

STEBEN COUNTY LAND BANK CORPORATION (SCLBC)

Wednesday, May 3, 2023

11:00 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
Jack K. Wheeler, Steuben County Manager
John Buckley, Mayor, City of Hornell
Tammy Hurd-Harvey, Steuben County Commissioner of Finance

OTHERS: Christopher Brewer, Deputy County Manager, SCLBC Executive Director
Jennifer Prossick, Steuben County Attorney
Jennifer Galvan, Assistant Steuben County Attorney
Tara Dietrich, Arbor Development
Doug Madison, Arbor Development
Carol A. Ferratella, Steuben County Legislator – District 13
Kelly H. Fitzpatrick, Steuben County Legislator – District 3
Wendy Lozo, Steuben County Legislator – District 9
Nicholas D. Pelham, Steuben County Legislator – District 3

ABSENT: Mark Ryckman, Corning City Manager
Michael Parks, Mayor, Village of Wayland

Secretary's Note: Mark Ryckman attended via Zoom, however, not under the Extraordinary Circumstance exemption.

I. CALL TO ORDER

Mrs. Lando called the meeting to order at 11:00 a.m.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE MARCH 1, 2023, MEETING MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DISCUSSION/ACTION ITEMS

A. Treasurer's Report – Mrs. Hurd-Harvey noted the Treasurer's Report contains the receipt of two sales proceeds.

B. 2022 Annual Report – Mr. Brewer reported the 2022 Annual Report has been submitted.

C. Rehabs

1. 360 Brewster Street, Riverside – Mr. Brewer announced the property is complete and the closing was completed Monday of last week and the sales proceeds have been received. We were able to make money on this property. He reminded the Board that we used our own unrestricted balance to do this rehab.

D. Annual Attestations – Mr. Brewer stated that late February or early March he had sent out the attestations to the Board members. These are required to be signed by the Board members annually.

E. Authorization to Accept Donation – Mr. Brewer stated last month we did a straw poll of members present and those present were in favor of accepting the donation of a property located at 34 Erie Avenue in Hornell. We were able to complete this process on Friday and we are now in possession. He requested the committee formalize the acceptance of the property.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LAND BANK TO ACCEPT THE DONATION OF A PROPERTY LOCATED AT 34 ERIE AVENUE IN THE CITY OF HORNELL MADE BY MR. VAN ETTEN. SECONDED BY MR. WHEELER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Brewer stated this property will be a demo and we will send out the bid documents and then award at the next meeting. He noted there is a neighbor interested in this property.

F. Renew Arbor Development Contract – Mr. Brewer requested authorization to renew the contract with Arbor Development through June 30, 2024. He noted Arbor has been doing a great job.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LAND BANK TO RENEW THE CONTRACT WITH ARBOR DEVELOPMENT UNDER THE SAME TERMS AND CONDITIONS THROUGH JUNE 30, 2024 MADE BY MR. WHEELER. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

G. Potential Project at Townsend Avenue, Riverside – Mr. Brewer stated this morning he emailed the Board the updated drawings that Mr. Madison had sent. They have moved the mechanical room into the home. He asked the Board to review the layouts and if no objections, they will put out an RFP. This will be a 3 bedroom, 2.5 bath home. He noted Hunt Engineers has done a good job with the design.

MOTION: AUTHORIZING THE EXECUTIVE DIRECTOR OF THE LAND BANK, IN CONJUNCTION WITH ARBOR DEVELOPMENT, TO ISSUE AN RFP FOR THE BUILDING PROJECT AT TOWNSEND AVENUE IN RIVERSIDE MADE BY MAYOR BUCKLEY. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

H. Land Bank Initiative Grant – Mr. Brewer stated we have requested our third draw under Phase I and requested \$80,000 of the \$100,000 available. Under Phase II, we have received \$554,000 which can be utilized for 6 – 10 demos and 2 rehabs. Mrs. Lando asked will there be income restrictions for the rehabs? Mr. Brewer replied he does not know, but he would assume so. He commented that we have four properties that we are looking to obtain and with the Erie property that was donated, we will have five properties for demo. The rehab properties are more difficult to determine.

Mr. Van Etten asked are you limiting your search to foreclosure listings? Years ago we went out to the municipality leaders to get their ideas. Mr. Brewer stated that is one of the reasons why Hornell has gotten a lot of attention as they have brought properties to my attention. Mayor Buckley stated our code enforcement officer is very proactive in looking at properties. Mr. Brewer noted that the City of Corning is currently doing a project with the County Public Works Department and that is a great program that Public Works offers. Mrs. Lando asked can we send another letter out to the municipalities? Mr. Van Etten commented we want to make this available to anyone in the County, not to just the members on this Board.

IV. OTHER BUSINESS

A. Next Meeting – The next meeting has been scheduled for Wednesday, June 7, 2023 at 11:00 a.m.

MOTION: TO ADJOURN MADE BY MR. VAN ETTEN. SECONDED BY MAYOR BUCKLEY. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by Amanda L. Chapman, Deputy Clerk, Steuben County Legislature