

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

*Wednesday, May 6, 2020*

*10:48 a.m.*

*Via Teleconference*

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

**PRESENT:** Hilda T. Lando, Chair, Steuben County Legislator – District 2  
Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13  
Jack K. Wheeler, Steuben County Manager  
Tammy Hurd-Harvey, Steuben County Commissioner of Finance  
Jennifer Miller, City of Corning Planning & Economic Development Director  
Bill von Hagn, Mayor Village of Bath

**OTHERS:** Amy R. Dlugos, Planning Director/SCLBC Executive Director  
Jennifer Prossick, Steuben County Attorney  
Christopher Brewer, Deputy Steuben County Manager  
Jeanne Glass, Arbor Development  
Danielle Kenny, Arbor Development  
Rocco Soda, Arbor Development  
Patrick Donnelly, Deputy Commissioner of Finance  
Kelly H. Fitzpatrick, Steuben County Legislator – District 3  
Robin K. Lattimer, Steuben County Legislator – District 3

**ABSENT:** John Buckley, Mayor, City of Hornell

**I. CALL TO ORDER**

Mr. Van Etten called the meeting to order at 10:48 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE MARCH 4, 2020, MEETING MADE BY MS. MILLER. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. DISCUSSION/ACTION ITEMS**

A. *Treasurer's Report* – Mrs. Dlugos stated she had emailed the Treasurer's Report to the committee for review.

B. *Election of Officers and Committee Assignments* – Mrs. Dlugos stated the proposed officers for this year are Mrs. Lando – Chair, Mr. Van Etten – Vice Chair, Ms. Hurd-Harvey – Treasurer and Mayor Buckley – Secretary.

**MOTION: APPOINTING THE FOLLOWING OFFICERS TO THE STEUBEN COUNTY LAND BANK CORPORATION FOR 2020 AS FOLLOWS: HILDA T. LANDO – CHAIR; SCOTT J. VAN ETTEN – VICE CHAIR; TAMMY HURD-HARVEY – TREASURER AND JOHN BUCKLEY – SECRETARY, MADE BY MAYOR VON HAGN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mrs. Dlugos proposed that Mrs. Hurd-Harvey, Ms. Miller and Mrs. Lando make up the Audit/Finance committee with Mrs. Hurd-Harvey being the Chair and Ms. Miller being Vice Chair. She proposed that Mr. Wheeler, Mr. Van Etten and Mr. Buckley make up the Governance Committee with Mr. Wheeler being the Chair and Mr. Van Etten being Vice Chair.

**MOTION: MEMBERS TO THE FOLLOWING COMMITTEES: AUDIT/FINANCE COMMITTEE – TAMMY HURD-HARVEY, CHAIR; JENNIFER MILLER, VICE CHAIR AND HILDA LANDO; GOVERNANCE COMMITTEE – JACK WHEELER, CHAIR; SCOTT J. VAN ETEN, VICE CHAIR AND JOHN BUCKLEY MADE BY MAYOR VON HAGN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

C. *Annual State Land Bank Conference* – Mrs. Dlugos stated she has had discussions with Arbor about this and it was originally scheduled for August and it does not look like it will be a good time to bring people together. They are talking about doing a webinar or an online program for some classes and holding the in-person conference at another time.

Ms. Kenny stated even if things opened back up, having a large group in August is not the way to go. The Land Bank Association will host something in late summer or early fall and then in the spring look at hosting an in-person conference. It most likely will be held at the Radisson. The Land Bank Association meets every month by conference call and if anyone would like to be in on the call, please let her know. Mrs. Lando stated she would like to be included in these conference calls. Ms. Kenny stated I will forward that information to you.

Mrs. Lando asked are the Land Bank funds protected? Ms. Kenny replied Enterprise will not pull the funds. The Attorney General already gave the money to Enterprise and there are no concerns they will allocate some portion somewhere else. If we need more time to complete projects, the grant goes through the end of this year. If we need additional time, there would be no problem requesting an extension to get the work done.

D. *Project Updates – LISC Grant*

- *137 East Washington Street (Bath)* – Mrs. Dlugos stated we amended the agreement with Habitat for Humanity relative to the development clause in the transfer. She stated she has reached out to them but has had no response. Mayor Von Hagn asked did they accept the extension for the development clause? Mrs. Dlugos replied yes. They had asked that the development clause be extended to four years instead of two years.
- *148 Terry Street (Hornell)* – Mrs. Dlugos stated Arbor did go ahead and find an agent to list this property for a flat fee of \$3,000. The agent is Maggie Horan. Ms. Glass stated they are looking to set up a virtual open house. Mrs. Dlugos stated all of the information is available online now.

