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**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