

**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  
Carol A. Ferratella, Legislator, District 13  
Hilda T. Lando, Legislator, District 2

**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

**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

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

*Wednesday, March 7, 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  
Joseph J. Hauryski, Steuben County Legislature Chairman – District 8  
Jack K. Wheeler, Steuben County Manager  
Pat Donnelly, Steuben County Commissioner of Finance  
Mark Ryckman, Corning City Manager  
John Buckley, Hornell City Mayor

**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  
Hilda T. Lando, Steuben County Legislator – District 2  
Tammy Hurd-Harvey, Steuben County Deputy Commissioner of Finance  
Mary Perham

**ABSENT:** Willian vonHagn, Mayor, Village of Bath

**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 FEBRUARY 13, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. DISCUSSION/ACTION ITEMS**

A. **PARIS Reporting/Budget/Annual Audit Update** – Mr. Alger stated the NYS Authorities Budget Office requires the Board to sign an acknowledgement of their fiduciary duties and responsibilities. He distributed packets for the Board members to read and sign.

Mr. Alger stated all Board members are required to do an annual PARIS training within one year of being appointed to the Board. This is a webinar training. He commented that he is scheduled to take the training on March 21<sup>st</sup> and he will email a schedule of upcoming dates to the Board. Mr. Alger commented for those members that have already done the training, he will provide a printout attestation that can be signed and will be kept on file.

Mr. Alger stated Bonadio has been conducting our annual audit. They are finalizing the management letter and financial statements. Once he receives that information, he will send the audit to the Board for review. Mr. Donnelly informed the Board that he sent out the draft PARIS financial statements to Bonadio.

Mr. Wheeler commented the NYS Authorities Budget Office also requires Board members to complete a board evaluation form. We will need to do that at some point during the year.

B. **Rehab/Demo Updates** – Mr. Alger informed the committee that they completed the demo of the property on 137 East Washington Street in Bath.

1. *Kingsbury* – Ms. Glass informed the committee that the contractor, Franzese, will be finalizing everything by the end of next week with the exception of the exterior painting and landscaping. The project is 87 percent complete. They are installing kitchen cabinets and interior painting is complete. They are working on both porches as well as putting down the flooring and installing doors. She stated that the contractor is going to do a market analysis for this property.

2. *Onondaga* – Ms. Glass stated this project is about 50 percent complete. The heat is on. There are still remnants of cat odor and they are sealing off that area. All of the drywall is installed, they have vented the roof on the addition and have started painting and finishing up the kitchen. The wiring is up to code and has been completed. Mr. Alger requested authorization to approve a change order in the amount of \$465.00 for the venting on the addition.

**MOTION: AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$465.00 FOR THE ROOF VENT ON THE ADDITION AT THE ONONDAGA PROPERTY MADE BY MR. DONNELLY. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

3. *Wells* – Mr. Alger stated they are working on getting the utilities removed and are preparing for demo. The demo will be scheduled in the near future and we are hoping to have it completed by the end of this quarter.

Ms. Glass stated they can set up a tour of the Onondaga property. Mr. Alger commented they could try to arrange for that following the April meeting. Mr. Ryckman commented the neighborhood is very happy.

C. **Treasurer's Report** – Mr. Alger distributed the Treasurer's Report.

D. **137 East Washington Street** – Mr. Alger stated he would like to have a discussion about the 137 East Washington Street property. Last month the Board adopted the Property Disposition Policy. We had previously discussed with the Village the potential of a BOCES type home, similar to what the City of Hornell does. We could work something out with the Village under the non-competitive sale clause of the policy as this would be a benefit to the community. We also do not want to give the property away. Mr. Alger stated his concern is that he doesn't know what type of expense is involved with the BOCES modular and if the Village would be paying for the materials.

Mayor Buckley stated with their program, the City pays for materials and labor (site work, electric, plumbing). Mr. Alger stated his concern is whether the Village is ready to take on that responsibility. This is one thing to explore with LISC as no other land banks are using this model and if the Land Bank took this on, it would be a heavy lift for us. Additionally, he commented that he does not believe the BOCES process would happen very quickly. Mayor Buckley commented they can do one house a year. The challenge in Hornell is coming up with a suitable lot for the house. When the house is finished we put it up for market and try to get out of it what we put in.

Mr. Alger stated the concern with the Land Bank taking it on is we would need to acquire insurance and we would be keeping another property on our list for much of the year.

Mr. Van Etten stated he thought it was a good idea when it was proposed, but it does require more heavy lifting on our part. Does Bath have a Habitat for Humanity Group? Mr. Alger replied he does not believe so. Mr. Van Etten commented that would be another option. Ms. Glass replied there is a Steuben Habitat for Humanity.

Mr. Alger stated the other option is to put up the lot for auction and see what we get. Mr. Wheeler stated in his personal opinion, the County is whole because the Land Bank paid the County tax value. This is a good community project, but we



cannot give it away. Mr. Alger commented he would prefer to have another starter home on the lot. Mr. Van Etten stated a vacant lot is better than blight. Mr. Alger stated he is looking for some direction from the Board.

Mr. Wheeler asked has there been an appraisal on the lot? Mr. Alger replied no, but we need to do that. Mr. Hauryski stated he would start with getting an appraisal. Mr. Van Etten stated the BOCES option is good, but it is too much for us to take on. Mr. Alger stated he will explore with the Village if they are interested in going that route and if so, we may be able to sell the lot to the Village. Mr. Wheeler suggested having that conversation while we get an appraisal.

E. **Sale of Rehab Properties** – Mr. Alger stated he would like the Board’s input on how we want to handle the sale of the rehab properties. Arbor has offered to assist us with this by doing a sale by owner approach. Ms. Glass stated technically we are not the owner and we would not collect a commission. Mr. Alger stated that is an option. If you wanted to use a real estate agent, you would have to go through the procurement process to get one.

Mr. Van Etten stated since there is a lot of neighborhood interest, we should take the option from Arbor and see what happens. Mr. Donnelly suggested getting appraisals on the rehab properties. Mr. Ryckman commented there are not a lot of clean, quality properties on the market in that price range. His feeling is that these properties will go fairly quickly. Ms. Glass stated they are looking to list the Kingsbury property at \$111,000 and the Onondaga property at \$170,000.

Mr. Alger stated the other option is public auction, tax sale or private auction. One of his concerns of handling the sale on our own is all the phone calls and showings. Taking that on might be difficult and it might be good to have Arbor in that role. Mr. Van Etten replied he agrees that we should list it. It is a flip house. Mr. Hauryski stated that he also likes the Arbor option.

**MOTION: AUTHORIZING ARBOR TO LIST THE KINGSBURY AND ONONDAGA PROPERTIES AND TO DO THE ASSOCIATED APPRAISALS MADE BY MR. HAURYSKI. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

F. **Other** –

1. *Land Bank Conference* - Mr. Alger informed the Board that the NYS Land Bank Association is holding a conference March 22<sup>nd</sup> – 23<sup>rd</sup>. He will be attending, Arbor will be attending and Mayor vonHagn may also attend.

2. *New Properties* - Mr. Van Etten stated with two properties being ready to be put on the market, have we been thinking about the next round? Mr. Donnelly stated the final redemption day is next week and then we will have a list. Mr. Wheeler commented we should keep an eye on bank foreclosures. Mr. Donnelly stated he will have a list of properties for tax sale by the first of May. We have about 90 properties right now. Mr. Alger stated if Arbor could start looking at those properties, then we could see what may be available.

3. *State Budget Appropriation* - Mr. Alger stated the State Land Bank Association will be lobbying for an additional budget line item for Land Banks. There is the potential for another settlement and it may be made available to Land Banks so it is possible that there may be more grant opportunities. Having a line item in the State budget would be nice.

Mr. Donnelly was excused from the meeting.

4. *Sign* – Ms. Glass stated last month she presented an idea to the committee about signage to advertise that the Land Bank and Arbor are rehabbing homes. She brought an example of a sign. She stated that in Chemung County they have all the calls come to Arbor and she did not know if Steuben County wanted to do the same. These would be corrugated signs that we would put up in the yards during the rehab.

***Secretary’s Note: The committee agreed that the signage would be a great idea and also agreed that Arbor should be the contact for inquiries.***

**IV. OTHER BUSINESS**

A. **Next Meeting** – The next meeting will be held on Wednesday, April 4, 2018 at 11:00 a.m.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Wednesday, April 4, 2018*

*11:00 a.m.*

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

**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  
Mark Ryckman, Corning City Manager  
John Buckley, Hornell City Mayor  
Bill 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  
Rocco Soda, Arbor Development  
Carol A. Ferratella, Steuben County Legislator – District 13  
Hilda T. Lando, Steuben County Legislature – District 2  
Robert V. Nichols, Steuben County Legislature – District 11  
Thomas J. Ryan, Steuben County Legislature – District 9  
Jeff Smith, *The Leader*

**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 MARCH 7, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**III. DISCUSSION/ACTION ITEMS**

A. **Authorities Budget Office – Board Performance Evaluation** – Mr. Alger distributed a Board Performance Evaluation that the Authorities Budget Office requires each member to fill out. He asked that these be returned to him at the conclusion of today’s meeting.

B. **Election of Officers/Committee Assignments** – Mr. Alger stated that each year the committee needs to elect a slate of officers. Mayor vonHagn recommended that Mayor Buckley serve as secretary.

**MOTION: APPOINTING THE FOLLOWING SLATE OF OFFICERS FOR THE STEUBEN COUNTY LAND BANK CORPORATION: CHAIR – SCOTT VAN ETTEN, VICE CHAIR, JOE HAURYSKI, SECRETARY – MAYOR JOHN BUCKLEY AND TREASURER – PAT DONNELLY MADE BY MR. WHEELER. SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MR. RYCKMAN ABSENT FOR VOTE)**

Mr. Alger recommended reappointing members to the Audit/Finance and Governance Committees. He suggested Mayor Buckley fill the expired term of Mayor Hogan on the Governance Committee.

**MOTION: APPOINTING MEMBERS TO THE FOLLOWING COMMITTEES: AUDIT/FINANCE COMMITTEE: PAT DONNELLY, CHAIR; MARK RYCKMAN, VICE CHAIR; AND SCOTT VAN ETEN; GOVERNANCE COMMITTEE: JACK WHEELER, CHAIR; JOE HAURYSKI, VICE CHAIR; AND JOHN BUCKLEY MADE BY MAYOR VONHAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MR. RYCKMAN ABSENT FOR VOTE)**

C. **Annual Audit Review/PARIS Reporting/Budget** – Mr. Alger stated he would like to recognize Mr. Donnelly and Mrs. Hurd-Harvey for all of their work on the PARIS reporting and the annual audit. There was one finding that we did not submit a budget on time. He explained that the ABO (Authorities Budget Office), a week after we formed the corporation, sent a letter and requested a budget. When we formed the corporation, we did not yet have funding and also did not have access to the PARIS system. Going forward, that will not be an issue. The ABO is also requiring that we adopt our policies and procedures annually.

Mr. Alger distributed copies of the audit for review. Mr. Van Etten asked what is our fiscal year? Mr. Alger replied it is the calendar year.

**MOTION: TO ACCEPT THE ANNUAL AUDIT AS PRESENTED MADE BY MR. HAURYSKI. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MR. RYCKMAN ABSENT FOR VOTE)**

D. **Rehab/Demo Update** –

1. *Kingsbury* - Ms. Glass stated the contractor is working on the final scope of the project. All of the interior work is complete. The exterior work is weather dependent and will be done as soon as possible. This project is 98 percent complete.

2. *Onondaga* – Ms. Glass stated this project is 70 percent complete. All of the walls and interior painting are complete. We are turning on the gas this week and once the house is heated, they will begin the flooring and tile work. The windows and roof are done. No exterior work has been done. Mrs. Lando commented she had an advance tour and they have done great work. Ms. Glass stated they did put up the land bank signs yesterday. We will also put together a spec sheet that people can link to on the website. Mr. Alger commented that will also let the public know who is working on the project.

3. *Wells* – Mr. Soda commented they will be meeting tomorrow at Hornell City Hall to coordinate the demolition of the Wells Street property.

E. **Treasurer's Report** – Mr. Alger distributed copies of the Treasurer's Report.

F. **Re-Adoption of Policies and Procedures** – Mr. Alger distributed copies of the policies and procedures. The only change was to the Procurement Policy. It is now referenced as the Procurement/Financial/Budget Policy. The only addition to that policy is Section 12 which references the annual budget process. This addresses the concern that was referenced in our annual audit.

**MOTION: TO TABLE APPROVAL OF THE POLICIES AND PROCEDURES UNTIL THE MAY 8, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Mr. Hauryski was excused from meeting.

G. **Mission Statement** – Mr. Alger stated we are required to have a mission statement for our PARIS reporting. He distributed copies of the mission statement that Mr. Donnelly drafted.

**MOTION: ADOPTING THE MISSION STATEMENT FOR THE STEUBEN COUNTY LAND BANK CORPORATION AS PRESENTED MADE BY MR. WHEELER. SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0. (MR. HAURYSKI ABSENT FOR VOTE)**

H. **IRS Tax Exempt Status** – Mr. Donnelly stated he received notification from the IRS that they have approved our request for tax-exempt status.

I. **ABO Online Training** – Mr. Van Etten asked if anyone has done the training. Mr. Alger replied that both he and Mr. Donnelly have taken the training.

J. **Investment Report** – Mr. Alger informed the Board that we are required to submit a report saying what investments we have. He stated we do not have any investments.

K. **Other Discussion** - Mr. Alger stated next month we will probably do another disbursement request to LISC. He is working on an application for the Board to consider next month which would be related to people trying to purchase property from us. We are looking at the tax sale list and will need to get a snapshot of where we are with our grant funding to figure out how many properties we could take. Mr. Alger stated we will also be talking soon about 137 East Washington Street and where we want to go with that. He stated they will be holding a pre-demo meeting tomorrow on the Wells Street property and then actual demo will follow soon after.

Mayor Buckley asked is there any interest in the Wells Street property? Ms. Glass replied there have been a couple of inquiries from neighbors. Mr. Soda stated it really helps that the County waives the tipping fees. When we do a demo project in Chemung County we are paying \$35,000 and doing it for \$8,000 here is a sustainable model.

Mrs. Lando asked with the tax sale properties, can you go in and look at them before hand? Mr. Alger replied us not being able to get into the properties last year was more a function of timing than anything else. This year, if there is notice and they are vacant, then we could go in. Mr. Soda commented both of the Corning properties were occupied. Mr. Ryckman asked is the County taking properties off the County foreclosure list? Mr. Alger replied so far that is what we have been doing. We are also keeping an eye on bank foreclosures. Mr. Donnelly stated he also watches the legal ads to see what is being auctioned. Mr. Ryckman commented there was a duplex in Corning that burnt and the owner has indicated that they will be letting go of the property. It is located at 181 East Third Street. Mr. Alger stated people could also donate property to the land bank.

Mrs. Lando asked is there money in the State budget for land banks? Mr. Wheeler replied there was \$20 million approved, but he does not know where those funds are coming from. Mr. Alger stated the Land Bank Association has been trying to advocate for getting a line item in the State budget to fund the land banks so that we would get funding every year. Mrs. Lando asked do you have to apply for the funding? Mr. Donnelly replied yes.

Mayor vonHagn asked Mr. Alger about the Land Bank Conference he attended. Mr. Alger stated there was good information. We followed up after the conference with a conference call to the Albany County Land Bank to get a feel for some of the things they do. One thing is they are partnering with Habitat for Humanity. Habitat for Humanity will use sweat equity to get a lot of the work done. The Albany County Land Bank uses LISC funds for materials and when they sell the property, they split the proceeds between the two organizations. Mayor vonHagn commented he has a meeting next week with Habitat for Humanity and this may be a possibility for the property at 137 East Washington Street. He will let the Board know what he finds out. Mr. Alger stated it is something worth exploring.

Mr. Alger commented with other land banks, their properties come from the tax sale. They sell the property to a developer with plans to rehabilitate. The contractor has to show the land bank the plans and they put a deed restriction on that so if that does not happen, then the property goes back to the land bank. They spend a lot of money to maintain the properties. The Syracuse land bank has 900 properties. Mayor vonHagn asked is that a model we could use? Mr. Alger replied with that model, the developer is handling the cost.

Mr. Van Etten stated if we have 100 properties per year in the tax sale, the land bank would have to make the County whole. Mr. Donnelly stated the County can dispose of the properties however they want. Mayor vonHagn stated he is not recommending we do it with all the properties, but he would like to look at that model. Mr. Van Etten stated it is a benefit to having a tax sale for the residents. It provides people with an opportunity to purchase housing at a low cost. Mayor vonHagn commented it also provides low cost to slumlords if there is no opportunity to restrict

Ms. Glass commented the middle of the road would be where you would stabilize the home, work on curb appeal and then sell it. Mr. Alger stated you could use some LISC funds for stabilization and then private individuals could come in. Ms. Glass stated it would make it more doable for developers.

Mayor vonHagn stated the Village of Bath is not looking for a handout. We do 100 percent inspections of all non-owned properties and have hired another code enforcement officer to implement that. Mr. Van Etten commented owner occupied properties can be blight. With the Habitat to Humanity partnership, he is aware of properties in Corning that were done under this model. They put in the sweat equity and then the property was lost to taxes. That model is not 100 percent foolproof either.

Mr. Ryckman commented that with regard to back water and sewer bills he is looking to ask City Council to waive those for the land bank. Instead of trying to waive on an individual property basis, he has talked to Mr. Donnelly about modifying the tax foreclosure agreement to get preauthorization to waiver. He would like to go to Council once and approve an inter-municipal agreement. He believes the City Council would be open to that. Would the County be able to look at the existing agreement or come up with another? Ms. Prossick stated they reviewed the existing agreement and it is just missing a gap. When the property goes to the County it is wiped clean because we are collecting on your behalf. The County doesn't officially sell or transfer the property and the liens do not get waived.

Mr. Van Etten asked what happens when you foreclose on a property? Mr. Donnelly explained the liens are wiped away when it is foreclosed. Ms. Prossick stated it becomes part of their tax bill. When we foreclose for the municipality, we make them whole. Mr. Alger stated this is something we can work on.

Mr. Ryckman commented the public is very happy with the Kingsbury and Onondaga properties.

#### **IV. NEXT MEETING**

The next meeting will be held on Tuesday, May 8, 2018 at 11:00 a.m.

**MOTION: TO ADJOURN MADE BY MR. DONNELLY. 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)**

*Tuesday, May 8, 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  
Jack K. Wheeler, Steuben County Manager  
Pat Donnelly, Steuben County Commissioner of Finance  
Bill 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  
Rocco Soda, Arbor Development  
Carol A. Ferratella, Steuben County Legislator – District 13  
Hilda T. Lando, Steuben County Legislature – District 2  
Robin K. Lattimer, Steuben County Legislature – District 3  
Mary Perham

**ABSENT:** Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8  
John Buckley, Hornell City Mayor  
Mark Ryckman, Corning City Manager

**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 APRIL 4, 2018, MEETING MADE BY MR. DONNELLY.  
SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**III. DISCUSSION/ACTION ITEMS**

**A. Rehab/Demo Updates**

- *Wells* – Mr. Alger reported the demolition has been completed.
  
- *Kingsbury* – Ms. Glass stated this project is basically done. They have painted the exterior trim, leveled off and seeded the yard. We will be doing a final walk through with Mr. Alger. There is a little bit of landscaping that we will do in the front and everything should be completed by May 14<sup>th</sup>.
  
- *Onondaga* – Ms. Glass stated this project is about 90 percent complete. With the interior they are finalizing the carpeting and countertops. They are starting the exterior work which includes power washing, installing gutters and shutters and beginning the demolition of the pool. The shed has been removed and the railing has been installed in the front. We gave the contractor a completion date of May 18<sup>th</sup>. Mr. Alger commented we will try to utilize the mobile work crew to do the landscaping for both of these properties.

Mayor vonHagn asked what about the appraisals? Ms. Glass replied they have been ordered. We did put up our sign on the East Washington Street property. Mayor vonHagn asked what is the value of that property? The

Village would like to know before it gets sold. Mr. Alger replied we will be in touch with you on that. The assessment for that property is \$17,500.

B. **Treasurer's Report** – Mr. Alger distributed the Treasurer's report for review.

C. **Adoption of Policies and Procedures** – Mr. Alger stated we are required to adopt our policies and procedures on an annual basis. The only change was to the Procurement/Financial/Budget policy.

**MOTION: ADOPTING THE FOLLOWING POLICIES AND PROCEDURES OF THE STEUBEN COUNTY LAND BANK CORPORATION: CONFLICT OF INTEREST, PROCUREMENT/FINANCIAL/BUDGET, REAL PROPERTY ACQUISITION, REAL PROPERTY DISPOSITION AND INTERNAL CONTROLS MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

D. **Property Purchase Application Update** – Mr. Alger stated we need to have a discussion about the Land Bank developing and selling property and how that happens. We had talked about Arbor Development handling some of these sales for us. The Law Department has had concerns with Arbor or the Land Bank being construed as being a real estate broker. This would be a change from what we have been talking about.

Mr. Donnelly commented that he will accept responsibility for this as he was reviewing Real Property Tax Law and was thinking that we would need to look at this from a different angle. Specifically, the requirement of having someone being licensed as a real estate broker. If we pay Arbor to do this, could we unknowingly be bringing them in as a broker when they are not licensed? Mr. Soda stated we were concerned about that as well. Our attorney stated as long as we are not getting a commission for doing that and we have a Memorandum of Agreement, that we would be okay. Ms. Prossick stated if you were going to go forward and show and list a property, that is not in the scope of services and it could be construed that you are doing that for a commission. The decision needs to be made; do you list the properties with a real estate broker, or do you do sale by owner. That was my response by memo to Mr. Donnelly. This is something that does not need to be decided today.

Mr. Van Etten asked if we do the sale by owner option, can we still use Arbor to facilitate that? Mr. Wheeler stated if it is outside of the contract and they are not receiving fees, he would argue that they would be doing it gratis. Ms. Prossick replied it could, and it could be argued the other way. My main concern would be a complaint by another real estate broker. She stated that she **did** look at what other land banks are doing. Onondaga uses a real estate broker and they have 600 properties. Allegany has one property and is doing sale by owner. This is all new territory.

Mr. Alger commented personally, he has concerns with the County doing sale by owner. That is not my area of expertise and it is also a time issue. Mr. Soda commented there is a lot of after-hours work involved with showing the properties. This would be outside the scope of services of our contract and we would not be receiving a commission. Our attorney from the Rossetti Law Firm is fine with this. Mr. Van Etten stated he would agree since you are not doing it looking for a fee. Mayor vonHagn asked what is the most cost effective? Mr. Wheeler replied using Arbor.

Mr. Alger stated that he thinks it would be best to get the Board's authorization to put out an RFP for real estate brokerage/listing services. That way, we have the authorization if we need and choose to go that route.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK TO SOLICIT REQUESTS FOR PROPOSALS FOR REAL ESTATE BROKERAGE/LISTING SERVICES MADE BY MAYOR VONHAGN. SECONDED BY MR. DONNELLY FOR DISCUSSION.**

Mr. Van Etten asked if we move forward with Arbor doing these two properties, does the RFP create questions as to why we are using Arbor? Mayor vonHagn stated if we do not do something now, then you will be months out getting the properties sold. Mr. Wheeler stated he echoes Mr. Van Etten's question. What is the other piece of information that we can or cannot go with Arbor? Do we want more information or make that decision now. Mr. Soda stated you may want to do the RFP because if we do not sell the properties within 60 days, you would need to list them anyway.



Mr. Wheeler asked are we waiting to put the signs up on the properties? Ms. Glass replied the purpose of the signs is to give information on the property; it is not a for sale sign. Mr. Wheeler stated so we are waiting another month to put the for sale signs out. Mr. Alger replied we do not have the appraisals yet.

Mr. Wheeler suggested that maybe in the interim, we could circulate the memo that Ms. Prossick sent to Mr. Donnelly for the entire Board and then we will have time to do the RFP and get the proposals back before the next meeting.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

E. **Exempt Status of Land Bank from Special Assessments** – Mr. Alger stated he has been in communication with the City of Corning as both of the rehabs have back water bills from before the time we owned them. Essentially, we were sent a letter that the back water bills were owed. Our opinion is that we are exempt from those as a land bank, similar to the County.

Mr. Donnelly stated he had a preliminary discussion with Mr. Ryckman. Mr. Ryckman indicated that he will request the City to review and amend that. Mr. Wheeler commented for all of the good the community will be getting, he is not anticipating any push back. Mr. Alger stated the intermunicipal agreements with the cities would need to be re-examined.

Mayor vonHagn asked how much are the water bills? Mr. Alger replied they were each about \$400. Mr. Van Etten asked when the tax title gets extinguished, wouldn't that stop the back bills? Mr. Donnelly replied there is a lag of six to nine months. Ms. Prossick explained when the enabling statute was passed, these were not addressed. This is not a land bank question and the assessment manual has an exemption, but it depends on how you received the property. If the property is coming through the County, it is exempt. The question for the purchaser is does that lien still remain. Mr. Wheeler commented we would want to cancel the liens.

**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. DONNELLY. SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**IV. NEXT MEETING**

The next meeting will be held on Wednesday, June 6, 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

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

*Wednesday, June 6, 2018*

*11:00 a.m.*

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

**\*\*Meeting was Cancelled\*\***

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

*Monday, July 2, 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  
Jack K. Wheeler, Steuben County Manager  
Pat Donnelly, Steuben County Commissioner of Finance  
Bill vonHagn, Mayor, Village of Bath  
John Buckley, Mayor, City of Hornell

**OTHERS:** Mitchell Alger, Steuben Deputy County Manager/SCLBC Executive Director  
Jennifer Prossick, Steuben Deputy County Attorney  
Jeanne Glass, Arbor Development  
Danielle Paladino, Arbor Development  
Rocco Soda, Arbor Development  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
K. Michael Hanna, Steuben County Legislator – District 5  
Hilda T. Lando, Steuben County Legislator – District 2  
Steven P. Maio, Steuben County Legislator – District 2  
Aaron I. Mullen, Steuben County Legislator – District 7  
Frederick G. Potter, Steuben County Legislator – District 10  
Mary Perham

**ABSENT:** Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8  
Mark Ryckman, Corning City Mayor

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 11:00 a.m. and led the Pledge of Allegiance. Following the Pledge, he asked for a moment of silence in remembrance of Trooper Nicholas Clark who was killed this morning in the line of duty.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MAY 8, 2018, MEETING MADE BY MAYOR VONHAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DISCUSSION/ACTION ITEMS**

**A. Rehab/Demo Updates**

- *Kingsbury* – Ms. Glass stated this property is done and we have received the certificate of occupancy. We are now putting together a property information sheet and will develop a listing sheet.
- *Onondaga* – Ms. Glass stated this property was finished and we are going through with Code Enforcement to get the certificate of occupancy. We ended up putting Drylok sealant in the basement. Additionally we will be putting down soil and seed in the backyard this weekend along with some landscaping and tree trimming. She stated as soon as they hear from Code Enforcement, they will let Mr. Alger know.

B. **Treasurer's Report** – Mr. Alger distributed copies of the report for review.

C. **Ratifying MOU with Arbor for Disposition of Properties/Listing Prices for Rehabs** – Mr. Alger stated he and Arbor did sign and execute a Memorandum of Understanding relative to the disposition of properties and the listing prices for the rehabs pursuant to the majority consensus of the Board via email. He asked that the Board ratify that action.

**MOTION: RATIFYING THE EXECUTION OF A MEMORANDUM OF AGREEMENT BETWEEN THE STEUBEN COUNTY LAND BANK AND ARBOR DEVELOPMENT FOR THE DISPOSITION OF PROPERTIES LOCATED AT 137 EAST WASHINGTON STREET IN BATH, NY; 232 ONONDAGA STREET IN CORNING, NY; 161 KINGSBURY AVENUE IN CORNING, NY; AND 23 WELLS STREET IN HORNELL, NY; AND SETTING THE LISTING PRICE FOR THE KINGSBURY PROPERTY AT \$124,999 AND THE ONONDAGA PROPERTY AT \$189,999 MADE BY MAYOR VONHAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. **Recap of First Round of Projects** – Mr. Alger stated factoring in the net appraisal (\$61,000) and net listing (\$30,000) prices for both the Kingsbury and Onondaga properties, we are pretty close to what Arbor had put together. They have done a good job managing the projects. Mr. Van Etten asked if both sell at the listed price and we make money, will that have any impact on any potential grant funds we may get from the State? Mr. Alger replied no. He would hesitate to call anything we do as profiting; it is a reinvestment and we are using those funds to pay the associated bills. The point of this organization is reinvestment into the community.

Mr. Alger stated with the grant, we have \$180,000 remaining, with \$40,000 due to Arbor for their administrative costs. We are also spending \$40,000 on two acquisitions. That leaves us with approximately \$100,000. We will also have revenue from the sales of the four properties. Mr. Wheeler commented we are hopeful that there will be a new round of funding for land banks, but that is yet to be determined with the change in Attorney General.

Ms. Paladino stated she recently participated in a conference call and there were two settlements. The first is \$30 million. The other is \$14.5 million and those funds are going through Enterprise and you will no longer be dealing with LISC. She anticipates they will have the requests for award out this month. Ms. Paladino stated she is not sure if they will release those funds in one or two rounds. If you sell your properties soon, it will look good on your behalf. Enterprise is a little more lenient as far as what is required for surveys and there may be an opportunity to save money on that aspect.

Mr. Donnelly asked what kind of entity is Enterprise? Ms. Paladino replied they are a not-for-profit.

Mrs. Lando asked is Arbor selling the properties? Mr. Alger replied yes, with the MOU that was just approved. We believe that we have addressed all of the concerns that were brought up by both parties. Mr. Van Etten commented we had put out an RFP for brokerage services and received one response with no rates. Mr. Mullen commented one thing that may come up when a property is listed by owner, is that a buyer's agent may ask if there is a buyer's commission.

E. **Authorizing the Executive Director to Negotiate Sales** – Mr. Alger requested authorization to negotiate sales with regard to the two rehab properties.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO NEGOTIATE SALES RELATIVE TO THE KINGSBURY AND ONONDAGA PROPERTIES MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

F. **Acquisition of Properties from Tax Sale** – Mr. Alger distributed a handout showing evaluations sheets for two prospective properties that the Land Bank may be interested in acquiring from the Tax Sale. One property is located in Hornell and the other in Bath. He had hoped to do a demo and a rehab in each of the main areas of the County; Bath, Corning and Hornell.

Mayor vonHagn commented in the interest of full disclosure, the proposed property on Haverling Street in Bath is two doors down from his property. He did not know about this until today. Mr. Alger stated there is also an additional property located on Erie Avenue in the City of Hornell. That property would be more appropriate as a demo project. The Terry Street, Hornell property and the Haverling Street, Bath property are both good rehab projects.

Mr. Donnelly commented that he believes the Land Bank should just proceed with the two properties presented on the list. Mr. Wheeler stated he agrees with that.

**MOTION: AUTHORIZING THE PURCHASE FROM THE COUNTY OF PARCEL #159.05-01-072.100, SITUATE IN THE VILLAGE OF BATH FOR \$28,798.00 AND PARCEL #166.25-03-059.00, SITUATE IN THE CITY OF HORNELL FOR \$8,574.00 MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER FOR DISCUSSION.**

Mayor Buckley commented he thinks the Terry Street property is the easier property, but down the road, he believes the Erie Avenue property would be a good candidate and he would like to revisit it the next time around.

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

G. **Listing of Demo Lots** – Mr. Alger stated he is looking for some direction from the Board on where we go with the demo lots that we will be selling soon. To be fair to everyone, including individuals, he'd like to include a list of what our priorities are when we put them on the market. For example, the vacant lot in Bath, we could say that our preference is a buyer who will build a single-family home on the lot. Another option would Habitat for Humanity. We could also say that we would consider purchase by a contiguous neighbor. For the lot in Hornell, we could include those priorities and include a municipal offer. Once the offers are received we can evaluate and the Board can make a decision.

Mr. Van Etten commented if you list, you will get one offer and then have to wait to get another offer. That will be difficult unless you bid. Mr. Alger stated that rather than having a special meeting, if we record those and offers are coming in, we can reserve the right to not sell and take some time to respond.

Mr. Wheeler asked can we take votes via some other method? Ms. Prossick replied she doesn't think you can, but she will double check. Mr. Alger suggested we may be able to do by consensus, similar to what we did with the MOU and have the committee ratify that action at the next meeting.

Mayor Buckley stated his thought for the Wells property is that as a last resort, the City of Hornell could purchase the lot for parking. Mr. Van Etten asked what is the list price for the properties? Mr. Alger replied we will probably list them around the appraisal which is \$20,000 for the East Washington Street property and \$15,000 for the Wells Street property.

Ms. Paladino stated they did receive an offer from a neighbor on Wells Street for \$3,000. Mayor vonHagn asked what is the assessment on Wells? Mr. Wheeler replied \$11,200.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO LIST THE VACANT LOT ON EAST WASHINGTON STREET, BATH, AT \$20,000.00 MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO LIST THE VACANT LOT SITUATE AT 23 WELLS STREET, HORNELL, AT \$15,000.00 MADE BY MR. DONNELLY. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

H. **Insurance Coverage** – Mr. Alger informed the Board that we were notified, after we received the certificate of occupancy, by the insurance company (Colony) that we were no longer covered from the time of certificate of occupancy to when the property sells. He has been working with Mr. Sprague and the insurance company has backed off from that. They have agreed to cover until termination through the end of August. If we have not sold the properties by that time, then we will need to purchase liability coverage.

I. **Zombie Properties** – Mayor vonHagn asked has there been any thought or idea on zombie properties going forward? There are a fair amount of properties around that are in decent shape that need to be spruced up. Is there any reason we cannot look at those in the future, and if so, where does that fit in? Mr. Donnelly stated a rehab is a rehab. If we can get a decent deal from the bank, then we could look at that. Mayor vonHagn stated there is a property on Pine Street in Bath that Wells Fargo, a couple of years ago, had wanted to donate to a non-profit. We had certain requirements and made \$5,000 from that. There are other similar properties in the community. He wanted to know the Board’s thoughts on looking at that and he would like to keep that option open.

Mr. Van Etten commented it is another avenue to get properties. Mr. Donnelly stated when the banks do a foreclosure, it is under a different section of Real Property Tax Law. Mr. Alger stated we do not have to wait until the bank walks away. If the bank donates a property to us, they will get a tax write-off. That is something we can keep on our radar. Ms. Prossick stated part of the issue with foreclosures is they changed the process and it is a great advantage to the property owner as the process can take two to two and a half years. Also, many times the banks are not local. Mayor Buckley commented we also have some zombie properties that could be looked at in Hornell.

**IV. OTHER BUSINESS**

A. **Next Meeting** – The next meeting has been scheduled for Monday, August 6, 2018, at 11 a.m. in the Legislative Committee Room.

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

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Monday, August 6, 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 vonHagn, Mayor, Village of Bath  
John Buckley, Mayor, City of Hornell

**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  
Danielle Paladino, Arbor Development  
Rocco Soda, Arbor Development  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
Frederick G. Potter, Steuben County Legislator – District 10  
Mary Perham

**ABSENT:** 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 JULY 2, 2018, MEETING MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. DISCUSSION/ACTION ITEMS**

A. **Rehab/Demo Updates** – Mr. Alger stated all of the rehab and demo projects have been completed. We did the final walkthrough of Onondaga and have the certificate of occupancy. That is now on the market for sale.

B. **Treasurer's Report** – Mr. Alger distributed the Treasurer's Report for review.

C. **Sales Update**

**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 MAYOR VONHAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR VONHAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: ACCEPTING AN OFFER OF \$178,750.00 FOR THE REHAB PROPERTY LOCATED 232 ONONDAGA STREET, CORNING, NY, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A PURCHASE/SALE AGREEMENT MADE BY MR. WHEELER. SECONDED BY MR. HAURYSKI. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

D. **Affordability Grant Requirements** – Mr. Alger stated he wanted to have a discussion with the Board about the affordability grant requirements. For at least 80 percent of what we do, those properties have to be sold to a household that makes equal to or less than 100 percent of the area median income, as determined by the United States Department of Housing and Urban Development. For example, a family of four in Steuben County with an annual income of \$64,300 would be eligible to purchase a property from the land bank. Lenders typically do not allow more than 30 percent of a household's income to go towards housing. However, our focus and limitations are on what the household earns. After the sale of our current properties, any future property sales will have to meet these income guidelines.

Mr. Van Etten commented our strategy of cherry picking properties to rehab and sell to cover the costs of the projects is no longer valid. Mr. Alger replied they apparently do not want you to create a sustainable organization and are more focused on the goal of creating affordable housing opportunities. Mr. Wheeler stated if the State funding stops coming in, then at some point we will need to be self-sufficient.

E. **Next Round of Funding Application** – Mr. Alger stated Arbor is working on the new funding application. This next round of funding will not be through LISC, but will come through Enterprise. They are a little stricter on how they manage their grants. With Enterprise, they require the affordability covenant to go for 10 years, instead of the current 5 years. Mr. Alger stated we are one of the only land banks that purchases property from the tax sale versus having the properties donated. We will try to make a case for cooperation between the land bank and the County and emphasize staff time and the costs for the demos.

Mr. Soda stated they will put together a draft application and budget for the land bank to review. There is a total of \$45 million available, with a maximum allocation of \$2 million per land bank. One of the notable differences with the new grantor is that your proceeds shall not exceed 15 percent of what your costs are.

Mr. Van Etten asked with the 5 year covenant through LISC for the income limit, what does that mean? If the buyer purchases and meets the income limit they cannot make more than that for five years? Mr. Donnelly replied no, the restriction is in the deed. Mr. Alger stated the limit with the new grantor will be 10 years. Mr. Van Etten asked what if the buyer loses their job and can no longer afford the home? Ms. Prossick replied they probably could go to LISC to ask for a waiver of the deed restriction.

F. **Insurance Discussion** – Mr. Alger stated when we were working on the Kingsbury property, we were notified that once we received the certificate of occupancy, the general liability policy would end and that was not disclosed in the beginning by our Broker. Colony agreed to extend the coverage through August 22, 2018 on Kingsbury. In the meantime, we received the certificate of occupancy for Onondaga and the carrier notified us they would not extend the coverage like they did for Kingsbury. He stated he purchased a general liability policy so that we have coverage on Onondaga until it sells. After all of this happened, he was notified by Rose & Kiernan that they would not get the quotes before our renewal date of August 22, 2018. He stated that is unacceptable to him and they did not give him a reason why they would not be able to complete that prior to the renewal date.

Mr. Alger stated ultimately he sent them a letter and terminated our services with them until the policy expires or we find something new. We are working with a different broker. We do have Directors & Officers coverage and we will migrate that over to a new broker. He stated he and Mr. Sprague are in the process of purchasing the correct type of coverage we need. The coverage we purchased the first time did not give us door to door coverage. We think now we are on the right tract.



Mr. Sprague stated he is working with the Kuhl Agency in Albany who is very familiar with land banks. We are coming up with full coverage from the time we purchase until the time we sell. He is expecting to get some figures from them mid-week. Mr. Van Etten commented it makes the most sense to have that kind of policy. He asked does the general liability you purchased cover the two vacant lots? Mr. Alger replied no. Mr. Sprague stated there is, however, liability coverage on the vacant lots through an existing policy. They will cancel that August 22, 2018 and Colony will not renew.

**IV. OTHER BUSINESS**

A. **Next Meeting** – The next meeting will be held on Monday, September 10, 2018, at 11:00 a.m. in the Legislative Committee Room.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MR. DONNELLY. SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. DONNELLY. SECONDED BY MAYOR VONHAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN MADE BY MAYOR VONHAGN. SECONDED BY MR. HAURYSKI. 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)**

*Monday, September 10, 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  
Jack K. Wheeler, Steuben County Manager  
Pat Donnelly, Steuben County Commissioner of Finance  
Bill von Hagn, Mayor, Village of Bath  
John Buckley, Mayor, City of Hornell

**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  
Danielle Paladino, Arbor Development  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
Hilda T. Lando, Steuben County Legislator – District 2  
Mary Perham

**ABSENT:** Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8  
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**

Mr. Alger stated that he has an amendment to the minutes. On page 2, item “D”, Affordability Grant Requirements. The last line should reflect that after we sell the property on Onondaga Street, then all future property sales will need to meet the affordability grant income requirements.

**MOTION: APPROVING THE MINUTES OF THE AUGUST 6, 2018, AS AMENDED MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

**III. DISCUSSION/ACTION ITEMS**

A. **Rehab/Demo Updates** – Ms. Glass reported they held an open house at the Kingsbury property. We are still getting views on the website, but have not yet received any offers. Mr. Alger asked if the Board would want to consider lowering the price on the property? The property is currently listed at \$124,900. If you want to keep it at the current price, we can make more efforts to market it. Mr. Van Etten commented it is hard to know until you get feedback. This is a unique little property. Mrs. Lando asked how long has the property been on the market? Mr. Alger replied a couple of months. The property was appraised at \$114,000.

Mayor von Hagn stated holding onto the property for a few thousand dollars will not help us. He would rather see it sold and move on. He suggested lowering the price to \$115,000 and see what happens.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR TO LOWER THE SELLING PRICE ON THE KINGSBURY PROPERTY TO \$115,000 MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

B. **Insurance Update** – Mr. Alger informed the committee that over the course of the last month he has been busy migrating the insurance from one carrier to another. That process is now complete. Our new coverage is not like our previous coverage. No matter what or how many, we will get coverage up to a set limit. We are covered wherever we own a property and that coverage carries through from the beginning to the end.

C. **Grant Application** – Mr. Alger stated Arbor did quite a bit of work on our application for the next round of grant funding. We submitted an application for \$1.72 million for two years covering 2019 and 2020. There is \$45 million available statewide. He stated there are currently 16 land banks in the State and the State has increased the cap to 25 land banks. We should get a pretty substantial amount. Mr. Alger stated we are applying to do 8 demos and 10 rehabs for the next grant cycle.

Mr. Donnelly asked Mr. Alger to explain the differences with this grant since it will be going through Enterprise and not LISC. Mr. Alger explained one of the differences is the affordability requirement is now ten years instead of five. We are also limited on the profit that we can make to 15 percent over construction costs.

D. **Budget** – Mr. Alger stated next month he will present the budget for next year for the Board's approval. He stated he is required to present a budget to the Board 60 days before the end of the fiscal year, which is December 31, 2018. Mr. Donnelly commented the budget can be tentative and it can be amended; however, we just need to get the budget input into the PARIS system.

E. **Treasurer's Report** – Mr. Alger reported our cash flow is a little low as we are still awaiting the proceeds from the sale of the Onondaga property. He explained there are contingencies attached to the sale.

F. **Washington Street Property** – Ms. Glass stated the contractor, John Franzese, who did the work on Kingsbury, has indicated he has an interest in developing the Washington Street property, if the board is willing to do that. She has reached out to LISC to see if we could outright sell the property and we have not received an answer yet. This is Mr. Franzese's idea and he would have to get a construction loan. If we are not able to outright sell to him, would the Board consider working with him to develop that property? In the meantime, he will come over to look at it. Mr. Alger commented he was a good contractor to work with.

Mayor von Hagn asked is there any mechanism in place to ensure that the rehab properties are heated until they are sold? Mr. Donnelly replied the utilities are in place. Ms. Glass explained we go in a couple of times a week to check on things. If the properties still have not sold by the time cold weather sets in, we will set the heat at 55 degrees to keep pipes from freezing.

Mayor Buckley asked with the vacant lots, is there a schedule for maintenance? Mr. Donnelly replied there is no set schedule, but our mobile work crews are doing it. Mr. Alger asked are there any updates on the interest by the City of Hornell for the Wells Street property? Mayor Buckley replied we have discussed a couple of options. One option would be to turn the lot into a parking lot for residents. Another potential option is to put in a small BOCES home. Mr. Alger stated they have reached out to the neighboring landowners, but there has not been any interest. We will continue to work on the sale of this property.

**IV. OTHER BUSINESS**

A. **Next Meeting** - The next meeting will be held on Wednesday, October 3, 2018, at 10:30 a.m. in the Legislative Committee Room.

**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 MAYOR VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

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

**MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Wednesday, October 3, 2018*

*11:15 a.m.*

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

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

**PRESENT:** 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  
Hilda T. Lando, Steuben County Legislator – District 2  
Frederick G. Potter, Steuben County Legislator – District 10  
Mary Perham

**ABSENT:** Scott J. Van Etten, Chair, Steuben County Legislator – District 13  
Mark Ryckman, Corning City Mayor  
John Buckley, Mayor, City of Hornell

**I. CALL TO ORDER**

Mr. Hauryski called the meeting to order at 11:15 a.m.

**II. DISCUSSION/ACTION ITEMS**

A. **Treasurer's Report** – Mr. Alger provided copies of the Treasurer's Report for review. He noted that we have not been spending a lot of money, just mainly for maintenance. Mr. Donnelly stated this report does reflect the cancelled payment for the Haverling Street property.

**MOTION: ACCEPTING THE TREASURER'S REPORT AS PRESENTED MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

B. **Sales Update** – Mr. Alger announced they are planning to hold an open house for the Kingsbury property in October. Ms. Glass stated the open house will be held on Friday, October 26<sup>th</sup> from 4pm – 6pm and on October 27<sup>th</sup> from 11am – noon. We have put an advertisement in the Sunday paper, which was \$22.00. We also have posted on Craigs List, Facebook and in multiple other locations. Everything is updated to show the reduced price of \$115,000. We have not had any inquiries since we lowered the price. Mr. Alger commented when we first put it on the market we had the neighbors doing walkthroughs.

Mr. Alger stated with the vacant lots, we initially had interest in the Hornell lot from one of the neighbors. He sent another letter out stating that we would entertain any offer. We also are talking with the City of Hornell. Mr. Hauryski asked what is the price on that lot? Mr. Alger replied the price on the Hornell lot is \$15,000 and the price on the Bath lot is \$20,000. He stated that he will ask Ms. Perham to do a press release on the open house for Kingsbury.

Mrs. Lando asked do you think the situation with the Northside Blodgett project is affecting the sale of the Kingsbury property? Ms. Glass replied we continuously get phone calls on that project and the status has not changed. There will be

26 single-family homes that will go there. She stated to her, it really is just the size of the house and we are just not at the right price point yet.

C. **Property Acquisition/Next Round of Projects Update** – Mr. Alger stated we took acquisition on a property on Terry Street in the City of Hornell and took action on the eviction process. Mr. Schu is handling that for us and we should know relatively soon if we can get in. Once we can get in, our first priority will be to have Arbor looking at the property and drawing up bids for a rehab.

Mr. Alger stated they are continuing the search for other properties. We looked at a property on 8 West Washington Street in the Village of Bath. We have had some discussions with the current owner who acquired the property for \$20,000 and is offering the property to us for \$80,000. Mayor von Hagn commented it has multiple units in it. Mr. Alger stated another property we looked at was at 137 East William Street in the Village of Bath. We contacted the owner to see if there would be any potential interest; the house had a fire and is currently boarded up. At first blush this would likely be a demo. We are also looking at 303 Haverling Street in the Village of Bath as a potential project. Mr. Donnelly stated we will be pursuing a couple of options with this property.

Mr. Hauryski asked do we look at homes in locations other than in the Village of Bath, City of Hornell and City of Corning? Mr. Wheeler replied yes. We were looking at some properties in Lindley and Cohocton. Mr. Hauryski commented he has had people asking him about that. Mr. Wheeler stated hopefully we can find something in a different location.

D. **Approval of Budget** – Mr. Alger presented the committee with the proposed 2019 – 2020 operating budget. He worked on this with Mr. Donnelly and they changed the format to mirror what Mr. Donnelly has to submit to the Public Authorities Budget Office for PARIS reporting. The first round of the LISC grant will carry over into 2019 due to the delayed start. The Enterprise grant has been split into two years; 2019 and 2020. He noted that we requested \$1.72 million over two years which is broken down to \$860,050 per year. For 2019, in the surplus from prior year, we are anticipating the proceeds from the sale of the Onondaga property will be carried forward into 2019, since the closing will likely be during the last quarter of this year. The professional services line item includes Arbor’s administrative costs, insurance, audit, etc. He stated he separated the operating expenses for the LISC and Enterprise grants which encompasses demos, rehabilitations, acquisitions and maintenance. Additionally, he has included a contingency of \$80,000 for each year. Mr. Alger stated this budget is subject to change if we do not get the grant.

Ms. Glass stated for this round of grants, every land bank in the State applied for funds. We will not hear until the end of this month or beginning of November.

**MOTION: APPROVING THE 2019 – 2020 BUDGET AS PRESENTED MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**IV. NEXT MEETING**

The next meeting will be held on Monday, November 5, 2018, at 11:00 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 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 VON HAGN. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIE 4-0.**

V. **OTHER BUSINESS**

Ms. Glass informed the committee that they were approached by Habitat for Humanity regarding a house at 87 North Franklin Street in Painted Post. They are requesting the Land Bank purchase this property, demo it and then donate it to Habitat for Humanity. We also received a donation of property located in the City of Corning on 159-161 Columbia Street. This property encompasses two and a half lots and we went through it and decided not to take it on and donated to Habitat for Humanity. They have changed their mind and would like to give this property to the Land Bank for us to demo and then return back to them. Discussion followed.

**MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

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

*Monday, November 5, 2018*

*11:15 a.m.*

*Legislative Committee 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  
Bill von Hagn, Mayor, Village of Bath  
John Buckley, Mayor, City of Hornell

**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  
Danielle Kenny, Arbor Development  
Doug Madison, Arbor Development  
Carol A. Ferratella, Steuben County Legislator – District 13  
Hilda T. Lando, Steuben County Legislator – District 2  
Steven P. Maio, Steuben County Legislator – District 2  
Mary Perham

**ABSENT:** Joseph J. Hauryski, Vice Chair, Steuben County Legislature Chairman – District 8  
Mark Ryckman, Corning City Mayor

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 11:15 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE OCTOBER 3, 2018, MEETING MADE BY MR. DONNELLY. SECONDED BY MR. WHEELER. 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.

B. **Sales Update**

1. *Onondaga* – Mr. Alger stated we have a potential buyer whose purchase is contingent upon the sale of their current residence and they have signed a purchase agreement. We have also received the confirmation letter from the bank for their financing and things are moving forward. We are hoping to close before the end of the year. The property sold for \$178,750.

2. *Kingsbury* – Ms. Glass stated they held a second scheduled open house for two days on Friday from 4pm – 6pm and Saturday from 11am – noon. We had 20 people come through and there was a lot of interest. The comments overall were that the house was small, and that there was not enough storage. Overall people loved the openness and the layout. One complaint was that appliances were not included. We will follow-up with anyone that signed in and took an application. The list price is \$115,000.



Mayor von Hagn asked if we ever get to the point of reducing the price, what about putting in \$2,500 for appliances. Mr. Van Etten commented if we are listing on the MLS, the process is still an issue as people are not wanting to go through the application process and the multi-year commitment. What is the desire of the committee?

Mr. Alger recommended waiting a month to see if anything comes from the open house and we can revisit next month.

3. *Wells* – Ms. Glass commented Habitat for Humanity has expressed interest in looking at the property. Mr. Alger stated he also wrote to the neighbor who was initially interested in the property. We will keep working on our options for that.

Mrs. Lando asked going back to the Kingsbury property, what about putting appliances in? Mr. Van Etten commented as long as we mention our willingness to put in appliances; that flexibility is better for a buyer. Ms. Glass stated we encouraged people to include the appliances in their offer.

**MOTION: AUTHORIZING THE INCLUSION IN THE PROPERTY LISTING FOR KINGSBURY, THE WILLINGNESS TO INCLUDE UP TO \$1,500 WORTH OF APPLIANCES, WHICH INCLUDE A REFRIGERATOR, STOVE AND DISHWASHER, MADE BY MAYOR VON HAGN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

C. **Habitat for Humanity Proposal** – Mr. Alger stated we have received a proposal from Habitat for Humanity regarding property located at 154 Columbia Avenue in the City of Corning. Habitat for Humanity would transfer this property to the Land Bank for \$1 and they would cover our cost of the legal transfer. We would do the demo with our LISC grant. Prior to transferring the property back to Habitat for Humanity, they will reimburse us for one half of the demo costs. Typically demo costs range between \$8,000 - \$12,000 and their share would be \$4,000 - \$6,000. They would then put in a single family home in a weekend. Their affordability criteria are more restrictive than ours. We do want to make sure that the title is clear and the proposal is contingent upon that. Mr. Alger stated he thinks it is a good project.

**MOTION: APPROVING THE PROPOSAL SUBMITTED BY HABITAT FOR HUMANITY REGARDING PROPERTY LOCATED AT 154 COLUMBIA AVENUE IN THE CITY OF CORNING, CONTINGENT UPON CONFIRMATION OF A CLEAR TITLE MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. **Franzese Proposal** – Mr. Alger stated we have received a proposal from Franzese regarding the vacant lot located at 137 East Washington Street in Bath. Franzese has offered to purchase the property for \$1.00 and will put in a 1,400 square foot single-family home, which would be constructed within one year and then sell it. Franzese is aware of the income limitations in our grant. When we listed this property, we listed it at \$20,000 and said that we would take offers from neighbors, as well as redevelopment plans from contractors. The listing had a one month time limit for proposals to be accepted. We did not get anything, so we removed that one month time limit. Mr. Alger stated this approach was a fair way to open it up for anyone to submit a bid. He stated he thinks this proposal is a good end result.

Ms. Prossick stated she spoke with the Syracuse Land Bank about how they work with contractors. They take a mortgage, callable in one year for the assessed value against the developer. That is an option to make sure that they finish the project. Mr. Van Etten asked what is the mortgage amount? Ms. Prossick stated it would be the assessed value. Mr. Van Etten commented he thinks it is a good idea to do that.

**MOTION: AWARDING THE BID FOR THE REDEVELOPMENT OF THE VACANT LOT LOCATED AT 137 EAST WASHINGTON STREET IN BATH, TO JOHN G. FRANZESE ENTERPRISES, LLC FOR \$1.00, FOR THE CONSTRUCTION OF A SINGLE-FAMILY HOME TO BE COMPLETED WITHIN ONE YEAR MADE BY MR. WHEELER. SECONDED BY MR. DONNELLY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

E. **Terry Street Rehab Proposal** – Mr. Alger provided the committee with the draft bid package for the rehab at 148 Terry Street in the City of Hornell. He requested authorization to put this out to bid. Mr. Van Etten asked what is the turn-around time for the bid? Ms. Glass replied three weeks.

**MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR, IN CONJUNCTION WITH ARBOR DEVELOPMENT, TO BID THE REHABILITATION OF THE PROPERTY LOCATED AT 148 TERRY STREET IN THE CITY OF HORNELL MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Mayor Buckley asked is the Land Bank allowed to have rental properties? Ms. Prossick replied she believes so; she doesn't see anything that prohibits that. Mr. Donnelly commented it doesn't make any sense to have rental properties. Mr. Van Etten asked if you have rental property, who becomes the property manager? Mayor Buckley stated he only asked because of the housing boom they are seeing with Alstom. Mr. Prossick stated that probably will not comply with the income requirements of LISC.

F. **ABO Training & Policy Requirements** – Mr. Alger stated he wanted to remind the Board about the ABO training and he will send out an email with the link. If you can show that you have already taken the training for another public entity you are on, then you can submit that.

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

A. *PARIS Reporting* – Mr. Alger stated he would like to recognize, and thank, Mr. Donnelly for doing the PARIS reporting for our budget.

B. *Potential Properties* – Mr. Alger stated they have been looking at two properties in the Village of Bath; one on East William Street and the other on Haverling Street. The property located at 137 East William Street had a fire, and he sent a letter to the owner, but has not yet heard back. The property located at 303 Haverling Street has been vacant for some time. Mr. Donnelly commented they have one year of delinquent taxes on the William Street property.

C. *Grant Award* – Mr. Alger announced on Friday the Attorney General issued a press release regarding the grant and we have been awarded \$550,000 for the next round. After one year, the land banks that have done good work and showed progress may be eligible for additional funding. He stated \$26 million was awarded across the State. He requested the Board to accept the award and direct him to submit the relevant paperwork.

**MOTION: ACCEPTING THE SECOND ROUND OF GRANT FUNDS IN THE AMOUNT OF \$550,000 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE NECESSARY PAPERWORK MADE BY MAYOR VON HAGN. SECONDED BY MR. BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

D. *Next Meeting* – The next meeting has been scheduled for Wednesday, December 5, 2018 at 11:00 a.m.

**MOTION: TO ADJOURN MADE BY MR. DONNELLY. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**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