

**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 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 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