



6087 State Route 19 North- Suite 300
Belmont, NY 14813
585-268-7472 Extension 7
alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Special Zoom Meeting Minutes September 3, 2020

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

Excused: N/A

Others Present: J. Isaman and J. Adams

Call to Order

The meeting was called to order at 2:30 p.m. by the Chairman.

Special Business

- 79 Clark Street Wellsville

J. Isaman stated he and D. Fanton met with Alfred State College building and trades staff and the college can commit to providing some labor towards the project including digging the hole for the foundation, completing the exterior and interior frames (on campus, lab setting), and putting in the temporary electric service panels. If scheduling permits, the college discussed the possibility of assisting with some other aspects like plumbing work and cabinetry. J. Isaman reviewed the budget and indicated the new build costs exceed the budgeted amount. He has modified the budget and reallocated funds from the rehabilitation budget to the new build and it will still require using some of the proceeds from property sales to complete the project. There is adequate funding to complete the project.

J. Isaman sent out requests for approved contractors and received three responses. Interested contractors include: LaForge Construction, RRR Construction, and Cyrco Construction. He noted that RRR Construction still needs to provide proof of extra insurance coverage as required by policy.

Discussion followed regarding the AC Land Bank's need to file for 501c3 Not-for-Profit designation. J. Isaman will work with AC Land Bank Attorney Ed Pekarek to complete the necessary paperwork. Members discussed the oversight likely occurred with the Charitable Contribution Tax designation discussion and the decision that it was not applicable. It is likely the change of attorneys added to oversight.

Discussion followed concerning the need to review and revise the procurement policies and practices according to the municipal law. C. Knapp provided members with an electronic copy of McKinney's Consolidated Laws of New York Annotated, Article 16 for review. The law provides bid guidance (Attachment). She recommended that J. Isaman seek legal advice from AC Land Bank Attorney Ed Pekarek.

A motion was made by D. Fanton, seconded by C. Knapp, and carried directing the AC Land Bank Executive Director to consult with the Land Bank Attorney and discuss any recommended changes to the procurement policy.

J. Isaman summarized the project timeline for the new build project. He noted with inclement weather approaching and the anticipated delay in receiving the building materials and supplies, he is seeking approval to purchase needed materials now.

A motion was made by E. Zalar, seconded by D. Fanton, and carried approving the AC Land Bank Executive Director purchase up to and not to exceed \$133,500 in project building materials.

Next Meeting:

Monday, September 21 at 8:00 a.m.

Adjournment

A motion was made by D. Evans, seconded by E. Zalar, and carried to adjourn the meeting at 3:24 p.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator