

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, January 3, 2018

11:00 a.m.

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

****MINUTES****

PRESENT: Joseph J. Hauryski, Chairman, Steuben County Legislature
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
Robin K. Lattimer, Legislator, District 3
Kelly H. Fitzpatrick, Legislator, District 3
Jennifer Prossick, Steuben County Deputy County Attorney
Jeanne Glass, Arbor Development
Danielle Paladino, Arbor Development

ABSENT: Scott J. Van Etten, Legislator, District 13
Mark Ryckman, Corning City Manager
Hornell Representative

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 6, 2017, MEETING MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

III. DISCUSSION/ACTION ITEMS

A. **Authorizing Change Order for Kingsbury Rehab** – Mr. Alger stated we were not aware of our insurance carrier's insurance requirements and the contractor needed to have excess liability and the limits needed to be higher than what we had specified in the bid documents. The contractor for the Kingsbury rehab, Franzese Enterprises, had to obtain a new policy. Since we were not aware of our insurance carrier's requirements, we had said that we would cover the difference in the contractor's costs. The net change in the contractor's policy was \$838.10. On top of that, they had included \$125.71 for Overhead and Profit. Mr. Alger stated his opinion is that we should not include that in the change order. He recommended approving a change order in the amount of \$838.10 which will be reflected as an increase in the contractor's contract.

MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$838.10 TO FRANZESE ENTERPRISES TO REFLECT THE DIFFERENCE IN COST FOR SAID CONTRACTOR TO OBTAIN A NEW INSURANCE POLICY WITH THE CORRECT COVERAGE MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

B. **Property Disposition Policy** – Mr. Alger distributed a draft property disposition policy for the committee to review. The committee agreed to review and discuss next month.

MOTION: TO TABLE DISCUSSION ON THE DRAFT PROPERTY DISPOSITION POLICY UNTIL THE FEBRUARY 7, 2018 MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.

C. **Rehab/Demo Updates** – Ms. Glass stated the Kingsbury rehab is moving along. We received the first pay application and the project is 37 percent complete. They are on target for completing the project in the first quarter of 2018. The Onondaga rehab has a similar issue with the insurance that Kingsbury had and is in the final approval stage. We estimated start to be in January and that it would be a 90-day project. The construction is just beginning and we expect the project to be completed early second quarter of 2018. Both projects could be ready for a third quarter 2018 sale.

Ms. Glass stated with the two demo properties they have a contractor in place. They are meeting to determine if we need to do an asbestos survey. If we do, then it could take 30 – 35 days for that report to come back. The report is required for the permit. We anticipate the demos to be finished during the first quarter of 2018.

Mr. Alger informed the Board that LISC was delayed in sending our disbursement payment. The last disbursement was \$200,000 and we definitely need those funds with the rehab projects moving forward.

D. **Budget Update** – Mr. Alger stated that he will be working with the Treasurer to close out 2017. We may need to accept the new 2018 budget at next month's meeting. Mr. Donnelly commented we are a PARIS reporting entity. He briefly reviewed the monthly Treasurer's Report and noted that we received Hornell's \$25,000 contribution.

Mrs. Lando asked did Corning contribute? Mr. Wheeler replied no. They did not commit, but said they would look in future fiscal years.

Mrs. Lando asked is Shawn Hogan still a member of the Board? Mr. Alger replied no. The By-Laws state that a municipal representative must be serving in their official capacity while on the Board. Since he is now retired as the Mayor, he is no longer a member of the Board. The Chairman of the Legislature will need to appointment someone to fill that vacancy.

IV. OTHER BUSINESS

A. **Next Meeting** – The next meeting will be held on Wednesday, February 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