



6087 State Route 19 North- Suite 300  
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## Allegany County Land Bank Board Meeting Minutes January 21<sup>st</sup>, 2020

**Members Present:** Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton  
**Others Present:** Jason Isaman,

### 1. CALL ORDER:

The committee was called to order at 9:33 am by Chairman Brian Loucks.

### 2. WELCOME GUESTS/ INTRODUCTIONS

A. No guests were present.

### 3. MINUTES

a. Meeting Minutes from December 23<sup>rd</sup>, 2019 were reviewed. **On a motion by Dave Evans and 2<sup>nd</sup> by Darwin Fanton the minutes were approved.**

### 4. FINANCIAL:

a. Treasurer's Report - Reviewed

b. Administrative Invoices – reviewed as follows:

- 4SS= \$4711.84
- Cunningham= \$375.00

c. **On a motion by Dave Evans and seconded by Kier Dirlam the Treasurer's Report was approved.**

d. **On a motion by Kier Dirlam and seconded by Dave Evans it was approved to pay the bills.**

### 5. GOVERNANCE COMMITTEE

a. The Governance Chair Dave Evans noted that the Committee had met prior to this meeting today and referred the following:

- Mission Statement – referred to full Board
- Assessment of Effectiveness of Internal Controls – referred to full Board
- Authority Measurement Report – referred to full Board

b. **On a motion by Dave Evans and 2<sup>nd</sup> by Darwin Fanton the Mission Statement, Assessment of Effectiveness of Internal Controls and the Authority Measurement Report to be entered into the Annual Report and PARIS as appropriate.**

### 6. AUDIT COMMITTEE

a. The Audit Chair Kier Dirlam noted that the Committee had met prior to this meeting today and referred the following:

- Independent Audit- Bysiek CPA

- Accounting contract
- Real Property Report/ Asset Log

- b. **On a motion by Darwin Fanton and 2nd by Dave Evans the continuance of the Independent Audit- Bysiek CPA, the continuance of the Accounting contract with Cunningham, Stauring and Associates and the Real Property Report/ Asset Log are approved to be entered into the Annual Report and PARIS as appropriate.**

## 7. FINANCE COMMITTEE

- a. The Finance Chair Darwin Fanton noted that the Committee had met prior to this meeting today and referred the following:
- Debt Report – there is none there is none at this time.
  - Investment Report – there is none at this time.
  - Procurement Report – The report was submitted and reviewed.
- a. **On a motion by Kier Dirlam and 2<sup>nd</sup> by Dave Evans the Procurement Report was approved to be entered into the Annual Report and PARIS as appropriate.**

## 8. INFRASTRUCTURE:

- a. Demolition Projects:
- 178 E. State St. Wellsville – Bid was received. Awaiting final documents. Looking for demolition by end of March.
  - 1 Baker St. Andover – Bid was received. Awaiting final documents. Looking for demolition by end of March.
- b. Rehabilitation:
- 95 Main St. Cuba – expecting a purchase offer soon. There are some minor items that need to be taken care of such as uncovered paint, tiles that need to be fixed.
  - 51 Clark, Wellsville – CCA started marketing but only listed on their page. Jason Isaman was authorized to have our regular realtor list it and stop working on this with CCA by consensus.
  - 1936 RT 19, Willing – CCA started marketing but only listed on their page. Jason Isaman was authorized to have our regular realtor list it and stop working on this with CCA by consensus.
- c. Acquisition/Stabilization:
- 12 Willets, Belmont – A walk through was done and it appears that this house needs more work than was originally expected including roofing, siding, electric, plaster and dealing with the narrow lot. As we have limits on our current funds and other projects that have been built into our scope of work a vote was held. **On a motion by Darwin Fanton and 2nd by Dave Evans the Board voted to NOT APPROVE moving forward with the acquisition of this property at this time.**
  - 172 E. State St. Wellsville – We are stabilizing the property by having the windows boarded, egress secured and trees removed. The cost was about \$10,000 for this effort.
- d. New Construction:
- Habitat for Humanity is scheduled to be having a meeting on Feb 4th 2020 in Alfred. Jason Isaman will plan to attend. Habitat – We would like to work with this group. They are a good potential partner.
  - 79 Clark St. Wellsville
- e. Monitoring:

- Mill St. Wiscoy – No Change.
- Mechanic St. Angelica – No Change.
- 19 Maple St. Andover – No Change.
- 37 King, Wellsville – the tree was removed for a cost of approximately \$1500.

**9. OLD BUSINESS:**

- f. Debbie McDonnell resigned from the County as Administrator in October. We did not receive correspondence from the County regarding this yet. Secretary Dirlam will discuss with the Clerk of the Board of Legislators.

**10. NEW BUSINESS:**

- g. NPC Law section 715a: Directors' COI Disclosure Statements was distributed to the board members to complete and return to Executive Director for filing purposes.

**11. GOOD OF THE ORDER:**

- h. Attorney General Grant- Community Revitalization Initiative 4.2 Grant is due February 17th, 2020. The Board authorized by consensus the moving forward with preparations for this application. We will need a letter of support from the County Chairman of the Legislature.
- i. Discussed the 2020 Tax Sale and the need to start discussions with the Treasurer's office in preparation for this year's sale.

**12. NEXT MEETING:**

- j. A meeting will be held if needed on February 11th, 2020 at 9am at the Crossroads Center.
- k. The next regularly scheduled meeting will be Tuesday February 18th, 2020 at 9am at the Crossroads Center.

**13. ADJOURNMENT:**

- a. **On a motion by Darwin Fanton and 2nd by Dave Evans the meeting was adjourned at 11:03 am.**



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## **Allegany County Land Bank Board Meeting Minutes February 18, 2020**

**Members Present:** Brian Loucks, Kier Dirlam, Dave Evans and Darwin Fanton.

**Others Present:** Jason Isaman and Jodi Adams.

### **CALL ORDER**

The committee was called to order at 9:04 am by Chairman Brian Loucks.

### **MINUTES**

**On a motion by D. Fanton, seconded by D. Evans, and carried the meeting minutes from January 21<sup>st</sup> were approved with the following correction “expecting a purchase offer soon” referred to the 51 Clark Street property.**

**On a motion by D. Fanton, seconded by D. Evans, and carried the meeting minutes from the Special Meeting held on February 11, 2020 were approved with the highlighted corrections.**

### **FINANCIAL**

**On a motion by K. Dirlam, seconded by D. Evans, and approved to pay the bills.**

Members noted the last two columns on the Treasurer’s Report that were included in the agenda packets didn’t print.

D. Fanton and J. Isaman discussed the sale of property balance (\$271). J. Isaman clarified that the balance reflects payments made for surveying and for tree removal.

B. Loucks requested that the accountant send board members the financial report prior to meeting to allow time for prior review.

**On a motion by K. Dirlam, seconded by D. Evans, and carried the Treasurer’s Report was tabled until the next meeting.**

### **MEMBERS CHOICE**

B. Loucks mentioned Ed Zalar as a potential board member. He will check with him and report back at the next meeting.

### **INFRASTRUCTURE**

**A motion was made by K. Dirlam, seconded by D. Fanton, and approved to accept Cyrco Construction’s bid totaling \$92,000 for asbestos abatement and demolition work at the 178 E. State Street Wellsville, NY and 1 Baker Street Andover, NY properties.**

**A motion to issue notice to proceed pending receiving the final insurance endorsement was made by D. Fanton, seconded by D. Evans, and carried.**

**On a motion by K. Dirlam, seconded by D. Fanton, and carried to authorize J. Isaman to take care of payment to Cyrco Construction upon receiving the Certificate of Completion in an amount not to exceed \$92,000.**

D. Fanton requested J. Isaman bring a copy of the tax map for the Clark Street property in Wellsville to the next meeting to further discuss future plans for parcel.

**On a motion by D. Fanton, seconded by D. Evans, and carried to offer Linda Shaner \$25,000 for the purchase of 51 Cole Street in Bolivar, NY.**

J. Isaman said he submitted the OAG/CRI Round 4.2 Grant this morning. The work plan outcomes include one rebuild, five rehab projects, and 1 demolition project.

K. Dirlam asked J. Isaman if he has looked into USDA Housing Grants. J. Isaman said that he has and most grants fund owner occupied housing projects. K. Dirlam asked if he has looked into NYSERDA energy enhancement grants. J. Isaman said he has and the grants offer credits for owner occupied property and since they deal mainly with abandoned and vacant houses these funding sources aren't applicable.

### **Demolition Projects**

The demolition work at 178 East State Street in Wellsville and 1 Baker Street in Andover is expected to be complete next week. Members recommended that J. Isaman take before and after pictures.

Concerning 1 Baker Street Andover property, future plans for lot include seeing if the neighbor is interested in purchasing the lot.

### **Rehabilitation Projects**

The 95 Main Street Cuba, NY property sale closing date is the end of March. J. Isaman noted that the only remaining expense is the attorney fees. Otherwise, 15% of the profit can be designated as discretionary funding and the remaining 85% has to be spent on future rehabilitation projects.

The 1936 Rte. 19 Willing property has a cash offer. J. Isaman reported that CCA is completing the income verification documentation as required by funding source. The purchase offer was approved at the February 11, 2020 meeting for a selling price of \$41K, as is, no survey and no liability with a home inspection.

### **New Construction Projects**

Concerning the 79 Clark Street property in Wellsville, J. Isaman reports he is talking to the Allegany County Unites Way and to Jonathan Hilsher from Alfred State College to discuss future partnership possibilities for a new building for low income family.

Concerning the Bolivar Habitat for Humanity project, J. Isaman reports there is a meeting scheduled in March and he will try to firm up the details to designate funding for the site excavation work.

J. Isaman reports there is nothing new to report on the following four properties: Mill Street in Wiscoy, Mechanic Street in Angelica, 19 Maple Street in Andover, and 37 King Street in Wellsville, NY.

### **Tax Sale Updates**

The tax sale property purchase record has been dismal for the land bank. Properties have been purchased in hopes of rehabbing the properties but end in demolition following a more thorough inspection of the properties.

There are liability risks that prevent thorough inspection of the properties. The time that the County takes possession of the property and sells the property to the new buyer is a matter of minutes and signing paperwork.

J. Isaman will reach out to County Treasurer Ross to see if there are ways to improve the facilitation of purchasing suitable properties for rehabilitative work prior to the tax auction.

The most recent funding application work plan calls for one rebuild, five rehab projects, and one demolition. Board members noted these outcomes are very different from our accomplishments to date.

### **PURCHASE OFFER**

**A motion was made by D. Evans, seconded by K. Dirlam, and approved to accept the purchase offer in the amount of \$51,100 with the land bank paying for the survey for the 51 Clark Street property in Wellsville, NY.**

### **OLD BUSINESS**

**On a motion by D. Fanton, seconded by D. Evans, and carried the board accepted the resignation of Debbie McDonnell.**

### **NEXT MEETING**

The next meeting will be Monday, March 16th, 2020 at 9am at the Crossroads Conference Center.

### **ADJOURNMENT:**

**On a motion by K. Dirlam, second by D. Fanton, and carried the meeting was adjourned at 11:04 am.**

Respectfully Submitted by

Jodi Adams

Assistant to the County Administrator



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## **Allegany County Land Bank Board Special Meeting Minutes February 11, 2020**

**Members Present:** Brian Loucks, Kier Dirlam, Dave Evans and Darwin Fanton.

**Others Present:** Jason Isaman and Jodi Adams.

### **CALL ORDER:**

The committee was called to order at 9:00 am by Chairman Brian Loucks.

### **ENTERPRISE CRI ROUND 4.2 GRANT**

Members reviewed the grant narrative and discussed the work plan goals and budget requirements. The work plan goals involve renovating five properties, demolishing one, and program delivery.

**On a motion by D. Fanton, seconded by D. Evans, and carried the Enterprise CRI Round 4.2 funding application will be submitted requesting \$750K.**

K. Dirlam noted a few editing items for the narrative. J. Isaman will email a final narrative to members for review prior to submission. The grant due date is February 18, 2020.

### **PURCHASE OFFER**

Members discussed the purchase offer for 1936 RT 19, Willing, NY including surveying fees and inspection costs and determined a counter offer. The property was tax assessed at \$62K and the Land Bank invested a \$120k in rehabilitation work including a new septic system.

**On a motion by K. Dirlam, seconded by D. Fanton, and carried the counter offer will be a selling price of \$41K, as is, no survey and no liability with a home inspection.**

### **GOOD OF THE ORDER**

Members discussed the pending sale of 95 Main St. Cuba which is expected to be complete in March. When FHA inspected the property they required a few minor repairs including replacing a glass in a window. Cyrco Construction completed the repairs.

J. Isaman reported there interest in the 51 Clark St. Wellsville, NY property. The couple that are interested in buying the property are in the process of securing a lender.

Members discussed the 2020 Tax Sale and the need to start discussions with the Treasurer's Office as soon as possible in preparation for this year's sale. J. Isaman will follow up on this request.

### **NEXT MEETING**

The next meeting will be Tuesday, February 18th, 2020 at 9am at the Crossroads Center.

### **ADJOURNMENT:**

**On a motion by K. Dirlam, second by D. Fanton, and carried the meeting was adjourned at 9:40 am.**

Respectfully Submitted by

Jodi Adams

Assistant to the County Administrator





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## **Allegany County Land Bank Board Meeting Minutes March 16, 2020**

**Members Present:** Brian Loucks, Kier Dirlam, Dave Evans, and Darwin Fanton.

**Others Present:** Edward Bysiek CPA, Legislator Bill Dibble, John Simmons, Legislator John Ricci, Jason Isaman, Ed Zalar, and Jodi Adams.

**Excused:** Carissa Knapp

### **CALL ORDER**

The committee was called to order at 10:17 am by Chairman Brian Loucks. Introductions were provided.

### **INDEPENDENT AUDIT**

Edward Bysiek, CPA distributed copies of the independent audit and financial report and discussed the information. He stated that overall 2019 was a year of a lot of activity for the land bank. At the end of the year, the land bank had \$134K in cash on hand and assets totaling \$51K (the purchase price of land bank owned properties). He noted that the audit did not identify any deficiencies or internal controls that the firm would consider a weakness.

D. Fanton asked if the review process involves a review of the internal control procedures and if the firm identifies areas for improvement, do they make recommendations? Mr. Bysiek replied that yes, which is how the audit process works and that if they found deficiencies, they would make recommendations. He noted that although it wasn't a deficiency, based on the activities and growth of other land banks that he works with, he recommends establishing an account ledger for individual properties held for sale. The current system works fine now but he thinks it could prove challenging with a larger inventory of land bank properties.

**On a motion by K. Dirlam, seconded by D. Evans, and carried the Allegany County Land Bank 2019 Annual Independent Financial Audit Report completed by Bysiek CPA, PLLC was approved.**

**On a motion by D. Evans, seconded by K. Dirlam, and carried to approve the revised Allegany County Land Bank Organizational Budget for 2020.**

### **WELCOME GUESTS**

Guests Legislator Bill Dibble and John Simmons discussed their concern for the former Coslo's Restaurant in Almond, NY. Mr. Simmons remarked that the building is in major disrepair and has been sold at tax auction and purchased with no renovations made in the past decades. The location offer prime location for real estate and the building does have character. One issue has been the leachate system for the sewer is located on the neighbor's property. Mr. Simmons proposed that the Allegany County Land Bank consider purchasing the property from Allegany County for a dollar and then work together with the Village of Almond, and a not for profit such as Two Plus Four Construction to secure grant funding to renovate and restore the property and return it to a viable business with apartments.

K. Dirlam shared that the land bank pays a fee, the taxes due, and a bid amount the same as municipalities when it comes to the property tax auction. It is likely that Allegany County won't sell the building to the land bank for \$1. K. Dirlam remarked that the building is 150 years old. The last time he inspected it the interior was

guttled, the back side of the building was exposed to the elements, and the apartments on the second floor appeared to be in okay condition. He noted the third floor which used to be a ballroom would require an elevator for access if restored. The property would need a new septic system. He recommended that Mr. Simmons have an engineer further inspect the property to determine if it is salvageable. He stated that he felt having a signed letter from an engineer would go a long way in securing funding and partnerships for the renovation work. A signed memorandum by key partners once identified would also be recommended. Mr. Simmons noted that NYSDOT has the right away for the property and that it would be a very challenging location to demolish. In 2017, the property was sold at tax sale on a \$500 bid, \$3,200 in back taxes, plus 11% buyer's premium. Mr. Simmons remarked if he can get a commitment from the land bank he fully anticipates a partnership with Alfred University's graduate students and the Village Almond. If the property is restored it would be a net asset for the community.

## **MINUTES**

**On a motion by D. Fanton, seconded by D. Evans, and carried the meeting minutes from February 18th 2020 were approved.**

## **FINANCIAL**

**On a motion by D. Evans, seconded by K. Dirlam, and carried the Treasurer's Report for period ending on February 13, 2020 was approved.**

**On a motion by K. Dirlam, seconded by D. Evans, and carried to approve the Treasurer's Report for the period ending on March 11, 2020.**

**On a motion by D. Evans, seconded by K. Dirlam, and carried to approve paying the bills.**

## **MEMBERS CHOICE**

J. Isaman noted that the NYSLB Association meeting scheduled for August 21 and 22<sup>nd</sup> has been cancelled. He mentioned the 2021 dues will most likely decrease.

J. Isaman stated that he accepted a request to join the NY Land Bank Association Rural Land Bank Committee that will be chaired by Executive Director of the Mohawk Valley Land Bank.

J. Isaman noted that there will be NO further funding for land bank programs from the Attorney General's Office going forward.

B. Loucks introduced Ed Zalar to members.

**On a motion by D. Fanton, seconded by D. Evans, and carried for Executive Director Jason Isaman to submit a request to the Clerk of Board requesting that the Chairman appoint Ed Zalar as a member of the Allegany County Land Bank Board.**

## **INFRASTRUCTURE**

J. Isaman noted that the sale of properties located at 95 Main Street in Cuba, 51 Clark Street in Wellsville and 1936 Route 19 in Willing are all scheduled to close soon.

**On a motion by K. Dirlam, seconded by D. Evans, and approved to sell 1 Baker Street Andover property for \$500.**

J. Isaman noted a neighbor wants to make a purchase offer for 178 E. State Street and 172 E. State Street properties in Wellsville.

J. Isaman is working with the Habitat for Humanity on contract development to devote \$90-95K in new construction funding to assist in building 3-4 projects. The funding will be put in escrow account and reimbursed on a set schedule.

**On a motion by D. Fanton, seconded by D. Evans, and carried the previous motion to make a purchase offer for the 51 Cole Street property in Bolivar, NY motion was rescinded.**

J. Isaman reports the 211 Main Street property in Bolivar is in pre-foreclosure and will be going to auction soon. He will report back to the board as more information becomes available.

Concerning Cornerstone properties located at 97 and 123 Wellsville Street in Bolivar, NY and 355 W. State Street in Wellsville, NY members agreed these properties are not suitable land bank projects given the state of disrepair and amount of funding and time that would be required to renovate the properties.

#### **New Business**

J. Isaman is waiting to hear the outcome of the OAG/CRI Round 4.2 Grant that was submitted.

J. Isaman discussed his plan to submit a Ralph Wilson Foundation grant application in the amount of \$100K for curb appeal projects that will provide qualified home owners with 50% cash match for completing home improvement projects.

**On a motion by K. Dirlam, seconded by D. Fanton, and approved to submit the Ralph Wilson Foundation Grant application.**

The open meetings law training that was scheduled for March 25<sup>th</sup> has been cancelled due to Covid-19.

#### **Tax Sale Updates**

At the upcoming tax sale the Land Bank is hoping to acquire 4 properties for renovation.

#### **NEXT MEETING**

The next meeting will be Monday, April 20<sup>th</sup>, 2020 at 9am at the Crossroads Conference Center.

#### **ADJOURNMENT:**

**On a motion by K. Dirlam, second by D. Fanton, and carried the meeting was adjourned at 12:12 pm.**

Respectfully Submitted by

Jodi Adams

Assistant to the County Administrator



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**Allegany County Land Bank Board Meeting  
Virtual Meeting using Zoom Meeting Platform  
Minutes April 20, 2020**

**Members Present:** B. Loucks, K. Dirlam, C. Knapp, D. Evans, and D. Fanton

**Others Present:** J. Isaman and J. Adams

**Excused:** E. Zalar

**Call to Order**

The committee was called to order at 9:02 am by the Chairman.

**Minutes**

**On a motion by D. Fanton, seconded by D. Evans, and carried the meeting minutes from March 16, 2020 were approved.**

**Financial**

J. Isaman noted the -\$5,213 on the financial report is a result of the pending payment for the third quarter. He noted that we should receive the payment soon.

**On a motion by D. Evans, seconded by K. Dirlam, and carried the Treasurer's Report was approved.**

**On a motion by K. Dirlam, seconded by D. Evans, and carried to approve paying the bills.**

**Infrastructure**

Monitoring:

The 95 Main Street Cuba property is under contract and currently waiting on survey.

The 51 Clark Street property in Wellsville it is under contract, the survey is complete, and is waiting for Cattaraugus Community Action to certify income eligibility of the buyer.

The 1936 Route 19 Willing property is under contract.

The buyer's offer has been accepted for 1 Baker Street in Andover.

Concerning 178 E. State Street Wellsville, the neighbor has expressed interest in purchasing the parcel. After further discussion, members agreed to consider this option in the future following the demolition work.

New Construction:

J. Isaman reported that he hasn't had much contact with Habitat for Humanity related to the possibility of a partnership with the 79 Clark Street lot in Wellsville. He noted the contract has been back and forth with Habitat for Humanity concerning the new build project in Bolivar related to language in the contract.

Acquisition/Stabilization:

J. Isaman reported that the goal is to spend \$40K by July 1<sup>st</sup> on a new build project. This includes excavating, gravel, tree removal, and other site preparation work.

Members discussed the Wellsville Clark Street lot infrastructure needs including water, septic and sewer. It was mentioned that a driveway off Clark Street to get access to the back lot would be ideal. Members discussed need to talk to Jo Fenske, Wellsville DPW, and possible the Planning Board Chairman concerning next steps for the lot. J. Isaman and D. Fanton will go to the site and determine what course of action is needed.

**On a motion by D. Fanton, seconded by K. Dirlam, and approved to spend up to \$3,000 for Phase 1 on Environmental Review.**

### **Tax Sale**

J. Isaman provided a summary listing for members for consideration of top 14 tax sale listings. He proposed a work meeting conference call to further condense the list and stated the funding work plan for next year includes two rehab properties and 1 new build. C. Knapp noted that it is likely that the tax sale won't happen until the fall given the global pandemic.

K. Dirlam reported that he was contacted by a person who expressed interest in purchasing the Coslo's property. The potential buyer has talked to the adjacent property owner concerning the septic system.

**A motion was made by D. Fanton, seconded by K. Dirlam, to table any further discussion on the Coslo's property pending the sale of property.**

### **Other Prospective Properties**

J. Isaman noted that the 51 Cole Street Bolivar property could be a back-up option if the tax sale is placed on hold for an extended time.

The 211 Main Street property in Bolivar is scheduled for bank auction this summer.

### **Old Business**

J. Isaman reported the AC Land Bank received \$200,000 from the OAG/CRI Round 4.2 Grant. The work plan includes \$140K for 1-2 rehab projects, \$30K for a new build project, 15% administrative costs (\$30K), and NO funding for demolition projects. It was mentioned that not for profit developers, Habitat for Humanity and Alfred State College partnerships will be helpful to ensure outcomes are achieved.

J. Isaman noted that Enterprise will not send any funding until the non-white racial/ethnic minority provisions are incorporated in our policies. He will update the policies to include the required language and will make this available for review and approval at the next meeting.

### **New Business**

J. Isaman introduced a property depository agreement policy which he explained is a way for land banks to get properties from other entities tax free and hold the properties for developers. Members agreed more information is needed before any action can be taken.

**A motion was made by D. Fanton, seconded by D. Evans, to table discussion on the property agreement policy until next meeting.**

### **Next Meeting**

The next meeting will be Monday, May 18th, 2020 at 9am.

### **Adjournment**

**On a motion by K. Dirlam, second by D. Fanton, and carried the meeting was adjourned at 10:04 am.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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**Allegany County Land Bank Board Meeting  
Virtual Meeting using Zoom Meeting Platform  
Minutes May 18, 2020**

**Members Present:** B. Loucks, K. Dirlam, C. Knapp, D. Evans, E. Zalar, and D. Fanton

**Others Present:** J. Isaman and J. Adams

**Call to Order**

The meeting was called to order at 9:01 a.m. by the Chairman.

**Minutes**

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from April 20, 2020.**

**Financial**

J. Isaman mentioned the financial report reflects a \$50,000 payment from the Enterprise grant. This funding will be used for new construction projects; including clearing the property for construction.

Invoices presented for payment included: 4SS (\$4,752.80), Cunningham (\$405), Neeson-Clark Associates (\$2,985), Center State NYLBA Dues (\$2,000), and James Ball (\$1090).

J. Isaman reported that site plans are needed for utilities and watershed information for 79 Clark Street and 37 King Street. In addition, an Environmental Phase I. review is needed at 37 King Street.

**A motion was made by D. Fanton, seconded by D. Evans, and carried to approve the Treasurer's Report.**

**A motion was made by E. Zalar, seconded by D. Evans, and carried to pay the bills.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried for Neeson-Clark Associates to complete site plans for the 79 Clark Street (\$575) and 37 King Street properties (\$575) and a Phase I Environmental Review (\$2,985) at the 37 King Street property.**

**Infrastructure**

Monitoring:

The 95 Main Street Cuba property sold. J. Isaman reported the realtor need to be paid for \$2,037.50.

The 51 Clark Street property in Wellsville it is under contract. There was a problem with the title involving proper notification, however, it is being addressed and is expected to be resolved in the near future.

The 1936 Route 19 Willing property is under contract.

The buyer's offer has been accepted for 1 Baker Street lot in Andover.

New Construction:

J. Isaman reported the survey for the Phase I Environmental Review has been completed at 79 Clark Street. The next step involves completing the site plan. He noted that \$120,000 has been dedicated to new construction at 79 Clark Street and 37 King Street.

J. Isaman noted \$24,000 has been allocated for the Bolivar Habitat for Humanity project.

Concerning the 37 King Street property, J. Isaman noted he needs to rescind the offer made to Habitat for Humanity at the October 21<sup>st</sup> meeting. Also, the lot isn't deep enough for the current zoning laws; however, he doesn't anticipate any problems with securing a variance.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to rescind the offer to transfer the deed for the 37 King Street property in Wellsville, NY to Habitat for Humanity for the sum of \$1.**

**Tax Sale**

C. Knapp stated the tax sale will most likely take place next year due to the Covid-19 pandemic.

**Other Prospective Properties**

J. Isaman noted the 51 Cole Street Bolivar property is a good option for a rehab project. There is an estimated \$25,000 worth of renovation work needed including a new roof, windows, and some foundation work.

J. Isaman spoke with the bank regarding 211 Main Street in Bolivar. The property is scheduled for auction this summer and the bank will provide an opportunity for purchase to the ACLB before it goes to auction.

**A motion was made by E. Zalar, seconded by C. Knapp, and carried to approve a purchase offer to Linda Shaner in the amount of \$25,000 for the 51 Cole Street property in Bolivar, NY.**

**Old Business**

J. Isaman reported that June 30, 2021 is the deadline for completing grant work plan objectives. He is working with Alfred State College to partner to accomplish this. The college has expressed an interest in building lower to moderate income housing and recouping their construction costs. The grant provides for \$120,000 for materials for building two new houses. J. Isaman remarked that construction could involve a hybrid build with some prefabricated walls and some stick frame construction. The foundation could include a concrete foundation and a block foundation, providing a variety of learning opportunities for students. D. Fanton noted that given the deadline, we need to have a back-up plan in place by August.

Discussion followed concerning building plans, engineer approvals, and costs. It is a time intensive and costly process. Members agreed to facilitate the process; we should use the same plans for both projects if possible.

J. Isaman reported he plans to discuss the property depository agreement policy at a subcommittee meeting in the near future.

J. Isaman mentioned an attorney is needed for the land bank and will begin contacting attorneys to ascertain interest.

**A motion was made by B. Loucks, seconded by D. Evans, and carried for C. Knapp to serve on the Audit and Governance Subcommittees of the Allegany County Land Bank Board.**



**Next Meeting**

The next meeting will be Monday, June 15th, 2020 at 9 a.m.

**Adjournment**

**A motion was made by E. Zalar, seconded by D. Evans, and carried to adjourn the meeting at 9:27 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Minutes June 15, 2020**

**Members Present:** B. Loucks, K. Dirlam, D. Evans, E. Zalar, and D. Fanton

**Excused:** C. Knapp

**Others Present:** J. Isaman and J. Adams via Zoom

### **Call to Order**

The meeting was called to order at 8:03 a.m. by the Chairman.

### **Minutes**

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from the meeting held on May 18, 2020.**

### **Financial**

Invoices presented for payment included: 4SS (\$4,691.38), Cunningham (\$270), and Miller Law (\$248).

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to approve the Treasurer's Report.**

**A motion was made by E. Zalar, seconded by D. Fanton, and carried to pay the bills.**

### **Committee Reports**

#### **Governance Committee:**

The Governance Committee met on June 12<sup>th</sup>. D. Evans summarized the meeting discussion on the Land Bank's By-laws, Depository Policy, and the Non-Discrimination Policy.

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the revision to the By-laws changing the language in Section 12(a) to read "majority of appointed members."**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the revision to the By-laws changing the language in Section 2(a) to set board membership to between 5-7 members with 2 of the 7 positions only to be filled by women and individuals from Allegany County's non-white ethnic minority community.**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to nominate Ed Zalar as the Land Bank's Vice Chair and Ethics Officer.**

**A motion was made by E. Zalar, seconded by K. Dirlam, and carried to adopt the Depository Policy as submitted by the Governance Committee.**

**A motion was made by K. Dirlam, seconded by D. Evans, and carried to adopt the Non-Discrimination Affirmative Action Policy as revised by the Governance Committee.**

**Audit Committee:**

The Audit Committee met on June 12th. K. Dirlam summarized the committee member discussion including the procurement of legal services, the contract renewal for administrative services, and reviewing the Land Bank's property asset log.

**A motion was made by D. Fanton, seconded by E. Zalar, and approved to accept the Audit Committee Report.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to authorize the Land Bank Chairman to sign an agreement letter with Pekarek Law Group to serve as the Land Bank's counsel.**

**A motion was made by D. Evans, seconded by D. Fanton, and carried renewing the contract with Fourth Sector Services effective July 25, 2020 through July 25, 2021.**

**Infrastructure****Monitoring/For Sale:**

51 Clark Street, Wellsville- J. Isaman reported there has been a delay in the sale due to a walk through inspection and request for cleaned up work.

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to have Cyrco Construction perform a realtor quality clean up job at 51 Clark Street in Wellsville at a cost not to exceed \$2,500.**

The purchase offer for the 51 Cole Street property in Bolivar has been accepted.

J. Isaman will forward the paperwork to the attorney for to the neighbor purchasing the lot at 1 Baker Street in Andover.

J. Isaman said he will look into CDBG grant to assist with the demolition costs for 172 E. State Street property in Wellsville.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to complete the agreement with the Village of Angelica to transfer the Mechanic Street property for their use for a utility right of way for a nominal fee and the legal transfer costs to be assumed by the Village.**

**New Construction:**

J. Isaman reported the future plans for 79 Clark Street and 37 King Street including submitting drawings to the Village Planning Board in July. The plans are for a house with 2 car garage at 79 Clark Street and a house with a one car garage at 37 Kink Street.

**A motion was made by K. Dirlam, seconded by E. Zalar, and carried to present the building plans for properties located at 79 Clark Street and 37 King Street to the Village of Wellsville Planning Board, Code Enforcement Officer and ZBA if needed, for approval.**

**A motion was made by D. Fanton, seconded by D. Evans, and carried for LaForge Excavating to provide demolition and site clearing services for the King Street Wellsville lot for \$5,100.**

Acquisition/Stabilization Prospective Properties:

**A motion was made by D. Evans, seconded by D. Fanton, and carried to offer the Kondaur Corporation \$5,000 for 211 Main Street in Bolivar and to pay the additional estimated \$2,500 in foreclosure legal fees that will be required if the purchase offer is accepted.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to make a purchase offer of \$15,000 on the property located at 135 N. Franklin Street in Wellsville not to exceed \$20,000.**

The property located at 135 N. Franklin Street in Wellsville was appraised at \$43,000 in 2016.

Following an inspection, it was decided that the 173 East State Street property in Wellsville will require costly clean-up services and members are not interested in purchasing the property.

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to authorize the Land Bank Chairman to sign a revised contract with the Habitat for Humanity and dedicate \$24,802.15 toward the new build located at 111 Olean Street (30ft x 42ft ranch style) in Bolivar.**

**Tax Sale**

Due to the Covid-19 Legislation and ongoing global pandemic, the tax sale won't take place.

**Good of the Order**

J. Isaman reminded new members that they will need to complete the authority budget training when it becomes available. In the past, the course has been offered in the form of an hour long webinar.

**Next Meeting**

The next meeting will be Monday, July 20th, 2020 at 8 a.m.

**Adjournment**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 9:18 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Minutes July 20, 2020**

**Members Present:** B. Loucks (via Zoom), K. Dirlam, C. Knapp (via Zoom), E. Zalar (via Zoom), and D. Fanton

**Excused:** D. Evans

**Others Present:** J. Isaman and J. Adams (via Zoom)

### Call to Order

The meeting was called to order at 8:12 a.m. by the Chairman.

### Minutes

**A motion was made by E. Zalar, seconded by D. Fanton, and carried to approve the meeting minutes from the meeting held on June 15, 2020.**

### Financial

Invoices presented for payment included: 4SS (\$4,691.38), Cunningham (\$255), and Marshall Insurance (\$1,500), and CCA Development Fee (\$14,249.18).

In addition to the monthly Treasurer's Report, a fixed asset by funding source spreadsheet was included. The spreadsheet lists the funding source and amount spent by property.

J. Isaman reported that he recently requested funding in the amount of \$32,241.23 (third quarter). A majority of this funding will be spent on new construction projects at King Street and Clark Street in Wellsville.

The Marshall Insurance Invoice covers director and officer liability coverage for the year and is one-hundred dollars less compared to last year's cost. J. Isaman reported the land bank received notice of a \$2,700 insurance credit resulting from refunds on properties sold.

The CCA development fee invoice represents 7.5% of the total sale cost for properties as written in the contract.

The Allegany County Budget allocation is used for administrative costs other than 4 Sector Services and includes insurance costs, accountant fees, and legal fees.

**A motion was made by E. Zalar, seconded by C. Knapp, and carried to approve the Treasurer's Report.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to pay the bills.**

### Infrastructure

#### Monitoring/For Sale:

1936 Rt. 19, Willing- The property has been sold.

51 Clark Street, Wellsville- There has been some post-closing issues. The buyer challenged the condition report.

J. Isaman reported the land bank went above and beyond any obligation by making additional repairs and

cleaning up the property after the sale. The buyer waived the right for a home inspection. No additional problems with the sale are anticipated.

1 Baker Street, Andover-The sale is pending and is expected to be completed next month.

178 and 172 East State Street, Wellsville- There are no updates to report.

19 Maple Street, Andover- The application to purchase the lot for \$1,000 was reviewed.

**A motion to accept Dave Schweigart's application for purchase 19 Maple Street lot in Andover for \$1,000, with Mr. Schweigart having the responsibility for all required legal fees as the buyer was made by C. Knapp, seconded by E. Zalar, and carried.**

Mill Street, Wiscoy-There are no updates to report.

40 Mechanic Street, Angelica – The property has been offered for sale to the Village of Angelica. The proposal will go before the Village Trustees for their consideration at tonight's meeting.

#### New Construction

79 Clark Street and 37 King Street, Wellsville- A rough draft of the development timeline was reviewed. The stamped plans received favorable review by Planning Board members. Currently plans are underway to get the building permit. The engineer is completing the work for \$250. J. Isaman noted that he met with the new Code Enforcement Officer for Wellsville Rich Wenslow.

Bolivar/Habitat Project-Habitat for Humanity has closed on the property and has approved the revised co-development agreement. They plan to begin construction in August. The land bank has dedicated \$24,802.15 to assist in building the new structure.

#### Acquisition/Stabilization Prospective Properties

211 Main Street, Bolivar-The \$5,000 offer to purchase the property is still being considered.

135 North Franklin Street, Wellsville- (purchase price: \$15,000)

51 Cole Street, Bolivar-(purchase price: \$25,000) Both of these properties are schedule to close in August.

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to take action upon closing and complete an asbestos survey, clean out the properties, and complete scope of work plans.**

#### Tax Sale

C. Knapp reported that the Governor has not released the foreclosure restrictions. At this point, the county is expecting to have the tax auction next year. Currently, there are individuals that are paying their back taxes.

Next Meeting: Monday, August 17 at 8:00 a.m.

#### Adjournment

**A motion was made by K. Dirlam, seconded by C. Knapp, and carried to adjourn the meeting at 8:41 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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## Allegany County Land Bank Board Meeting MINUTES

August 17th, 2020

**Members Present:** Darwin Fanton, Kier Dirlam  
**Zoom Members Present:** Brian Loucks, Carissa Knapp, Ed Zalar  
**Excused:** Dave Evans  
**Others Present:** Jason Isaman

### 1. CALL ORDER:

- The committee was called to order at 8:07 am by Chairman Brian Loucks.

### 2. WELCOME GUESTS/ INTRODUCTIONS

- No guests were present. This meeting was utilizing Zoom.

### 3. MINUTES

- Regular Board Meeting- July 20th, 2020 were reviewed.
- **On a motion by Ed Zalar and seconded by Darwin Fanton to approve July 20th, 2020 Meeting, Approved**

### 4. FINANCIAL:

#### Treasurer's Report

- J. Isaman mentioned that not very much spending occurred since the last meeting and asked if there was any question on the Treasurer's report. No questions were presented.
- **On a motion by Carissa Knapp and seconded by Ed Zalar to approve Treasurer's Report. Approved**

#### Administrative Invoices:

- 4SS - \$4861.25
- Cunningham - \$600.00
- Pekarek Law - \$35.00
- **On a motion by Ed Zalar and seconded by C. Knapp to pay the 3 invoices, to Fourth Sector, Cunningham Stauring, and Pekarek Law, were approved for a payment. The sum of the three bills was \$5,496.25 - Approved**

### 5. INFRASTRUCTURE:

#### Monitoring/ For Sale-

- 51 Clark St., Wellsville- discussion regarding legal and closing issues.
- 178 and 172 E. State St. Wellsville – waiting to hear on grants.
- 19 Maple St. Andover lot- signed the acceptance letter to sell.
- Mill St. Wiscoy – no new information.

- 40 Mechanic St. Angelica - a private offer was made after the Village indicated that they are not interested in the parcel. **On a motion by Kier Dirlam and 2nd by Darwin Fanton the board approved selling the lot to Michael Seaver for \$1,000 plus fees. Approved.**

#### **New Construction-**

- 37 King – we are not going to build at 37 King at this time due to financial and logistical constraints. Before the pandemic the LB was going to subsidize two new build projects (37 King and 79 Clark) with Alfred taking the lead. Due to the pandemic Alfred has backed out.
- 79 Clark - A meeting will be held with Alfred State to discuss their capacity to participate in the 79 Clark Street project in the coming weeks. The Land Bank will act as the General Contractor on the house construction project. The cost is estimated at \$150/SF currently.
  1. Development Timeline
  2. Stamped Plans
  3. Budget
- Bolivar/Habitat- \$24,802.15 is set aside out of the our LISC grant. This is the end of those funds and the grant has been closed.

#### **CONTRACTORS:**

- On a motion by Darwin and 2nd by Ed Zalar moved to approve all three contractors who had replied to the request for qualifications: LaForge, Cyrco and RRR with provision that RRR will provide umbrella insurance according specifications.

#### **Acquisition/Stabilization Prospective Properties:**

- 211 Main St. Bolivar- Lien for Sale (Counter offer of \$10k) We counter offered \$8,000.
- 135 N. Franklin St. Wellsville – August Closing
- 51 Cole St. Bolivar- August Closing

#### **6. TAX SALE:**

- Carissa Knapp noted that it was unlikely that there would be a tax sale this year due to COVID-19.

#### **7. COMMITTEES:**

- Finance Committee- meets immediately following the Aug 17th regular board.

#### **8. OLD BUSINESS:**

- None

#### **9. NEW BUSINESS:**

- None

#### **10. GOOD OF THE ORDER:**

- Jason Isaman noted that he has taken the Lead Handler class and is now certified.



**11. NEXT MEETING:**

- The next regularly scheduled meeting will be Monday September 21st, 2020 at 8 am at the Crossroads Center [possibly by Zoom also].

**12. ADJOURNMENT:**

- On a motion by Ed Zalar and 2nd by Carissa Knapp the meeting was adjourned at 8:59 am.

**Notes by Kier Dirlam and Jason Isaman**



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## **Allegany County Land Bank Board Meeting Special Zoom Meeting Minutes September 3, 2020**

**Members Present:** B. Loucks, K. Dirlam, C. Knapp, E. Zalar, D. Evans, and D. Fanton.

**Excused:** N/A

**Others Present:** J. Isaman and J. Adams

### **Call to Order**

The meeting was called to order at 2:30 p.m. by the Chairman.

### **Special Business**

- 79 Clark Street Wellsville

J. Isaman stated he and D. Fanton met with Alfred State College building and trades staff and the college can commit to providing some labor towards the project including digging the hole for the foundation, completing the exterior and interior frames (on campus, lab setting), and putting in the temporary electric service panels. If scheduling permits, the college discussed the possibility of assisting with some other aspects like plumbing work and cabinetry. J. Isaman reviewed the budget and indicated the new build costs exceed the budgeted amount. He has modified the budget and reallocated funds from the rehabilitation budget to the new build and it will still require using some of the proceeds from property sales to complete the project. There is adequate funding to complete the project.

J. Isaman sent out requests for approved contractors and received three responses. Interested contractors include: LaForge Construction, RRR Construction, and Cyrco Construction. He noted that RRR Construction still needs to provide proof of extra insurance coverage as required by policy.

Discussion followed regarding the AC Land Bank's need to file for 501c3 Not-for-Profit designation. J. Isaman will work with AC Land Bank Attorney Ed Pekarek to complete the necessary paperwork. Members discussed the oversight likely occurred with the Charitable Contribution Tax designation discussion and the decision that it was not applicable. It is likely the change of attorneys added to oversight.

Discussion followed concerning the need to review and revise the procurement policies and practices according to the municipal law. C. Knapp provided members with an electronic copy of McKinney's Consolidated Laws of New York Annotated, Article 16 for review. The law provides bid guidance (Attachment). She recommended that J. Isaman seek legal advice from AC Land Bank Attorney Ed Pekarek.

**A motion was made by D. Fanton, seconded by C. Knapp, and carried directing the AC Land Bank Executive Director to consult with the Land Bank Attorney and discuss any recommended changes to the procurement policy.**

J. Isaman summarized the project timeline for the new build project. He noted with inclement weather approaching and the anticipated delay in receiving the building materials and supplies, he is seeking approval to purchase needed materials now.

**A motion was made by E. Zalar, seconded by D. Fanton, and carried approving the AC Land Bank Executive Director purchase up to and not to exceed \$133,500 in project building materials.**

**Next Meeting:**

Monday, September 21 at 8:00 a.m.

**Adjournment**

**A motion was made by D. Evans, seconded by E. Zalar, and carried to adjourn the meeting at 3:24 p.m.**

Respectfully Submitted,  
Jodi Adams  
Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Zoom Meeting Minutes September 21, 2020**

**Members Present:** B. Loucks, K. Dirlam, C. Knapp, E. Zalar, D. Evans, and D. Fanton.

**Excused:** N/A

**Others Present:** J. Isaman and J. Adams

### **Call to Order**

The meeting was called to order at 8:23 a.m. by the Chairman.

### **Approval of Minutes**

**On a motion by D. Evans, seconded by D. Fanton, and carried the meeting minutes from August 17, 2020 were approved.**

**On a motion by D. Fanton, seconded E. Zalar, and carried the meeting minutes from the Special Meeting held on September 3, 2020 were approved.**

### **Financial**

J. Isaman discussed the Treasurer's Report and noted temporarily using money from the proceeds of sales account to pay outstanding resulting from timing with the grant payment schedule. He noted the funds will be replenished once the grant funding is received. He stated the \$30k in foundation work should be completed next week. Also, the Land Bank had to pay a final electric bill for a property that was recently sold due to a delay in transferring services to the new owner. The Habitat for Humanity contract has been signed and funding is available upon request.

Invoices presented for payment include 4ss (\$4,861.25), Cunningham (\$390), and Pekarek Law (\$345).

**On a motion by E. Zalar, seconded by D. Evans, and carried to approve the Treasurer's Report.**

**On a motion by D. Evans, seconded by D. Fanton, and carried the bills will be paid as presented.**

### **Infrastructure**

New Construction

- 79 Clark and 37 King Wellsville

Phase I and II include prep work for the foundation and pouring concrete and will be completed by the end of the week. The foundation work was completed by Alfred State College students and there was an error in interpreting the site plans and the foundation was dug too deep.

J. Isaman discussed RRR's bid which didn't include framing of interior or exterior walls. Therefore, he would like to continue with Cyrco Construction for Phase III work.

- Bolivar Habitat Project

The contract has been signed and the funding is available when requested.

### **Acquisition/Stabilization Prospective Properties**

The lien for sale offer made for 211 Main Street in Bolivar was denied.

At 135 N. Franklin Street in Wellsville an asbestos survey will need to be ordered. The seller mailed the signature pages on Friday.

J. Isaman noted that asbestos survey and lead testing will likely be reoccurring professional service expenses for stabilization projects. Lead testing is estimated to cost \$1,500-\$1,800.

- **51 Cole Street Bolivar**

The Land Bank is waiting to close on the property. J. Isaman reports the property will needs a new roof, porch work and a few other minor repairs.

**On a motion by D. Fanton, seconded by E. Zalar, and carried to authorize the Land Bank Executive Director to contract with LaForge Disposal to clean out 135 N. Franklin in Wellsville for \$5,750 and to order the asbestos survey and lead testing upon completion of the closing process.**

**On a motion E. Zalar, seconded by K. Dirlam, and carried to move forward with Cyrco Construction completing Phase III of the construction work at 79 Clark Street for \$77,900.**

### **Sub-Committee Updates**

- Finance Committee

**On a motion by D. Evans, seconded by E. Zalar, and approved to adopt the Allegany County Land Bank's PARIS Organization Budget for fiscal year 2021.**

### **Old Business**

J. Isaman reminded new directors to please complete the one time required ABO training. It is being offered on Friday, October 16, 2020 from 9:30-11:00 a.m. and again on Wednesday, October 28, 2020 from 9:30 -11:00 a.m.

**Next Meeting:**

Monday, October 19, 2020 at 8:00 a.m.

**Adjournment**

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to adjourn the meeting at 8:58 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Zoom Meeting Minutes October 19, 2020**

**Members Present:** B. Loucks, K. Dirlam, E. Zalar, D. Evans, and D. Fanton.

**Excused:** C. Knapp

**Others Present:** J. Isaman and J. Adams

### **Call to Order**

The meeting was called to order at 8:04 a.m. by the Chairman.

### **Approval of Minutes**

**On a motion by E. Zalar, seconded by D. Evans, and carried the meeting minutes from September 21, 2020 were approved.**

### **Financial**

J. Isaman summarized the Treasurer's Report and noted temporarily using funds from the proceeds from sales account to cover outstanding payments due to the grant disbursement schedule. He stated the funds will be replenished upon receiving the grant monies.

Invoices presented for payment include 4ss (\$4,861.25), Cunningham (\$345), Pekarek Law (\$225), and NEM (\$2,800).

J. Isaman explained the \$2,800 for NEM is for the asbestos certification reports.

**On a motion by E. Zalar, seconded by D. Evans, and carried the Treasurer's Report was approved.**

**On a motion by D. Evans, seconded by D. Fanton, and carried the bills will be paid as presented.**

### **Infrastructure**

#### **New Construction**

- 79 Clark Street and 37 King Street properties in Wellsville

Cyrco Construction is completing the work and will guide Alfred State students with any future work that is completed. J. Isaman showed photos of the construction and progress made to date. Members agreed it is nice to see the project progression. J. Isaman reported the electric service will be installed in the near future. The windows and doors have been ordered and will be delivered in two to three weeks.

- Bolivar Habitat Project

No updates to report.

### **Acquisition/Stabilization Prospective Properties**

- 135 N. Franklin Street in Wellsville

J. Isaman reported it will be cleaned out soon and the asbestos survey has been completed with no asbestos found. The tentative scope of work budget for the property is \$44,000 and lead testing will need to be completed.

- 51 Cole Street in Bolivar

J. Isaman reported the asbestos testing indicated minimal asbestos around the sky lights which will be replaced. Lead testing will need to be completed. The tentative scope of work budget for the property is \$40,000.

**On a motion by K. Dirlam, seconded by E. Zalar, and carried authorization was given to the Land Bank Executive Director to contract with Neeson Clark Associates, Inc. to complete lead testing at properties located at 135 N. Franklin Street in Wellsville and 51 Cole Street in Bolivar.**

### **Old Business**

J. Isaman reminded new directors to please complete the one time required ABO training. It is being offered on Wednesday, October 28, 2020 from 9:30 -11:00 a.m.

An irate citizen delivered paperwork to county employees working with the Land Bank. The Land Bank attorney reviewed the documentation and advised members not to worry and said he would handle the situation.

**A motion was made by E. Zalar, seconded by D. Evans, and carried to have the Land Bank attorney contact the buyer of 51 Clark Street and offer a settlement payment of \$1,000 for inconveniences resulting from post-closure issues.**

### **Good of the Order**

J. Isaman remarked that he wrote a letter to Congressman Tom Reed advocating for continued support of the National Land Bank Act. Land Banks have demonstrated success and are predominately located in New York State.

### **Next Meeting:**

Monday, November 16, 2020 at 8:00 a.m.

### **Adjournment**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 9:10 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator





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## **Allegany County Land Bank Board Meeting Zoom Meeting Minutes November 16, 2020**

**Members Present:** B. Loucks, C. Knapp, K. Dirlam, E. Zalar, D. Evans, and D. Fanton.

**Others Present:** J. Isaman and J. Adams

### **Call to Order**

The meeting was called to order at 8:04 a.m. by the Chairman.

### **Approval of Minutes**

**On a motion by D. Fanton, seconded by E. Zalar, and carried the meeting minutes from October 19, 2020 were approved.**

### **Financial**

J. Isaman summarized the Treasurer's Report and mentioned temporarily using funds from the proceeds from sales account to cover outstanding payments. This is necessary due to the grant disbursement schedule. He stated the funds will be replenished upon receiving the grant monies. The next draw down of funds will occur in January.

K. Dirlam asked if there has been any thought given to establishing a line of credit? Discussion followed.

Invoices presented for payment included: 4ss (\$4,861.25), Cunningham (\$390), Cyrco (\$19,424.47), and Fassett (\$1,698.14).

**On a motion by K. Dirlam, seconded by D. Evans, and carried the Treasurer's Report was approved.**

**On a motion by E. Zalar, seconded by D. Evans, and carried the bills will be paid as presented.**

### **Infrastructure**

#### **New Construction**

- 79 Clark Street in Wellsville

Cyrco Construction completed the framing, siding, and roof. The next phase includes services and utilities. The driveway is complete. Pictures for a press release have been scheduled for Tuesday, November 24<sup>th</sup> at 11:30a.m

- Bolivar Habitat Project

The project has been delayed. The owner of a previous habitat house defaulted on their loan. There are no further updates to report at this time.

### **Rehabilitation**

- 135 N. Franklin Street in Wellsville

J. Isaman reported he will redo the scope of work due to a refrigerator waterline leak that caused damage in the kitchen. He indicated the Land Bank has closed on the purchase of the property.

- 51 Cole Street in Bolivar

J. Isaman said he anticipates closing on the Cole Street property within a couple weeks.

### **Old Business**

J. Isaman indicated the 51 Clark Street settlement was accepted.

### **New Business**

J. Isaman reported the “Agent of Process” for the Allegany County Land Bank is the County Attorney. After further discussion, C. Knapp mentioned in January, the county will have a new County Attorney and with the office being fully staffed, the new attorney may decide they have the required resources and the desire to serve as the land bank attorney. Members liked this idea and agreed to leave the listing as is with the Dept. of State and revisit the subject in the future.

### **Next Meeting:**

Monday, December 21, 2020 at 8:00 a.m.

### **Adjournment**

**A motion was made by D. Fanton, seconded by E. Zalar, and carried to adjourn the meeting at 8:43 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Zoom Meeting Minutes December 21, 2020**

**Members Present:** B. Loucks, K. Dirlam, E. Zalar, D. Evans and D. Fanton.

**Excused:** C. Knapp

**Others Present:** J. Isaman and J. Adams

### **Call to Order**

The meeting was called to order at 8:05 a.m. by the Chairman.

### **Approval of Minutes**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from November 16, 2020.**

### **Financial**

J. Isaman summarized the Treasurer's Report. Members noted an error that needs to be corrected on the detail summary sheet. Members agreed to table approving the Treasurer's Report until the correction is made.

Invoices were presented for payment including 4ss (\$4,861.25) and Cunningham (\$225).

**On a motion by K. Dirlam, seconded by E. Zalar, and carried the bills will be paid as presented.**

### **Infrastructure**

Properties for Sale:

- 172 and 178 E. State Street, Wellsville

J. Isaman stated a person is interested in purchasing the properties for a nominal cost and will complete the demolition work.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to sell the 172 and 178 East State Street properties for \$2,000 with a signed agreement, work schedule and timeline for completion, and with \$20,000 to be held in an escrow account pending the successful completion of work.**

New Construction

- 79 Clark Street in Wellsville

Cyrco Construction completed the renovation work with exception to garage door installation. The door will be installed once it is received as it is currently on backorder. Members commented on the recent good press received concerning this property.

J. Isaman is reaching out to Alfred State College Building and Trades Department to see if the students will be able to assist with building and installing the cabinets. He is also researching energy savings incentives and rebate programs. K. Dirlam recommended that Bill Whitfield, Wellsville DPW Superintendent be contacted to further discuss energy savings options and solicit his recommendations.

Two bids were received to complete all of the final renovation needed to sell the property. Barry Cummings Construction's bid was for \$89,000 and Cyrco Construction's bid was \$93,200.

**A motion was made by D. Fanton, seconded by E. Zalar, and approved on the condition that the Land Bank Board approves the revised Treasurer's Report to ensure there is adequate funding, then after the construction completion work at 79 Clark Street in Wellsville, NY will be awarded to Barry Cummings Construction for \$89,000.**

- Bolivar Habitat Project

There are no updates to report at this time.

### **Rehabilitation**

- 135 N. Franklin Street in Wellsville

J. Isaman reported the Land Bank received two quotes for the renovation. Barry Cummings Construction (\$37,500) and Cyrco Construction (\$34,600).

- 51 Cole Street in Bolivar

J. Isaman reported the Land Bank received two quotes for the renovation. Barry Cummings Construction (\$49,500) and Cyrco Construction (\$48,275).

E. Zalar noted the budgeted amount for the renovation work for both properties is \$79,000. After much discussion, members agreed that J. Isaman could contact both parties and in an equitable manner determine what work could be scaled back or what combination of work could be agreed upon to move forward according to budget. J. Isaman will report back to members at the next meeting.

J. Isaman noted that Barry Cummings Construction doesn't have asbestos handling certification.

### **PARIS/ABO**

J. Isaman noted the committee appointments and meeting schedules have to be established for the New Year. Members agreed to discuss this at the next meeting.

J. Isaman distributed last year's annual report for members to review.

**A motion was made by K. Dirlam, seconded by D. Evans, and carried for Ed Bysiek to complete the independent audit for the Allegany County Land Bank at a cost of \$4,250.**

### **Old Business**

J. Isaman mentioned the NYS DoS agent of process change and 19A Real Property Law have proven helpful with assisting Land Banks with obtaining tax delinquent properties. It was recommended to discuss this at a future meeting.

J. Isaman mentioned he would like to create a Steering Committee to research grant funding opportunities and to build community based partnerships to aid in Land Bank sustainability goals. Members suggested discussing this at a future meeting.

**New Business**

**A motion was made by E. Zalar, seconded by K. Dirlam, and approved to add Barry Cummings Construction to the Land Bank's approved contractor list.**

**Next Meeting:**

Monday, January 11, 2021 at 8:00 a.m.

**Adjournment**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 9:23 a.m.**

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator