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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), 1936 Route 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