

Cattaraugus County Land Bank Corporation

July 26, 2018

Minutes

1. Roll call: Chairman Martonis called the meeting to order at 9:04 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	
Labuhn, S	Aye				

Also present: Norm Marsh: Village Official, Charlie Davis: Town Official Keri Kerper: City of Olean, Deb Miller: EDP&T Staff, Kate O’Stricker: EDP&T Staff

2. Review and approval of minutes from previous meeting: Motion by Sue Labuhn, second by Dave Koch. Carried

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

3. Old Business

a. Website:

- i. Kate O’Stricker reported that all of the properties are on the website; there are videos and photos of the demos that have been completed.
- ii. All of the applications and letter of intents are on the website for download.
- iii. Deb Miller created a Facebook page for the Land Bank.
- iv. Kate O’Stricker presented the website report for June and July. Traffic to the website increased significantly with the creation of the Facebook page.
- v. Land Bank work with the municipalities to get the Land Bank Link on their municipal websites.

b. Demolition / DPW update: 4

- i. Demos are completed:
 1. 3888 Main Street Hinsdale
 2. 809 Seneca Ave. Olean
 3. 128-130 Fulton Street Olean
 4. 307 Gilmore Ave Olean
 5. 325 Sixth Street N Olean
- ii. Land Bank has received and accepted bids for all of the properties except North 6th Street, Olean.
- iii. Mr. Helmich brought up discussion on whether there is an inspection by the County engineer when the demo and clean-up is complete to ensure that it was completed to the specifications in the contract and the county and Land Bank are held harmless. Contract was distributed to Board and discussed. Clarification on the “Engineer” sought by the County Attorney to ensure that the Engineer is the Contractor’s.
- iv. Process for disposition was discussed and we will work on getting them transferred to the new owners.

c. Rehab Property Update: Crystal Abers presented a bid proposal from Community Action for:

- i. Community Action Inspection and Rehabilitation Proposal for Randolph rehab property: Crystal and Kate discussed the proposal
 1. For \$2500 Community Action will provide the following:

- a. Inspection using HUD Standards with necessary information to generate a bid package
 - b. Offer opinion on Demo or Rehabilitation
 - c. Estimate of the cost of Rehabilitation
 - d. Marketing to identify an income eligible purchaser
 - e. Application Process
 - f. Work with the purchaser and Land Bank for transfer of property
 - g. Use grant funding to complete the scope of work found in the bid package
 - h. Procurement Services for rehab contractors
 - i. Supervision/ and Project management of the Rehab including inspections, and obtaining Certificate of Occupancy
- Issue of concern:
 - Scope of work that Community Action included with the proposal was \$29362 compared to our scope that was \$13,550 which did not include furnace, hot water tank and some other larger items. Community Action's is a more realistic scope. Should this affect the asking price: Should it be lower?
 - Scope of work that we received from our contractor is not compliant with the grant funding guidelines. Community Action provided us with a proposal that is compliant with HUD specifications. Land Bank should not have to pay twice for the inspection.
 - It was discussed that if we proceed with Community Action's Proposal, there will still be a deadline for the scope of work to be completed and if the scope is not completed, the property will be reverted back to the Lank.
 - Land Bank will stay involved with choosing the home buyer.

Motion Made by Joe Keller, with a second by Dave Koch to contract with Community Action for the above services for 266 Main Street Randolph.

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

Motion Made by Joe Keller, with a second by Dave Koch to contract with Community Action for the above services for 421 Court Street Little Valley:

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

- d. Review of Project Timeline: Have not been updated. Invoiced for the Demos have not been received. The deadline for LISC is 2019. We are going to exceed our goals set in the grant.
- e. Zombies: Kate Lockhart from the Western New York Law Council has been asked to provide a workshop to our municipalities on the Zombie law and their roll in reporting. It was discussed that a good time will be when the Village officials and Town Supervisors have their regular meeting. Kate will talk to Kate Lockhart to nail down a date and work with the Mayors and Supervisors for a venue. The Land Bank will provide dinner to the participants.
- f. Side Lots: We have properties to get moved- transfers for the deeds from the County to Land Bank and Person. Clerk has waived the fees. Quick Claims will be use. Dan and Joe will sign off on the property. No resolution is needed but it will double check.
 - i. Will make a list of all of the adjacent properties including across the street for the 2018 Demos and send out to the board to double check to make sure everyone is included.

4. New Business

- a. New Properties 2018: Kate O’Stricker distributed the list of all the Land Bank Properties. Includes when the rehab, demo completed, keep track of who is interested in the property.
 - i. There is an interested adjacent property owner for 330 First St North in Olean. Joe Keller has worked with the Code Enforcement officer in the City of Olean and has agreed on what needs to be done to the property. Transfer will take place with the understanding that the repairs to the property be done to the specifications given by the City of Olean.
 - ii. Procedure properties before the scope of work is completed and that we are not demoing, has been completed or for property to be transferred to a not for profit entity.
 - 1. To be transparent, the potential properties will be listed on the website with no scope of work. Person/ Organizations that are interested in those properties will need to fill out the Letter of Intent to Purchase that is on the website with a bid of at least \$100.
 - 2. Letter of Intent needs to be completed which will have to be returned to the Land Bank to open up the discussion for disposition. In the letter, the potential buyer will need to include what their intention is with the property. If it is for rehab, an inspection will need to be completed. No inspection needed if it will be for demo. There will be a claw back that rehab or demo needs to be completes within a certain amount of time or the property will revert back to the Land Bank
- b. Non-Profit Property Transfer/Sale Procedure.
 - i. This procedure will be the same as properties that have no scope of work. Perspective Purchasers need to complete the Letter of intent with purchase offer and what they intend to do with the property (Rehab/ Demo).
 - ii. Will need to make sure that the purchaser has the means to complete the work within the required timeline.

Motion made by Rick Helmich with a second by Sue Labuhn to list all properties on the website and ask for letter of intent to be completed with purchase offer and what is the intended use of the property.

Other:

- 1. Joe Keller brought up Security on the Land Bank Properties: Who is responsible. It is the Land Banks responsibility to change the locks. Joe Keller discussed having a contact that does it for the County. He can work with Kate O’Stricker and Deb Miller to have the properties secured and will bill the Land Bank for the Cost.

Motion was made by Dave Koch and seconded by Rick Helmich to allow Joe Keller to pay to have the properties secured and bill the Land Bank.

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

- 2. Written Agreement to the Municipalities needs to be finalized with complete list of all possible shared services activities which include snow removal, lawn mowing, maintenance, disconnecting of the utilities, forgiveness of utilities, etc. Language needs to be added that the more the municipality can help with these services, the more we can do in their community.
- 3. Machias Property: Joe Keller and Dan Martonis went to the Hazelmere property and discover a lot of antiques, packed with items. Discussion was had on whether the Land Bank reach out to antique’ers and to go through the property before it is demoed. The antique people would have to give the money to the Family trust. The Land Bank only owes the property that is taxed, not the contents.

- a. It was decided to send out a letter to the last known owner for due diligence, give 90 days to get it out.
- b. Need to look into the options the Land Bank has for the contents. Research has to be done to find out if you have to dispose of all of the contents or if we can salvage from the contents. Staff will look into the options.
- c. Notify the Antique people about the Letter of Intent for the properties.

Action Items:

- Eric, Engineer wording on the contract
- Send email Link to the municipalities
- Zombie Property: Kate Lockhart
- Find out if Side Lot Transfers need resolution or not.
- Municipality Letters
- Joe Keller will secure the properties
- New Demos resolution
- RFP for Demos with DPW need to go out in two weeks so that the return back can be before next Committee Meeting.

5. Executive Session was called by Sue Labuhn, second by Rick Helmich

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

6. Adjournment: Motion made by Rick Helmich with a second by Joe Keller.

NOTE: DATE HAS CHANGED!!! Next Meeting will be **August 30th, 2018** on the third floor, Large Committee room.