

Cattaraugus County Land Bank Corporation

5/30/19

1. Roll call: Chairman Dave Koch called the meeting to order at 9:01 am – the following board members answered roll call

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

Also present: Deb Miller: EDP&T Staff, Kate O’Stricker: EDP&T Staff, Deb Miller ; Ed Jennings, City of Olean; Bill Aiello(representing City of Olean and Villages)

2. Review and Approval of Minutes:

Motion Made by Sue Labuhn with a second by Crystal Abers to Accept the Minutes as written for April 2019: Approved

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

Motion Made by Dave Koch with a second by Frank Higgins to Accept the Minutes as written for May 2019: Approved

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

3. Old Business

a. Website Report:

- i. Website has been updated
- ii. AJ and John who built the database have asked to add place to put SOLD properties on a separate page.

b. Lot Sales:

- i. Adjacent Lot Letters have been sent to all adjacent land owners of completed or almost completed demo lot. There were two types of letters depending on lots. Closing will be May 31st for the bids.
 - 1. Side Lot: Cannot be built on and has no value to anyone other than the adjacent property.
 - 2. Building Lot: Can be built on and has access to utilities so that the value of the lot is higher.
- ii. Minimum Bids: We have put in the letter that there is a minimum bid with no dollar amount and do not disclose the boards set amount. I tell them to look at the Real Property website for the property details and see what the land is assessed at for an idea of what it is worth.

c. Demolition / DPW update:

- i. Carrollton: We have not received any bids: We are getting one or two hits on Zillow a day. Need to find out if there is a septic or sewer for the property.
- ii. Round 2 Demos:

1. Empire: 214 Pine Street, 215 West Green St. Olean - still need to be seeded, topsoil and hay. They have until May 15th, but we have passed that date.
 2. Wargo: 211 Adams, Toad Hollow Road, and Hazelmere- Still need to be seeded and straw. Will be completed by June 7th. Received an offer of \$5005 for 211 Adams
- iii. Round 3 Demos: Resolution passed to accept bids, contracts have been sent to demo companies:
- 713 W Sullivan Olean Geiter Done- Have not received their contract yet. Kate has been trying to contact them for two months and just heard today from them today. Their contract was sent to them on April 3rd.
 - 1506 W Henley St Olean- Geiter Done- same
 - 3069 NYS Route 39 Yorkshire- Geiter Done- same
 - 1 Pine Street Franklinville- Completed by demo- no seeding/topsoil yet
 - 5 Dean Street Randolph- HH Rauh will be starting on Monday June 3rd. We received an offer for \$1056 from an adjacent land owner.
 - 3081 Cold Spring Road Randolph- HH Rauh will be starting on June 3rd
- iv. Round 3.5: RFP has been release. We will need to have an immediate resolution in June to accept the bids for Shady Lane, Lyndon and 1 Empire in Franklinville. This will be the last of the projects for our LISC funding.
- v. Brush Removal: It was discussed whether the brush removal should be part of the contract with the demo companies. Currently there is no provision for brush to be chipped or hauled away in the contract with demo companies. A legislator has a concern with a brush pile that was left on the property at Hazelmere. It would be an added cost to the Land Bank for the removal, or equipment for chipping. It would be up to the Board if they want to have that added expense to the demo properties.
- vi. Lot Sizes: A spreadsheet containing the lot sizes of all demo properties with the land assessment was given out to the Board.
- vii. West Green Street Property will be turned over to the City of Olean for the new entrance for their park. The City and the Land Bank will work on a Ribbon Cutting to show the partnership for the project.
- d. Rehab Property Update:
- i. Rehabs are in process:
 - 109 7th Street Little Valley
 - 19 Empire St Franklinville
 - 266 Main Street Randolph
 - ii. Utilities are on at all except fuel- Working with National Fuel and the contractors on dates that the contractors can be on site for them to turn it on.
 - iii. Randolph property has a driveway issue with the neighbors. Real property was able to find documents that show that the driveway belongs to the Land Bank House. It was asked that the Land Bank send a letter to the neighbor to let them know who owns the driveway and that they need to let our contractors in the driveway for construction.
 - iv. Flooring has become an issue: It was not in the contracts for the rehab. We will need a change order for the contractors. We need to have a maximum amount per house for the flooring.

Motion was made by Rick Helmick with a second by Sue Labuhn to approve flooring for rehabs, not to exceed \$5000 per property. Approved

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

- v. 19 Empire has a dilapidated garage that needs to be demoed. It needs to have an asbestos assessment and needs to go out for bid to be demoed. Kate O’Stricker is working with Bill Fox at DPW to complete the asbestos Assessment.

4. Properties for Sale:

a. Discussion on minimums for side lots and building lots:

- i. We have put in the letter that there is a minimum bid with no dollar amount and do not disclose the boards set amount. I tell them to look at the Real Property website for the property details and see what the land is assessed at for an idea of what it is worth.
- ii. Side lot and Building lot will be determined by lot size- if it is big enough to be built on according to the local zoning regulations. Utilities/ infrastructure will also be used in the determination, and the location of the lots as well.
- iii. Minimum Bids:
 - 1. Building Lot with existing utilities- \$5000
 - 2. Building Lot with no utilities or side lot- \$1000

Motion was made by Sue Labuhn with a second by Rick Helmich to approve minimum bids for lots.

Approved

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

5. New Business 2019 Auction List

Motion was made by Rick Helmich with a second by Frank Higgins to remove 141 Adams Street Olean off the Demo list and add 326 South Berry in Olean

Name		Name		Name	
Martonis, D	Aye	Keller, J	Aye	Abers, C	Aye
Koch, D	Aye	Helmich, R	Aye	Higgins, F	Aye
Labuhn, S	Aye				

a. FOR REHABILITATION

- 27 Temple Street Portville
- 16 South Main Franklinville
- 316 North Ninth Street Olean
- 419 Court Street- there have been many inquiries on this property. Need to talk to Enterprise about getting the Scope of Work done now

b. Possible Demos:

- 20 North Main Delevan
- 22 N Cobb Ave Delevan
- 121 N 7th Street Olean
- 139 N 7th Street Olean

326 South Barry Street
808 N Union Street Olean
108 Mill South Dayton
88 First South Dayton

- c. Discussion on the partnerships with municipalities and concerns that have been coming to the Land Bank from local elected officials.
 - i. Letters for partnership with the addresses of the 2019 properties were sent to all of the municipalities asking for help with the maintenance issues.
 - ii. Municipalities want to be included, so we need to make sure that the clerks get informed.
 - iii. Need to copy the letter to the Clerk and the Code officers on all of the municipalities.
 - iv. Need to make an appearance at the Mayor and Town Supervisors meetings.

Action Steps:

1. Need the Planning Department to do research on whether there is zoning in each of the municipalities and what their minimum lot size is to build a house.
2. Talk to Enterprise about getting the scope of works completed on the rehab.
3. Conference in Buffalo June 12-14th
4. Website work with AJ
5. Owner in Randolph for the driveway issue

Adjournment: 10:00 am

Next Meeting June 27, 2019. Third Floor Large Committee Room