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Allegany County Land Bank Board Meeting Minutes November 18, 2019

APPROVED

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

Others Present: C. Knapp, J. Isaman, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:00 a.m. by Chairman Loucks.

Approval of Minutes

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from October 21, 2019 with the following correction, "A motion was made by D. Evans, seconded by D. Fanton, and carried to transfer the deed for the 37 King Street property in Wellsville, NY to Habitat for Humanity for the sum of \$1."

Financial

The monthly invoices presented for payment included: 4SS (\$4,820.91), Cunningham (\$629), White Imprints (\$120), Miller Law (\$139.50), Omac (\$2,000), 51 Clark Street Water bill (\$58.28), Cyrco (\$5,000), 51 Clark Renovation Work (\$43,700), Snow Hill (\$336), National Fuel (\$26.34), and Cattaraugus Community Action (CCA) (\$170,918).

It was noted that a check in the amount of (\$23,500) to Evingham Site Excavation and a check in the amount of \$170, 918 to Cattaraugus Community Action will be withheld until payment is received from the LISC / OAG grant, Enterprise grant, or from Allegany County. J. Isaman anticipates receiving funding in the amount of \$279,000 from the Enterprise grant, \$5,900 from OAG / LISC grant, and \$50,000 from Allegany County within the next two weeks.

J. Isaman noted that he anticipates needing to spend approximately half of the county funding allocation by the end of 2020.

Discussion followed concerning the reporting of bills and the need to delineate expenses by funder and by project. D. Fanton remarked this will be necessary with any financial audit in order to properly and accurately cost out work by property and by funding source.

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

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

Infrastructure

Demolition Projects

J. Isaman reports he's had to closely monitor a contractor's work and then communicate his expectations to CCA. CCA then played mediator between the AC Land Bank and contractor to ensure the work is completed accordingly. He noted a disagreement concerning the removal of construction debris, a change in scope of work involving a sheet rock ceiling, and the disregard for professional appearance of the property while the renovation work took place. Chairman Loucks suggested that J. Isaman coordinate a debriefing meeting with CCA given this information and now that we have some experience working together to provide feedback and continue improving going forward.

Concerning the 37 King Street property, J. Isaman reported that the neighbor is currently collecting quotes for the removal of a large pine tree. Since a survey hasn't been completed, we are unsure if the tree is on the land bank property. We are waiting for the Habitat for Humanity to accept the land bank's offer and purchase the property for \$1.

The asbestos reports and demolition work appraisals are complete for the East State Street properties in Wellsville. The work will require a certified asbestos inspector to monitor the removal process and then certify that the property is asbestos free. There are limited resources locally to provide this service. J. Isaman mentioned that the 178 E. State Street property is the priority.

Rehabilitation Projects

J. Isaman reported he has a buyer interested in the 95 W. Main Street property. However, the buyer would like to turn the property into an Air B&B and due to funder restrictions; this property needs to be occupied by low to medium income residents for a ten year period. The most recent survey results give the property an assessed value of \$85,000.

J. Isaman indicated that the property located at 51 Clark Street will need to have construction debris removed from the yard. The most recent appraisal valued the property at \$47,000. J. Isaman said ideally the land bank would sell to a buyer, and then buyer would rent the property to a low income tenant.

We are currently waiting on assessment results for the 1936 Route 19 Willing property which is a duplex. J. Isaman said he will share the information with members as soon as it is available.

Acquisition / Stabilization

Concerning the Allegany County Land Bank purchase offer made to Allegany County for the former Murray House located at 12 Willets Avenue in Belmont, NY for \$30K, County Attorney / Acting County Administrator Carissa Knapp attended the meeting and gave a

brief status update. She stated the County has received the purchase offer for consideration. Currently, Jim Ball is completing the survey on the property, which was built in the 1860's and to her knowledge has never been surveyed. Upon completion, the property will be parceled off. She reported the Board of Elections Office work is complete and the office is now operating from the location. When asked for feedback concerning purchase offer, she indicated that offer seemed a little low but stated that is what counter offers are for and the Board will decide how to proceed.

New Construction

Concerning the 79 Clark Street property in Wellsville and purchasing a prefabricated structure from Alfred State College, J. Isaman said he is still waiting to hear pricing options from Jeff Stevens, the Dean of School of Applied Technology at Alfred State College.

Monitoring

J. Isaman stated the "Lot for Sale" signs from White Imprints have been placed at the Mills Street property in Wiscoy, Mechanic Street property in Angelica, and at 19 Maple Street in Andover, NY. He mentioned that White Imprints in Cuba, NY has been excellent to work with.

Old Business

J. Isaman hasn't had an opportunity to follow up with land bank attorney Joe Miller concerning his idea for professional services. It was recommended he review the bid requirements and purchasing policy. Members discussed their concern this may represent a conflict of interest. J. Isaman will check with attorney and report back at the next meeting.

K. Dirlam reminded members of the need to recruit additional members. Ideally four additional members are needed to serve on the Allegany County Land Bank Board. Members are officially appointed to serve on the board by Curt Crandall, Chairman Board of Legislators.

Good of the Order

K. Dirlam discussed the need to complete a new housing stock inventory in Allegany County. He said he drives by a problem property in Almond, NY where obviously owners are paying taxes but haven't mowed lawn in quite some time. This property is has neighbors on both sides that maintain their properties. Code enforcement isn't handling blight and neglect. J. Isaman mentioned that in 2020, CPIG funding could potentially assist with updating the housing inventory survey. Members discussed that in some cases property owners use structure for storage since taxes are less than storage costs.

Chairman B. Loucks mentioned the 3 Chambers Christmas party which will be held at Mikes on the Side in Scio, NY on December 2nd at 5:30 p.m.

Next Meeting

The next regular ACLB Board Meeting will be held on Monday, December 16th at 9 a.m. in the Conference Room at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:22 a.m. following a motion by K. Dirlam, seconded by D. Fanton, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator