



Allegany County Land Bank

Crossroads Center

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Allegany County Land Bank Board Meeting Minutes May 31, 2019

NOT APPROVED

Committee Members Present: B. Loucks, D. Fanton, K. Dirlam, and D. Evans

Others Present: P. Stockin, J. Isaman, and J. Adams.

Absent: T. Boyde and 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 D. Evans, and carried to approve the Allegany County Land Bank Board Meeting Minutes of March 18, 2019.

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of April 24, 2019.

Financial

J. Isaman discussed the monthly financial report.

Monthly invoices were presented for payment and include: 4SS (\$4,142.47), Cunningham (\$313), Miller Law (\$31), Dryden Insurance (\$7.81), Ninja Enterprises (\$220), and Cattaraugus Community Action (\$2,500).

A motion was made by D. Fanton, seconded by D. Evans, and carried to approve the treasurer's report.

A motion was made by K. Dirlam, seconded by D. Evans, and carried to pay the bills.

Insurance

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to renew and pay the insurance policy premium of \$1,793 for the ACLB Directors and Officers liability coverage.

Infrastructure

Demolition Projects

19 Maple Street, Andover- Demolition work will begin early June.

Acquisition/Stabilization

95 Main Street, Cuba – J. Isaman reported that he hasn't received any bids to date. K. Dirlam stated the roof repairs need to be completed soon.

51 Clark Street, Wellsville- J. Isaman inspected the property and stated it has potential with several home rehabilitation projects started. Upon preliminary inspection, a new roof is needed.

1936 Rte. 19, Willing- J. Isaman inspected the property. It is a duplex and is need of a new septic system and roof. He also noted there are issues with the flashing.

37 King Street, Wellsville- This property is a demolition project.

7 Baker Street, Andover- J. Isaman noted there have been some renovations made by the previous owner including some replacement windows and new doors. The property has a nice basement and is a one bedroom home. CCA will complete the scope of work assessment.

Monitoring

Mill Street, Wiscoy- This lot is for sale.

Pleasant Ave., Andover- The property has been sold.

Chapel Street, Belfast- The lot has been sold.

Mechanic Street, Angelica- J. Isaman reports that he is hoping to partner with the Habitat for Humanity for a new build project on this lot. It was noted the owner of the neighboring property could potential cause problems.

It was recommended J. Isaman get approval in writing from the grant administrator regarding his plans to partner with the Habitat for Humanity with the sale of property and then plans to provide the funding for the shell of a house for new the build project.

On a motion by D. Fanton, seconded by K. Dirlam, and carried to top soil and seed the Angelica property in the event that the Habitat for Humanity isn't interested in purchasing the lot.

D. Fanton recommended that J. Isaman develop an extensive list of contractors to utilize for work specific to work projects i.e. roofers, painters etc. This list would include seasonal specific (internal/external) work and will help with quick turn-around timeframes as work needs arise.

Cattaraugus Community Action (CCA) Agency will continue to complete the scope of work assessments for land bank properties.

Allegany County Tax Sale

J. Isaman reported that he attended the tax auction on May 4th and wasn't successful with any bids due to the buyer's premium, fees, and taxes owed required. He stated that going to the tax sale is not a good property acquisition strategy for land banks.

It was noted that in a week or so the Treasurer's Office will notify the land bank of any bid default properties to determine if the land bank is interested in acquisition.

Old Business

Board vacancies were discussed. It was mentioned that T. Boyde plans to retire next month and members agreed that hopefully, the newly appointed County Administrator will fill his vacancy on the board.

D. Fanton and B. Loucks completed the land bank account secondary signatory as required.

J. Isaman reported the Applied Tech Pipeline Grant in partnership with GVCS and WHS has been submitted. The funding request is for \$1.5 M covering a five year period. If successful, the ACLB will contribute \$60,000 in match resources to the project.

J. Isaman reported he followed up with First Citizens Bank concerning the former Cornerstone properties with no new leads to report at this point in time.

On a motion by D. Fanton, seconded by D. Evans, and carried to offer the 40 Mechanic Street property in Angelica, NY to the Habitat for Humanity for \$2,500 and to work as a grant pass-through to fund a habitat home on the property for an amount to be determined in order to spend out the ACLB's LISC grant funding award.

D. Evans stated that the Habitat for Humanity national organization has a broad goal of completing a new home build every three years.

New Business

LISC / Enterprise Updates

J. Isaman reported that changes to the ACLB operation and goals have created a need to completely revise the budget for the \$500K OAG grant award. Enterprise, the grant administrators for the Attorney General would like the funding spent out in one year. J. Isaman reported he plans to begin drawing the money once the remaining \$100K of Round 3 OAG money is spent. He distributed and summarized a copy of the revised \$500K budget which includes (3) demolition projects, (3) rehabilitation projects, and the potential for (2) new build construction projects. The budget period reflects Q3 2019 through Dec 31, 2020.

Members discussed modular home construction and shell ready model construction projects as a possibility for new builds. Members agreed that the proposed timeline and work schedule for new construction projects is ambitious.

Good of the Order

The NYLBA Conference will be held on June 12th and 13th in Buffalo.

B. Loucks noted the Governance Committee will meet following today's meeting.

J. Isaman will contact Dun & Bradstreet representative to follow up on a correspondence received and provide them with updated contact information and the correct address.

Next Meeting

A special meeting will be held on June 12th at 9 a.m. in the Kirst Conference Room at the Crossroads Conference Center.

The next regular ACLB Board Meeting will be held on Tuesday, June 25th 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 10:55 a.m. following a motion by D. Fanton, seconded by D. Evans, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator