



Allegany County Land Bank

Crossroads Center

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Allegany County Land Bank Board Meeting Minutes April 24, 2019

APPROVED

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

Others Present: D. Evans, J. Isaman, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:10 a.m.

Approval of Minutes

Following discussion, it was determined the meeting on March 18, 2019 was unofficial and as such any motions presented at that meeting will be revisited for discussion and approval at today's meeting.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank Board Meeting Minutes of February 11, 2019.

Welcome Guests / Introductions

J. Isaman introduced Dave Evans from Bolivar, NY. Dave shared his background and experience with members. Members agreed Dave would be a welcomed addition as a board member.

J. Isaman noted Aaron Whitehouse is also interested in serving on the board.

K. Dirlam noted that Jim Knapp tendered his resignation effective April 19, 2019.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to forward a recommendation to the Chairman of the Board of Legislators for Dave Evans of Bolivar, NY to serve as a member of the Allegany County Land Bank Board.

A motion was made by K. Dirlam, seconded by T. Boyde, and carried to forward a recommendation to the Chairman of the Board of Legislators for Aaron Whitehouse of Wellsville, NY to serve as a member of the Allegany County Land Bank Board.

J. Adams will inform the Clerk of the Board of these requests for Board of Legislator approval.

Financial

J. Isaman and D. Fanton discussed the monthly financial report.

Monthly invoices were presented for payment and include: 4SS (\$4,123.29), Cunningham (\$237), ACCORD (\$3,288.22), and Miller Law (\$139.50).

Concerning check approval, it was noted that the Allegany County Land Bank Treasurer should sign checks and a second signature should be approved by the board.

It was noted that Michael Cook is no longer a member of the Allegany County Land Bank Board and his authorization as account administrator needs to be changed.

A motion was made by K. Dirlam, seconded by T. Boyde, and approved to assign Darwin Fanton as the Allegany County Land Bank Treasurer as account administrator for Allegany County Land Bank Checking Account through Steuben Trust Co.

A motion was made by K. Dirlam, seconded by T. Boyde, and approved for Brian Loucks as Chairman of the Allegany County Land Bank Board to serve as an account signatory for the Allegany County Land Bank checking account through Steuben Trust Co.

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

A motion was made by K. Dirlam, seconded by T. Boyde, and carried to approve the treasurer's report.

Insurance

A motion was made by D. Fanton, seconded by B. Loucks, and carried to accept the quote for \$50,000 in commercial fire & liability insurance policy for the 95 West Main Street, Cuba NY property. The premium cost is \$1,316.93 through the Dryden Mutual Insurance Company with Lawrence Dye, Inc. as the Insurance Agent.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to add new properties to the insurance policy with the Marshall Insurance Company.

Infrastructure

A motion was made by D. Fanton, seconded by B. Loucks, and carried to issue Evingham Site Excavation a Certificate of Substantial Completion for the demolition work at 4 Pleasant Street in Andover, 11557 Mill Street in Wiscoy, 40 Mechanic Street in Angelica, and 15 Chapel Street in Belfast.

A motion was made by B. Loucks, seconded by K. Dirlam, and carried to release the final payment for the demolition work for 4 Pleasant Street in Andover, 11557 Mill Street in Wiscoy, 40 Mechanic Street in Angelica and 15 Chapel Street in Belfast for a total cost of \$85,000.

A motion was made by D. Fanton, seconded by B. Loucks, and carried to accept All Season Contracting quote for stabilization repair work at the Cuba, NY property for \$1,100.

Members reviewed and discussed proposals for renovation and stabilization work received from three local contractors and determined that the scope of work presented in the proposals varied. Members recommended that the scope of work be uniform and detailed in order to assist them with making an informed decision. J. Isaman will work with the contractors to gather this information and will report back at the next meeting.

A motion was made by D. Fanton, seconded by T. Boyde, and carried to accept the purchase agreement for Pleasant Avenue in Andover for \$1,000.

A motion was made by T. Boyde, seconded by K. Dirlam, and carried to accept the purchase offer for the side lot in Chapel Street in Belfast for \$2,000.

A Motion was made by K. Dirlam, seconded by T. Boyde, and carried to accept Evingham Site Excavation's bid for demolition of 19 Maple Street in Andover, NY for a cost of \$43,000.

A motion was made by T. Boyde, seconded by B. Loucks, and carried to release the Certificate of Completion for the 2956 Second Street, Wellsville, NY property.

Concerning the Mechanic Street Angelica, NY property, the top soil and grass seed work has been completed.

Old Business

A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank's bid of the following tax sale properties located at 51 Clark Street in Wellsville for \$1,950, 1936 Route 19 in Willing for \$2,800, 37 King Street in Wellsville for \$1,450, and 7 Baker Street in Andover for \$1,000.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to issue a letter of support to Cattaraugus Community Action for their application for CDBG funding to provide housing rehabilitation work in Allegany County.

J. Isaman noted the land bank has officially received 501c3 status. Discussion followed concerning benefits and of becoming a charitable donation status organization. J. Isaman will gather more information and report back at the next meeting.

A motion was made by K. Dirlam, seconded by T. Boyde, and carried to approve the memorandum of understanding with Cattaraugus Community Action for inspection and scope of work services.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the proposal to commit \$60,000 of the \$500,000 OAG Round 4 budget to the Applied Tech Pipeline Project in the form of stabilization work and cost of materials contingent upon the approval of the funding application.

J. Isaman plan to attend the NYLB Conference June 12 and 13th at Canal side in Buffalo.

J. Isaman plans to attend the Local Government Conference on May 9th in Houghton.

Tax Sale Auction

Members reviewed potential properties of interest for the tax sale auction.

A motion was made D. Fanton, seconded by T. Boyde, and carried authorizing J. Isaman to attend the tax sale auction and bid up to \$20,000 for suitable properties at his discretion.

Next Meeting

Members decided to address the Governance Committee membership and future meeting schedule at a later date.

The next meeting is scheduled for May 7th at 9am for a short business meeting for the purpose of paying bills.

A subsequent meeting is scheduled for May 31st at 9am.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m. following a motion by D. Fanton, seconded by T. Boyde, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator