***Kingsbury Rehab*** – Ms. Glass reported Franzese Enterprises submitted a change order for a total of \$3,798 to add floor and ceiling joists due to the load bearing walls not being shown on the contract documents.

**MOTION: APPROVING A CHANGE ORDER FOR FRANZESE ENTERPRISES TO ADD FLOOR AND CEILING JOISTS FOR A TOTAL COST OF \$3,798 MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Ms. Glass stated this project is about 80 percent complete and they anticipate completion in mid-March. They have also submitted three additional change orders. The first is for the front porch where they took the wood off and opened up the porch railing. Now they are recommending adding skirting around the base that will be the same color as the siding. Estimated cost is \$688. The second is to install downspouts. They had bid the gutters, but neglected to include the downspouts. The total cost for this is \$300. The final change order is relative to adding an oak cabinet in the bathroom for a total cost of \$365 with labor.

Mayor vonHagn asked where are we with regard to the budget on this project? Ms. Glass replied we are still \$10,000 to the good. Mr. Van Etten commented these change orders add an additional \$1,380.

Mr. Malter asked do you have a spreadsheet that keeps track of each property's status? Mr. Van Etten replied yes, Mr. Donnelly keeps copies of all that. Ms. Paladino commented these three change orders came in late yesterday afternoon. Mr. Alger asked are you of the opinion that these are things the contractor would not have known about previously? Ms. Glass replied yes. The porch was covered up and it is more of a curb appeal issue. Nobody would have known that prior to uncovering it. With the bathroom, the need for a cabinet is more apparent now that they can see there is space to accommodate one. She stated the downspouts are something that we should have specified. Mr. Wheeler asked is this the vanity cabinet? Ms. Glass replied no, we have a vanity; this would be a linen cabinet.

**MOTION: APPROVING THE FOLLOWING CHANGE ORDERS FOR FRANZESE ENTERPRISES: PORCH – ADDITION OF SKIRTING TO MATCH SIDING - \$688; INSTALLATION OF DOWNSPOUTS - \$300; AND INSTALLATION OF LINEN CABINET - \$365 MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. **For Sale Signs** – Ms. Glass stated in Chemung County we are putting together a for sale sign that we can put up on the property while rehabilitation is in progress and reference the website where interested individuals can find more detailed information. We can advertise that the property is currently undergoing rehabilitation and will be for sale at a later date. Is this something that Steuben County would be interested in? Mr. Van Etten commented that it is a good idea and we should do it.

**Secretary's Note:** The Board was in agreement to do this. Ms. Glass will put some sign samples together along with pricing, and forward to the Board for consideration.

C. **Real Property Disposition Policy** –

**MOTION: ADOPTING THE REAL PROPERTY DISPOSITION POLICY AS PRESENTED MADE BY MAYOR vonHAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. **Certificate of Incorporation** – Ms. Prossick informed the Board that the Federal IRS contacted us about our application for tax exempt status and requested a change. They would like the Federal IRS to be referenced in the dissolution section. She requested approval to sign and submit this change.

**MOTION: AUTHORIZING AN AMENDMENT TO THE APPLICATION FOR TAX EXEMPT STATUS TO REFERENCE THE FEDERAL IRS IN THE DISSOLUTION SECTION AND AUTHORIZING THE SUBMISSION OF THIS AMENDMENT MADE BY MR. DONNELLY. SECONDED BY MAYOR vonHAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**E. Rehab/Demo Updates**

1. **East Washington Street** – Mr. Alger announced they are planning to do the demolition of this property on Monday, February 19, 2018.

2. **Kingsbury** – Ms. Glass stated this rehab project is right on schedule and will be completed on time. They are painting right now and the flooring is ready to be installed. Franzese will also be assisting with comps and the sale of the house.

3. **Onondaga** – Ms. Glass stated this project is 37 percent complete. There are only two workers on site. She is thinking they will not be finished by April 8, 2018, but things could start moving along.

4. **Wells** – Ms. Glass stated once they complete the East Washington demo, they will meet to plan the Wells demo.

**F. PARIS Reporting/Budget/Annual Audit Update**

1. **PARIS Reporting** – Mr. Donnelly stated they have set up an account for us, however, we have not been able to get into the system to input our information.

2. **Budget** – Mr. Alger stated he presented the budget to the Board on June 28, 2017, however, the Board never formally adopted the budget and he requested the Board do that today so we have it on record. The only thing that has changed since June is that the insurance line item had \$15,000 but we increased it up to \$30,000.

**MOTION: ADOPTING THE 2017 – 2019 BUDGET FOR THE STEUBEN COUNTY LAND BANK CORPORATION AS AMENDED MADE BY MR. DONNELLY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

G. **Treasurer's Report** – Mr. Alger distributed the Treasurer's report for the period ending January 31, 2018.

H. **Annual Report** – Mr. Alger distributed the 2017 annual report for review. Mr. Malter asked what are the total assets of the Land Bank? Mr. Donnelly replied we have \$230,000 in cash. Mr. Malter commented if you have \$500,000 or more, you will need to file a 990.

**MOTION: ACCEPTING THE 2017 ANNUAL REPORT AS PRESENTED MADE BY MR. WHEELER. SECONDED BY MAYOR vonHAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

I. **Appointments/Reappointments** – Mr. Alger informed the committee that Mayor John Buckley, City of Hornell has been appointed to the Board effective January 1, 2018. The Legislature adopted the appointment resolution and that was sent to all members. We also sent a letter to the municipal appointees asking them to have their municipality send a letter or pass a resolution confirming the appointment. Mayor vonHagn stated that is on the agenda for their next meeting.

J. **General Discussion** – Mrs. Ferratella asked is there a contract penalty clause if the rehabilitation/demo projects are not completed on time? Ms. Glass replied the contract states they have to complete within 90 days of contract award, but she does not believe there is a penalty. Mr. Alger stated we do keep the 10 percent retainage, which we could withhold at the end of the contract.

**IV. OTHER BUSINESS**

A. **Next Meeting** – The next meeting will be held on Wednesday, March 7, 2018 at 11:00 a.m.

**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