

Livingston County Land Bank Corporation
Board of Directors Meeting
April 26, 2018
Meeting Minutes

Members: WILLIAM BACON, Office of Economic Development; IAN COYLE, Livingston County Administrator; AMY DAVIES, Livingston County Treasurer; ANGELA ELLIS, Livingston County Planning Department; WILLIAM FULLER, Real Property Tax Services; SHANNON HILLIER, Livingston County Attorney; DANIEL L. PANGRAZIO, Livingston County Board of Supervisors.

Staff: DAVID PAOLETTA, Planning Department; LINDA SHANKS, Planning Department

Agenda Item Call to Order and Welcome

Chairman Pangrazio called the meeting to order at 1:32 p.m. and welcomed the group.

Agenda Item Approval of Minutes from March 29, 2018

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the March 29, 2018, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the March 29, 2018, meeting minutes was made by Mr. Coyle and seconded by Ms. Ellis.

The motion carried.

Agenda Item Treasurer’s Report

Ms. Davies reported that the balance forward of the Livingston County Land Bank Corporation is \$25,500, which reflects the receipt of \$25,000 from the County in March plus \$2,000 from the sale of the Canandaigua Street, Cuylerville property; minus an expenditure of \$1,500 in annual dues to the New York Land Bank Association.

Hearing no comments or questions, Chairman Pangrazio asked for a motion to approve the Treasurer’s Report.

A motion to approve the Treasurer’s Report was made by Mr. Bacon and seconded by Mr. Fuller.

The motion carried.

Agenda Item Cuylerville Property/Habitat for Humanity Purchase and Sale Contract Update

Ms. Hillier reported that the Cuylerville property has been sold with no issues, is closed, and is no longer the Land Bank’s. As reported by Ms. Davies, the Treasurer has received the money from the sale.

Agenda Item Property Selection and Ranking Policy

Mr. Paoletta reported per the handout, noting that most of the changes made involved tailoring the document to fit the Livingston County Land Bank Corporation.

- Ms. Hillier suggested removing the fractions from the Property descriptors. Mr. Bacon agreed, and the Board concurred.
- Regarding the bullet on “title issues”, Ms. Hillier agreed with Mr. Paoletta about leaving it in, adding that the Land Bank Corporation should avoid any property that has title issues.
- Regarding the third bullet from the bottom of page 2, Ms. Ellis suggested removing the phrase,

“highly visible”, because it might prove to be a limiting factor.

Chairman Pangrazio asked for a motion to approve.

A motion to approve the Property Selection and Ranking Policy, as amended, was made by Mr. Bacon and seconded by Mr. Fuller.

The motion carried.

Agenda Item

Letter to Supervisors, Mayors, and CEOs

Mr. Paoletta indicated that the memorandum presented would serve as the cover letter for the distribution of the Property Selection and Ranking Policy, as well as a list of properties specific to the municipality of the addressee, and of possible interest to the Land Bank Corporation. Mr. Paoletta stated that Mr. Fuller will create the lists.

- Ms. Hillier related that she has been contacted by Mark Grove regarding the jurisdiction over and the responsibility for hoarder houses – the code enforcement officer or the Health Department. The County has been asked to attend the June 15th meeting of code enforcement officers to explain the differences between the sanitary code and the building maintenance code. Ms. Hillier will attend to help with that explanation and to present information on the Land Bank Corporation. She asked the Board to send her any specific comments and/or questions they would like her to include at the meeting.
 - Ms. Ellis offered to attend the June 15th meeting as well, so that she could help field questions that might be asked. Ms. Hillier expressed her appreciation and accepted the offer.
 - Various Board members voiced their approval of the idea, stating that there are misconceptions about the Land Bank Corporation’s role and responsibilities with regard to the sanitary and building maintenance codes. Mr. Fuller and Ms. Davies indicated that some people believe that the Land Bank Corporation is a foreclosure entity.
 - Chairman Pangrazio urged Ms. Ellis to put information on the Land Bank Corporation website that explains what it does and does not do. She agreed.
- Mr. Bacon suggested adding language to the third paragraph that requires/asks for a consensus in ranking identified properties among municipal officials before submission to the Land Bank Corporation.
- Ms. Ellis indicated that Mr. Paoletta should be added as a second contact name in the fourth paragraph.

Chairman Pangrazio asked for a motion.

A motion to approve the Livingston County Land Bank Corporation Property Selection and Ranking Policy Memo, with the suggested changes, was made by Mr. Coyle and seconded by Mr. Bacon.

The motion carried.

Agenda Item

Procurement of Goods and Services Policy

Mr. Paoletta reported per the distributed document, noting that changes were made to some legal language, per Ms. Hillier.

- Ms. Hillier elaborated:
 - #6a on page 4. Values under \$5,001 should have a second layer of approval, such as the

Chairman's consent, to maintain checks and balances.

- #10d on page 8. Add the insurance requirements from Appendix C of the County's policy.

Mr. Paoletta stated that the suggested changes, including those regarding #2, are either highlighted or in red on the distributed document.

Hearing no further comments or questions, Chairman Pangrazio asked for a motion.

A motion to approve the Procurement of Goods and Services Policy, with the suggested changes, was made by Ms. Davies and seconded by Ms. Hillier.

The motion carried.

Agenda Item

Website Development and Requirements Update

Ms. Ellis reported that the website is still under development, and that she will add as many items as possible as soon as possible.

In answer to Mr. Coyle's question, she indicated that the path to the Land Bank website is still through the Planning Department on the County's website, and added that she needs to meet with Jason Parker of ITS about getting a separate URL for the Land Bank Corporation. In the meantime, she asked the Board to think about possible names for the site and how they would like to see it listed.

Agenda Item

2018 Work Plan Priorities

Mr. Paoletta referred to the distributed document, noting that he added #4, *Prepare Purchaser/Developer Application Form*, per Ms. Hillier's recommendation. He has also added a Status column. There are no other changes.

- Responding to Ms. Ellis's question, Ms. Hillier confirmed that her recommendation comes from the Disposition Policy.

Regarding #13, Mr. Paoletta confirmed for Ms. Davies that the 2019 Budget must be approved and in PARIS by October 31, 2018, and that he did complete it for 2018.

Mr. Coyle suggested some spacing changes to the document to make it more easily readable.

Agenda Item

Other Organizational Activities/General Discussion/Next Steps

Mr. Paoletta reported on the most recent Land Bank Association conference call.

- Adam Zaranko thinks that there will be potentially up to \$39 million available to Land Banks. It is likely that any disbursement of funds by the Attorney General's Office will not occur until January, 2019. RFAs would be issued in later summer or early fall. The Attorney General's Office will use either Enterprise or LISC as a facilitator.
 - Chairman Pangrazio reported that Kerri White of the Attorney General's Office recently called him and acknowledged receipt of the letter sent in April. She informed him that the RFAs for the 2019-2020 year would come out in early fall and that Enterprise would be the facilitator. Ms. White agreed to let Chairman Pangrazio know when the RFA is issued.
 - Mr. Coyle asked if the money had been designated, such as capital or operations. Mr. Paoletta and Chairman Pangrazio both believe that there are no limitations on how the money may be used.
- Carrie White is trying to gather information on land banks in order to find out what they are doing, what they need money for, and their current status. The State Attorney General's Office has

divided land banks in New York State into three categories:

- Large, experienced land banks that were established first
- Land banks that were funded with the 2017 money, such as those in Steuben, Chautauqua, and Allegany Counties
- The newest land banks, such as Livingston County's

Mr. Paoletta will email Adam Zaranko to volunteer Livingston County in this effort. In response to Chairman Pangrazio's suggestion, Mr. Paoletta indicated his belief that Ms. White will meet with land bank representatives in person. He stated that, after he has been contacted by her and had discussions, he will request an in-person meeting, if one is not offered by then.

- The New York Land Bank Association will again try to get a line item for funding on the State's budget next year.
- Some larger, metropolitan land banks are running out of money. Mr. Fuller and Mr. Paoletta suggested that some reasons might be too many properties to deal with and of them, too many demolitions.
 - Mr. Fuller indicated that self-sufficient, smaller land banks might fare better than larger land banks that are using up funds. Mr. Paoletta added that it would be easier for a smaller land bank, such as Livingston County's, to be self-sufficient.
- There is a movement in the State Legislature to increase the number of land banks to forty. It was not accepted this year, but will be re-introduced next year. The newest land bank that has applied for approval is the City of Ogdensburg.
- Referring to the copy of a State Assembly bill already distributed, Mr. Paoletta stated that it is making its way through Committee now. It would effectively eliminate the Taxable Status Date as the date for tax exemption. Land bank properties would be exempt from the date of purchase. The Land Bank Association had asked for letters of support for this bill.
 - Mr. Fuller agreed with the bill, stating that it makes sense.
 - In response to Chairman Pangrazio's question, Mr. Paoletta indicated his belief that the time for receiving letters of support may have already passed.
- The Land Bank Association will post land bank success stories on its website. The Board agreed that the sale of the Cuylerville property should be submitted for posting there. Mr. Paoletta suggested linking the success story to a media article about it, because that is the way the New York Land Bank Association's website is set up.
 - Mr. Coyle will call Mr. Kone to find out a schedule for development there.
 - Chairman Pangrazio advised that Heather Grant not put anything about the Cuylerville transaction on the County website until Ms. Ellis has put more information about the Land Bank on the Land Bank Corporation webpages.

Regarding Next Steps, Chairman Pangrazio recommended that priority should be given to:

- Uploading information to the Land Bank webpages on the County website and
- Moving forward on the "In-process" items of the Work Plan Priorities. Mr. Paoletta will provide an update at the next meeting. Chairman Pangrazio asked that two separate lists be created: one for all completed items since the Land Bank Corporation's inception and one for in-process, ongoing items.

In response to Mr. Bacon's question, Ms. Hillier indicated that she has not seen a Purchaser/Developer Application form sample, but remembered a discussion about using applicable parts of the Seneca County and Chautauqua County applications.

- Mr. Bacon offered to help edit a combination of those two applications and have it ready for approval for the next Land Bank meeting.
- Mr. Fuller recommended sending possible edits to the Board via email for comments and suggestions.

Agenda Item	Next Meeting and Adjournment
<p>Chairman Pangrazio announced that the next meeting will be on May 31, 2018, at 1:30 p.m., in Room 303B.</p>	
<p><i>Mr. Coyle moved to adjourn the meeting. Mr. Bacon seconded the motion.</i></p>	
<p>The meeting adjourned at 2:16 p.m.</p>	

Recorded by Linda Shanks, Senior Typist, Planning Department