



Allegany County Land Bank

6087 Route 19 N – Box 300

Belmont, NY 14813

alleganycountylandbank@gmail.com

BOARD MEETING MINUTES

January 22, 2019 :

APPROVED

Attending: Brian Loucks, Darwin Fanton, Tim Boyde, Kier Dirlam

Excused: Jim Knapp, Dean Scholes

Contractors: Jeff Stager - ACCORD

Others Present: Carissa Knapp, Jason Isaman, Jay DiPasquale

1. CALL TO ORDER:

- a. The meeting was called to order at 10:13 AM by Chairman Loucks.

2. MINUTES:

Proposed Action: Approve December Meeting and November's special meeting minutes.

- a. **On a motion by Darwin Fanton and seconded by Kier Dirlam, the minutes of the December 17th, 2018, meeting was approved.**
- b. **On a motion by Darwin Fanton and seconded by Kier Dirlam, the minutes of special meeting of November 28th, 2018 was approved.**

3. FINANCIAL:

- a. **Treasurer's Report: On a motion by Kier Dirlam and 2nd by Darwin Fanton the Treasurer's Report was Approved.**
- b. Invoices
 - i. ACCORD = November \$8145.49; December \$11502.23
 - ii. Cunningham bookkeeping = \$139**On a motion by Kier Dirlam and 2nd by Darwin Fanton the approval to pay the bills was approved.**

4. Correspondences:

- a. ACCORD Report

MAJOR ACHIEVEMENTS

- Asbestos survey from all four demolition projects sent to lab for testing.
- Submitted a bid for 19 Maple Ave, Andover.
- Received payment for the sale of 2956 Second Ave, Wellsville.
- Identified several vacant properties through mailing efforts.
- Visited and assessed multiple properties that are bound for the tax auction.
- Discussed two properties that have been reviewed.

GOALS FOR NEXT MONTH

- Set up meeting to present to AC Board of Legislators.
- Receive performance bond for four demolition projects.
- Issue Notice to Proceed for four demolition projects.
- Send out RFP for the demolition of 19 Maple Ave. Andover.
- Acquire one property from private seller.
- Meet and orientate new legal counsel to our Land Bank's operations.
- Complete due diligence on 12-15 vacant tax sale properties.

BARRIERS TO MEETING GOALS

- Asbestos survey results required to begin abatement or demolition.
- Transition to new attorney may delay property transfers/ acquisitions.

5. Professional Services:

- a. The Board met with each of the prospective contractors to discuss their proposal to provide administrative services to the Allegany County Land Bank: ACCORD was represented by Jeff Stager and Fourth Sector Services was represented by Jason Isaman.
- b. **On a motion by Darwin Fanton and 2nd by Tim Boyde the Land Bank entered into Executive Session at 10:27 AM. Approved**
- c. **On a motion by Darwin Fanton and 2nd by Tim Boyde the Land Bank exited the Executive Session at 11:37 AM. Approved**
- d. **On a motion by Tim Boyde and 2nd by Darwin Fanton the Allegany County Land Bank will invoke the 30 day termination of agreement provision in the contract that was approved by the Allegany County Land Bank Board in December 2018 with the ACCORD Corporation effective 30 days from today. Approved.**
- e. **On a motion by Tim Boyde and 2nd by Darwin Fanton to enter into an agreement with Fourth Sector Services upon a submission of an approvable contract effective upon signature of both parties in the amount of \$42,000/Year. Approved.**
- f. The Land Bank Board noted to Jeff Stager thank you for the good service that ACCORD has provided during the initial two years of the Land Bank startup process.
- g. **On a motion by Darwin Fanton and 2nd by Tim Boyde the Allegany County Land Bank board approved entering into a contract with Bysiek CPA, PLLC to undertake the Annual Audit in compliance with all NYS Authority requirements in the amount of \$4200/Year. Approved.**

6. Authorities Budget Office [PARIS]:

- a. **On a motion by Tim Boyde and 2nd by Darwin Fanton the Land Bank Board did approve the prepared Annual Report, including the Assessment of the Effectiveness of Internal Controls, Independent Audit and other PARIS required documentation. Approved**
- b. Board Self-Evaluation – the surveys will be distributed to board members by Chairman Loucks.

7. INFRASTRUCTURE:

- a. Current Projects-
 - i. 79 Clark and King St (off)- No report
 - ii. Second Ave, Wellsville- Closed on the sale
 - iii. Pleasant St., Andover- The asbestos analysis has been completed.
 - iv. Mechanic St, Angelica - The asbestos analysis has been completed.
 - v. Mill St., Wiscoy - No report
 - vi. Chapel St., Belfast- No report
 - vii. 19 Maple St. Andover- No report

On a motion by Tim Boyde and seconded by Darwin Fanton, the proposal to distribute RFP for the demolition of 19 Maple Street, Andover is Approved.

8. OLD BUSINESS:

- a. Property acquisition agreement with County for 2019 tax sale properties. Secretary was asked to send a request to the County Treasurer for the complete list of now.
- b. Board member vacancy – continue to need new board members due to resignations. Ideas were discussed of potential members.
- c. Enterprise Grant documents
 - i. Insurance certificate – an insurance certificate was presented to the ACLB. However after review it was determined not to be related to our activities and was returned to ACCORD.
 - ii. Board Certificate Incumbency – We have one outstanding certificate that needs to be filed.
- d. Received RFQ's for Legal Services per our RFP from the fall.
 - i. The Board reviewed the proposals by Miller, Woltag and Bauer Law firms.

On a motion by Tim Boyde and 2nd by Kier Dirlam, the proposal by the Law Offices of Joseph P. Miller is accepted for the fiscal year 2019, to begin immediately. Approved

9. NEW BUSINESS:

- a. 1936 RT 19, Willing: The County Treasurer told the owner that they cannot sell the property after 1/15 – we will monitor the availability of this property at the tax sale.
- b. Madison Hill, Wellsville (Town of Wellsville Property) – this property is still being discussed by the Town government.
- c. Scholes resignation – **On a motion by Darwin Fanton and 2nd by Tim Boyde the ACLB accepts the resignation with regret. Approved.**

10. GOOD OF THE ORDER:

The Village of Andover is considering implementing a new law on demolition and commercial properties. It does not appear to impact our operations at this time.

11. NEXT MEETING:

- a. February 11, 2019 at 9:30 AM at the Crossroads Center – small Conference room.

12. ADJOURNMENT:

**On a motion by Darwin Fanton and 2nd by Tim Boyde the meeting was adjourned at 12:10 PM.
Approved**

Minutes as taken by Secretary Dirlam.