

**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