

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, October 7, 2020

11:04 a.m.

*Legislative Chambers, 3rd Floor, Annex Building
Bath, New York*

****MINUTES****

PRESENT: Hilda T. Lando, Chair, Steuben County Legislator – District 2
Scott J. Van Etten, Vice Chair, Steuben County Legislature Chairman – District 13
Tammy Hurd-Harvey, Steuben County Commissioner of Finance
Jennifer Miller, City of Corning Planning & Economic Development Director
John Buckley, Mayor, City of Hornell
Ray Walch, Mayor, Village of Addison

OTHERS: Amy R. Dlugos, Planning Director/SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Christopher Brewer, Steuben County Deputy Manager
Jeannie Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, Arbor Development
Mitchell Alger, Steuben County Deputy Commissioner of Finance
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Robin K. Lattimer, Steuben County Legislator – District 3
Mary Perham

ABSENT: Jack K. Wheeler, Steuben County Manager

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:04 a.m.

II. WELCOME

Mrs. Lando welcomed the Board's newest member, Mayor Ray Walch from the Village of Addison. We are happy to have you on board. The committee then proceeded with introductions.

II. APPROVAL OF MINUTES

Ms. Miller stated she had a correction on page 3. Community Development Corporation should be Community Preservation Corporation.

MOTION: APPROVING THE MINUTES OF SEPTEMBER 2, 2020, MEETING AS AMENDED MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

III. DISCUSSION/ACTION ITEMS

A. *Treasurer's Report* – Mrs. Dlugos stated this report shows the activity from the beginning of this year through October 5th. The Enterprise Funds are in and we are preparing for our next draw.

B. *Project Updates – LISC Grant*

- *137 East Washington (Bath)* – Mrs. Dlugos stated they have received the final edit of the transfer documents from Habitat for Humanity. We are ready to transfer this property to them with a four year collection reversion clause. She requested authorization to transfer the property.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE THE CONTRACT FOR THE TRANSFER OF THE PROPERTY SITUATE AT 137 EAST WASHINGTON IN BATH TO HABITAT FOR HUMANITY MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

- *148 Terry (Hornell)* – Mrs. Dlugos stated we had accepted a purchase offer of \$72,900 which is still good. The bank has asked the buyer to do an FHA mortgage which requires a concession. She requested authorization to adjust the purchase price up to \$77,500 with a 6 percent concession. The net sale price to the Land Bank would be \$72,850.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO ADJUST THE PURCHASE PRICE OF THE PROPERTY SITUATE AT 148 TERRY IN HORNELL TO \$77,500 WITH A 6 PERCENT CONCESSION MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mrs. Dlugos commented the closing date is scheduled for on or around December 11, 2020. Once we transfer the property, that will be the end of our LISC grant and we will do a final reconciliation with LISC.

C. *Project Updates – Enterprise Grant*

- *278 Chestnut Street (Corning)* – Mrs. Dlugos stated we just listed the property at \$154,900 and we do have an offer that we will be discussing in Executive Session. Mrs. Lando commented I took a tour of the property yesterday and it is very nice.
- *1480 Chestnut Street (Hornellsville)* – Mrs. Dlugos stated she had emailed the committee to ask for authorization to accept a purchase offer in the amount of \$100,000. The committee had approved via an email poll and she asked that they confirm that approval at this meeting.

MOTION: CONFIRMING APPROVAL OF A PURCHASE OFFER ON THE PROPERTY SITUATE AT 1480 CHESTNUT STREET IN HORNELLVILLE IN THE AMOUNT OF \$100,000 MADE BY MR. VAN ETTEN. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mr. Van Etten asked what is the cost to the Land Bank? Mrs. Dlugos stated we had an investment of about \$83,000. Mr. Van Etten stated this is a right-sided one. Mrs. Dlugos stated this is a fully qualified buyer and the closing will be in early December.

- *9187 CR 74 (Pulteney)* – Mrs. Dlugos informed the committee there was a change order that she approved. She stated the committee had set controls authorizing the Executive Director to approve change orders up to \$1,000 and this change order was \$1,000. When the contractors started to take the floor up, the span between the log beams was very wide and it made the floor weak. They added flooring to the kitchen and to the dining area to even that out.

Ms. Glass explained you could see the difference in the floor level and we had anticipated removing the living room floor. It ended up that it was unstable and it was best to go this route. We anticipate a completion date of this property in December. The contractor has started on the roof and will also be doing the exterior painting. Everything is going well.

- 8867 SR 415 (Campbell) – Mrs. Dlugos stated there is no change with this as we are still waiting for tax foreclosure.
- 24 Ames Street (Addison) – Mrs. Dlugos stated we transferred this property on September 18, 2020 to the neighbor to expand their lawn. That property will now come off the list and will be a demo. The sale price was \$2,000.
- 24 Baldwin Avenue (Addison) – Mrs. Dlugos stated we have the final document ready to transfer the property back to Habitat for Humanity and she requested authorization to do that.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE THE CONTRACT TO TRANSFER THE PROPERTY SITUATE AT 24 BALDWIN AVENUE IN ADDISON BACK TO HABITAT FOR HUMANITY MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mr. Soda commented that he does not believe that Habitat has a family lined up, but they are advertising. It could very well be 24 months before the project is complete.

Mayor Walch commented the Village had been looking to relocate our Fire Department to a lot in front of this lot. Mr. Van Etten commented since the Mayor is interested in doing something with the parcel, we could have a conversation with Habitat for Humanity to see if there is a better site. Mayor Walch stated the fire department is in a bad spot at the five corners and there is not enough room. We have been looking for a place to relocate to get them directly off the main drag. We are real interested in that lot. We have been coordinating for some grant money to build a station, but we are in desperate need for a new fire department. Mrs. Dlugos stated she will see which lot it is. Mayor Walch stated it is right in front of 24 Baldwin. Mrs. Dlugos stated she will talk with Habitat for Humanity.

Mrs. Lando stated the committee received copies of contracts that other land banks have done with Habitat for Humanity. What is the action that we need to take? Mrs. Dlugos replied no action is necessary at this time. When we have a project that is appropriate, we could use these contracts as an example for a contract with Habitat for Humanity.

D. *Property Acquisitions to Complete Enterprise Grant* – Mrs. Dlugos stated Mrs. Kenny put together a letter to Enterprise to extend our grant through the end of June 2021. That would give us time to hopefully finish two additional projects and we are still looking for a demo. We have a prospect from Bath and three within the Village of Canisteo. If the tax sale comes to be, we still have the Campbell property. She stated that she sent an email to every Town Supervisor and Village Mayor.

Mrs. Dlugos stated at the last meeting we had given Arbor authorization to bid at the small auction last week and they purchased the property located at 7162 SR 54 in Bath for \$32,000 which came to a total of \$35,700 with fees. You had authorized them to bid up to \$35,000 at the September meeting. The County will transfer title at the October Legislative Meeting. We are not able to look at the home yet and we have concerns that someone may be living in the home. We are hoping this will be a rehab.

IV. OTHER BUSINESS

A. *Policy Update: Internal Controls* – Mrs. Dlugos informed the Board that the Internal Controls policy has been updated.

MOTION: ADOPTING THE UPDATED INTERNAL CONTROLS POLICY AS PRESENTED MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

B. *Municipal Consent Resolution/Letter for Appointment* – Mrs. Dlugos stated that according to the Land Bank by-laws, each time the municipal representatives are appointed/reappointed, they need to submit a consent

resolution or letter for appointment from their governing body. She asked Mayor Buckley, Ms. Miller and Mayor Walch to provide that as soon as possible.

C. *Public Authorities Training* – Mrs. Dlugos stated she would send the financial training through Public Authorities information to Mayor Walch. This is an online training that should be completed. Once complete, please send us your certificate of completion.

D. *Executive Director Appointment* – Mrs. Dlugos informed the Board that she will be retiring October 29, 2020. We believe that it will be a conflict for Mr. Alger to step back into this roll as he is now the Deputy Commissioner of Finance, so we are still in the process of finding a new director. She stated that she believes even if she retires, she could volunteer until the next meeting.

MOTION: AUTHORIZING AMY DLUGOS TO CONTINUE TO ACT AS ACTING EXECUTIVE DIRECTOR TO THE STEUBEN COUNTY LAND BANK EFFECTIVE OCTOBER 30, 2020 MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Mr. Soda stated any assistance that Arbor can offer during the transition or in the future, we would be happy to talk about it.

E. *Next Meeting* – The next meeting of the Steuben County Land Bank has been scheduled for Wednesday, November 4, 2020, at 10:30 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 OR 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. VAN ETTEN. SECONDED BY MS. MILLER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR BUCKLEY. SECONDED BY MAYOR WALCH. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO ACCEPT A PURCHASE OFFER OF \$153,844.16 RELATIVE TO PROPERTY SITUATE AT 278 CHESTNUT STREET, CORNING MADE BY MS. MILLER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION TO EXECUTE AN ADDENDUM TO THE PURCHASE AND SALE AGREEMENT RELATIVE TO THE PROPERTY SITUATE AT AT 278 CHESTNUT STREET, CORNING TO INCLUDE AN EARLY OCCUPANCY FEE MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0. (MR. VAN ETTEN ABSENT FOR VOTE)

MOTION: TO ADJOURN MADE BY MRS. HURD-HARVEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature