

**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