E. *Project Updates – Enterprise*

- *278 Chestnut Street (Corning)* – Ms. Glass stated before the Covid crisis, we had this project going with Franzese. He pulled all his workers off the job and at that time they had almost completely finished the roof and almost all of the drywall was installed. So the crew just came back last week and the drywall is done, they are painting and finished the roof and siding. We will be having a meeting with Franzese to go through everything. Mr. Soda explained the contractor's attorney had suggested they stop construction. We had forwarded information to him from the State and the Industrial Development Agency about construction being able to continue for affordable housing projects.
- *1480 Chestnut Street (Hornell)* – Ms. Glass stated this project had been awarded to CNE Construction. They started a month ago and will be finishing up by the end of this week. Initially he had sent a change order as there was something he had left off and that change order has since been updated. There was no flashing on the roof above the bathroom, the risers on the steps had to be replaced and doors could not be salvaged, so they will be installing 5 Masonite 5-panel doors including paint and handles. Additionally, they will be installing a new septic filter and installing a four-inch pipe from under the bathroom to just outside of the basement wall. This house will be on the market two months sooner than what we had planned. Mr. Soda stated this is a great contractor. If we could continue with them in the future that would be excellent.

Ms. Glass stated the change order for the flashing, risers and doors was \$3,600.

**MOTION: APPROVING THE CHANGE ORDER FOR CNE EXCAVATION AND CONSTRUCTION FOR THE PROJECT AT 1480 CHESTNUT STREET (HORNELL) IN THE AMOUNT OF \$3,600 MADE BY MAYOR VON HAGN. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Mrs. Dlugos requested approval of a change order for the insurance for CNE construction for \$478.00.

**MOTION: APPROVING THE CHANGE ORDER FOR CNE CONSTRUCTION FOR \$478.00 FOR INSURANCE MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Ms. Glass stated she will get these change orders put on an official form and send it over for signature.

Mrs. Dlugos asked you will get the appraisal and come back with a suggested sale price for the June meeting? Ms. Kenny replied yes. As soon as the project is done, we will order the appraisal and there is no reason we can't put it on the market in June. We have to discuss the sale process; whether you want Arbor or Ms. Horan to list it since she is already doing the other property for us in Hornell.

Mr. Soda stated he thinks this property may come in high, so we may need to consider using non-income restrictions on this.

- *9187 CR 74 (Pulteney)* – Ms. Glass stated you approved us hiring a vendor to do the foundation and leveling work and that has been done. We still have a bit of a dip in the kitchen and two contractors have looked at that and the foundation is level. We are considering a demo of the kitchen to look at the sub-flooring. We have one quote and are waiting for another. Arbor has cleaned up the landscaping and someone will be going out to mow. The bids on this project are not out as we are waiting for the environmental.

Mrs. Dlugos stated we need to have the Board confirm the bid award for the foundation work. The bid was awarded to Midstate Basement Authority for \$14,039.88.

**MOTION: CONFIRMING THE BID AWARD TO MIDSTATE BASEMENT AUTHORITY FOR THE FOUNDATION WORK AT 9187 CR 74 (PULTENEY) IN THE AMOUNT OF \$14,039.88 MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER FOR DISCUSSION.**

Mrs. Lando asked is the kitchen separate from the rest of the foundation? Ms. Glass replied no. Inside the kitchen there is one corner that still dips down. Midstate came back and everything is level. The second contractor that came through said we may have to sistern the floor joists. Mr. Soda stated they want to demolish the kitchen and we are debating if Arbor does this or if we bid it out. Mayor von Hagn asked were we going to demolish the kitchen anyway? Ms. Glass replied yes.

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

- *Demolition Projects – 24 Ames Street and 24 Baldwin Avenue (Addison)* – Ms. Kenny stated we have MJR, Jacob Rose doing these demos. We are just waiting for the Addison Code Officer to send the application for the permits. Then once the permits are issued. He will need to contact Public Works to schedule the trucking. Mrs. Lando asked how long will the demo take? Mr. Soda replied it typically takes two to three days. Ms. Kenny stated it might take three or four days total at the most for both properties.

Mayor von Hagn asked is Jacob Rose related to Eric Rose who works for the County? Mr. Wheeler replied yes, he is a cousin I believe. That company has done demolition projects for the County and it has all been done through the competitive process.

Mrs. Dlugos stated with the property at 24 Baldwin Avenue, when the demolition is done, we will do the transfer back to Habitat for Humanity and then we can market the empty lot at 24 Ames Street. Mrs. Lando asked once we send the transfer back to Habitat for Humanity, do they have a plan to do anything in the next few months? Mrs. Dlugos stated they would not be doing anything in the next months, but I know they plan to build there. Mr. Soda stated the build schedule has been delayed with Covid and it may be moved to 2021.

- 8867 SR 415 (*Campbell*) – Mrs. Dlugos stated with the tax sale process being delayed, the acquisition of this property will be delayed. We will wait and see how long that may be. Enterprise understands the situation. Once the County goes through that process, we will get the title very quickly and hopefully can schedule the demolition. If things continue to be postponed, we may want to keep our eyes open for another demo property. If we can get this in a timely manner, this would be a really good project to get done.

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

- A. **Next Meeting** – The next meeting has been scheduled for Wednesday, June 3, 2020, at 10:00 a.m.

**MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MAYOR VON HAGN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature