

STEUBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, February 5, 2020

10:30 a.m.

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

****MINUTES****

PRESENT: 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
John Buckley, Mayor, City of Hornell
Jennifer Miller, City of Corning Planning & Economic Development Director

OTHERS: Amy R. Dlugos, Planning Director/SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Christopher Brewer, Deputy Steuben County Manager
Pat Donnelly, Deputy Steuben County Commissioner of Finance
Jeanne Glass, Arbor Development
Danielle Kenny, Arbor Development
Rocco Soda, 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
Frederick G. Potter, Steuben County Legislator – District 10
Mary Perham

ABSENT: Hilda T. Lando, Steuben County Legislator – District 2
Bill von Hagn, Mayor Village of Bath

I. CALL TO ORDER

Mr. Van Etten called the meeting to order at 10:30 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE DECEMBER 4, 2019, MEETING MADE BY MAYOR BUCKLEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)

III. DISCUSSION/ACTION ITEMS

A. **Treasurer's Report** – Mrs. Dlugos provided the Treasurer's Report for review.

B. **Election of Officers/Committee Assignments** – The Board members agreed to hold the election of officers and assignments of committees until the March meeting.

C. **Approval of Investment Policy** – Mrs. Dlugos presented the Investment Policy for review and approval.

MOTION: APPROVING THE STEUBEN COUNTY LAND BANK CORPORATION INVESTMENT POLICY MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)

D. **Annual Re-Adoption of All Board Policies** – Mrs. Dlugos stated the Board is required to annually re-adopt the Conflict of Interest Policy, Procurement/Financial/Budget Policy, Real Property Acquisition Policy, Real Property Disposal Policy, Internal Controls Policy, Sexual Harassment Prevention Policy and the Whistleblower Policy.

MOTION: ADOPTING THE FOLLOWING POLICIES FOR 2020 FOR THE STEUBEN COUNTY LAND BANK CORPORATION: CONFLICT OF INTEREST POLICY, PROCUREMENT/FINANCIAL/BUDGET POLICY, REAL PROPERTY ACQUISITION POLICY, REAL PROPERTY DISPOSAL POLICY, INTERNAL CONTROLS POLICY, SEXUAL HARASSMENT PREVENTION POLICY AND THE WHISTLEBLOWER POLICY MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)

E. **Application for New York State Sales Tax Exemption** – Mrs. Dlugos requested authorization to sign the application for the New York State Sales Tax Exemption.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE STEUBEN COUNTY LAND BANK CORPORATION, AMY DLUGOS, TO SIGN THE APPLICATION FOR THE NEW YORK STATE SALES TAX EXEMPTION MADE BY MRS. HURD-HARVEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 4-0. (MS. MILLER ABSENT FOR VOTE)

F. **Project Updates – LISC Grant**

- *23 Wells (Hornell)* – Mrs. Dlugos stated they did close on this property with Angela Dunham and she will be building a parking lot. Mr. Van Etten asked what was the total cost to us? Mrs. Dlugos replied the property sold for \$3,500 and we spent \$14,000 - \$15,000.
- *159 Columbia (Corning)* – Mrs. Dlugos stated this property was closed and returned to Habitat for Humanity. They paid half our cost which was around \$7,000. Mr. Soda reported Habitat for Humanity has scheduled a blitz build on this lot and that is scheduled for the end of May.
- *137 E. Washington (Bath)* – Mrs. Dlugos stated this Board had approved an offer from Habitat for Humanity with a contingency of a two year mortgage reversion clause. However, Habitat for Humanity does not feel that they can accept that term. Mrs. Glass stated they would be looking for something like five years. Mr. Soda explained Habitat for Humanity already has projects scheduled over the next two years and they are concerned they would not able to find a family in the two year time frame; however, they would agree to five years. Mr. Van Etten asked are there any other options? Mrs. Dlugos replied we could try to sell and there was a neighbor who seemed interested.

Mayor Buckley asked is there a desire to build another house on the lot? What about a partnership with BOCES? Mr. Wheeler stated Mayo von Hagn said he was looking into that, but now with the change of leadership in the Village, he does not know what will happen. Mr. Soda commented it would cost \$120,000 to build a modest home on that lot. Mayor Buckley stated in the City of Hornell we just finished our ninth BOCES house and we had \$123,000 into it and that is what we put it on the market for.

Mr. Donnelly stated he could do an accounting of the costs that we have in the lot and the demo. Mrs. Dlugos stated she thinks we have \$20,000 - \$23,000 invested in that lot. Mr. Wheeler asked would we, as the Land Bank, be doing this? He doubts the Village has the \$120,000 to front. Mr. Van Etten commented he thinks we would be better off pushing the five year window for Habitat for Humanity. Mr. Wheeler asked Mrs. Dlugos to ask Habitat for Humanity if they are interested in pursuing the offer with a contingency of a five year mortgage reversion clause.

- *148 Terry (Hornell)* – Mrs. Glass stated this property was shown last week and there has been some interest. Our credit counselor at Arbor is working with a family to get them qualified and we will be scheduling another open house in the spring.

G. **Project Updates – Enterprise Grant**

- *278 Chestnut St. (Corning)* – Mrs. Glass stated the Board approved the Franzese bid and they did narrow down the scope of the project. The kitchen and living room were gutted last week. We anticipate this rehab being completed by April 27th.
- *1480 Chestnut St. (Hornellsville)* – Mrs. Glass stated we have secured the home and completed the specs. We will be ready to send out the bid this week and we have been able to reach out to other contractors.
- *9187 CR 74 (Pulteney)* – Mrs. Glass stated they have secured the house. Because of potential issues with the foundation, we contacted a foundation company to come in and provide a free quote. We will at least get information on what they see as any potential issue. The specs will be started February and we expect the bids back in March.
- *Demo Projects* – Mrs. Kenny stated we are working on the bids to send out to the contractors. Mr. Soda stated they did get the Baldwin Avenue (Addison) house condemned. Mrs. Kenny stated they are now waiting for the property transfer to be completed. She asked will the County bring in backfill on these project? Mrs. Dlugos replied she did not ask about the backfill, but the County will provide the trucking and space at the Landfill. She did provide the square footage of the houses to Public Works. Mrs. Kenny stated we should have the bids for approval at the March meeting.

Mrs. Kenny stated they had started the environmental review for the Addison properties and since they are very close to the waterway, we did have to contact NYS DEC as there are endangered mussels. We had started a full Phase I with Fagan Engineers and Enterprise was asking why we were paying for a 200 page report. They said we could do it in-house, so we did do some of it in-house. She was concerned about the liability of the Land Bank by not having it professionally done. She stated they are having Neeson-Clark Associates, Inc. do the environmental review on the Hornellsville property and we will partner on that and the fee would be reduced. We anticipate it would cost about \$1,200 per property. This would not be a full Phase I and he would assume all liability. He also does asbestos. Prior to doing the review he would require the scope of work first and will test based on the scope of work and that will reduce the fees.

Mrs. Dlugos commented with the Campbell property, that is still going through tax foreclosure. With the 24 Baldwin Ave. (Addison) property, we do have a signed document from Habitat for Humanity.

IV. **OTHER BUSINESS**

A. *Plan for Use for “Unrestricted” Funds* – Mrs. Dlugos stated we have some money in our account and will have more when we sell the Terry St. (Hornell) property. Do we want to do a demo or rehab with our own funds and then just sell the property? She stated Mr. Donnelly is looking at a property in Bath that was fire damaged. Mr. Donnelly stated March 4th it will go to tax foreclosure and we will seize the title. We are trying to reach out to the former owner now. Mrs. Glass stated this property is down by Tops and would be a good rehab project. Mrs. Dlugos stated we had originally thought it was an unsafe structure, but the fire damage was limited as it was an electrical fire. Maybe the Board could think about doing this with the unrestricted funds. Mr. Van Etten asked what is the amount of our unrestricted funds? Mr. Donnelly replied it is about \$200,000 but he will have to sit down and look at it. Mrs. Dlugos stated this is just something to think about.

B. *Next Meeting* – The next meeting has been scheduled for Wednesday, March 4, 2020 at 10:30 a.m. and will be held in the Legislative Committee Room.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS’ LAW, ARTICLE 7 105.1.D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MAYOR BUCKLEY. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MAYOR BUCKLEY. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN MADE BY MR. WHEELER. SECONDED BY MRS. HURD-HARVEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature