



# Allegany County Land Bank

6087 Route 19 N – Box 300

Belmont, NY 14813

alleganycountylandbank@gmail.com

## BOARD MEETING MINUTES

January 22, 2019 :

### APPROVED

**Attending:** Brian Loucks, Darwin Fanton, Tim Boyde, Kier Dirlam

**Excused:** Jim Knapp, Dean Scholes

**Contractors:** Jeff Stager - ACCORD

**Others Present:** Carissa Knapp, Jason Isaman, Jay DiPasquale

### 1. CALL TO ORDER:

- a. The meeting was called to order at 10:13 AM by Chairman Loucks.

### 2. MINUTES:

**Proposed Action: Approve December Meeting and November's special meeting minutes.**

- a. **On a motion by Darwin Fanton and seconded by Kier Dirlam, the minutes of the December 17th, 2018, meeting was approved.**
- b. **On a motion by Darwin Fanton and seconded by Kier Dirlam, the minutes of special meeting of November 28th, 2018 was approved.**

### 3. FINANCIAL:

- a. **Treasurer's Report: On a motion by Kier Dirlam and 2<sup>nd</sup> by Darwin Fanton the Treasurer's Report was Approved.**
- b. Invoices
  - i. ACCORD = November \$8145.49; December \$11502.23
  - ii. Cunningham bookkeeping = \$139**On a motion by Kier Dirlam and 2<sup>nd</sup> by Darwin Fanton the approval to pay the bills was approved.**

### 4. Correspondences:

- a. ACCORD Report

#### MAJOR ACHIEVEMENTS

- Asbestos survey from all four demolition projects sent to lab for testing.
- Submitted a bid for 19 Maple Ave, Andover.
- Received payment for the sale of 2956 Second Ave, Wellsville.
- Identified several vacant properties through mailing efforts.
- Visited and assessed multiple properties that are bound for the tax auction.
- Discussed two properties that have been reviewed.

#### GOALS FOR NEXT MONTH

- Set up meeting to present to AC Board of Legislators.
- Receive performance bond for four demolition projects.
- Issue Notice to Proceed for four demolition projects.
- Send out RFP for the demolition of 19 Maple Ave. Andover.
- Acquire one property from private seller.
- Meet and orientate new legal counsel to our Land Bank's operations.
- Complete due diligence on 12-15 vacant tax sale properties.

## **BARRIERS TO MEETING GOALS**

- Asbestos survey results required to begin abatement or demolition.
- Transition to new attorney may delay property transfers/ acquisitions.

### **5. Professional Services:**

- a. The Board met with each of the prospective contractors to discuss their proposal to provide administrative services to the Allegany County Land Bank: ACCORD was represented by Jeff Stager and Fourth Sector Services was represented by Jason Isaman.
- b. **On a motion by Darwin Fanton and 2<sup>nd</sup> by Tim Boyde the Land Bank entered into Executive Session at 10:27 AM. Approved**
- c. **On a motion by Darwin Fanton and 2<sup>nd</sup> by Tim Boyde the Land Bank exited the Executive Session at 11:37 AM. Approved**
- d. **On a motion by Tim Boyde and 2<sup>nd</sup> by Darwin Fanton the Allegany County Land Bank will invoke the 30 day termination of agreement provision in the contract that was approved by the Allegany County Land Bank Board in December 2018 with the ACCORD Corporation effective 30 days from today. Approved.**
- e. **On a motion by Tim Boyde and 2<sup>nd</sup> by Darwin Fanton to enter into an agreement with Fourth Sector Services upon a submission of an approvable contract effective upon signature of both parties in the amount of \$42,000/Year. Approved.**
- f. The Land Bank Board noted to Jeff Stager thank you for the good service that ACCORD has provided during the initial two years of the Land Bank startup process.
- g. **On a motion by Darwin Fanton and 2<sup>nd</sup> by Tim Boyde the Allegany County Land Bank board approved entering into a contract with Bysiek CPA, PLLC to undertake the Annual Audit in compliance with all NYS Authority requirements in the amount of \$4200/Year. Approved.**

### **6. Authorities Budget Office [PARIS]:**

- a. **On a motion by Tim Boyde and 2<sup>nd</sup> by Darwin Fanton the Land Bank Board did approve the prepared Annual Report, including the Assessment of the Effectiveness of Internal Controls, Independent Audit and other PARIS required documentation. Approved**
- b. Board Self-Evaluation – the surveys will be distributed to board members by Chairman Loucks.

### **7. INFRASTRUCTURE:**

- a. Current Projects-
  - i. 79 Clark and King St (off)- No report
  - ii. Second Ave, Wellsville- Closed on the sale
  - iii. Pleasant St., Andover- The asbestos analysis has been completed.
  - iv. Mechanic St, Angelica - The asbestos analysis has been completed.
  - v. Mill St., Wiscoy - No report
  - vi. Chapel St., Belfast- No report
  - vii. 19 Maple St. Andover- No report

**On a motion by Tim Boyde and seconded by Darwin Fanton, the proposal to distribute RFP for the demolition of 19 Maple Street, Andover is Approved.**

**8. OLD BUSINESS:**

- a. Property acquisition agreement with County for 2019 tax sale properties. Secretary was asked to send a request to the County Treasurer for the complete list of now.
- b. Board member vacancy – continue to need new board members due to resignations. Ideas were discussed of potential members.
- c. Enterprise Grant documents
  - i. Insurance certificate – an insurance certificate was presented to the ACLB. However after review it was determined not to be related to our activities and was returned to ACCORD.
  - ii. Board Certificate Incumbency – We have one outstanding certificate that needs to be filed.
- d. Received RFQ's for Legal Services per our RFP from the fall.
  - i. The Board reviewed the proposals by Miller, Woltag and Bauer Law firms.

**On a motion by Tim Boyde and 2<sup>nd</sup> by Kier Dirlam, the proposal by the Law Offices of Joseph P. Miller is accepted for the fiscal year 2019, to begin immediately. Approved**

**9. NEW BUSINESS:**

- a. 1936 RT 19, Willing: The County Treasurer told the owner that they cannot sell the property after 1/15 – we will monitor the availability of this property at the tax sale.
- b. Madison Hill, Wellsville (Town of Wellsville Property) – this property is still being discussed by the Town government.
- c. Scholes resignation – **On a motion by Darwin Fanton and 2<sup>nd</sup> by Tim Boyde the ACLB accepts the resignation with regret. Approved.**

**10. GOOD OF THE ORDER:**

The Village of Andover is considering implementing a new law on demolition and commercial properties. It does not appear to impact our operations at this time.

**11. NEXT MEETING:**

- a. February 11, 2019 at 9:30 AM at the Crossroads Center – small Conference room.

**12. ADJOURNMENT:**

**On a motion by Darwin Fanton and 2<sup>nd</sup> by Tim Boyde the meeting was adjourned at 12:10 PM.  
Approved**

**Minutes as taken by Secretary Dirlam.**



## **Allegany County Land Bank**

### **Crossroads Center**

6087 State Route 19N, Suite 300

Belmont, NY 14813

585-268-7080

alleganycountylandbank@gmail.com

## **Allegany County Land Bank Board Meeting Minutes February 11, 2019**

**APPROVED 4-24-19**

**Committee Members Present:** B. Loucks, D. Fanton, K. Dirlam, T. Boyde, and J. Knapp.

**Others Present:** J. Isaman, C. Knapp, J. Miller, A. Nystrom, J. DiPasquale, and J. Adams.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:37 a.m.

### **Approval of Minutes**

**A motion was made by D. Fanton, seconded by J. Knapp, and carried to approve the Allegany County Land Bank Board Meeting Minutes of January 22, 2019.**

### **Financial**

J. Isaman reviewed the monthly financial report and stated the report reflects checks prepared for signature at the meeting.

Monthly invoices presented for payment include: 4SS (\$1,480.56), Cunningham (\$425), and Commercial Liability Renewal (\$295.13).

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

J. Isaman stated \$90K is the maximum amount that can be used for administrative expenses of the \$360K grant. He anticipates the next billing cycle will require a draw down from the \$100K county award. This will require signing a contract and establishing a payment schedule.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve revisions to the \$360K grant budget.**

**A motion was made by T. Boyde, seconded by J. Knapp, and carried to approve the Treasurer's Report.**

The \$500K grant starts in 2020 and J. Isaman reports being advised if the land bank spends the funding in a timely manner there might be an opportunity to request an additional \$500K.

### **Authorities Budget Office (PARIS)**

J. Isaman distributed self-evaluations to board members for completion. He asked that completed forms be returned to him as soon as possible.

### **Infrastructure**

Asbestos abatement work was completed on the Pleasant Street Andover, Mechanic Street Angelica, and Chapel Street Belfast properties.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to purchase the property at 95 West Main Street in Cuba, NY for \$34,193.**

J. Knapp reported the Alfred Education Foundation's mission is to work with community partners. Board members agreed that J. Isaman should continue to work with the foundation to utilize vacant property owned by the land bank. Members agreed J. Isaman should continue to network with the Habitat for Humanity.

B. Loucks has received a few calls from concerned community members regarding vacant and disrepair property in their neighborhood from advertising the AC Land Bank in ACCORD's newsletter.

With consultant transition from ACCORD to 4SS, J. Isaman's direct number has changed to 585-268-7472.

### **Old Business**

J. Isaman distributed a preliminary list of properties of interest for the upcoming tax sale auction. Some of the properties on the list require site visits for further inspection and to determine if the property is vacant.

**A motion was made by K. Dirlam, seconded by J. Knapp, and carried to establish an Acquisition and Disposition Subcommittee of the Allegany County Land Bank.**

Members of the Acquisition and Disposition Committee will include D. Fanton and B. Loucks.

K. Dirlam recommended that J. Isaman meet with the County Treasurer to discuss the preliminary property list as soon as possible. The goal is to improve the AC Land Bank property acquisition results with the upcoming tax auction sale.

D. Fanton stated we need to have a better working agreement and understanding concerning the property tax sale and role of the AC Land Bank to ensure suitable properties are acquired at a reasonable cost for rehabilitation work.

J. Isaman noted the current budget only provides for four additional demolition properties. Although members recognize there is a significant need for demolition work in Allegany County, it is not and cannot be the focus of land bank. Demolition and the sale of vacant parcels is not a sustainable model. The focus needs to be on rehabilitation projects and matching the properties with responsible property owners living at or below 100% of AMI (Area Medium Income).

Members discussed the board vacancies and steps taken to solicit participation. Leadership Allegany graduates were provided with AC Land Bank Board membership opportunity. Also, a few individuals were asked if they would be interested in serving and declined at this time due to existing obligations. It was mentioned that having a board member from the insurance industry would be helpful.

### **Executive Session**

**Members entered into Executive Session on a motion by T. Boyde, seconded by J. Knapp, and carried at 10:42 a.m.**

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to come out of Executive Session at 10:50 a.m.**

### **Good of the Order**

J. Isaman discussed sending a request to the Art, Marketing, and Communication Departments at Alfred State College, Alfred University and Houghton College requested students participate in a contest designing a new logo for the Allegany County Land Bank.

**A motion was made by D. Fanton, seconded by J. Knapp, and carried for J. Isaman to send the logo request to colleges and to provide the student with the winning logo design with a \$50 award.**

J. Isaman stated on March 5<sup>th</sup> in Albany, NY the New York Land Bank Association (NYLBA) will meet with state Senators for advocacy. Members agreed that the ACLB will send a letter of support.

### **Next Meeting**

The next Allegany County Land Bank Board meeting will be Monday, March 18, 2019 at 10 a.m. at the Crossroads Conference Center.

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 11:05 a.m. following a motion by K. Dirlam, seconded by D. Fanton, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Minutes March 18, 2019**

### **APPROVED**

**Committee Members Present:** (Via phone: B. Loucks, and J. Knapp) D. Fanton, and K. Dirlam,

Absent: T. Boyde

**Others Present:** J. Isaman, J. Adams, and Ed Bysiek, CPA.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 10:10 a.m.

### **Financial**

Ed Bysiek, CPA distributed copies of the certified independent audit. He then discussed the format and summarized each section. He ended by reporting the audit was clean and there were no findings.

J. Isaman and D. Fanton discussed the monthly financial report. J. Isaman stated the report reflects checks prepared for signature at the meeting.

Monthly invoices presented for payment include: 4SS (\$3,230.88), Cunningham (\$938), Center State NYLBA Dues (\$2,000), Joseph Miller for meeting attendance and services rendered (\$465) plus closing cost for the property located at 95 W. Main Street in Cuba (\$525), and Ed Bysiek, CPA for the Independent Audit 2018 (\$4,200).

### **Infrastructure**

J. Isaman reported the Andover, Angelica, Wiscoy, and Belfast properties have been demolished. He noted future bid specs will need to include top soil and seeding. He will contact the local contractor that handles lawn care to request seeding and haying at the demolition sites.

The 95 Main Street Cuba property stabilization work will include minor electrical, ventilation, window, and door repair work.

Concerning the Second Avenue property in Wellsville, additional work is necessary before the deed can be released to the neighboring property owner according to the work plan. Demolition debris needs to be cleared from the property.

J. Isaman reported receiving one bid for the demolition work for the 19 Maple Street property in Andover. Following discussion, members decided to put this project on hold for now.

K. Dirlam suggested J. Isaman contact the Cattaraugus County Land Bank to review their memorandum of understanding with Cattaraugus Community Action Agency for consideration with future partnerships and report back at the next meeting.

K. Dirlam recommended the Allegany County Land Bank By-laws be reviewed and updated as applicable in the near future. He suggested alternate meeting venues and member voting options should be explored.

### **Next Meeting**

J. Isaman will email a doodle poll to members to determine a preferred meeting schedule for the majority for future meetings after it was mentioned that Mondays are difficult for some members. Currently, the next meeting is scheduled for April 15<sup>th</sup> at 10am.

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 11:47 a.m. following a motion by D. Fanton, seconded by J. Knapp, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator





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### **Allegany County Land Bank Board Meeting Minutes April 24, 2019**

#### **APPROVED**

**Committee Members Present:** B. Loucks, D. Fanton, K. Dirlam, and T. Boyde

**Others Present:** D. Evans, J. Isaman, and J. Adams.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 10:10 a.m.

#### **Approval of Minutes**

Following discussion, it was determined the meeting on March 18, 2019 was unofficial and as such any motions presented at that meeting will be revisited for discussion and approval at today's meeting.

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank Board Meeting Minutes of February 11, 2019.**

#### **Welcome Guests / Introductions**

J. Isaman introduced Dave Evans from Bolivar, NY. Dave shared his background and experience with members. Members agreed Dave would be a welcomed addition as a board member.

J. Isaman noted Aaron Whitehouse is also interested in serving on the board.

K. Dirlam noted that Jim Knapp tendered his resignation effective April 19, 2019.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to forward a recommendation to the Chairman of the Board of Legislators for Dave Evans of Bolivar, NY to serve as a member of the Allegany County Land Bank Board.**

**A motion was made by K. Dirlam, seconded by T. Boyde, and carried to forward a recommendation to the Chairman of the Board of Legislators for Aaron Whitehouse of Wellsville, NY to serve as a member of the Allegany County Land Bank Board.**

J. Adams will inform the Clerk of the Board of these requests for Board of Legislator approval.

#### **Financial**

J. Isaman and D. Fanton discussed the monthly financial report.

Monthly invoices were presented for payment and include: 4SS (\$4,123.29), Cunningham (\$237), ACCORD (\$3,288.22), and Miller Law (\$139.50).

Concerning check approval, it was noted that the Allegany County Land Bank Treasurer should sign checks and a second signature should be approved by the board.

It was noted that Michael Cook is no longer a member of the Allegany County Land Bank Board and his authorization as account administrator needs to be changed.

**A motion was made by K. Dirlam, seconded by T. Boyde, and approved to assign Darwin Fanton as the Allegany County Land Bank Treasurer as account administrator for Allegany County Land Bank Checking Account through Steuben Trust Co.**

**A motion was made by K. Dirlam, seconded by T. Boyde, and approved for Brian Loucks as Chairman of the Allegany County Land Bank Board to serve as an account signatory for the Allegany County Land Bank checking account through Steuben Trust Co.**

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

**A motion was made by K. Dirlam, seconded by T. Boyde, and carried to approve the treasurer's report.**

### **Insurance**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to accept the quote for \$50,000 in commercial fire & liability insurance policy for the 95 West Main Street, Cuba NY property. The premium cost is \$1,316.93 through the Dryden Mutual Insurance Company with Lawrence Dye, Inc. as the Insurance Agent.**

**A motion was made by D. Fanton, seconded by T. Boyde, and carried to add new properties to the insurance policy with the Marshall Insurance Company.**

### **Infrastructure**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to issue Evingham Site Excavation a Certificate of Substantial Completion for the demolition work at 4 Pleasant Street in Andover, 11557 Mill Street in Wiscoy, 40 Mechanic Street in Angelica, and 15 Chapel Street in Belfast.**

**A motion was made by B. Loucks, seconded by K. Dirlam, and carried to release the final payment for the demolition work for 4 Pleasant Street in Andover, 11557 Mill Street in Wiscoy, 40 Mechanic Street in Angelica and 15 Chapel Street in Belfast for a total cost of \$85,000.**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to accept All Season Contracting quote for stabilization repair work at the Cuba, NY property for \$1,100.**

Members reviewed and discussed proposals for renovation and stabilization work received from three local contractors and determined that the scope of work presented in the proposals varied. Members recommended that the scope of work be uniform and detailed in order to assist them with making an informed decision. J. Isaman will work with the contractors to gather this information and will report back at the next meeting.

**A motion was made by D. Fanton, seconded by T. Boyde, and carried to accept the purchase agreement for Pleasant Avenue in Andover for \$1,000.**

**A motion was made by T. Boyde, seconded by K. Dirlam, and carried to accept the purchase offer for the side lot in Chapel Street in Belfast for \$2,000.**

**A Motion was made by K. Dirlam, seconded by T. Boyde, and carried to accept Evingham Site Excavation's bid for demolition of 19 Maple Street in Andover, NY for a cost of \$43,000.**

**A motion was made by T. Boyde, seconded by B. Loucks, and carried to release the Certificate of Completion for the 2956 Second Street, Wellsville, NY property.**

Concerning the Mechanic Street Angelica, NY property, the top soil and grass seed work has been completed.

### **Old Business**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank's bid of the following tax sale properties located at 51 Clark Street in Wellsville for \$1,950, 1936 Route 19 in Willing for \$2,800, 37 King Street in Wellsville for \$1,450, and 7 Baker Street in Andover for \$1,000.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to issue a letter of support to Cattaraugus Community Action for their application for CDBG funding to provide housing rehabilitation work in Allegany County.**

J. Isaman noted the land bank has officially received 501c3 status. Discussion followed concerning benefits and of becoming a charitable donation status organization. J. Isaman will gather more information and report back at the next meeting.

**A motion was made by K. Dirlam, seconded by T. Boyde, and carried to approve the memorandum of understanding with Cattaraugus Community Action for inspection and scope of work services.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the proposal to commit \$60,000 of the \$500,000 OAG Round 4 budget to the Applied Tech Pipeline Project in the form of stabilization work and cost of materials contingent upon the approval of the funding application.**

J. Isaman plan to attend the NYLB Conference June 12 and 13<sup>th</sup> at Canal side in Buffalo.

J. Isaman plans to attend the Local Government Conference on May 9<sup>th</sup> in Houghton.

### **Tax Sale Auction**

Members reviewed potential properties of interest for the tax sale auction.

**A motion was made D. Fanton, seconded by T. Boyde, and carried authorizing J. Isaman to attend the tax sale auction and bid up to \$20,000 for suitable properties at his discretion.**

### **Next Meeting**

Members decided to address the Governance Committee membership and future meeting schedule at a later date.

The next meeting is scheduled for May 7<sup>th</sup> at 9am for a short business meeting for the purpose of paying bills.

A subsequent meeting is scheduled for May 31<sup>st</sup> at 9am.

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m. following a motion by D. Fanton, seconded by T. Boyde, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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### **Allegany County Land Bank Board Meeting Minutes May 31, 2019**

#### **APPROVED**

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

**Others Present:** P. Stockin, J. Isaman, and J. Adams.

**Absent:** T. Boyde and A. Whitehouse.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:00 a.m.

#### **Approval of Minutes**

**A motion was made by D. Fanton, seconded by D. Evans, and carried to approve the Allegany County Land Bank Board Meeting Minutes of March 18, 2019.**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of April 24, 2019.**

#### **Financial**

J. Isaman discussed the monthly financial report.

Monthly invoices were presented for payment and include: 4SS (\$4,142.47), Cunningham (\$313), Miller Law (\$31), Dryden Insurance (\$7.81), Ninja Enterprises (\$220), and Cattaraugus Community Action (\$2,500).

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

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

#### **Insurance**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to renew and pay the insurance policy premium of \$1,793 for the ACLB Directors and Officers liability coverage.**

#### **Infrastructure**

##### ***Demolition Projects***

19 Maple Street, Andover- Demolition work will begin early June.

### ***Acquisition/Stabilization***

95 Main Street, Cuba – J. Isaman reported that he hasn't received any bids to date. K. Dirlam stated the roof repairs need to be completed soon.

51 Clark Street, Wellsville- J. Isaman inspected the property and stated it has potential with several home rehabilitation projects started. Upon preliminary inspection, a new roof is needed.

1936 Rte. 19, Willing- J. Isaman inspected the property. It is a duplex and is need of a new septic system and roof. He also noted there are issues with the flashing.

37 King Street, Wellsville- This property is a demolition project.

7 Baker Street, Andover- J. Isaman noted there have been some renovations made by the previous owner including some replacement windows and new doors. The property has a nice basement and is a one bedroom home. CCA will complete the scope of work assessment.

### ***Monitoring***

Mill Street, Wiscoy- This lot is for sale.

Pleasant Ave., Andover- The property has been sold.

Chapel Street, Belfast- The lot has been sold.

Mechanic Street, Angelica- J. Isaman reports that he is hoping to partner with the Habitat for Humanity for a new build project on this lot. It was noted the owner of the neighboring property could potential cause problems.

It was recommended J. Isaman get approval in writing from the grant administrator regarding his plans to partner with the Habitat for Humanity with the sale of property and then plans to provide the funding for the shell of a house for new the build project.

**On a motion by D. Fanton, seconded by K. Dirlam, and carried to top soil and seed the Angelica property in the event that the Habitat for Humanity isn't interested in purchasing the lot.**

D. Fanton recommended that J. Isaman develop an extensive list of contractors to utilize for work specific to work projects i.e. roofers, painters etc. This list would include seasonal specific (internal/external) work and will help with quick turn-around timeframes as work needs arise.

Cattaraugus Community Action (CCA) Agency will continue to complete the scope of work assessments for land bank properties.

### **Allegany County Tax Sale**

J. Isaman reported that he attended the tax auction on May 4<sup>th</sup> and wasn't successful with any bids due to the buyer's premium, fees, and taxes owed required. He stated that going to the tax sale is not a good property acquisition strategy for land banks.

It was noted that in a week or so the Treasurer's Office will notify the land bank of any bid default properties to determine if the land bank is interested in acquisition.

### **Old Business**

Board vacancies were discussed. It was mentioned that T. Boyde plans to retire next month and members agreed that hopefully, the newly appointed County Administrator will fill his vacancy on the board.

D. Fanton and B. Loucks completed the land bank account secondary signatory as required.

J. Isaman reported the Applied Tech Pipeline Grant in partnership with GVCS and WHS has been submitted. The funding request is for \$1.5 M covering a five year period. If successful, the ACLB will contribute \$60,000 in match resources to the project.

J. Isaman reported he followed up with First Citizens Bank concerning the former Cornerstone properties with no new leads to report at this point in time.

**On a motion by D. Fanton, seconded by D. Evans, and carried to offer the 40 Mechanic Street property in Angelica, NY to the Habitat for Humanity for \$2,500 and to work as a grant pass-through to fund a habitat home on the property for an amount to be determined in order to spend out the ACLB's LISC grant funding award.**

D. Evans stated that the Habitat for Humanity national organization has a broad goal of completing a new home build every three years.

### **New Business**

#### ***LISC / Enterprise Updates***

J. Isaman reported that changes to the ACLB operation and goals have created a need to completely revise the budget for the \$500K OAG grant award. Enterprise, the grant administrators for the Attorney General would like the funding spent out in one year. J. Isaman reported he plans to begin drawing the money once the remaining \$100K of Round 3 OAG money is spent. He distributed and summarized a copy of the revised \$500K budget which includes (3) demolition projects, (3) rehabilitation projects, and the potential for (2) new build construction projects. The budget period reflects Q3 2019 through Dec 31, 2020.

Members discussed modular home construction and shell ready model construction projects as a possibility for new builds. Members agreed that the proposed timeline and work schedule for new construction projects is ambitious.

### **Good of the Order**

The NYLBA Conference will be held on June 12<sup>th</sup> and 13<sup>th</sup> in Buffalo.

B. Loucks noted the Governance Committee will meet following today's meeting.

J. Isaman will contact Dun & Bradstreet representative to follow up on a correspondence received and provide them with updated contact information and the correct address.

**Next Meeting**

A special meeting will be held on June 12<sup>th</sup> at 9 a.m. in the Kirst Conference Room at the Crossroads Conference Center.

The next regular ACLB Board Meeting will be held on Tuesday, June 25<sup>th</sup> at 9 a.m. in the Kirst Conference Room at the Crossroads Conference Center.

**Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 10:55 a.m. following a motion by D. Fanton, seconded by D. Evans, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator





6087 State Route 19 North- Suite 300  
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alleganycountylandbank@gmail.com

**Allegany County Land Bank Board Meeting Minutes  
June 25, 2019**

**APPROVED**

**Committee Members Present:** B. Loucks, D. Fanton, and D. Evans

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

**Absent:** A. Whitehouse and K. Dirlam.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 8:50 a.m.

**Approval of Minutes**

**A motion was made by D. Evans, seconded by B. Loucks, and carried to approve the meeting minutes from May 31, 2019.**

**A motion was made by B. Loucks, seconded by D. Fanton, and carried to approve the meeting minutes from June 12, 2019.**

**Financial**

J. Isaman discussed the monthly financial report and the OAG budget spend-out plan for 2019. The plan includes partnering with Habitat for Humanity and committing \$50,000 toward a new build project. The ACLB is providing the financial resources for the supplies and materials needed to build the Habitat for Humanity home. This plan has been approved by OAG the grant funder.

The Habitat for Humanity model is to complete the home and then sell the mortgage.

J. Isaman will forward the MOU from Habitat for Humanity to the attorney for review and approval.

**A motion was made by D. Fanton, seconded by D. Evans, and carried to accept the Habitat for Humanity MOU and allocate up to \$50,000 OAG funding towards a Habitat for Humanity new project upon approval by attorney.**

Monthly invoices were presented for payment and include: 4SS (\$2,798.97), Cunningham (\$205), Miller Law (\$47.50), Ninja Enterprises (\$180), and Cattaraugus Community Action (\$5,000), Wilkins Appraisals (\$325), and Marshal Insurance (\$1,632).

**A motion was made by B. Loucks, seconded by D. Evans, and carried to approve the treasurer's report and to pay the bills.**

**Infrastructure**

***Acquisition/Stabilization***

***Demo Projects:***

J. Isaman reported that the demo project at 19 Maple Street in Andover is complete and that the contractor, Evingham Site Excavation did an excellent job.

**A motion was made by D. Evans, seconded by D. Fanton, and carried to issue a Certificate of Completion and release of final payment to Evingham Site Excavation in the amount of \$43,000.**

Concerning the 37 King Street property in Wellsville, the request for sealed bids has been extended to August 9, 2019.

D. Fanton mentioned when considering the land bank's current vacant lots, the King Street property based on its size would be a good site for a shell build project.

It was mentioned that the Clark Street property in Wellsville would be a nice location for an Alfred State College new build project.

***Rehabilitation Projects:***

J. Isaman reports receiving a bid for the renovation work on the 95 Main Street Cuba property. Cyrco Construction submitted a detailed description for renovation work totaling \$19,800.

**A motion was made by B. Loucks, seconded by D. Fanton, and carried to accept Cyrco Construction bid totaling \$19,800 for renovation work at the 95 Main Street Cuba NY property.**

Cattaraugus Community Action, Inc. (CCA) completed the scope of work for the 51 Clark Street Wellsville properties, the 1936 Rt. 19 Willing property, and for the 7 Baker Street Andover property.

Members reviewed the Memorandum of Understanding (MOU) between Cattaraugus Community Action, Inc. and the Allegany County Land Bank. The MOU details work that Cattaraugus Community Action, Inc. will provide including inspecting properties, developing a work scope and cost estimate, bid specs, sending out bid specs to approved contractors, awarding bids, signing contracts, supervising contractors, conducting interim as well as final inspections and completing project management of all rehabilitation projects for the ACLB. The Land Bank agrees to pay CCA \$2,500 (\$750 for initial phase, \$1750 for the Work Write up Phase) per unit for inspections and rehabilitation and will pay a 5% administrative fee based on the entire construction cost to CCA for completed projects. Additionally, the land bank will pay CCA for all costs associated with project management/rehabilitation services rendered within 30 days of receiving an invoice.

**A motion was made by D. Evans, seconded by D. Fanton, and carried to sign the MOU with Cattaraugus Community Action, Inc. with the stipulation that the end date in the MOU is revised to 2020 and after adding the added expectation that emphasizes the desire of the board to utilize MWBEs and businesses located in Allegany County and upon approval from attorney.**

J. Isaman discussed a couple of new funding opportunities, the Enterprise Section 4 Capacity Building Grants 2019 which is due July 15, 2019 and the New York Community Greenworks Initiative Request for Proposals (RFP) which is due July 24, 2019. He noted that capacity building and innovative partnerships are promoted in both RFPs.

It was discussed that an average cost for a modular or stick build shell house is \$150/square foot.

#### **Left Over Tax Auction Properties**

Members reviewed the left over properties list from the tax sale auction provided by the Treasurer's Office.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to submit a bid to the Allegany County Treasurer for properties located at 172 East State Street and 178 East State Street in Wellsville, NY for the combined 2019 T&C Taxes due amount as listed of: \$4,157.90. Members agreed both properties will be demolition projects.

#### **Good of the Order**

Members discussed signage for community improvements and marketing including, material, sizes, logos, colors, and vendors. B. Loucks will ask White Imprints in Cuba, NY to design a new logo for the Allegany County Land Bank. Members decided to table the discussion until a new logo decision has been made.

#### **Next Meeting**

The next regular ACLB Board Meeting will be held on Thursday, July 25 2019 at 9 a.m. in the Kirst Conference Room at the Crossroads Conference Center. A Governance Meeting will follow the regular meeting.

#### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 10:40 a.m. following a motion by D. Fanton, seconded by D. Evans, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator

**Allegany County Land Bank Board Meeting Minutes  
August 20, 2019**

**APPROVED**

**Committee Members Present:** B. Loucks, D. Fanton, K. Dirlam, D. Evans, and Debbie McDonnell.

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

**Absent:** A. Whitehouse.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:00 a.m.

**Approval of Minutes**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the meeting minutes from July 25, 2019 noting the address correction as 1 Baker Street Andover, NY.**

**Financial**

The monthly invoices presented for payment included 4SS (\$4,722.08) and Cunningham (\$325).

Discussion followed concerning the financial report format and the current fund balance.

**A motion was made by D. Evans, seconded by D. McDonnell, 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**

**Demolition Projects**

J. Isaman reported receiving one bid from Evingham Site Excavation in the amount of \$23,500 for the demolition project located at 37 King Street in Wellsville, NY.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to award the bid to Evingham Site Excavation for the demolition project at 37 King Street in Wellsville, NY.**

J. Isaman reported that he believes the work will begin within 30-60 days.

Concerning, the 172 and 178 E. State Street properties, J. Isaman reported he is waiting to receive the deed and then plans to request bids for the demolition work.

**A motion was made by K. Dirlam, seconded by D. Evans, and carried to approve the property surveys for the 172 and 178 E. State Street in Wellsville, NY by Ball Land Surveying for \$1,500.**

### **Rehabilitation Projects**

At 95 Main Street in Cuba, the roof repairs and the interior painting and minor repairs are progressing nicely. However, it was discovered that the water and the heating system both have significant damage and will need to be replaced. J. Isaman received three quotes for the work and would like to move forward with the lowest quote from Josh Brown Plumbing.

**A motion was made by D. Evans, seconded by D. Fanton, and carried to accept Josh Brown Plumbing quote to install a new water system and heating system at 95 Main Street in Cuba, NY for \$18,000.**

The lowest bid for the renovation work at 51 Clark Street in Wellsville, NY was made by Mark Pettit Construction for \$41,000.

Concerning the renovation work at 1936 Route 19 in Willing, J. Isaman stated the lowest bid was \$89,000 from Cyrco Construction. This is a two unit structure.

J. Isaman informed members that he received two bids for the 1 Baker Street property in Andover, NY. The bids were for \$185K and \$170K and the projected funds needed for the rehab work totaled \$113K. Therefore, J. Isaman will request to rework the work plan and budget and change the property from a rehab project to a demolition project and then utilize the leftover balance toward a new construction project.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried for J. Isaman to contact the grantor and request permission to adjust the budget and work plan accordingly to account for the change in plans for 1 Baker Street property in Andover from a rehab project to a demolition project and then use the leftover balance toward a new construction project.**

### **Acquisition / Stabilization**

C. Knapp emailed a copy of the Murray House appraisal to committee members. The property is appraised at \$80K.

Concerning the 2020 new build project, J. Isaman noted he has to meet with Dr. Craig Clark to determine the steps required to accomplish the goal. K. Dirlam suggested they meet following today's meeting if possible.

### **New Construction**

J. Isaman reported that Land Bank Attorney Joe Miller reviewed the Habitat for Humanity Memorandum of Understanding (MOU) and recommended a specific dollar amount be included and the specific address for the new build project be identified in the MOU.

In addition, D. McDonnell recommended specific language addressing closing cost fees and responsibilities be outlined, the terms of the contract be provided, and language to recapture costs in the event the property is sold be provided.

### **Monitoring**

J. Isaman reported at this time there is no new information to report on the Mill Street Wiscoy or Mechanic Street Angelica properties.

Concerning the 79 Clark Street property in Wellsville, K. Dirlam noted a monthly Booster News that is distributed in Angelica as an option for advertising consideration.

### **Old Business**

B. Loucks showed members the sign with the new logo that was designed by White Imprints. Members agreed the signs looks good and will help with marketing.

Members discussed the county funding allocation to the land bank and decided the best approach is to utilize the funding in a conservative manner.

### **Next Meeting**

It was decided that future meetings will return to the previous meeting schedule as the third Monday of the month at 9 a.m. at Crossroads. The next regular ACLB Board Meeting will be held on Monday, September 16<sup>th</sup> at 9 a.m. in the Conference Room at the Crossroads Conference Center.

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 9:58 a.m. following a motion by K. Dirlam, seconded by D. Evans, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Minutes July 25, 2019**

### **APPROVED**

**Committee Members Present:** B. Loucks, D. Fanton, K. Dirlam, and Debbie McDonnell.

**Others Present:** C. Knapp, J. Isaman and J. Adams.

**Absent:** A. Whitehouse and D. Evans.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:00 a.m.

### **Approval of Minutes**

**A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the meeting minutes from June 25, 2019.**

### **Financial**

J. Isaman said he anticipates receiving the LISC grant payment for the Cuba project and the new build in partnership with the Habitat for Humanity soon.

J. Isaman reported that CCA's CDBG funding application in partnership with Allegany County wasn't selected for funding. D. McDonnell stated she plans to request a debriefing interview to learn how to strengthen future funding applications. K. Knapp reported that in the last cycle, it was a matter of the state misinterpreting the county's financial report that resulted in CCA and Allegany County's application not being selected for funding.

Members discussed other funding sources for the land bank including the Ralph Wilson Foundation and funding sources that target Zombie properties.

J. Isaman stated that he will get an updated list of Zombie properties.

The monthly invoices presented for payment include: 4SS (\$3,358.76), Cunningham (\$363), Miller Law (\$47.50), Ninja Enterprises (\$120), Snow Hill (\$1,320), Cattaraugus Community Action (\$2,500) and Marshal Insurance (\$1,637.92).

J. Isaman discussed a funding application for applied trades grant through the Appalachian Regional Commission. It was noted although the partnership will not result in financial gains; it is an excellent opportunity for networking.

**A motion was made by D. Fanton, seconded by D. McDonnell, and carried to approve the Land Bank Chairman to sign a memorandum of understanding on behalf of the Allegany County Land Bank to partner in the Appalachian Regional Commission application. It was noted that K. Dirlam abstained from the vote.**

**A motion was made by D. McDonnell, seconded by D. Fanton, and carried to approve the treasurer's report.**

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

The Governance Committee met prior to the Land Bank Board Meeting today to review policies and procedures.

J. Isaman discussed the revisions made to the policies and procedures including all documents now have a date of revision, land bank logo as appropriate, and can be published as a single collection with a table of contents. The Procurement Policy no longer references a purchase order system since it is not applicable. Also, the word "employee" has been changed to "representative." The acquisition and disposition policy's last page was a signature page and has been deleted. The acquisition and disposition policy now references the pricing of Land Bank homes and establishes the commission to the real estate agents/broker.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept the changes to procurement and acquisition and disposition policies and procedures as noted.**

### **Infrastructure**

#### **Demolition Projects**

172 and 178 E. State Street, Wellsville - J. Isaman reported he is in the process of receiving the title and deed.

#### **Rehabilitation Projects**

1 Baker Street Andover- J. Isaman will contact the Health Department and research the septic system.

95 Main Street Cuba- Concerning the contractors and bonding issues, it was recommended J. Isaman request a bank letter of credit from both contractors.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to issue notices to proceed without the bond check to the contractors working on the 95 Main Street Cuba property.**



J. Isaman reported that estimates were completed on three properties (51 Clark Street, Wellsville (\$44,000), 1936Route 19 Willing (\$77,000), and 1 Baker Street Andover (\$113,000).

**A motion was made by D. McDonnell, seconded by D. fanton, and carried to amend the existing contract with 4SS to account for additional compensation for the added duties and responsibilities with securing another grant and to change the contractor title to Executive Director for professional representation purposes.**

J. Isaman will arrange for Cattaraugus Community Action staff to attend and provide a presentation at the next Board Meeting.

B. Loucks discussed the new logo that White Imprints designed. Members agreed to purchase four signs at \$233/each with the new logo design and with the words community improvement project.

Concerning the 2020 new build project, K. Dirlam and J. Isaman will request to meet with Dr. Craig Clark to determine steps required to accomplish the goal.

Members discussed and agreed to utilize Rebecca Pettit as the land bank real estate agent since she covers all areas of the county at a 5% commission rate.

#### **Executive Session**

**A motion was made by K. Dirlam, seconded by D. McDonnell, and carried to enter into executive session to discuss matters of property acquisition at 10:00 a.m. Immediately following the discussion at 10:13a.m., a motion was made by D. Fanton, seconded by K. Dirlam, and carried to end the executive session and return to the regular meeting.**

C. Knapp will email the Murray House assessment to members for review.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to approved J. Isaman researching the insurance costs for early occupancy of the Murray House should the Allegany County Land Bank decide to make a purchase offer.**

#### **Next Meeting**

The next regular ACLB Board Meeting will be held on Tuesday, August 20<sup>th</sup> at 9 a.m. in the Kirst Conference Room at the Crossroads Conference Center.

#### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 11:12 a.m. following a motion by D. Fanton, seconded by D. McDonnell, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator

**Allegany County Land Bank Board Meeting Minutes  
September 16, 2019**

**APPROVED**

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

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

**Excused:** D. McDonnell.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:04 a.m.

**Approval of Minutes**

**A motion was made by D. Fanton, seconded by D. Evans, and carried to approve the meeting minutes from August 20, 2019.**

**Financial**

The monthly invoices presented for payment included 4SS (\$4,722.08), Cunningham (\$437), Safe Guard (\$304.04), Ninja Enterprises (\$60), Miller Law (\$93), White Imprints (\$28.21), National Fuel (\$148.31), and Snow Hill (\$280).

J. Isaman noted the Safe Guard invoice is for checks that were purchased. Also, the National Fuel bill is for utilities at the property in Willing.

Discussion followed concerning the financial report and the current fund balance.

Members discussed submitting a funding request in the amount of \$50,000 to the Allegany County Legislature.

**A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve the treasurer's report.**

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

**Infrastructure  
Demolition Projects**

The 37 King Street property in Wellsville bid for work was accepted and the asbestos survey has been completed. Once the demolition project is complete, Habitat for Humanity has expressed interest in the vacant lot.

J. Isaman reported that the property located at 172 E. State Street in Wellsville will be stabilized and the 178 E. State Street property will require demolition.

The demolition work for 1 Baker Street in Andover is out to bid with a closing date of October 11<sup>th</sup>.

### **Rehabilitation Projects**

Work at 95 Main Street property in Cuba is coming along nicely. The garage needs to be cleaned out and items need to be disposed of. Members discussed a possible solution as having Alfred State students assisting with this work during the community service event in October. The goal is to complete the work and list this property for sale as soon as possible.

J. Isaman indicated the repair work at the 51 Clark Street property in Wellsville will be completed in Spring of 2020.

Contract paperwork has delayed work at the 1936 Route 19 property in Willing. Enterprise required the Land Bank to update contracts with Cattaraugus Community Action. Also, Cattaraugus Community Action had to update agreements with their contractors.

### **Acquisition / Stabilization**

There is no new development concerning the Murray House to report.

### **New Construction**

J. Isaman reported that the Habitat for Humanity will receive the deed to 37 King Street in Wellsville NY, plus an estimated \$7,000 in funding to use toward building a new home at this location.

J. Isaman is waiting on surveys to determine driveway. It was recommended that he request four copies of the survey.

### **Monitoring**

J. Isaman reported he is working with a realtor to list the Mill Street, Mechanic Street, and Maple Street properties.

B. Loucks reported he ordered three aluminum signs with posts from White Imprints at a cost of \$282 each. Members commented this will be good for marketing and outreach.

Concerning the 79 Clark Street property in Wellsville, K. Dirlam noted a monthly Booster News that is distributed in Angelica as an option for advertising consideration.

### **New Business**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept the resignation of Aaron Whitehouse from the Allegany County Land Bank Board.**

Members discussed the agreement with Cattaraugus Community Action for co-development. It was reported that Attorney Joe Miller and representatives from Enterprise have reviewed the information. K. Dirlam said he planned to review the information and will send his feedback to J. Isaman.

### **Good of the Order**

J. Isaman reported there have been changes to the Real Property Tax Law Article 11. He indicated the Treasurer is now empowered to take possession of vacant and abandoned property with unpaid taxes after one year. J. Isaman will contact the County Treasurer and County Attorney for follow up.

J. Isaman will send a draft letter of support to the County Administrator to be sent to Governor Cuomo requesting future continued funding and support in the 2020 state budget.

Members discussed the county funding allocation to the land bank and decided the best approach is to utilize the funding in a conservative manner. K. Dirlam will draft a letter for County Administrator to present to Ways & Means requesting \$50,000.

### **Next Meeting**

The next regular ACLB Board Meeting will be held on Monday, October 21<sup>st</sup> at 9 a.m. in the Conference Room at the Crossroads Conference Center.

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 10:23 a.m. following a motion by D. Fanton, seconded by K. Dirlam, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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**Allegany County Land Bank Board Meeting Minutes  
October 21, 2019**

**APPROVED**

**Committee Members Present:** B. Loucks, D. Fanton, and D. Evans.

**Others Present:** Jeff Stevens from Alfred State College, J. Isaman, and J. Adams.

**Excused:** D. McDonnell and K. Dirlam.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:04 a.m. by Chairman Loucks.

**Approval of Minutes**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from September 16, 2019.**

**Financial**

The monthly invoices presented for payment included: 4SS (\$4,722.08), Cunningham (\$389), White Imprints (\$516), Miller Law (\$341), Omac (\$4,000), Cyrco (\$5,500), Atlantic Inland (\$300), Wellsville Water (\$32.42), Snow Hill (\$484), Ninja Ent. (\$60), Willing Water (\$248.47), Brown Plumbing (\$11,300), and Jim Ball (\$1460).

It was noted the check in the amount of (\$23,500) to Evingham Site Excavation will be withheld until payment is received from LISC. J. Isaman anticipates receiving \$27,742.36 from the grantor and said the delay in funding was the result making revisions to the existing agreements. The revisions have been made and the new agreements are in place.

Discussion followed concerning the financial report and the current fund balance.

D. Fanton pointed out a change that will need to be made on the budget report distributed by J. Isaman.

Members discussed the funding request in the amount of \$50,000 to the Allegany County Legislature. J. Isaman will draft a letter for the Land Bank Board Chairman to sign addressed to the Chairman of the Board of Legislators. It was noted a copy of the funding request letter will be sent to the County Treasurer, Attorney, and to the Clerk of

the Board. There will be no funding request for put before the Board of Legislators in 2020.

**A motion was made by D. Evans, seconded by B. Loucks, and carried to approve the treasurer's report.**

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

### **Guests**

J. Isaman introduced Jeff Stevens who is the Dean of School of Applied Technology at Alfred State College. Mr. Stevens discussed the "China House" which is designed to run on solar electric and solar thermal energy. The retail price for the structure has to be determined. Mr. Stevens estimated that \$50K in solar electric and equipment was purchased for the house. He said the college has been approached three times concerning a potential purchase offer on the house.

Mr. Stevens said the college students are changing the way they do business and are seeking to do modular builds with one bedroom, renewable energy, and around 800 square feet to address the changing housing market needs. He indicated that the houses with an attached two car garage priced around \$225,000 that they have been building are now over saturating the housing market. Another new housing model they are exploring uses recycled shipping containers and is a "u" shaped design. This house is built as an earth quake safe home. The current homebuyers represent Veterans and single parent households.

Mr. Stevens will break down the costs for the "China House" but said that citizens often have the misperception that because the college is building the structure it will cost dimes to dollars in savings but warned this is not the case. He stated actually the costs are pretty comparable by the time you factor in excess material costs for learning and excellent craftsmanship and building requirements. He mentioned that the college programs will always focus on exposing students to building rafters, dormers, trusses and making sure that their students have solid understanding of all aspects of construction.

He stated the modular panel structure they are currently working on can be built in sections and allows students to work inside during winter months and then transport and assemble the homes in good weather. He stated the college is interested in working with the Land Bank and stated the college and the Land Bank both want the same outcome for the county. He noted their projects are divided by excavation work, masonry, carpentry, and mechanical and electrical work. He said that realistically they are looking at Fall of 2020 timeframe to assist with any larger projects including excavation and masonry work. He will forward price quotes for consideration to J. Isaman within a month.

J. Isaman stated ideally we are looking to purchase an 800 square foot structure with a basement that can be used as a bedroom and laundry area. The land bank has budgeted \$90K to be used for a new build.

### **Committee Appointments**

The Land Bank Board has three subcommittees as required for fiscal and operational oversight including the Finance, Governance, and Audit Committees. Membership includes three board members serving on the three subcommittees. The Chairman for each subcommittee is listed below:

Finance Committee: Darwin Fanton, Chairman

Governance Committee: Dave Evans, Chairman

Audit Committee: Kier Dirlam, Chairman.

**A motion to temporarily suspend the Land Bank Board Meeting was made at 9:50 a.m. by D. Fanton, seconded by D. Evans, and carried.**

**A motion to return to the regular Land Bank Board Meeting was made at 10:02 a.m. by B. Loucks, seconded by D. Evans, and carried.**

**A motion was made by B. Loucks, seconded by D. Evans, and carried approving the authorized 2020 Land Bank Budget as recommended by the Finance Committee Chairman.**

### **Infrastructure**

#### **Demolition Projects**

J. Isaman reported that \$77K has been dedicated in the budget for the demolition work at 172 E. State Street in Wellsville.

J. Isaman reports asbestos survey results have been returned for 172 and 178 E. State Street properties in Wellsville.

J. Isaman indicated that he had to redo agreements with Cattaraugus Community Action to include insurance and protection for the subcontractors providing the work.

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

#### **Rehabilitation Projects**

J. Isaman reported that he was approached by a potential buyer interested in the 95 W. Main Street property. The potential buyer expressed interest in turning the property into an Air B&B. Discussion followed concerning buyer / renter demographic requirements by the funders. Members discussed the mission of the Allegany County Land Bank and the funding source requirements related to property sale/rent targeting individuals and families living at or below 80% AMI. J. Isaman will discuss scenarios with the funder to determine options going forward.



Members discussed the affordability spreadsheet and the potential to increase the value of the Maple Street Property in Cuba, NY.

**A motion was made by D. Fanton, seconded by D. Evans, and carried to get a reappraisal done for the 95 West Main Street Property in Cuba, NY.**

**On a motion by D. Evans, seconded by D. Fanton, and approved for Cyrco Construction to complete the finishing work at 95 W. Main Street property in Cuba, NY for \$5K.**

J. Isaman indicated that the work at the 51 Clark Street property in Wellsville is nearing completion.

Concerning the 1936 Route 19 Willing duplex property, members discussed the property value and estimated it to be \$90K. The septic system repairs will be complete this week.

**A motion was made by D. Fanton, seconded by D. Evans, and carried to approve Cattaraugus Community Action as the project administrator as per the co-development agreement for 51 Clark Street in Wellsville, NY.**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve Cattaraugus Community Action as project administrator as per the co-development agreement for 1936 Route 19 in Willing, NY.**

### **Acquisition / Stabilization**

J. Isaman will draft a purchase offer letter for the Allegany County Land Bank Chairman to sign addressed to the County Attorney to purchase the former Murray House located at 12 Willets Avenue in Belmont, NY for \$30K.

### **New Construction**

Concerning the 79 Clark Street property in Wellsville, D. Fanton noted that the garage is not located on the right away according to the survey completed by Jim Ball.

### **Monitoring**

J. Isaman said he ordered "Lot for Sale" signs from White Imprints for the Mills Street in Wiscoy, Mechanic Street in Angelica, and 19 Maple Street in Andover, NY properties.

### **Old Business**

The Co-Development Agreement date changes with Cattaraugus Community Action have been made.

### **Good of the Order**

J. Isaman mentioned that he is considering completing asbestos training and certificate to be able to provide asbestos testing for an added fee in the future to the Allegany County Land Bank. After further discussion, B. Loucks recommended J. Isaman discuss this idea with Attorney Joe Miller and report back at the next committee. Members discussed their concern this may represent a conflict of interest.

### **Next Meeting**

The next regular ACLB Board Meeting will be held on Monday, November 18th at 9 a.m. in the Conference Room at the Crossroads Conference Center.

**Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 11:08 a.m. following a motion by B. Loucks, seconded by D. Fanton, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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## **Allegany County Land Bank Board Meeting Minutes November 18, 2019**

### **APPROVED**

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

**Others Present:** C. Knapp, J. Isaman, and J. Adams.

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:00 a.m. by Chairman Loucks.

### **Approval of Minutes**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from October 21, 2019 with the following correction, "A motion was made by D. Evans, seconded by D. Fanton, and carried to transfer the deed for the 37 King Street property in Wellsville, NY to Habitat for Humanity for the sum of \$1."**

### **Financial**

The monthly invoices presented for payment included: 4SS (\$4,820.91), Cunningham (\$629), White Imprints (\$120), Miller Law (\$139.50), Omac (\$2,000), 51 Clark Street Water bill (\$58.28), Cyrco (\$5,000), 51 Clark Renovation Work (\$43,700), Snow Hill (\$336), National Fuel (\$26.34), and Cattaraugus Community Action (CCA) (\$170,918).

It was noted that a check in the amount of (\$23,500) to Evingham Site Excavation and a check in the amount of \$170, 918 to Cattaraugus Community Action will be withheld until payment is received from the LISC / OAG grant, Enterprise grant, or from Allegany County. J. Isaman anticipates receiving funding in the amount of \$279,000 from the Enterprise grant, \$5,900 from OAG / LISC grant, and \$50,000 from Allegany County within the next two weeks.

J. Isaman noted that he anticipates needing to spend approximately half of the county funding allocation by the end of 2020.

Discussion followed concerning the reporting of bills and the need to delineate expenses by funder and by project. D. Fanton remarked this will be necessary with any financial audit in order to properly and accurately cost out work by property and by funding source.

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

**A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve the treasurer's report.**

### **Infrastructure Demolition Projects**

J. Isaman reports he's had to closely monitor a contractor's work and then communicate his expectations to CCA. CCA then played mediator between the AC Land Bank and contractor to ensure the work is completed accordingly. He noted a disagreement concerning the removal of construction debris, a change in scope of work involving a sheet rock ceiling, and the disregard for professional appearance of the property while the renovation work took place. Chairman Loucks suggested that J. Isaman coordinate a debriefing meeting with CCA given this information and now that we have some experience working together to provide feedback and continue improving going forward.

Concerning the 37 King Street property, J. Isaman reported that the neighbor is currently collecting quotes for the removal of a large pine tree. Since a survey hasn't been completed, we are unsure if the tree is on the land bank property. We are waiting for the Habitat for Humanity to accept the land bank's offer and purchase the property for \$1.

The asbestos reports and demolition work appraisals are complete for the East State Street properties in Wellsville. The work will require a certified asbestos inspector to monitor the removal process and then certify that the property is asbestos free. There are limited resources locally to provide this service. J. Isaman mentioned that the 178 E. State Street property is the priority.

### **Rehabilitation Projects**

J. Isaman reported he has a buyer interested in the 95 W. Main Street property. However, the buyer would like to turn the property into an Air B&B and due to funder restrictions; this property needs to be occupied by low to medium income residents for a ten year period. The most recent survey results give the property an assessed value of \$85,000.

J. Isaman indicated that the property located at 51 Clark Street will need to have construction debris removed from the yard. The most recent appraisal valued the property at \$47,000. J. Isaman said ideally the land bank would sell to a buyer, and then buyer would rent the property to a low income tenant.

We are currently waiting on assessment results for the 1936 Route 19 Willing property which is a duplex. J. Isaman said he will share the information with members as soon as it is available.

### **Acquisition / Stabilization**

Concerning the Allegany County Land Bank purchase offer made to Allegany County for the former Murray House located at 12 Willets Avenue in Belmont, NY for \$30K, County Attorney / Acting County Administrator Carissa Knapp attended the meeting and gave a

brief status update. She stated the County has received the purchase offer for consideration. Currently, Jim Ball is completing the survey on the property, which was built in the 1860's and to her knowledge has never been surveyed. Upon completion, the property will be parceled off. She reported the Board of Elections Office work is complete and the office is now operating from the location. When asked for feedback concerning purchase offer, she indicated that offer seemed a little low but stated that is what counter offers are for and the Board will decide how to proceed.

### **New Construction**

Concerning the 79 Clark Street property in Wellsville and purchasing a prefabricated structure from Alfred State College, J. Isaman said he is still waiting to hear pricing options from Jeff Stevens, the Dean of School of Applied Technology at Alfred State College.

### **Monitoring**

J. Isaman stated the "Lot for Sale" signs from White Imprints have been placed at the Mills Street property in Wiscoy, Mechanic Street property in Angelica, and at 19 Maple Street in Andover, NY. He mentioned that White Imprints in Cuba, NY has been excellent to work with.

### **Old Business**

J. Isaman hasn't had an opportunity to follow up with land bank attorney Joe Miller concerning his idea for professional services. It was recommended he review the bid requirements and purchasing policy. Members discussed their concern this may represent a conflict of interest. J. Isaman will check with attorney and report back at the next meeting.

K. Dirlam reminded members of the need to recruit additional members. Ideally four additional members are needed to serve on the Allegany County Land Bank Board. Members are officially appointed to serve on the board by Curt Crandall, Chairman Board of Legislators.

### **Good of the Order**

K. Dirlam discussed the need to complete a new housing stock inventory in Allegany County. He said he drives by a problem property in Almond, NY where obviously owners are paying taxes but haven't mowed lawn in quite some time. This property is has neighbors on both sides that maintain their properties. Code enforcement isn't handling blight and neglect. J. Isaman mentioned that in 2020, CPIG funding could potentially assist with updating the housing inventory survey. Members discussed that in some cases property owners use structure for storage since taxes are less than storage costs.

Chairman B. Loucks mentioned the 3 Chambers Christmas party which will be held at Mikes on the Side in Scio, NY on December 2<sup>nd</sup> at 5:30 p.m.

### **Next Meeting**

The next regular ACLB Board Meeting will be held on Monday, December 16th at 9 a.m. in the Conference Room at the Crossroads Conference Center.

**Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 10:22 a.m. following a motion by K. Dirlam, seconded by D. Fanton, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator



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**Allegany County Land Bank Board Meeting Minutes  
December 23, 2019**

**APPROVED**

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

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

**Media Present:** No media present.

**Call to Order:** The meeting was called to order at 9:00 a.m. by Chairman Loucks.

**Approval of Minutes**

**A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from November 18, 2019.**

**Financial**

The monthly invoices presented for payment included: 4SS (\$4,711.84), Cunningham, Stauring, & Associates (\$225), Stannards Water Inc. (\$70.67), Village of Wellsville (\$251.40), Butler Appraisal (\$800), National Fuel (\$121.31), and National Grid (\$32.43).

All of the funding requests have been received from the LISC / OAG grant, the Enterprise grant, and from Allegany County.

J. Isaman anticipates completing another draw for the first quarter from LISC next month.

D. Fanton suggested J. Isaman complete a spreadsheet to record and monitor the profits from sales. It was noted that 85% of all profits must be rededicated to land bank projects. Only, 15% of profits earned are discretionary funding.

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

**A motion was made by K. Dirlam, seconded by D. Evans, and carried to approve the treasurer's report.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to pay all water, electric, gas, and sewer utility bills as the bills are received to avoid late fees and additional charges going forward.**

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the engagement letter from Bysiek CPA to complete the 2019 Independent Audit for \$4,200.**

### **Infrastructure**

#### **Demolition Projects**

Members reviewed the asbestos abatement and demolition work bids that were received.

**A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept Cyrco Construction's bid for asbestos abatement at 178 East State Street in Wellsville, NY for \$16,000 and at 1 Baker Street in Andover, NY for \$14,000.**

**A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve the change order for Cyrco Construction and to authorize payment in the amount of \$3,000 upon completion of the work at 95 Main Street Cuba, NY.**

**A motion was made by D. Fanton, seconded by D. Evans, and approved to accept the purchase offer in the amount of \$81,500 for the sale of 95 Main Street, Cuba, NY.**

**A motion was made by D. Fanton, seconded by D. Evans, and carried to accept a purchase offer of \$47,000 or more for the sale of 51 Clark Street in Wellsville, NY to an income eligible buyer.**

Concerning 1936 Route 19 Willing, NY, members decided that further information is needed to determine a plan for the property going forward. J. Isaman will contact the Allegany County DSS to determine rental needs, waiting lists, and payment schedules. He will also determine competitive property management fees for board consideration.

Concerning 12 Willets Ave. Belmont, NY, the purchase offer was lower than the County anticipated. Members discussed requesting a walk through in January. J. Isaman will contact C. Knapp to make the arrangements.

**A motion was made by K. Dirlam, seconded by D. Evans, and carried to accept Cyrco Construction's bid for \$9,640 to stabilize 172 East State Street Wellsville, NY.**

J. Isaman reported that the Habitat for Humanity has a new program director and that a new build is scheduled to being in January in Bolivar, NY.

**A motion was made by D. Fanton, seconded by K. Dirlam, and carried to use the remaining balance of the LISC Grant funding for the Habitat for Humanity's new build project in Bolivar, NY.**



**A motion was made by D. Fanton, seconded by D. Evans, and carried to approve Goodfellas Tree Care to cut down the large pine tree and removal of all debris from 37 King Street, Wellsville, NY for \$1,500.**

Following discussion it was noted that the timing of funding and student schedule for multi-year projects may not be suitable for a partnership with Alfred State College at this time.

Members discussed the need to present the outcomes of the Allegany County Land Bank program to the Allegany County Legislators in February 2020.

Chairman Loucks noted that we need to recruit additional board members. Ideally, there would be seven members. J. Isaman and K. Dirlam will review board member marketing materials and forward the information to Phyllis Gaerte for her to promote the opportunity with the graduates of the Leadership Allegany program.

### **PARIS Annual Report & Governance Committee Meeting & Duties**

J. Isaman said the annual PARIS report is due March 31, 2020. He will complete and submit the report.

Governance Committees will meet at 9:00 a.m. prior to the regular scheduled meeting next month in order to complete all annual responsibilities. The Governance Committee will complete an assessment of internal controls, readopt the mission statement, and complete the board self-evaluation and the authority measurement report.

The Audit Committee will review and approve the accountant contract, approve the independent auditor contract, complete the real property report and review and approve the asset management report.

The Finance Committee will complete the debt report, procurement report and the investment report.

### **Next Meeting**

Future meeting dates include:

- Governance Committee Meetings 9:00 a.m. on January 21<sup>st</sup> at Crossroads
- ACLB Board Meeting 9:30 a.m. on January 21<sup>st</sup> at Crossroads
- ACLB Board Meeting 9:00 a.m. on February 18<sup>th</sup> at Crossroads

### **Adjournment**

**There being no further business to come before the Board, the meeting was adjourned at 10:45 a.m. following a motion by D. Fanton, seconded by D. Evans, and carried.**

Respectfully submitted,

Jodi Adams  
Assistant to the County Administrator