

Cattaraugus County Land Bank Corporation

March 25, 2021

1. Roll call: Chairman Dan Martonis called the meeting to order at 9:05am – the following board members answered roll call

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

Also present: EDP&T Staff- Kate O’Stricker, Deb Miller. City of Olean: Ryan Reed, Kerri Stephens, Ed Jennings.

2. Review and Approval of Minutes from February 25, 202:  
Motion made by Dan Martonis with a second by Norm Marsh to accept the minutes: Approved

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

3. Old Business

- a. Demolition:

Round 7.0 Demo: Bid Awards

HH Rauh

208 Worden Avenue Olean	Completed
24 Pine Street Franklinville	Needs to be graded, seeded and mulched
20 St. Johns St Gowanda	COMPLETED
5736 School Street Ischua	Needs to be graded, seeded and mulched
1350 Portville- Olean Rd Portville	COMPLETED
5736 School Street Ischua	COMPLETED
1350 Portville- Olean Rd Portville	COMPLETED

- From the HH Rauh question in January: The Contract for Demo’s has the following:
  - If weather prevents the grading and seeding of any Property, but all other Work has been completed by the Contractor and approved by the Land Bank, five percent (5%) of the per Property price shall be withheld by the Land Bank until such grading and seeding has been completed.

WARGO

312 12 <sup>th</sup> St North Olean:	Target Date March or April-
3 <sup>th</sup> South Olean:	Target Date March or April

- CCLBC has researched the car in the garage issue and Wargo has indicated that they are able to get rid of it for us.
- CCLBC can also fill out an abandoned and unclaimed vehicle application with DMV. The vehicle has to be worth less than \$1250 and more than 10 years old. It is definitely more than 10 years old, and not worth \$1000.
- CCLBC would like to have Wargo take care of the car.

- Discussion concerning Wargo not moving on the last two demos. Kate explained that the RFP had a date of March 31, 2021 for the houses had to be down with the date that the seeding/ leveling be completed by June 30<sup>th</sup>. Unfortunately, when Kate developed the contract she used the June 30<sup>th</sup> date and did not include that the house needed to be demoed before March 31<sup>st</sup>, so WARGO is using that to delay the demo. Kate told the board that in all of the contracts from now on, they date that the house is to be demoed and the date to complete the seeding/ leveling and grading will be spelled out the same as the RFP so that this delay does not happen again. HH Rauh has been very easy to work with and they have been very timely with their work. This has not been the case with Wargo.
- Dave Koch suggested that we add in a penalty clause in the contract for delayed projects.

b. Rehab Property Update:

Rehabs 2019:

16 South Main Franklinville: Update from Cyrco:

- Need to extend the contract to April 30<sup>th</sup>. The work will not be completed until then.
- CCLBC Staff did a walk through with Al Fish (Building Codes Enforcement Officer for Franklinville) and the Cyrco to make sure that the issues Al has documented have been taken care of.
- CCLBC Staff noted projects that have not been completed per the scope of work and sent the list to Cyrco.
- Issues that have arisen are issues such as the porch was to be replaced, however used decking was put back down on half of the floor.
- Cyrco will not be able to paint the porch due to the new treated porch, so that will not be completed.
- Cyrco will also be repainting trim/ soffit and fascia due to quality issues.
- Cyrco will also be rebuilding a closet in the front bedroom that was removed without CCLBC permission and was not in the scope of work.
- CCLBC Board is requiring a Schedule of Values be included with the invoices for all further contractors to be paid. This includes the 25% invoice that CCLBC should be receiving from Cyrco for South Main property.

Motion made by Dan Martonis with a second by Frank Higgins to extend the Cyrco Contract to April 30<sup>th</sup> to complete the activities included in the contract and scope of work:

Approved

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

316 North 9<sup>th</sup> Olean **For Sale \$72,900**

- Lead Inspection Completed and passed both inside and outside by the Cattaraugus County Health Department.

The Board of Directors have made note that they received an offer via email on March 2, 2021 for 316 N 9<sup>th</sup> in Olean for \$68,000. The Board Unanimously accepted the offer via email:

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

A motion was made by with a second to declare 316 N 9<sup>th</sup> Olean Completed and pay Cyrco the remaining contract amount. note that they received an offer via email on March 2, 2021 for 316 N 9<sup>th</sup> in Olean for \$68,000. The Board Unanimously accepted the offer via email:

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

**11844 Buffalo St Perrysburg-** One apartment has been rehabbed and has been rented out. The second apartment should be complete in the next couple of months. . They took 7 dumpsters of garbage out of the property before they started the rehab.

**REHAB 2020**

**138 North 17<sup>th</sup>** Olean-developer rehab- Ed Jennings- Paperwork is completed. CCLBC staff will make an appointment to sign the transfer documents.

**209 South Main Cattaraugus-** Western Door awarded (\$107,035). Contract executed

**215 South Barry Olean-** Western Door awarded (\$90,240). Contract executed. CCLBC Staff will walk through with Contractor before the work is to begin.

**Rehabs for Sale**

316 North 9<sup>th</sup> -Olean- Southern Tier Realty- Tom Butler \$72,900

16 S Main Franklinville- will not put on the market yet. Rehab not far enough along.

19 Empire- Southern Tier Realty- Tom Butler \$66,000- UNDER CONTRACT. Title search and survey have been ordered. The purchase contract has been approved in the Attorney’s office.

- The Survey and title search were required because the buyer is financing the property through the bank. It will be around \$1500-\$2000 for those to be completed.

**11844 Buffalo St Perrysburg-** Apartment A completed, Apartment B in progress

**Lots for Sale:** Kate is working with Auctions International has been extended due to no bids on Carrollton and Olean Properties:

535 Main Street Carrollton: \$15,000 minimum-extended

713 West Sullivan Olean \$500 minimum- extended

6197 Shady Lane Lyndon- \$441 property bid won

- Discussion was had concerning 535 Main Street Carrollton and the reverter clauses that are included on the sale of the property. The restriction has hindered the sale of the property. We have had offers but the board would not eliminate the clause so buyers withdrew the offer.
- 713 West Sullivan- It can be built on, however, the water and sewer were disconnected, there is no driveway and the property is on steep grade. The stairway was removed during the demo.
- The City of Olean discussed that when we have properties that may be rebuilt on after a demo, it may be beneficial to have the utilities cut at the house and not at the main road. We would have to start the rebuilt within a year.

A motion was made by Crystal Abers with a second by Frank Higgins to have Southern Tier Realty list both 535 Main Street in Carrollton and 713 West Sullivan Olean and remove 5 year stipulation that business needs to be built. Approved

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

A motion was made by Dave Koch with a second by Norm Marsh accept the \$441 bid for 6197 Shady Lane, Lyndon. Approved

Name		Name		Name	
Martonis, D	Aye	Keller, M	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	AYE	Higgins, F	Aye
Marsh, N	Aye				

#### 4. New Business:

- Ryan Reed and CCLBC Staff asked Matt Keller to provide the current list of Auction properties so that the City of Olean and CCLBC can get a list of possible properties to Rehab or Demo in 2021.
- CCLBC still needs to purchase Quickbook and Crystal Abers needs to be added as an additional signer for the checking account.
- Matt Keller is working with the bank to make the Land Bank account more user friendly. The Bank will be able to issue checks for the CCLBC with dual approvals. This should speed up the processing of the Land Bank accounting.
- CCLBC Grants require copies of all of the checks, so the portal will need to be able to provide them.
- CCLBC and Matt Keller will get together to iron out the accounting system and possible auction properties.
- Norm Marsh requested that the CCLBC look for some rehabs that are in better shape. Matt Keller does have some in mind that are still on the auction list.

#### 5. Action Items

- Tell Wargo to go ahead and take care of the abandoned car on 12<sup>th</sup> Street in Olean
- Send Cyrco the final payment for 316 N 9<sup>th</sup> Olean
- Complete the transaction for Shady Lane, Lyndon
- Work with Matt Keller for the accounting system
- Extend the Cyrco Contract
- Southern Tier Realty for two lots.

Next Meeting- May 27, 2021 at 9am ZOOM/ Large Committee Room

Matt Keller made a motion to adjourn with a second made by Frank Higgins. Approved.

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Marsh, N	Aye				