

Livingston County Land Bank Corporation
Board of Directors Meeting
August 30, 2018
Meeting Minutes

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

Members not Present: SHANNON HILLIER, Livingston County Attorney

Guests in Attendance: Joe Gunther, Livingston County Administrative Intern

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

Agenda Item	Call to Order and Welcome
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Chairman Pangrazio called the meeting to order at 9:02 a.m. and welcomed the group.

Agenda Item	Approval of Minutes from July 19, 2018
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the July 19, 2018, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the July 19, 2018, meeting minutes was made by Mr. Bacon and seconded by Mr. Coyle.

The motion carried.

Agenda Item	Treasurer's Report
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Ms. Davies reported. The Balance Forward of the Livingston County Land Bank Corporation was \$25,500. With no financial activity to report, the Ending Balance remains at \$25,500.

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. Coyle.

The motion carried.

Agenda Item	Livingston County Foreclosed Real Property Tax Auction – July 26, 2018
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Mr. Coyle reported on his presentation to the Ways and Means Committee regarding the property on Franklin Street, Dansville.

- The Committee seeks more information regarding the Land Bank and the Auction process.

Mr. Coyle advised that an education piece be presented to the Ways and Means Committee, as well as to the full Board of Supervisors, with ample lead time before the Auction process begins. Chairman Pangrazio concurred.

A discussion ensued regarding the content of the education piece. Mr. Gunther explained how a super bid, or a trump bid, works and the different forms of payment other land banks use. Members decided on the following regarding the piece:

- It should explain the Land Bank, its purpose and message, and the role it should ideally play in the

foreclosure process. This information should address any potential concerns from the public on the process.

- The message should include the fact that the Land Bank controls the outcome of these properties, whereas an auction does not. The Land Bank's goal is to fix the blight, turn the property around, convert it, and put it back on the tax rolls.
- The superbidder process and forms of payment options should be explained. Details of the process would include:
 - A list of up to 5 priority properties will be identified in May, before the auction list is created. Two will be chosen for discussions with the Ways and Means Committee and with the Board of Supervisors.
 - The Board of Supervisors/Ways & Means Committee and the Land Bank will agree on the form of payment for the selected property; such as payment of the back taxes, a fixed price, the auction estimate, etc. It is also possible that payment will not be requested.
 - There should be no option of the Land Bank physically attending an auction.
- Data, such as the average cost of demolitions and the average cost of rehabilitating a property, should be included.

Further comments, questions, and suggestions included:

- Chairman Pangrazio:
 - Ms. Davies should present prospective properties to the Land Bank ahead of time.
 - The Land Bank should have first right of refusal on identified parcels.
 - The Land Bank should minimally pay the back taxes on the property it selects.
 - He and Mr. Coyle should ask the Board of Supervisors for at least an additional \$75,000, as part of the 2019 Budget process.
- Mr. Coyle, responding to Mr. Gunther's question, explained that, to some Committee members; it looks as if the County is losing money if it gifts a property to the Land Bank for back taxes, rather than auction it off for potentially more money.
 - Mr. Fuller repeated statements made earlier that, in the long-term, such a property has the potential to generate more money for the County if the Land Bank takes possession. There is no such guarantee if a private developer buys the property at auction. All agreed.
- Replying to Mr. Gunther's next question, Chairman Pangrazio and Mr. Coyle stated that any decisions made regarding the Land Bank's use of funding, no matter the source, are made by this Board of Directors, not the County Board of Supervisors.
- Mr. Coyle believes that the Board of Supervisors/Ways & Means Committee will be more supportive if the Land Bank foreclosure property selection process is started in January or February. He will aim for asking for privilege of the floor between now and the end of the year to present an education piece to the Board of Supervisors and will be in touch with members of this Board for content specifics.
- Mr. Bacon and Mr. Fuller indicated that acquiring and rehabilitating one property would be a good way to gain understanding and support from the Board of Supervisors.

Agenda Item**Requests for Applications for 2019-2020 Land Bank Grants**

Mr. Paoletta indicated that the deadline is one week from tomorrow, on September 7, 2018. He asked for and received feedback and suggestions from the Board on specific questions and answers from the application. Decisions included the following:

- It is appropriate to state that the focus of the Land Bank is on low-to-moderate income properties.
- It is expected that 7 properties will be selected and processed by the Land Bank in the two-year grant period (1/1/2019 to 12/31/2020). The 7 will include 5 rehabilitations and 2 demolitions.
- Average costs per property should be entered as: rehabilitation – \$35,000; demolition – \$25,000; and acquisition – \$30,000.
- A request for a full-time Land Bank Program Specialist position will be added at \$80,000, which includes salary and benefits.
- Calculate total expenditures for the two-year period first and then, allot 25% of that total for administrative costs, per the limitations of the grant. Include property inspection costs, transaction and title fees, and website development costs in the administrative costs total.
- Use best-case-scenario language when discussing projected future growth. Mr. Bacon will provide some anti-poverty language for Mr. Paoletta to add, as well.
- To demonstrate environmental considerations, state that options for demolition properties include green space and pocket parks. Add language, such as *Every effort will be made to adhere to policy standards and green practices.*
 - Mr. Gunther noted that one company offers grant money for pocket playgrounds in suburban areas. The lots involved are not large, but some municipal properties in Livingston County might be suitable.
- The Land Bank will target County line-item funding, to equal 10% of the total funding request, over a two-year period.
- It is anticipated that a community advisory board will be formed. Additionally, over time, the membership of the Land Bank Board of Directors will change to accommodate more community representation. Land Bank involvement with the County Housing Task Force, which has a broad spectrum membership, will be included and validated by a letter of support from the Task Force.
- Mr. Gunther will use the information gathered from this meeting to prepare a Sample Project Budget, which will include any ancillary costs associated with each kind of property disposition.
- Mr. Bacon will send his resume to Mr. Paoletta for submission.

Mr. Paoletta noted that the total projected expenditures, before adding administrative costs, is nearly \$500,000. Administrative costs may not total more than 25% of this figure.

Three letters of support have been requested. From Habitat for Humanity, the Village of Mt. Morris Abandoned Property Task Force, and the Livingston County Housing Task Force.

The W-9 form process is almost complete.

Agenda Item**2018 Work Plan Priorities and Accomplishments**

The RFA is both a priority and an accomplishment, at this point.

Agenda Item	NYLBA Update/Organizational Activities/General Discussion/Next Steps
	<p>Mr. Paoletta stated that there are no updates to report.</p> <p>Chairman Pangrazio reported that Seth Graham, who has worked on the Town of Caledonia website, will be working with Ms. Ellis on a stand-alone Land Bank website. Ms. Ellis will tell Mr. Graham that his work will be part of the Land Bank’s application for funding.</p> <p>Mr. Coyle will work with Mr. Gunther on a presentation to the Board of Supervisors. It will include the Land Bank Board’s preference for how the Board of Supervisors divests property to it.</p> <ul style="list-style-type: none"> • Ms. Davies indicated that timing was a concern – the property desired by the Land Bank had already been advertised. Chairman Pangrazio concurred. <p>Mr. Gunther noted that he will continue to provide information regarding land banks and advised members to email him with any requests.</p> <ul style="list-style-type: none"> • Mr. Paoletta requested a survey of website developers and their prices, for comparison with Mr. Graham’s services. <p>Mr. Fuller reported that the legislation making not-for-profits exempt from taxation upon acquiring titles has still not been delivered to the Governor for signature. He added that he has the latest inventory reports and distributed them.</p>
Agenda Item	Next Meeting and Adjournment
	<p>Chairman Pangrazio announced that the next meeting will be on September 27, 2018, at 1:30 p.m., in Room 303B. He asked for a motion to adjourn.</p> <p><i>Mr. Coyle moved to adjourn the meeting. Mr. Bacon seconded the motion.</i></p> <p>The meeting adjourned at 10:11 a.m.</p>

Recorded by Linda Shanks, Senior Typist, Planning Department