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Allegany County Land Bank Board Meeting Minutes June 15, 2020

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

Excused: C. Knapp

Others Present: J. Isaman and J. Adams via Zoom

Call to Order

The meeting was called to order at 8:03 a.m. by the Chairman.

Minutes

A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from the meeting held on May 18, 2020.

Financial

Invoices presented for payment included: 4SS (\$4,691.38), Cunningham (\$270), and Miller Law (\$248).

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to approve the Treasurer's Report.

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

Committee Reports

Governance Committee:

The Governance Committee met on June 12th. D. Evans summarized the meeting discussion on the Land Bank's By-laws, Depository Policy, and the Non-Discrimination Policy.

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the revision to the By-laws changing the language in Section 12(a) to read "majority of appointed members."

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the revision to the By-laws changing the language in Section 2(a) to set board membership to between 5-7 members with 2 of the 7 positions only to be filled by women and individuals from Allegany County's non-white ethnic minority community.

A motion was made by D. Evans, seconded by D. Fanton, and carried to nominate Ed Zalar as the Land Bank's Vice Chair and Ethics Officer.

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to adopt the Depository Policy as submitted by the Governance Committee.

A motion was made by K. Dirlam, seconded by D. Evans, and carried to adopt the Non-Discrimination Affirmative Action Policy as revised by the Governance Committee.

Audit Committee:

The Audit Committee met on June 12th. K. Dirlam summarized the committee member discussion including the procurement of legal services, the contract renewal for administrative services, and reviewing the Land Bank's property asset log.

A motion was made by D. Fanton, seconded by E. Zalar, and approved to accept the Audit Committee Report.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to authorize the Land Bank Chairman to sign an agreement letter with Pekarek Law Group to serve as the Land Bank's counsel.

A motion was made by D. Evans, seconded by D. Fanton, and carried renewing the contract with Fourth Sector Services effective July 25, 2020 through July 25, 2021.

Infrastructure**Monitoring/For Sale:**

51 Clark Street, Wellsville- J. Isaman reported there has been a delay in the sale due to a walk through inspection and request for cleaned up work.

A motion was made by D. Fanton, seconded by E. Zalar, and carried to have Cyrco Construction perform a realtor quality clean up job at 51 Clark Street in Wellsville at a cost not to exceed \$2,500.

The purchase offer for the 51 Cole Street property in Bolivar has been accepted.

J. Isaman will forward the paperwork to the attorney for to the neighbor purchasing the lot at 1 Baker Street in Andover.

J. Isaman said he will look into CDBG grant to assist with the demolition costs for 172 E. State Street property in Wellsville.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to complete the agreement with the Village of Angelica to transfer the Mechanic Street property for their use for a utility right of way for a nominal fee and the legal transfer costs to be assumed by the Village.

New Construction:

J. Isaman reported the future plans for 79 Clark Street and 37 King Street including submitting drawings to the Village Planning Board in July. The plans are for a house with 2 car garage at 79 Clark Street and a house with a one car garage at 37 Kink Street.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to present the building plans for properties located at 79 Clark Street and 37 King Street to the Village of Wellsville Planning Board, Code Enforcement Officer and ZBA if needed, for approval.

A motion was made by D. Fanton, seconded by D. Evans, and carried for LaForge Excavating to provide demolition and site clearing services for the King Street Wellsville lot for \$5,100.

Acquisition/Stabilization Prospective Properties:

A motion was made by D. Evans, seconded by D. Fanton, and carried to offer the Kondaur Corporation \$5,000 for 211 Main Street in Bolivar and to pay the additional estimated \$2,500 in foreclosure legal fees that will be required if the purchase offer is accepted.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to make a purchase offer of \$15,000 on the property located at 135 N. Franklin Street in Wellsville not to exceed \$20,000.

The property located at 135 N. Franklin Street in Wellsville was appraised at \$43,000 in 2016.

Following an inspection, it was decided that the 173 East State Street property in Wellsville will require costly clean-up services and members are not interested in purchasing the property.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to authorize the Land Bank Chairman to sign a revised contract with the Habitat for Humanity and dedicate \$24,802.15 toward the new build located at 111 Olean Street (30ft x 42ft ranch style) in Bolivar.

Tax Sale

Due to the Covid-19 Legislation and ongoing global pandemic, the tax sale won't take place.

Good of the Order

J. Isaman reminded new members that they will need to complete the authority budget training when it becomes available. In the past, the course has been offered in the form of an hour long webinar.

Next Meeting

The next meeting will be Monday, July 20th, 2020 at 8 a.m.

Adjournment

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 9:18 a.m.

Respectfully Submitted,

Jodi Adams

Assistant to the County Administrator