



## Board Meeting Minutes

March 12, 2014

### Board Members Present:

Peter Lombardi  
James Caflisch  
William Carlson  
John Hemmer  
Vince DeJoy  
Jeffrey Gossett  
Steve Neratko  
Fred Larson

### Board Members Absent:

Brian Lydic  
William Morrill  
Mike Bradshaw

The meeting was called to order by Chairman Peter Lombardi at 9: 05 a.m. Mr. Lombardi welcomed new board member Fred Larson, and directed the Board to their information packets which included the agenda, minutes and other materials to be considered by the Board. A motion to approve the 2/12/14 minutes was unanimously approved by the Board.

#### A. CCLBC Year-end BWB Audit (K. Burch, BWB)

- a. Discussion – Mr. Burch from BWB handed out materials and discussed the letter to the Board, the Audit Findings, and the Report on Financial Statements. He explained that everything with the CCLBC was in good standing, but that it is important for the land bank to develop written protocol for how it values and records the value of properties acquired, and integrates this policy with the Land Acquisition and Disposition Policies and Priorities already in place.

#### **Resolution # 03-12-14-01**

*RESOLVED, that the Chairman and Executive Director of the Chautauqua County Land Bank Corporation accept the independent audit and recommendations for FY 12/31/14 prepared by BWB.*

Resolution passed unanimously.

#### B. Proposed sale of 136 North Street in the Village of Cassadaga, NY to Josh Hattaway (M. Geise)

- a. Discussion – Mr. Geise discussed how all CCLBC properties are advertised via lawn signs, the County Planning website and the MLS. Proposals are received via a link to an application on the Planning Website, and are reviewed by the CCLBC Property acquisition and disposition committee. In the case of this property, Mr. Geise explained that it was originally listed at 60% of the appraised value (\$16,800), and that we didn't receive any credible proposals or any other interest in the property. That being the case, the asking price was lowered to \$12,500 sometime in early 2014, which resulted in the

proposal by Mr. Hattaway. The property committee received copies of Mr. Hattaway's proposal in late February, and recommended that we sell the property to Mr. Hattaway at an asking price of \$10,500 (he proposed \$8,000).

Because it is being proposed that the property be sold for less than fair market value, the following information was discussed and provided to the Board and was made available to the public pursuant to Public Authorities Law § 2897:

(i) a full description of the property (*refer to attached handout with GIS Map, pictures and property description*);

(ii) appraisal of the fair market value of the property and other information establishing its fair market value (appraisal provided and discussed);

(iii) it is the purpose and mission of the Land Bank by statute to acquire real property that is tax delinquent, tax foreclosed, vacant, and abandoned, and dispose of such properties in a manner that will eliminate the harms and liabilities caused by such properties. In this case, the purchaser of the property has made a comprehensive proposal to renovate the property and eliminate the blighted condition which is negatively impacting the surrounding neighborhood (the proposal was sent to property committee prior to the meeting and was discussed by Mr. Geise at the meeting in detail – *refer to attached proposal*);

(iv) a statement of the value to be received for the property compared to the fair market value (Mr. Geise discussed the appraised value versus the asking price - asking price was 60% of appraised value, but was lowered due to lack of interest - as well as the value of the proposed renovations which are guaranteed via the contract);

(v) the name of the party participating in the transfer (Mr. Geise discussed the proposer's experience and capabilities to see the project through to fruition); and

(vi) the names of the other private parties who made offers (Mr. Geise provided the name of the other private party who made offer just days prior to the meeting, what their offer was (similar to Mr. Hattaway's offer, but less in terms of renovation budget), and what they were proposing to do with the properties once the rehab is completed).

After further deliberation, the Board adopted the following resolution to move forward with the sale of 136 North Main Street, Cassadaga, NY:

### **Resolution # 03-12-14-02**

*RESOLVED, that the Chairman is authorized to transfer 136 North Main Street in the Village of Cassadaga to Joshua Hattaway, pursuant to the developer's proposal dated February 28, 2014, and upon such other terms and conditions negotiated by the Chairman and approved by legal counsel; and be it further*

*RESOLVED, that having considered the information provided pursuant to Section 2897(7)(b) of the New York State Public Authorities Law, there is no reasonable alternative to the proposed below-market transfer to Joshua Hattaway that would achieve the same purpose of such transfers, including, but not limited to, the goal of the New York Land Bank Act to eliminate the harms and liabilities caused by tax foreclosed properties.*

Resolution passed unanimously.

C. Approval of OAG Staffing Budget and allocation of \$15,000 to Chautauqua County for services rendered (M. Geise, S. Abdella)

- a. Discussion – Mr. Geise discussed the OAG staffing budget, and the allocation of \$15,000 to Chautauqua County for services rendered by the Legal Department, Planning Department and the Real Property Department. Mr. Geise provided a 2-year budget spreadsheet that was approved by the OAG and discussed each of the budget components, including a \$20,000 in-kind matching component being pledged by the County.

**Resolution #03-12-14-03**

*RESOLVED, the Chautauqua County Land Bank hereby agrees to allocate \$15,000 of OAG grant funding to Chautauqua County for services rendered from the Legal, Planning and Real Property Department to implement the programs in the grant.*

Resolution passed unanimously.

D. Authorization approving the hiring of CCLBC Administrative Director (P. Lombardi)

- a. Discussion – Mr. Lombardi discussed the thorough process employed to search for, narrow down and select an Administrative Director. It was explained that, after months of advertising, reviewing applications and interviews, the selection process ultimately came down to two (2) individuals, each of which gave presentations at the last CCLBC Board Meeting held on 2/12/14. Each member of the Board and others that were involved in the process discussed the unique style of each candidate, but everyone agreed that it was difficult to make a choice between the two candidates as they are so closely matched.
- b. Executive Session – By the Board and guests to discuss the candidates

**Resolution # 03-12-14-04**

*RESOLVED, the Chautauqua County Land Bank hereby authorizes and empowers the Chairman and Executive Director to enter into contract with Gina Paradis as the new CCLBC Administrative Director.*

Resolution passed unanimously.

E. Other/Miscellaneous

- a. ABO Policy Guidance 06-01 mandatory 3-hour training for public authority Board Members. Mr. Geise explained again that it was mandatory that each board member undertake the on-line 3-hour training. Mr. Geise provided the details regarding its offerings, which he promised to e-mail again to all board members.
- b. County transfer of \$106,000 of HTF seed money was approved by the legislature, and money was transferred to the CCLBC Account.
- c. Center for Community Progress has tentatively scheduled a visit to Chautauqua County on March 31<sup>st</sup> to discuss our unique land bank, tour land bank properties and talk about other progress being made.

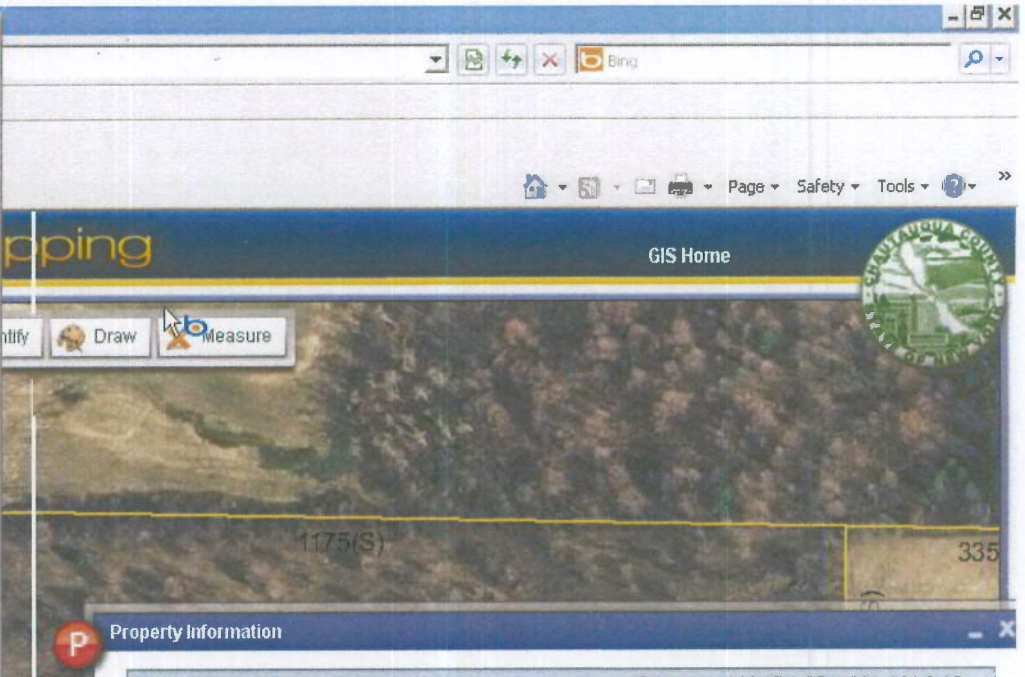
F. Next Board Meeting – Tentatively scheduled for April 9, 2014 at 9:00 am.

Meeting was adjourned at 10:30 A.M.

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North South East West



**Property Information**

Location: 36 N Main St, Cassadaga SBL (new): 182.17-1-37 (old): 104-2-15

- Property **Physical** Commercial Historical Improvements
- Exemptions Sales Comparable Assessment Comparable Photo

# of Bedrooms	4	Home/Building Style	08 - Old style
# of Baths	1	Structure Year Built	1920
# of Fireplaces	0	Square Footage	2,328
# of Kitchens	1	1st Story Sq. Ft.	1,164
# of Stories	2	2nd Story Sq. Ft.	1,164
Construction Quality	Average	Additional Story Sq. Ft.	0
Utilities	Gas & elec	1/2 Story Sq. Ft.	0
Sewer Type	Private	3/4 Story Sq. Ft.	0
Water Type	Comm/public	Finished Over Garage Sq. Ft.	0
Waterfront Type		Finished Attic Sq. Ft.	0
Overall Condition	Fair	Finished Basement Sq. Ft.	0
Exterior Wall	Composition	Unfinished 1/2 Story Sq. Ft.	0
Basement Type	Partial	Unfinished 3/4 Story Sq. Ft.	0
Heat Type	No central	Unfinished Room Sq. Ft.	0
Fuel Type	None	Unfinished Over Garage Sq. Ft.	0
Central Air	No	Total Living Area	2,328
Road Type	3	Finished Rec Room Sq. Ft.	0



Coordinates: X: 951,949.07 Y: 858,699.72 Scale: 1 : 2,000 - Zoom to a municipality



# JOSHUA HATTAWAY

jayhattaway83@gmail.com

(716)-338-2692

February 28, 2014  
Chautauqua County Land Bank  
Attn: Mark Geise

Dear Mark,

First I would like to say thank you for your time and for considering my application for this property. I have prepared the documents you requested at our meeting on 2/21/14. Within this packet you will find a detailed budget, investor profile, proof of project funding, and a project summary. If you have any questions about the documents please feel free to call me, or email me. I hope to hear from you soon and I am looking forward to working with you, and the Land Bank.

Sincerely,  
Josh Hattaway

# 36 N. Main Cassadaga

Proposal to: Chautauqua County Land Bank  
 Buyer: Joshua Hattaway  
 Buyers phone: (716)-338-2692  
 Beginning date: TBD  
 End date: TBD  
 Total Budget: \$55,000.00  
 Supply Quotes: Fredrickson's Lumber  
 Quote Expiration: April 01, 2014

Breakdown of expenses	Est. cost
New Roof	\$3,500
New Electrical	\$3,600
New Plumbing	\$2,600
*Hvac Repair/Replace \$4,600	\$1,100
Garage Repairs	\$2,000
Replacement Windows	\$4,700
New Doors	\$3,200
New Siding	\$4,900
New insulation	\$2,700
Drywall	\$1,100
Bathroom Fixtures	\$1,250
Kitchen Fixtures	\$5,500
Flooring	\$2,500
Landscaping & Paint	\$1,500
Purchase Price	10,500 <del>\$8,000</del>
Soft Cost	\$1,000
<b>Total Investment ***</b>	<b>\$49,150</b>

51,650

\*Repair vs. Replacement of Hvac  
 \*\*10% is added to Budget (\$50k) for overages  
 \*\*\*Subject to change with supply cost +/-

Budget: + 10% **	\$55,000
Total Investment:	\$49,150
<b>Remaining</b>	<b>\$5,850</b>

56,815  
 5,165  
 51,650  
 3,156



# JOSHUA HATTAWAY

## OBJECTIVE

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Invest my experience and funds into properties in need of rehabilitation. Rebuild the property and make it a functioning part of society again.

## FUNCTIONAL SUMMARY

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In the past ten years, I have worked with many rehabilitation projects. I have also had the opportunity of working with property management firms and investors.

## SUMMARY OF QUALIFICATIONS

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- New Home Construction and Property Rehabilitation
- Plumbing & HVAC Experience
- Waterproofing & Drainage Training
- Air conditioning Equipment License
- 2000+ Hours Plumbing hours registered with Jamestown DPW
- New York State Building Code Training
- Mold Rehabilitation & Mold Safety Training
- Water Damage Remediation Experience
- Asbestos Training
- Energy Efficiency Training
- Solar Energy & Wind Energy Training

## EMPLOYMENT

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- Ten years experience as a Plumber & HVAC Technician
- Twelve years experience in the construction fields

## EDUCATION

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- *High School Diploma*
- *Two years Technical training*

# JOSHUA HATTAWAY

## MISSION STATEMENT

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Build my portfolio with quality homes and quality rental properties.

## SHORT-TERM GOALS

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To establish myself as a property investor. I intend to use my first few properties as a business model. These homes will become the foundation of my portfolio.

## LONG-TERM GOALS

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Properties obtained will become rental housing, or will be sold for profit. The goal is to buy, and flip two properties a year. Once the property fund reaches the breakeven point, the property funds will be reinvested into new properties.

## PORTFOLIO OVERVIEW

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- *10% Property Buy/Sell*
- *20% Income Properties*
- *5% Gold And Silver (raw)*
- *65% CFP Management*

Discover the



**SOUTHERN  
CHAUTAUQUA**  
FEDERAL CREDIT UNION  
*Difference*

February 26, 2014

TO: CHAUTAUQUA COUNTY LAND BANK  
ATTN: MARK GEISE

RE: JOSHUA HATTAWAY

To whom it may concern:

This letter is to inform you that the above Credit Union member, has sufficient funds in his account at the Credit Union for the Proposed Amount of \$8000.00

Sincerely,

DeAn Durnell  
Branch Coordinator

**Lakewood Office**  
168 E. Fairmount Ave.  
Lakewood, NY 14750

**Cherry Creek**  
6834 Main Street  
Cherry Creek, NY 14723

**Clymer**  
562 Clymer-Sherman Rd  
Clymer, NY 14724

**Westfield**  
P.O. Box 365  
7 Elm Street  
Westfield, NY 14787

**Jamestown Community College**  
Hamilton Collegiate Center  
525 Falconer Street  
Jamestown, NY 14701

# PROJECT SUMMARY

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36 Main St.  
Cassadaga, NY 14718

## Part A: Pre-Demo Preparation

1. Apply for any applicable permits needed for rehabilitation of the property.
2. Identify any hazardous material and remove.
3. Inspect the property for any structural issues that may cause more damage or injury to workers.
4. Secure the property so no one may vandalize or steal construction material & tools.

## Part B: Demo

1. Make roofing repairs where needed to insure no water will penetrate and cause further damage.
2. Inspect electrical panel and wiring and make repairs where needed to get electricity turned on.
3. Clean out all the debris and junk throughout the house and around the property.
4. Clean the basement and foundation walls. Inspect the foundation for any kind of damage or repairs that may be needed.
5. Cover and seal hardwood floors so they are not damaged during construction.
6. Remove all trim throughout the house and send out to be refinished.
7. Gut all walls and remove debris.
8. Make repairs to sill plate. Check all floor joist, wall studs, roof joist, for damage. Repair and re-level where needed, and add support beams where needed.
9. Remove old windows and recycle the glass.
10. Remove all plumbing and venting throughout the house.

## Part C: Rough INS & Inspections

1. Install new electrical panel. Install new exterior panels and new conduit with new weather head.
2. Run all new wiring throughout house. Install all new electrical boxes for receptacles, switches, and lighting.
3. Have electrical inspected and close panels.
4. Run new water lines and drains. Install proper venting throughout house. Reconnect to town water supply.
5. Have plumbing rough INS inspected.
6. Install all new gas lines. Re-connect to gas main.
7. Have pressure test and inspection by Gas Company.
8. Repair or replace HVAC as needed. New boiler TBD.
9. Clean chimney and have inspected.

## Part D: Exterior Prep

1. Repair eaves and cut venting in eaves and roof cap.
2. Install new metal roof.
3. Prep walls by repairing and replacing where necessary.
4. Prep for new siding.
5. Install new windows and refinish trim.

## Part E: Insulation and drywall

1. Insulate walls in the house. Have insulation inspected.
2. Drywall all the walls and finish.

3. Insulate attic with blown in insulation.
4. Sand hardwood floors and cover with drop clothes

#### Part F: Interior finish work

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1. Install shower stall and vanity in bathroom. Paint and finish walls. Install new flooring and install new toilet.
2. Paint walls throughout house. Trim windows and paint or stain.
3. Install kitchen flooring. Install kitchen cabinets and countertop.
4. Clean hardwood floors and prep for staining. Stain and seal floors.
5. Install door trim and base trim around floors.
6. Install baseboard-heating units.

#### Part G: Exterior Finish

1. Put new siding on the house and wrap and seal eaves.
2. Trim roof with metal trim too match roofing.
3. Install new handrails and new steps to all exits.

#### Part H: Garage Repairs

1. Repair ruff cut exterior siding.
2. Repair garage roof and roof trim
3. Clean interior out and paint.
4. Re-stain exterior of the garage.
5. Install new garage doors.

#### Part I: Landscaping

1. Mow grass and trim shrubs.
2. Install new shrubs and mulch around house.

### **Sale of 36 North Main Street, Cassadaga to Josh Hattaway**

Because it is being proposed that the above-stated property be sold for less than fair market value, the following information was discussed and provided to the Board and was made available to the public pursuant to Public Authorities Law § 2897:

- (i) a full description of the property;
  - (ii) appraisal of the fair market value of the property and other information establishing its fair market value;
  - (iii) it is the purpose and mission of the Land Bank by statute to acquire real property that is tax delinquent, tax foreclosed, vacant, and abandoned, and dispose of such properties in a manner that will eliminate the harms and liabilities caused by such properties. In this case, the purchaser of the property has made a comprehensive proposal to renovate the property and eliminate the blighted condition which is negatively impacting the surrounding neighborhood.
  - (iv) a statement of the value to be received for the property compared to the fair market value;
- and
- (v) the name of the party participating in the transfer.

### **Sale of 36 North Main Street, Cassadaga to Josh Hattaway**

Because it is being proposed that the above-stated property be sold for less than fair market value, the following information was discussed and provided to the Board and was made available to the public pursuant to Public Authorities Law § 2897:

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  - (iv) a statement of the value to be received for the property compared to the fair market value;
- and
- (v) the name of the party participating in the transfer.

After further deliberations, the Board adopted the following resolution to move forward with the sale of 36 North Main Street:

RESOLVED, that the Chairman is authorized to transfer 36 North Main Street in the in the Village of Cassadaga to Josh Hattaway, pursuant to the developer's proposal dated February 28, 2014, and upon such other terms and conditions negotiated by the Chairman and approved by legal counsel; and be it further

RESOLVED, that there is no reasonable alternative to the proposed below-market transfer to Mr. Josh Hattaway that would achieve the same purpose of such transfers.

**2014/2015 CCBLC Administrative Budget**

<b>CCLBC Administrative 2014 and 2015 Budget</b>		
<b>Prepared for the NYS Office of the Attorney General</b>		
<b><u>Administrative Expenses</u></b>	Yr. 1	Yr. 2
<i>Staff Salaries/Fringe</i>		
Manager (+ Benefits)	\$78,000.00	\$81,900.00
Administrative Assistant (Part-Time, No Benefits)	\$26,000.00	\$27,300.00
County Staff Support (In-Kind)	\$15,000.00	\$15,000.00
<i>Sub-Total</i>	\$119,000.00	\$124,200.00
<i>Overhead</i>		
Office Space (In-kind)	\$2,500.00	\$2,500.00
Equipment (In-Kind)	\$2,500.00	\$2,500.00
Materials/Supplies	\$2,500.00	\$2,500.00
Travel/lodging	\$3,500.00	\$4,300.00
<i>Sub-Total</i>	\$11,000.00	\$11,800.00
<i>Contracting Fees (Private/County)</i>	\$37,000.00	\$37,000.00
<b>Total Administrative Expenses</b>	<b>\$167,000.00</b>	<b>\$173,000.00</b>
<b><u>Administrative Revenue</u></b>	Yr. 1	Yr. 2
OAG Support (\$300,000 Cash)	\$142,000.00	\$153,000.00
<i>County</i>		
In-Kind (staff, office, equipment)	\$20,000.00	\$20,000.00
Seed Money	\$0.00	\$0.00
<b>Total Administrative Revenues</b>	<b>\$167,000.00</b>	<b>\$173,000.00</b>