

Cattaraugus County Land Bank
Corporation 7/25/19

1. Roll call: Chairman Dan Martonis called the meeting to order at 9:04 am – the following board members answered roll call

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

Also present: Deb Miller: EDP&T Staff, Kate O’Stricker: EDP&T Staff, Deb Miller; Ed Jennings, and Keri Kerper City of Olean;

2. Review and Approval of Minutes:

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

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

3. Old Business

- a. Website Report:

i. New marketing campaign was developed and was sent out on Facebook and other social media outlets.

- b. Demolition / DPW update:

i. **TOTAL DEMOS COMPLETED: 18**

ii. **DEMOS IN PROGRESS: 2**

1. 1 Empire Street Franklinville- HH Rauh
2. 6197 Shadylane Lyndon- HHRauh
3. 713 West Sullivan Olean- Completed
4. 1506 W Henley Olean- Completed
5. 3069 Route 39 Yorkshire- Completed

iii. Land Bank Staff: Board members discussed that the Land Bank staff should not go to vacant properties alone. As a safe guard for the staff, at least two people should be present when going in to do checks on the properties.

- c. Rehab Property Update:

i. Rehabs completed: Board was given the property description and scope of work for each. A sale price was discussed for each property:

- 109 7th Street Little Valley: Total cost was \$30,065 with change orders.
- 19 Empire St Franklinville: Total cost with Change order \$32,420
- 266 Main Street Randolph: Total cost with change order \$27415

ii. Community Action: A meeting was held with CCA to discuss concerns on the rehab projects

1. Change Orders: Need to have the cost of change order before it will be approved by Land Bank to ensure that the cost is reasonable.
2. Will need to change how the scope of work is completed. We will need a complete rehabilitation scope of work to ensure that rehab is to the standard of living the Land Bank requires not CCA’s AHC

minimum standard.

iii. To Complete the Rehabilitations:

iv. Discussion on the Rehab/ Stabilization: There is still a lot of work on all three properties to consider these actual rehabilitations. They have been stabilized.

1. Little Valley needs flooring, paint in and outside- there were water issues in the basement, a sub pump should be installed in the basement
2. Franklinville needs partial flooring, paint inside and outside, kitchen
3. Randolph needs paint inside and outside.
 - Offer \$5000 maximum reimbursement for flooring on the Little Valley house if there is an offer to buy.
 - Land Bank staff will talk to insurance company to see if we are able to hire flooring company to install flooring where needed.

Sue Labuhn made a motion with a second from Joe Keller to hire contractor to complete flooring and complete outside updates if Land Bank Insurance is sufficient.

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

iiv. Rehabs from 2019 Auction:

4. 27 Temple Street Portville: Need to be clean out, need to secured
 5. 16 South Main Street Franklinville: Need to be cleaned out, need to secure
 6. 316 North Ninth Olean: Need to be cleaned out, need to secure
- v. Maintenance: Kate will contact Social Services to make sure these are on the list for lawn maintenance.

vi. Showings:

1. Kate reported showing the 109 7th Street Little Valley property to a couple, but have not received an offer yet.

d. Properties for Sale:

i. 1506 w Henley Olean: Side Lot application for \$100 from Julia McLarney.

Frank Higgins made a motion with a second be Sue Labuhn to accept the bid for \$100 from Julia McLarney for 1506 W Henley, Olean.

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

ii. Discussion on whether the Land Bank should have the new property owners combine the side-lot they are purchasing with their current lot. More information is needed to see what the costs of this are and how it needs to be completed.

iii. We still have 535 Carrollton for sale- There is a for sale sign posted on the property

1. We did have a partial application for this property at \$11,000. The bidder did not complete the application. Kate will reach out and see if that bidder is still interested.

iv. Signs for ALL of the properties were ordered through the DPW Sign shop.

The Land bank PURCHASES the signage from them. The Land Bank also has

written in funds for the DPW installation of signs and Demo services.

- v. 215 Pine St. Olean is still for sale. There may be interest for Social Services and Community Action to build a house because of the lack of suitable low-income housing options. Crystal will work on this with Social Services.

1. Keri Kerper from the City of Olean clarified discussions CCA, the City and Social Services are having about finding suitable lots and how more funding is need to build these properties because of the amount of funds CCA has would not be enough. It was decided that a meeting with Social Services, Community Action, the City of Olean and the Land Bank needs to be set up to discuss the partnering options.

e. Properties Transferred:

- i. Paperwork is not complete to transfer demolition lots voted on at the June meeting.
- ii. The lots have been transferred from the County to the Land Bank, so we are waiting for it to be recorded in the Clerk's Office
- iii. Once the paperwork is completed for the transfer from the land Bank to the new owner, Kate will make appointments to complete the process with the new owners.

4. New Business:

- a. NONE

5. Action Steps:

- Mr. Keller will take care of having the three new rehabilitation properties cleaned out and the trees trimmed/ removed at the 16 South Main Franklinville property.
- Kate O'Stricker will contact social services to update the list of properties to have the lawn taken care of by the mobile maintenance unit.
- Crystal Abers will reach out to John Dennis to see if he has reached out to his list of possible interested parties who may be looking to purchase a Land Bank property.
- Crystal Abers will send Tina Zerbian an email to set up a meeting with the City of Olean and Social Services.
- Contact DPW to see the status of the signs that were ordered
- Crystal Abers will work with the Insurance company to make sure that the Land Bank is covered so that we can complete the flooring and painting inside/ outside of the rehab properties.
- Kate will go with Bill Fox to visit demo properties so that the RFP can be written and sent out.

Announcement from City of Olean: Keri Kerper announced that the City was funded for Round two of the Zombie Property grant. Ryan Reed who is currently the code enforcement officer and Zombie Coordinator will now be attending the meetings on behalf of the City of Olean. The Board and Staff thanked Ed Jennings for all the help and support he has given us in the past. Keri explained that the grant will be to have Ryan inspect assess and figure out the ownership of the zombie properties. It also included funding an outside attorney on behalf of the City to provide legal counsel when needed to go to court for issues with the zombie property servicers/ banks etc. Ryan will also be a resource for the Land Bank.

Motion made by Joe Keller to Adjourn at 9:57 am

Next Meeting August 29, 2019 9am Large Committee Room, 3rd Floor