



## **Allegany County Land Bank**

### **Crossroads Center**

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## **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