



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

NOT 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

Next Meeting Details

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.

Adjournment

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



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Allegany County Land Bank Board Meeting Minutes February 12, 2018

NOT APPROVED

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

Excused: T. Boyde and J. Joyce.

Absent: D. Scholes.

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

Media Present: No media present.

Call to Order: The meeting was called to order at 10:02 a.m. by Chairman K. Dirlam.

Approval of Minutes

A motion was made by M. Cook, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of January 22, 2018.

Financial

J. Isaman noted that EFPR is close to finishing the auditing the financial records. Feedback includes reclassify some budget items. Staff are making the changes to the budget categories as recommended.

Committee members remarked that next year they would like the auditor to attend the board meeting following the completion of the audit to summarize the review process. This will provide an opportunity for questions and answers.

M. Cook stated he is still unable to access the financial records electronically at this point. He will reach out to the financial institution to correct this issue.

J. Isaman noted that until the land bank has properties in its possession, in most cases, they won't be eligible for grant funding. The funding applications require prior properties acquisition and allocate funds to agencies to complete projects.

Members reviewed the financial report which included a bill for ACCORD Corporation.

Board members were reminded to sign the Acknowledgement of Fiduciary Activities and Responsibility Form and to return the forms J. Isaman.

A motion to approve the Treasure's Report and pay the bills was made by B. Loucks, seconded by D. Fanton, and carried.

Executive Session

A motion was made by B. Loucks, seconded by M. Cook, and carried to enter into executive session to discuss matters leading to the appointment or employment of a particular person at 10:10a.m. Immediately following discussion at 10:22a.m., a motion was made by B. Loucks, seconded by D. Fanton, and carried to end the executive session and return to the regular meeting.

Insurance

A motion was made by B. Loucks, seconded by D. Fanton, and carried to accept the Dryden Mutual Insurance Company's quote for general liability insurance coverage with an added rider to include coverage for unowned vehicle driver(s) and occupants so long as the insurance premium doesn't exceed \$637 annually.

Legal Issues

J. Isaman reported forwarding resolutions from the previous meeting to the land bank attorney and reports receiving no updated at this time.

On a motion by D. Fanton, and seconded by M. Cook, and carried to approve the Land Bank Whistle Blower policy after the following amendments were made to the policy:

Complaints may be written or verbal and should be made to the Land Bank Board Chairman. If the employee does not feel comfortable going to the Board Chairman, then the complaint should be taken to the Audit Committee Chairman

B. Loucks notes the Governance Committee has reviewed the policy Prohibiting the Extension of Credit to Board members and recommends the policy be approved with no changes.

On a motion by D. Fanton, and seconded by B. Loucks, and carried to approve the Land Bank Policy Prohibiting the Extension of Credit to Board members.

On a motion by D. Fanton, and seconded by M. Cook, and carried to approve the Land Bank Capitalization policy after the following amendments were made to the policy:

A physical inventory of all equipment purchased with federal funds shall be performed annually by the Audit Committee as part of Assessment of Internal Controls. The results of the physical inventory shall be reconciled to the accounting records of and federal reports filed.

On a motion by B. Loucks, and seconded by D. Fanton, and carried to approve the Land Bank Internal Controls and Finance policy after the following amendments were made to the policy:

Payment vouchers for \$1,000 or less: If the Expense Originator is a contractor or employee, the expense voucher must be approved by the Chairperson or Treasurer. If the Expense Originator is the Chairperson or Treasurer, the expense must be approved by a vote of the board of directors. Payments shall be issued by an Authorized Check Signatory.

Payments vouchers in excess of \$1,000: If the Expense Originator is a contractor or employee, the expense voucher must be approved a vote of the board of directors. Payments shall be issued by an Authorized Check Signatory.

J. Stager summarized the annual report and summary of operations and accomplishments to date. Chairman K. Dirlam noted that the Board didn't have any committees in place until 2018. He recommended removing the committee assignments from the 2017 report. J. Isaman will revise the report as recommended and then post the annual report to the land bank's website.

K. Dirlam will assist J. Isaman with gaining access to make changes and add additional information to the Allegany County Land Bank website.

On a motion by B. Loucks, and seconded by D. Fanton, and carried to approve the Land Bank Annual Report.

On a motion by M. Cook, and seconded by B. Loucks, and carried to approve the Land Bank 2017 Investment Report.

On a motion by D. Fanton, and seconded by M. Cook, and carried to approved the Land Bank 2017 Procurement Report after the following amendments were made to the report:

Confirm the numbers for AmeriCorps are correct. This action was taken and numbers are correct.

Infrastructure

There are no updates to report on the current demolition projects including the property located at 79 Clark Street and King Street in Wellsville, NY.

Proposals

On a motion by M. Cook, and seconded by D. Fanton, and carried to approve and present to the Allegany County Legislature the drafted proposed procedure to purchase tax foreclosed properties from Allegany County.

It was noted that Chairman K. Dirlam and B. Loucks will present his information at the Ways & Means Committee on February 21 at 3 p.m.

New Business

Members agreed that committee reports will be a standing item for future meeting agendas.

Allegany County Land Bank Sub-Committee membership includes:

Governance Sub-Committee: D. Fanton, B. Loucks, and J. Joyce

Finance Sub-Committee: M. Cook, T. Boyde, and B. Loucks

Audit Sub-Committee: J. Joyce, T. Boyde, and D. Fanton

Next Meeting

The next meeting will be March 19 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:18 a.m. following a motion by B. Loucks, seconded by D. Fanton, and carried.

Respectfully submitted,

Jodi Adams

Assistant to the County Administrator



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Allegany County Land Bank Board Meeting Minutes

March 19, 2018

NOT APPROVED

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

Excused: D. Fanton, T. Boyde

Others Present: J. Isaman, J. Stager, County Legislator B. Harris

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 M. Cook, seconded by B. Loucks, and carried to approve the Allegany County Land Bank Board Meeting Minutes of February 19, 2017.

Financial

A motion to approve the Treasure's Report and pay the bills was made by B. Loucks, seconded by J. Joyce, and carried. (invoices: Cunningham/Stauring=\$550; EFPR audit=\$3000)

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

On a motion by Jennifer Joyce and seconded by Brian Loucks to approve the manager to attend the NYLBA Conference and pay the Travel expenses was approved.

Insurance

J. Isaman noted that we will need to acquire proper insurance for the properties we procure at the tax sale. J.Isaman was asked to reach out to the county to find out if we can be covered under the County insurance plan. Without insurance the Land Bank will have difficulty doing work needed to get the properties stabilized without additional insurance beyond our current Gen Liability.

Legal Issues

Attorney is working on finishing up Land Bank's 501(c)(3) application and should be submitted in April.

Board members discussed the eviction process if needed. LB counsel has stated that the cost will be \$500 per eviction.

Authorities Budget Office

Compliance requires our Independent Audit – this needs to be submitted to complete our Annual Report.

The Annual Report – ready for certification and submittal.

On a motion by Brian Loucks and seconded by Jennifer Joyce to certify and submit the 2017 Annual Report to the Authority Budget Office/PARIS. Motion was approved.

Infrastructure

Current Projects – 79 Clark and King Street – No news

Reviewed the properties that the County Treasurer has allowed us to consider from the County Tax Sale and prioritized them based on our standard protocols.

New Business

Public Authorities Compliance requires the Land Bank to appoint a Contracting Officer. Chairman Dirlam intends to appoint Darwin Fanton to this position pending his acceptance.

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.

Old Business:

County Demo Projects: properties have been demolished and the county did not use Land Bank funds offered and accepted by the County.

Committee Meetings: The Governance, Finance and Audit Committees should set their meeting schedule for the remainder of the year. Additional meetings can be added but the minimum required meetings should be set.

Next Meeting Details

The next meeting will be held on Monday, April 16, 2018 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

April 9 – this will be a work session if it is needed to prepare for the bid for the County Tax Sale. (Tentative)

April 16, 2018 10AM Crossroads Center will be the next regular meeting

Notes as provide by Jason Isaman and Kier Dirlam



Allegany County Land Bank

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Allegany County Land Bank Board Meeting Minutes April 16, 2018

NOT APPROVED

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

Excused: T. Boyde

Others Present: J. Isaman, J. Stager, J. Adams and Peter Wade, Supervisor Town of Rushford.

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 D. Fanton, and carried to approve the amended Allegany County Land Bank Board Meeting Minutes of March 19, 2018.

The amended motion is as follows, "A motion was made by B. Loucks, seconded by J. Joyce, and carried to add Glenn Smith as an authorized preparer in the PARIS system for Allegany County Land Bank reporting."

Financial

M. Cook reviewed the financial report and statement of activities through March 31, 2018.

A motion to approve the financial report and pay the bills was made by B. Loucks, seconded by J. Joyce, and carried.

Correspondence

Peter Wade, Supervisor for the Town of Rushford requested the Land Bank's assistance in the town's revitalization efforts. The plan for the vacant lot includes constructing a park for children in the community.

On a motion made by M. Cook, seconded by D. Fanton, and carried to approve the Town of Rushford's proposal for the Allegany County Land Bank to assist in the demolition of 9021 Main Street, Rushford, tax map #76.5-1-17, based on an agreed amount of 50% of expense not to exceed \$10,000,

Executive Session

A motion was made by M. Cook, seconded by D. Fanton, and carried to enter into executive session to discuss matters leading to the appointment or employment of a particular person at 10:25a.m. Immediately following discussion at 10:57a.m., a motion was made by D. Fanton, seconded by M. Cook, and carried to end the executive session and return to the regular meeting.

Insurance

J. Isaman reported the cost for liability insurance is \$30,000 annually. He will reach out to the county administrator and other county employees with support from board members to see what options are available for insurance coverage.

Members discussed shared costs and demolition funding to offset costs as possible options.

Authority Budget Office

The independent audit was distributed and reviewed. The auditors reported a satisfactory review with no findings.

On a motion by B. Loucks, and seconded by D. Fanton, and carried to approve the Allegany County Land Bank's 2017 Independent Audit.

Infrastructure

D. Scholes gave a report on the status of county demolition projects. There are no updates to report on the 79 Clark and King Street property.

J. Isaman reported on a meeting held on April 4th attended by K. Dirlam, T. Ross, J. Kelley, J. Adams, and J. Isaman. They reviewed the list of properties of land bank interest. At the meeting, T. Ross stated that she anticipated receiving 3-5 bid forms from the Land Bank from the properties in orange on the interest list by April 12th. After May 4th she anticipates receiving bids from the Land Bank for three to five additional properties. Hopefully, this will assist the land bank in reaching its 8-10 properties acquisition goal. T. Ross noted after the first round of bids she will inform the land bank of properties available. J. Isaman noted the land bank ideally seeks ownership of vacant properties. However, based on what is available, the land bank may have to acquire occupied properties. He stated that multiple considerations were made when selecting the properties listed on the bid list. This includes property location and accessibility to schools, work, grocery stores etc., condition of sewer and water and utilities and the condition of the surrounding properties. T. Ross mentioned that considerations are made on their end to make the county whole and to offset the unpaid taxes. J. Isaman will complete and submit bid forms for three to five properties in orange on the list.

On a motion by M. Cook, and seconded by D. Fanton, and carried to approve submittal of bids on parcels 239.8-1-26 in the Town of Wellsville, 120.80-1-25 in the Village of Angelica, 105.10-1-46 in the Town of Belfast, 216.15-2-59 in the Village of Andover, 16.2-1-42 in the Town of Hume, 16.2-1-49 in the Town of Hume, and 239.10-1-46 in the Village of Wellsville to the Allegany County Legislature to purchase tax foreclosed properties from Allegany County with clarification of pricing.

B. Loucks recommended that J. Isaman reach out to other land banks for information and provide him with the information for property pricing.

Discussion followed concerning linking land bank properties for sale with realtors including Homestar Realty and Middaugh Realty.

On a motion by D. Fanton, and seconded by B. Loucks, and carried to pursue additional bids on properties left over due to a failed bid process to the Allegany County Legislature to purchase the tax foreclosed properties from Allegany County.

J. Isaman noted the land bank Governance Committee may want to meet to review additional tax properties available for bid on Thursday, April 16th. *This meeting was subsequently postponed.*

Next Meeting

The next meeting will be May 21st at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:43 a.m. following a motion by B. Loucks, seconded by J. Joyce, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



Allegany County Land Bank

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Allegany County Land Bank Board Meeting Minutes May 21, 2018

NOT APPROVED

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

Excused: D. Scholes

Others Present: J. Knapp, J. Isaman, J. Stager, J. Adams and Casey Jones.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman K. Dirlam.

Land Bank Board Appointments

M. Cook made the motion to accept K. Dirlam's resignation as the Chairman of the Allegany County Land Bank Board, seconded by T. Boyde, and carried.

A motion was made by M. Cook, seconded by J. Joyce, and carried to nominate Brian Loucks as Allegany County Land Bank Board Chairman.

A motion was made by J. Joyce, seconded by D. Fanton, and carried to appoint K. Dirlam as Secretary of the Allegany County Land Bank Board.

Approval of Minutes

A motion was made by D. Fanton, seconded by J. Joyce, and carried to approve the Allegany County Land Bank Board Meeting Minutes of April 16, 2018.

Financial

A motion was made by K. Dirlam, seconded by J. Joyce, and carried to pay the Pekarek Law invoice.

A motion was made by J. Joyce, seconded by D. Fanton, and carried to pay the Stauring and Associates invoice.

A motion was made by T. Boyde, seconded by J. Joyce, and carried to pay the ACCORD Corporation invoice.

M. Cook reviewed the financial report and statement of activities through April 30, 2018.

A motion to approve the financial report was made by D. Fanton, seconded by T. Boyde, and carried.

Insurance

Additional liability insurance will be required in order to complete renovation work on properties acquired from the tax sale auction.

Larger land banks pay for the scaffold insurance. Smaller land banks are forming partnerships with community action agencies and other agencies that have the scaffold insurance to accomplish renovation and demolition work.

J. Isaman reported the annual cost for the scaffold insurance is \$30,000. He stated NYMIR insurance through Allegany County has the provision of scaffold insurance coverage.

Members discussed one option to overcome the insurance barrier is to sell the property with the stipulation for improvements with work plans, budgeting, timelines, and financial contributions (owner occupied property negates the need for scaffold insurance).

D. Fanton offered to talk to a representative from the Andover Historic Preservation Agency for suggestions.

T. Boyde offered to convene a meeting to further discuss scaffold insurance and try to determine options to overcome the barrier.

Legal Issues

J. Isaman informed members that the lawyer will file the not for profit status paperwork by June 1, 2018.

Currently, the land bank is designated as a public authority.

Infrastructure

The Alfred Beautification Club will be contacted to see if they can assist with yard work at the 79 Clark and King Street property in Wellsville.

It was noted that OTIS Eastern hires high school students to complete yard work for not for profit agencies. J. Isaman will contact OTIS Eastern to learn more about this option.

It was noted that the Second Street property in Wellsville has a potential buyer.

It was noted that the Pleasant Street property in Andover needs a new roof and the previous owners belongings will need to be removed from the property.

It was mentioned that there are two interested buyers for the Mechanic Street property in Angelica.

Lastly, the Mill Street property in Wiscoy needs to be demolished.

Concerning a pricing policy, the land bank regulations stipulate that no more than 15% of the profit from sales can be allocated to an unrestricted account. Any profits exceeding the 15% must be reinvested in land bank operations. Operational expenses and purchase price need to be recouped with pricing. J. Isaman will research pricing policies used by other land banks.

Owners must meet 100% AIM guidelines.

It was noted there are salvage companies that can be utilized with demolition projects if applicable.

B. Loucks noted the four priorities for the Allegany County Land Bank as inspection, assessing, contractors, and insurance.

Authority Budget Office

J. Isaman recommended that we schedule subcommittee meetings for the Governance, Finance, and Audit Sub Committees to review progress and determine what is working well and if any improvements are needed. Members decided that we should wait until next month's meeting since there will likely be a reassignment of sub-committee membership to schedule subcommittee meetings. It was recommended that subcommittees be scheduled prior to and following the regular board meetings.

J. Isaman noted the budget report will be due 90 days prior to the end of the fiscal year (January 1, 2019).

D. Fanton notes that the policies and procedures need to be included in the website and be readily accessible.

Following more website discussion, a motion was made by D. Fanton, seconded by M. Cook, and carried to approve the Allegany County Land Bank using a new website domain with the cost not to exceed \$50 annually.

Old Business

J. Isaman reports we are waiting on Peter Wade, Town of Rushford Supervisor, to report that the work had been completed and then we can provide them with the financial assistance as requested and agreed upon.

New Business

J. Isaman reported we were unsuccessful in our bid efforts at the USDA auction. Therefore, the \$1000 certified check will need to be voided. J. Joyce will void the check.

Next Meeting

The next meeting will be June 18, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:45 a.m. following a motion by K. Dirlam, seconded by D. Fanton, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



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Allegany County Land Bank Board Meeting Minutes June 18, 2018

NOT APPROVED

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

Excused: B. Loucks, J. Joyce, and D. Scholes

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:02 a.m. by Vice Chairman T. Boyde.

Approval of Minutes

A motion was made by M. Cook, seconded by J. Knapp, and carried to approve the Allegany County Land Bank Board Meeting Minutes of May 21, 2018.

Financial

M. Cook reviewed the financial report and statement of activities through June 13, 2018.

The current invoices presented for payment include:

ACCORD (\$6,003.74)

Cunningham (\$187)

Pekarek Law (\$25)

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the financial report and pay the bills.

Insurance

J. Stager provided an update on insurance meeting with county officials. At the meeting, the county attorney and the land bank attorney both agreed that the land bank is not part of the county, and therefore; will need insurance separate from county.

The land bank attorney interpreted the scaffold law for 1-2 family properties as being exempt from the insurance. Further information will be forthcoming.

Next steps include insurance agents gathering more information on insurance options and reporting back to land bank staff on coverage and cost.

Email threads with research information from the county attorney and the land bank attorney following last week's meeting will be distributed to board members for their information.

T. Boyde mentioned other strategies for funding were explored and will require further discussion once a firm cost is known.

K. Dirlam noted the County Planning and Implementation Group is a potential funding source with a solid need presented as a request. He recommended submitting a request by first week in July.

Legal Issues

J. Isaman informed members that he reached out to several other land banks to gather information related to pricing and selling properties. Several methods are used and a majority of land banks try to break even.

D. Fanton stated for sustainability, additional profits may need to be realized, if grant funding isn't available.

J. Isaman stated he would like to see a flexible approach to handling the properties and his recommendation is to include a 60% cost of the appraised property value as a baseline for the selling price.

Since assessments in many cases aren't accurate, members agreed the appraisal price is preferred.

J. Isaman will develop a draft policy for board review prior to the next meeting.

D. Fanton asked if the existing by-laws address electronic approval for immediate approval and decisions. J. Isaman stated they do not.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to revise the existing Allegany County Land Bank By-laws to include electronic decision making and approval processes to assist the Allegany County Land Bank with program operations as permitted by the authorities' budget office.

Concerning the need for nonprofit status, which is required for grants gateway applications, J. Isaman reported that the land bank attorney has stated it should be granted soon.

Authority Budget Office

A motion was made by M. Cook, seconded by D. Fanton, and carried to table discussion concerning the authorities' budget office compliance. This specifically relates to policy and procedural review and scheduling of the governance, financial, and audit committee meetings and membership until the next meeting.

Infrastructure

J. Isaman gave a status report for the six land bank owned properties.

The 79 Clark and King Street property has a potential buyer. The forms will be filled out and mailed to the individual for his signature.

The Second Avenue property in Wellsville, NY property has a purchase offer.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept the purchase offer for \$1,150 with the stipulation that the new owner demolish the dilapidated structure and clear the property of debris using his personal resources.

There are no updates to share concerning the Belfast, Angelica, Wiscoy, and Andover, NY properties.

It was mentioned that partnering with a real estate broker would be helpful for advertising purposes and sales experience in the future.

New Business

A New Hudson property bidder defaulted. Following inspection by land bank staff, it was decided the land bank is not interested in acquiring the property.

The Belmont property's current owner has requested \$18K for the Tracy Street property. At this time, the land bank is not interested in acquiring the property.

A Rushford Lake property was discussed. Members expressed an interest in staff completing a due diligence inspection and reporting their findings at the next meeting.

Old Business

There is no update on the Rushford demolition project at this time.

A motion was made by D. Fanton, seconded by J. Knapp, and carried to utilize the following private and insured contractors Mike Unfus for lawn work and Cory Burrows for stabilization work as needed.

A motion was made by K. Dirlam, seconded by M. Cook, and carried to utilize appraiser Rhonda Wilkins at a cost of \$325 per unit to complete appraisals on three properties for a total cost of \$975.

Good of the Order

J. Stager shared that he attended an excellent Land Bank training in Syracuse, NY provided by the Center for Community Progress and he would like approval to have

them provide training in Allegany County to coincide with a Committee of the Whole Meeting.

A motion was made by D. Fanton, seconded by J. Knapp, and carried for the Allegany County Land Bank to submit a request for funding to the County Planning and Implementation Group to pay for Center for Community Progress training in Allegany County.

J. Stager discussed this round of CDBG funding is for demolition projects and is due next month. He requested approval to conduct further research to determine if the land bank should submit a funding application.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried for the Allegany County Land Bank staff to conduct further research to determine if a CDBG funding application should be submitted at this time for demolition projects.

Next Meeting

The next meeting will be July 16, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:18 a.m. following a motion by D. Fanton, seconded by J. Knapp, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



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Allegany County Land Bank Board Meeting Minutes July 16, 2018

APPROVED- Aug 20, 2018

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

Excused: T. Boyde, J. Knapp, and D. Scholes

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by D. Fanton, seconded by M. Cook, and carried to approve the Allegany County Land Bank Board Meeting Minutes of June 18, 2018.

Financial

M. Cook reviewed the financial report and statement of activities through June 13, 2018.

The current invoices presented for payment include Cunningham (\$225) and Pekarek Law (\$500).

J. Isaman reported currently all expenses are funded using the LISC grant award (\$360K). He plans to request another drawdown of \$40-50K from LISC next month.

M. Cook reports the current balance as \$51, 876. M. Cook and J. Isaman will meet with EFPR to discuss the monthly fiscal report format and will report back at the next meeting.

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

Insurance

J. Isaman reported that there has only been one litigated case involving land banks and the scaffold law in NYS (Syracuse Land Bank). He explained one option for consideration is to add a hold harmless clause on land bank forms. He stated board members are protected by existing liability insurance. He added if someone is injured and sues the land bank, there are minimal resources to protect. He stated given this information and the limited associated risk, members may want to just move ahead with

a hold harmless clause. Following discussion it was decided to seek guidance from the attorney concerning this matter.

Members agreed that J. Isaman should move forward with requesting quotes from contractors for renovations and repairs work on land bank owned properties.

Legal Issues

EFPR is currently completing financial reports for the Allegany County Land Bank treating the land bank as a pending not-for-profit status.

The nonprofit status is needed to initiate grants gateway applications.

J. Isaman reports the land bank's attorney has stated the not-for-profit status will soon be completed.

Authority Budget Office

Members discussed and agreed to the following subcommittee membership list:

Governance Committee: Darwin Fanton, Jim Knapp, and Kier Dirlam

Finance Committee: Tim Boyde, Mike Cook, and Kier Dirlam

Audit Committee: Darwin Fanton, Jim Knapp, and Tim Boyde.

Subcommittees are a requirement for public authority compliance.

The Governance Committee will meet every six months to review policies and procedures. Members of the committee will meet next month immediately following the scheduled AC Land Bank Board meeting (11am on August 20th).

J. Isaman will create a checklist for the policies and procedures requiring semi-annual review and will forward it to committee members.

The audit committee monitors the financial controls and reviews the receipts and records retention. This committee provides accounting assistance and review of all of the required financial reports.

J. Isaman reviewed the requirements of each sub-committee and discussed the membership, purpose and required meeting schedule.

Correspondence

J. Isaman reviewed the ACCORD report. The ACLB has secured four properties.

J. Isaman and B. Loucks will meet with T. Boyde to determine a pathway for future property acquisitions prior to the next meeting and will report back to members.

Infrastructure

J. Isaman gave a status report for the land bank owned properties.

There are no updates to report for the 79 Clark and King Street property in Wellsville, NY.

J. Isaman reports moving forward with sale of the property located on Second Avenue in Wellsville. The board accepted the \$1,150 purchase offer at the last meeting.

The appraisal for the Pleasant Street property in Andover, NY was completed. The property was appraised at \$35K compared to the \$65K tax assessed value.

The Mechanic Street property in Angelica, NY has two to three people who have expressed an interested in the property. J. Isaman reports receiving one work plan for the property but stated that it was weak and didn't include much detail. Next steps include completing the appraisal and a property inspection.

Old Business

The Rushford demolition project is pending.

Concerning the CDBG Grant, the ACLB is not going to pursue funding this year. There isn't enough time to complete the required public hearings and resolutions within the grant timeline this year. Staff will revisit this grant opportunity next year.

Concerning the Rushford real estate owned property discussed at the last meeting, it has been determined this property is involved in a property line dispute.

Future plan to contract with the Center for Community Progress to provide informational and best practice sessions in Allegany County was talked. J. Isaman was encouraged to contact the Clerk of the Board of Legislators Office to coordinate meetings with the existing meeting schedule and to further discuss legislator participation and interest in attending the training. The cost was estimated at \$7,500 for two days.

Next Meeting

The next meeting will be August 20, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:55 a.m. following a motion by M. Cook, seconded by K. Dirlam, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



**Allegany County Land Bank Board Meeting Minutes
August 18, 2018**

NOT APPROVED

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

Excused: D. Scholes

Others Present: T. Ross, J. Kelley, J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by J. Knapp, seconded by M. Cook, and carried to approve the Allegany County Land Bank Board Meeting Minutes of July 18, 2018 with corrections made to the subcommittee membership list as listed below.

Subcommittee Membership List

Governance Committee: Darwin Fanton, Jim Knapp, and Kier Dirlam

Finance Committee: Tim Boyde, Mike Cook, and Kier Dirlam

Audit Committee: Darwin Fanton, Jim Knapp, and Tim Boyde.

Subcommittee meeting dates include:

Governance Committee – following today's meeting

Finance Committee – September 17th at 9am

Audit Committee – October 15th at 9am

Financial

M. Cook summarized the monthly financial report.

The current invoices presented for payment include Cunningham (\$338), Insurance (\$1,818.52) and ACCORD (\$16,379.60).

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to approve the monthly financial report.

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

Grant and Funding

A motion was made by D. Fanton, seconded by M. Cook, and carried to apply for grant funding.

It was noted that the OAG grant requires a sponsor letter from the Allegany County Legislature. Enterprise will administer the grant with the next funding cycle.

Legal Issues

The land bank's attorney reports the not-for-profit status will be completed by the end of August.

2019 Budget

At the meeting in September the 2019 budget will be discussed and adopted. This will provide additional time to address the gap in administrative funding. A funding request will be made to the Allegany County Legislature for consideration.

The land bank authority budget office requires an annual budget report is due November 1, 2018.

Correspondence

J. Stager summarized the ACCORD report.

B. Loucks requested to meet with T. Ross, J. Kelley, T. Boyde, and J. Isaman in November to review the property acquisition process in preparation for the next tax sale to improve the outcomes in the next cycle.

Infrastructure

J. Isaman gave a status report for the land bank owned properties which included reviewing the detailed certified home inspection reports.

Staff hasn't heard from the neighbor for the 79 Clark and King Street property in Wellsville, NY.

J. Isaman reports the land bank attorney has all the paperwork to move forward with sale of the property located on Second Avenue in Wellsville.

Following the inspection and even though a substantial amount of repairs will be necessary, staff recommended rehabilitating the 15 Chapel Street property in Belfast, NY.

On a motion by K. Dirlam, seconded by J. Knapp, and carried to approve plans to solicit bids for rehabilitation work on the 15 Chapel Street property in Belfast, NY.

Concerning the 40 Mechanic Street Angelica property, the property has interested buyers for the lot and based on the excessive amount of work that will be required, staff recommends the home be demolished and the vacant lot be sold.

On a motion by D. Fanton, seconded by J. Knapp, and carried to approve plans to solicit bids for demolition work on the 40 Mechanic Street property in Angelica, NY.

Concerning the 4 Pleasant Avenue Andover NY property, the property will require substantial work to repair and the structure doesn't readily lend itself as a multiple family dwelling, therefore, staff recommends the home be demolished and an architectural salvage company be utilized to remove any items of value.

On a motion by D. Fanton, seconded by M. Cook, and carried to approve plans to solicit bids for demolitions work on the 4 Pleasant Avenue property in Andover, NY and to utilize an architectural salvage company to remove any items of value.

Discussion followed concerning the potential for asbestos, removal costs and requirements. It was recommended that staff receive further guidance from the land bank's attorney concerning asbestos abatement requirements.

Concerning the Mill Street, Wiscoy property, the property will require an excessive amount of work and staff recommends the home be demolished and the vacant lot be sold.

On a motion by D. Fanton, seconded by J. Knapp, and carried to approve plans to solicit bid for demolition work on the Mill Street property in Wiscoy, NY.

Old Business

A motion was made by M. Cook, seconded by D. Fanton and carried to accept the Memorandum of Understanding submitted to the Allegany County Land Bank by the Town of Rushford concerning the 9021 Main Street Rushford, NY demolition project.

Members discussed a training opportunity provided by the Center for Community Progress including offering the training following a Committee of the Whole Meeting in the fall of 2018. CPIG funding will be used to cover the cost of the training. Discussion followed concerning the most suitable location for the training depending on the audience size and accommodations for refreshments. Possible locations included the Crossroads Conference Center and the Legislative Chambers.

Concerning the budget request to the Allegany County Legislature, County Treasurer Terri Ross recommended the land bank staff provides the county with a detailed budget to assist with determining what the funding will be used for.

New Business

A motion was made by D. Fanton, seconded by J. Knapp, and carried for the land bank staff to use the county's bid specifications as a template for requests for proposal (RFPs) for demolition and rehabilitation project bids.

Good of the Order

Allegany County Treasurer Terri Ross stated the LISC reporting form the county received for \$360K requires the county as sponsor. The county will need a copy of the original grant. The acceptance process has to go through committee and be approved by the Board of Legislators. J. Isaman will forward the necessary information to T. Ross.

M. Cook and J. Isaman will meet with the accountant to go over the monthly financial report in order to develop a simplified report form.

Next Meeting

The next meeting will be September 17, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m. following a motion by D. Fanton, seconded by K. Dirlam, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



Allegany County Land Bank

Crossroads Center

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585-268-7080

alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Minutes September 17, 2018

APPROVED

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

Excused: D. Scholes, J. Knapp, and M. Cook.

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by T. Boyde, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of August 18, 2018.

Financial

J. Isaman summarized the monthly financial report.

The current invoices presented for payment include Pekarek Law (\$237.50), Cunningham (\$313), EFPR (\$1,500), and the Town of Rushford (\$5,000).

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the financial report and pay the bills.

Regretfully, M. Cook informed J. Isaman of his plans to resign from the board due to employment obligations. J. Stager will contact Mr. Jack Jones from Alfred State College Building and Trade Programs to see if he is interested in serving as a member of the board. Members mentioned J. Knapp would be a good replacement as Treasurer. Other private sector membership ideas included education, financial institutions, realtors, and the building and trades profession.

D. Fanton offered to serve as interim Treasurer as needed until a permanent Treasurer is recruited.

Grant and Funding

J. Stager advised the OAG/CRI round four application has been submitted and included 20 demolition projects and 10 rehabilitation projects with a funding request of \$1M. This grant cycle will cover the years 2020-2021.

J. Stager informed the board that he and J. Isaman will report to the Budget Committee and request \$100K on Wednesday. They plan to go over the land bank work plan and discuss how the funds will be used and the return on investment and benefits to the county. The funding request will fill a gap in administrative costs. J. Stager plans to write a bullet outline and provide the Allegany County Treasurer with this information prior to the meeting.

J. Stager reported that Rotella, the firm they worked with for the grant writing process, did not perform well. He stated the firm missed critical and basic information, cut and pasted information from the previous application even though were told that application was poorly written and was provided to them in order to avoid making the same mistakes, missed communication, and missed scheduled appointments. Overall, this was not a good experience.

A motion was made by T. Boyde, seconded by D. Fanton, and carried to accept the Audit Committee's recommendation to adopt the 2019 proposed budget, to adopt the 2020-2021 budgets as submitted in grant, and to approve the adopted budgets as posted on the website as amended to match the objectives in PARIS.

Insurance

There are no updates.

ACCORD

There are no updates.

Legal Issues

Concerning the 501c3 application, the IRS provided notification that the application was received and advised we will receive a letter in 90 days if the application is approved. If not, we will receive a letter in 180 days if corrective action is necessary to complete the process. It was noted that the 501c3 status will be retroactive.

There are no changes to the bylaws. Members briefly discussed electronic voting provisions and proxy voting.

B. Loucks reiterated the need to meet with T. Ross, J. Kelley, and J. Isaman and the Land Bank attorney and the County attorney in November to review the process for property acquisition for the next tax sale.

Infrastructure

J. Isaman stated they are ready to start marketing the 79 Clark and King Street properties in Wellsville, NY.

They are currently finishing the paperwork for the sale of the Second Avenue property in Wellsville.

A motion was made by K. Dirlam, seconded by T. Boyde, and carried to accept the offer from Christian Lewis of Barn Breakers to remove salvageable items from

the Pleasant Street, Andover property once the necessary insurance documentation is received.

Plans are underway to seek demolition bids for the Mechanic Street property in Angelica and the Mill Street property in Wiscoy. It was mentioned that air quality testing may be necessary according to the language that is included in the county forms.

J. Isaman recommends allocating \$25K to make necessary repairs to the Chapel Street property in Belfast. The repairs will avoid any scaffold law insurance requirements and would include replacing the furnace, replacing the ceiling, rewiring the electric panel, reworking the staircase, and tearing down a small garage on the property etc. He plans to complete the scope of work details and send it to local contractors for proposals. He is hoping to discuss the proposals that are received at the next board meeting.

Committees:

The Finance Committee will meet on October 15th at 9 a.m.

Old Business

The Rushford demolition project is complete and the Allegany County Land Bank received positive media coverage.

J. Stager announced that plans to contract with the Center for Community Progress for training have been cancelled due to scheduling difficulty and a lack of funding.

J. Isaman reported he will be requesting a resolution from the county to waive the county signature and pass through for LISC funding.

New Business

J. Isaman reported that the Habitat 4 Humanity is currently building a home on Bolivar and the level of volunteer and community support has been great. He is currently talking with the Suffolk County Land Bank program who partners with the Habitat 4 Humanity to learn more about the process and the benefits for future consideration.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to approve and publish the RFP for demolition projects.

It was mentioned that T. Boyde as Vice Chair will chair the meeting next month.

Executive Session

Members entered into Executive Session on a motion by D. Fanton, seconded by K. Dirlam, and carried at 11:06 a.m.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to come out of Executive Session at 11:25 a.m.

Next Meeting

The next Allegany County Land Bank Board meeting will be October 15, 2018 at 10 a.m. at the Crossroads Conference Center.

The Finance Committee will meet on October 15, 2018 at 9 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:25 a.m. following a motion by K. Dirlam, seconded by T. Boyde, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



Allegany County Land Bank

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Allegany County Land Bank Board Meeting Minutes October 22, 2018

APPROVED

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

Excused: D. Scholes, T.Boyde, and M. Cook.

Others Present: J. Isaman, and J. Stager.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by D. Fanton, seconded by J. Knapp, and carried to approve the Allegany County Land Bank Board Meeting Minutes of August 18, 2018.

Financial

J. Isaman summarized the monthly financial report.

The current invoices presented for payment include Cunningham (\$338.00), and ACCORD (\$12,695.65).

A motion was made by J. Knapp, seconded by D. Fanton, and carried to approve the financial report. Approved.

A motion was made by K. Dirlam, seconded by J. Knapp, and carried to pay the bills. Approved.

J. Isaman mentioned that M. Cook's resignation takes effect at the end of the month. K. Dirlam asked what about the person that was previous mentioned. J. Stager said that that person was not a county resident. Possible persons that might be a good fit were named as. V. Middaugh, B. Long, S. Havey, and J. Rickey.

J. Isaman will contact EFPR Group to initiate the 2018 independent audit that will begin in January 2019.

The board discussed the possibility purchasing QuickBooks checks. **On a made by K. Dirlam and seconded by J. Knapp, the board agrees to continue with paper checks and not to purchase electronic (Quickbooks) checks.**

Insurance

There are no updates.

Legal Issues

On a motion by K. Dirlam and seconded by J. Knapp the board enters executive session at 10:24am.

On a motion by D. Fanton and seconded J. Knapp the board exits executive session at 10:34am

Infrastructure

J. Isaman noted that the RFP to demolish 3 properties drew 3 bids from: 1) Regional Environmental Demolitions of Western New York (\$94,560), MJR Partners (\$61,797), and Evingham Site Excavation (\$60,000).

On a motion by K. Dirlam and seconded by J. Knapp, the board approves to accept the bid to demolish 4 Pleasant Ave, Andover, 40 Mechanic St. Angelica, and 11557 Mill St. Wiscoy, by Evingham Site Excavation for the amount of \$60,000 contingent of the bid details cover scope of all specs and requirements.

Approved.

J. Stager stated that our intentions to rehab 15 Chapel St have led to multiple contractors pointing out structural issues that have increased the expected cost of demolition. Rain has been damaging the abandoned property and there may be mold present.

K. Dirlam says that he is “frustrated” by the fact that we have not been able to acquire any property worthy of a renovation project.

On a motion by K. Dirlam and seconded by J. Knapp, to release a Request for Proposal and subsequently demolish 15 Chapel St. Belfast is approved.

Committees:

Chairman Loucks appoints D. Fanton as interim treasurer to replace M. Cook who resigned.

Old Business

J. Isaman states that he has not heard from Habitat for Humanity about their efforts with Land Banks but thinks the locations of our demo projects will entice a solid partnership.

On a motion by D. Fanton and seconded by K. Dirlam, the board approves the changes to the PARIS/ABO budget for 2019.

New Business

J. Stager mentions that the Land Bank webpage being hosted on the County website isn't set up to allow the Land Bank to sell properties or gain search hits as easily or effectively as site hosted differently could. Wix.com offers a product that might serve the Land Bank better and would cost about \$350 per year. K. Dirlam stated that the county has put a lot of effort into the Land Bank webpage.

On a motion D. Fanton and seconded by J. Knapp, the topic of the new land bank website is tabled.

J. Isaman stated that the County has posted in the newspaper a list of properties that are in delinquent standing. He is utilizing that data to see if there are trends in the data.

J. Isaman mentioned that the county is currently holding in its property inventory two properties that are gutted structures that are problem properties. One on Maple St. in Andover and the other on RT 417 in Allentown. The properties have been through the tax sale a few times over the years and the Land Bank could really help the county out from under these.

D. Fanton stated that it should be brought to the county's attention that the Land Bank can pay money for demos that would otherwise be a county expense.

On a motion by D. Fanton and seconded by K. Dirlam, to offer the County \$150 for the purchase of Maple St. Andover, tax map # 216.14-2-86, is Approved.

ACCORD

J Stager distributed a draft of the Accord 2019 contract for administrative services to be discussed at the November meeting.

Next Meeting

The next Allegany County Land Bank Board meeting will be November 19, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:27 a.m. following a motion by K. Dirlam, seconded by D.Fanton, and carried.

Respectfully submitted,

Jason Isaman



**Allegany County Land Bank Board Meeting Minutes
November 28, 2018**

Committee Members Present: D. Fanton, K. Dirlam, B. Loucks, T. Boyde D. Scholes, J. Knapp via phone

Others Present: C. Knapp

Media Present: No media present.

Call to Order: The meeting was called to order at 2:03 p.m. by Chairman B. Loucks.

Legal Issues

Reviewed the Request for Proposals that was issued. The due date isn't until January 1, 2019. As the current attorney has indicated that they will not be providing services after January 1st the County Attorney has indicated that they will assist us on an interim basis.

On a motion by Darwin Fanton and a 2nd by Brian Loucks to request the County Attorney to serve as Interim Legal counsel for the Allegany County Land Bank. Approved.

Infrastructure

Noted that we need to notify all the Assessors and taxing jurisdictions involved when we take control of a property to assure that no taxes are accrued after the date we take control. This has caused an issue with one of the properties we received from the Tax Sale this summer as it has continued to accrue school taxes.

Executive Session:

On a motion by Darwin Fanton and 2nd by Tim Boyde the Land Bank entered into Executive Session at 2:20pm to discuss a contractual issue. Approved

On a motion by Tim Boyde and 2nd by Brian Loucks to come out of Executive Session at 3:07pm. Approved

On a motion by Darwin Fanton and 2nd by Dean Scholes to have a small team of the Chairman, Vice-Chairman, one other member and legal counsel to work to negotiate a contract renewal with ACCORD for Administration Services.

Approved. The Chairman will coordinate with the team and ACCORD to set a time.

Adjournment

There being no further business to come before the Board, on a motion by Darwin Fanton and 2nd by Dean Scholes the meeting was adjourned at 3:18 p.m.

Respectfully submitted,

H. Kier Dirlam
Secretary to the Land Bank



Allegany County Land Bank

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Allegany County Land Bank Board Meeting Minutes November 19, 2018

APPROVED

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

Excused: D. Scholes and J. Knapp.

Others Present: J. Isaman, J. Stager, J. DiPasquale, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:02 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by D. Fanton, seconded by T. Boyde, and carried to approve the Allegany County Land Bank Board Meeting Minutes of October 22, 2018.

Financial

J. Isaman summarized the monthly financial report.

The current balance is \$64K and includes \$5K in funds set aside for demolition projects and property stabilization projects.

Additionally, the ACLB has spent \$54K and has \$300K left from the current grant.

He stated they will need to make an additional draw down for funding when the Belfast demolition project is complete.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to approve the financial report and pay the bills.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to retain Cunningham, Stauring, and Associates, Inc. to perform financial management and reporting services for the Allegany County Land Bank in 2019.

T. Boyde informed the board of his decision to not seek reappointment as County Administrator. His current appointment expires on December 31, 2018. He introduced Deputy County Administrator Jay DiPasquale and noted that Mr. DiPasquale began his new role on November 13th and that he will likely be his replacement as a member of the Land Bank Board.

Members discussed recruitment efforts and will revisit the topic at the next meeting.

D. Fanton agreed to continue serving as Treasurer until the position can be filled on a permanent basis.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to readopt the Allegany County Land Bank Corporation's Code of Ethics/Conflict of Interest Policy.

Grant and Funding

J. Stager advised the land bank received notification that the OAG/CRI round four funding application was approved for funding in the amount of \$500k. He mentioned the funding request was for \$1M and the work plan and budget will need to be adjusted accordingly.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept the OAG/CRI funding award.

Members discussed the importance of securing properties worthy of rehabilitation to secure future funding and for sustainability. Staff will participate in the next property tax auction.

Infrastructure

J. Isaman reported the Second Ave. property in Wellsville has a closing date of December 1st.

J. Isaman noted the land bank's attorney Ed Pekarek, Esq. notified him that he will no longer serve as the land bank's attorney effective January 1, 2019. Members discussed the continued need for legal services. J. Isaman will review information on file from the previous legal bidding process and report back to the members at the next meeting.

Evingham Site Excavation was selected by bidding process for demolition project work.

J. Stager reported performing due diligence on a potential donation property in Cuba, NY. However, at this time they believe the property has been sold.

Executive Session

Members entered into Executive Session on a motion by K. Dirlam, seconded by T. Boyde, and carried at 11:06 a.m.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to come out of Executive Session at 10:41 a.m.

Good of the Order

D. Fanton informed members that the Town of Wellsville is requesting a temporary easement for a County owned property on Madison Street in the Town of Wellsville. He stated there is a culvert that needs repaired and the Wellsville Department of Public Works has indicated they will address it for us. T. Boyde offered to handle this matter.

Next Meeting

The next Allegany County Land Bank Board meeting will be December 17, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:25 a.m. following a motion by K. Dirlam, seconded by D. Fanton, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator



**Allegany County Land Bank Board Meeting Minutes
December 17, 2018**

NOT APPROVED

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

Excused: T. Boyde, D. Scholes, J. Knapp, and J. Isaman.

Others Present: J. Stager, J. DiPasquale, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:01 a.m. by Chairman B. Loucks.

Approval of Minutes

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to approve the Allegany County Land Bank Board Meeting Minutes of November 19, 2018.

Financial

J. Stager summarized the monthly financial report.

The financial report format was discussed. Members would like the format changed to simplify the reporting process. J. Stager will discuss the recommend changes with the book keeper for follow up at the next meeting.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to table approving the financial report.

Monthly bills submitted for payment include Cunningham (\$38) and the Patriot (\$10.40).

A motion was made by B. Loucks, seconded by D. Fanton, and carried to pay the bills.

Reports

J. Stager stated the land bank received one bid for the Belfast demolition project from Evingham Site Excavation for \$25,000.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to award the Chapel Street Belfast, NY demolition bid to Evingham Site Excavation.

J. Stager reported that he and J. Isaman reviewed the foreclosure list as published in the newspaper. ACCORD mailed letters to property owners and reported of the 250

letters mailed approximately 100 letters were returned due to insufficient address. In future years, ACCORD will mail postcards. J. Stager reports through this process they were able to find 12-15 properties that are currently vacant.

Future goals for the land bank include having at least 30 properties in 2019.

J. Stager announced on January 30th there will be a training for contractors offered locally for mobile home certification.

Legal Issues

J. Isaman reported the Second Ave. property in Wellsville has a closing date of December 1st.

The land bank received two proposals for legal services from Joseph P. Miller, Esq. at an hourly rate of \$155 for attorney time and \$95 per hour for paralegal time and from Marc I. Woltag, Esq. for an hourly rate of \$175. Members agreed to revisit the matter at the meeting next month.

Members discussed the 2019 ACCORD administrative service contract. The contract amount was reduced to \$66,000.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the contract contingent upon the 30 day opt out language review and approval by Allegany County's Attorney Carissa Knapp.

K. Dirlam asked if Jay DiPasquale was interested in being appointed to the Land Bank Board. He indicated that he would have to consider it and would let the group know his decision.

Infrastructure

The 79 Clark Street and King Street properties in Wellsville are currently double vacant lots. B. Loucks mentioned the Alfred State College is looking for a location for the building and trades program to build the next house.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to offer the properties to Alfred State College. Currently, the land bank has less than \$1000 invested in the properties.

New Business

J. Stager discussed the board of director job descriptions that was developed to assist with recruiting future board members. He asked members to review the information and provide him with any feedback by January 4th.

Members reviewed and discussed the sexual harassment policy. It was noted that several annual training options are available to members including training provided by the county, ACCORD, and trainings offered by state agencies.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to adopt the sexual harassment policy.

Chairman Loucks noted that www.taxexempt.com is a resource that identifies tax exempt organizations as a resource tool to connect young professionals in our community seeking to get involved with local not for profit organizations.

Next Meeting

The next Allegany County Land Bank Board meeting will be Tuesday, January 22, 2018 at 10 a.m. at the Crossroads Conference Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:02 a.m. following a motion by D. Fanton, seconded by K. Dirlamn, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator