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
January 22, 2018

APPROVED

Committee Members Present: D. Fanton, K. Dirlam, T. Boyde, B. Loucks, J. Joyce, and M. Cook.

Excused: D. Scholes.

Others Present: J. Isaman, J. Stager, P. Stockin, J. Ricci, Glenn Smith (bookkeeper) and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:00 a.m. by Chairman K. Dirlam.

Approval of Minutes
A motion was made by B. Loucks, seconded by M. Cook, and carried to approve the Allegany County Land Bank Board Meeting Minutes of November 20, 2017.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank Board Meeting Minutes of December 18, 2017 with correction to next meeting date changed to January 22, 2018.

Financial
Glenn Smith stated quick book entries have been made and files have been established based on the financial information received by T. Ross by funding source.

A motion to approve the Treasure's Report and pay the bills was made by T. Boyde, seconded by J. Joyce, and carried.

A motion was made by B. Loucks, seconded by D. Fanton, and carried to add Glenn Smith as an authorized preparer in the PARIS system for Allegany County Land Bank reporting.

Legal Issues

Members reviewed a revised copy of the conflict of interest policy. J. Isaman reported the form has received approval from the land bank attorney.
A motion was made by M. Cook, seconded by J. Joyce, and carried to approve the Conflict of Interest policy.

Following discussion, it was recommended that K. Dirlam as Chairman of the Allegany County Land Bank Board will serve as ethics officer.

A motion was made by B. Loucks, seconded by M. Cook, and carried to approve the Land Bank Conflict of Interest Disclosure Document.

D. Fanton suggested forms and policies and procedures be added to the website.

J. Isaman stated approval of the conflict of interest policy and conflict of interest disclosure document were required for 501c3 not for profit status. He will follow up with land bank attorney regarding next steps for completion process and report back to the committee.

New Business

K. Dirlam noted the authority's budget office requires annual reports.

The finance committee and the audit committee are required to meet no less than twice yearly.

The assessment of the effectiveness of internal controls, reporting, and board performance evaluation is the function of the governance committee.

A motion was made by B. Loucks, seconded by J. Joyce, and carried to re-adopt the Allegany County Land Bank mission statement.

The required code of ethics policy has been established.

J. Isaman stated a real property report is required which will detail the properties bought and sold during the fiscal year.

Annually, a review of policies is required and is documented in the PARIS system.

Infrastructure

The land bank has a goal established by funding sources to acquire 10-15 properties.

Some board members met with the Allegany County Treasurer and staff to discuss the tax sale and to establish a process for property acquisition in the future. There are many considerations and the process will require negotiation and further discussion on a case by case basis.

New Business:

Chairman K. Dirlam appointed members to three Land Bank standing committees. The appointments are specified as follows:
Governance Committee- D. Fanton, B. Loucks, J. Joyce
Audit Committee- J. Joyce, T. Boyde, D. Fanton
Finance Committee- M. Cook, T. Boyde, B. Loucks

<u>Next Meeting Details</u>
The next meeting will be held on Monday, February 12, 2018 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

<u>Adjournment</u>
There being no further business to come before the Board, the meeting was adjourned at 11:15a.m. following a motion by D. Fanton, seconded by B. Loucks, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator