

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**March 29, 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

<b>Agenda Item</b>	<b>Call to Order and Welcome</b>
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Chairman Pangrazio called the meeting to order at 1:34 p.m. and welcomed the group.

<b>Agenda Item</b>	<b>Approval of the February 22, 2018, Meeting Minutes</b>
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the February 22, 2018, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the February 22, 2018, meeting minutes was made by Ms. Davies and seconded by Mr. Fuller.*

The motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Ms. Davies reported that the Livingston County Land Bank Corporation received \$25,000 from the County, per Board of Supervisors Resolution #2018-94. As a result, the bank account currently has a balance of \$25,000.

In response to Mr. Coyle's question regarding the \$2,000 received from the sale of the Cuylerville property, Ms. Hillier stated that the closing on the sale will be held next week.

Hearing no further 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.

<b>Agenda Item</b>	<b>Cuylerville Property/Habitat for Humanity Purchase and Sale Contract Update</b>
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Ms. Hillier reported that Chip Presutti contacted her to say that the title is clean, and that the documents she prepared are sufficient. Closing will occur after Easter.

Per Land Bank policy, Ms. Hillier presented the paperwork to Ms. Ellis for signature.

Responding to Mr. Coyle's question, Ms. Ellis reported that, per her conversation with the local code enforcement officer, Habitat for Humanity did receive a variance for the property. She added that she has also received confirmation from the community about the variance.

- Ms. Ellis confirmed for Mr. Coyle that Habitat for Humanity has no known impediments for building on that property, unless it changes the design of its plan.

Mr. Coyle noted the importance of this first transaction of the Land Bank, stating that it needs to show a successful outcome and produce the intended result – a single family house. He indicated that he will follow up with Gary Kone of Habitat for Humanity for an update on where it is in the process. He confirmed with Ms. Hillier that the closing date will be sometime in the next week.

**Agenda Item**

**NY Land Bank Association Conference Report**

Mr. Paoletta reported.

Our attendance at the conference had a two-fold purpose: making connections and gathering information, and lobbying for funding.

Mr. Paoletta met with Assemblyman Errigo and staff people from the offices of Senators Gallivan and Young, asking for support for two funding sources: a line item in the New York State budget and the allocation of money from settlements received by the NYS Attorney General’s Office.

- He presented them with the Livingston County Land Bank’s letter to the Attorney General’s Office, which outlines the need for funding and specifically identifies the Royal Bank of Scotland settlement that earmarked \$100 million cash to New York State. He also shared the letter drafted by Assemblyman Magnarelli to the Speaker of the Assembly, because it contains more details of the positive financial impacts that result from Land Bank actions.
- Senator Young’s staff person indicated that another, more recent settlement of \$230 million from UBS Securities includes \$41 million in cash to New York State; thus bringing the potential total for distribution by the Attorney General’s Office, through its Land Bank Community Revitalization Initiative, to \$141 million.
- Senator Young’s staff person indicated that the Senator fully supports the Land Bank’s request and mission; Senator Gallivan’s staff person noted that the time for action by the Senate is short, but that she would pass the information along to the Senator.

The New York State Assembly has already allocated \$20 million for Land Banks in its version of the State budget, but the Senate has allocated nothing as yet. It appears that monies from the State Attorney General’s Office might come soon; monies from the New York State budget may not.

Referring to the packet he assembled, Mr. Paoletta indicated that the Conference was very informative and well done. He noted specific points from the packet and praised the Land Bank Association’s lobbying efforts; adding that without the Association, land banks would not be as efficient or productive as they are. He added that the Conference focused more on land banks in large, metropolitan areas rather than in rural areas. Rural counties with smaller populations, like Livingston County, were in the minority at the Conference.

Ms. Hillier asked about payment of dues, which led to a short discussion about them and the benefits of joining the Land Bank Association.

- Mr. Paoletta reported that, per Adam Zaranko, the Association’s President, paying 2018 dues on a pro-rated basis, in the amount of \$1500, is acceptable.
- Katelyn Wright, Treasurer of the Land Bank Association, advised Mr. Paoletta to email her, if this Board approves joining the Land Bank Association. She will then send an invoice for payment of the pro-rated dues.

Chairman Pangrazio asked for a motion.

***A motion to approve joining the New York Land Bank Association and paying dues in the pro-rated***

*amount of \$1500 was made by Mr. Bacon and seconded by Mr. Fuller.*

The motion carried.

Per Ms. Davies' question, it was decided that Ms. Ellis will forward the invoice to her. She will cut the check and Chairman Pangrazio will sign it. Mr. Paoletta indicated that he would email Katelyn Wright directly after today's meeting.

- Chairman Pangrazio suggested that, as soon as the Livingston County Land Bank officially joins the New York Land Bank Association, text and/or an image indicating membership should be added to its correspondence template. Members agreed.
  - Mr. Paoletta suggested a possible location: the center of the bottom of the page. He added that the template has been changed. Ms. Ellis described the changes and noted why they were made. Members approved.

Mr. Bacon referred to the Gap Financing section of the Legislative Update page, particularly the presence of Real Property Tax Law § 485-n and noted that it is a good program that encourages investment.

- Mr. Paoletta identified local funding methodologies discussed at the Conference that would allow the funding of each Land Bank by its own County. He confirmed for Mr. Coyle that the Land Bank Association will be moving forward on promoting both.
  - .25% on the mortgage recording tax
  - a percentage of the Real Property transfer tax
- Mr. Coyle added background details on these ideas.

<b>Agenda Item</b>	<b>2017 Livingston County Land Bank Corporation Annual Report</b>
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Mr. Paoletta reported that he encountered difficulties entering information into PARIS and receiving replies from PARIS to his questions. He questioned the need to do an Annual Report for 2017. On March 21, 2018, after further investigation, Penny Trimm of the Planning Department ascertained that, based on the date of incorporation, there is no need to do a 2017 Annual Report.

- Ms. Ellis thanked Ms. Davies for allowing Cathy Gilbert of the Treasurer's Office to help and guide Ms. Trimm regarding the PARIS site.
- Ms. Ellis stated that, based on the Annual Report inquiry, it is apparent that data for the 2018 Annual Report needs to be entered on a routine and timely basis, starting now. Waiting to enter all data at the end of the year will not work.

<b>Agenda Item</b>	<b>Property Selection and Ranking Policy</b>
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Referring to the distributed document, Mr. Paoletta stated that it comes from Chautauqua County, courtesy of Mr. Fuller. It may have to be tailored a bit to suit Livingston County, but of all the policies he reviewed, Mr. Paoletta recommends this one. He suggested that members review it for the next meeting.

Chairman Pangrazio advised that a vote on the Policy should be included on the agenda for the next Land Bank meeting. In response to Ms. Ellis's question, he indicated that the deadline for comments/proposed changes to the Policy be one week before the next meeting.

Mr. Paoletta stated that not every Land Bank has a Ranking Policy. A short discussion on the benefits of having such a policy ensued.

<b>Agenda Item</b>	<b>Website Development and Requirements Update</b>
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Ms. Ellis reported that meeting minutes, Board of Directors members, and descriptions of positions and committee memberships are up on the Land Bank website.

In answer to Mr. Coyle's question, she indicated that the path to the Land Bank website is through the Planning Department on the County's website.

- Mr. Paoletta reported that Livingston County Land Bank is listed on the New York Land Bank Association's website as an affiliate with a working link to the County website. Chairman Pangrazio suggested adding that information to the Land Bank website.

<b>Agenda Item</b>	<b>2018 Work Plan Priorities</b>
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Mr. Paoletta referred to the distributed document, noting that it reflects updates to the list of priorities from the February 22, 2018 meeting. He reported that progress is being made on all the items shown.

Chairman Pangrazio asked if there were any 2018 tasks lacking or missing from the list. Mr. Paoletta responded that the list, as shown, is per ABO policies and regulations and should be complete. He added that the policies in place can be amended as needed.

- Chairman Pangrazio asked Mr. Paoletta about any connections he might have with other Land Banks that could be accessed for sharing information, such as any policy changes and/or improvements. Mr. Paoletta replied that he is in regular contact with the directors of the Syracuse, Albany, Chautauqua County, and Seneca County Land Banks, all of whom have been helpful. He added that Joe McGrath of Seneca County has advised him that their Land Bank is currently working on an agricultural policy for properties that are involved in or are adjacent to active farming operations. Chairman Pangrazio expressed his interest in the agricultural policy and asked Mr. Paoletta to get information on it from Mr. McGrath.

<b>Agenda Item</b>	<b>Other Organizational Activities/General Discussion/Next Steps</b>
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Referring to the Contractor Information Form, Mr. Paoletta reminded the Board that it was presented at the last meeting, but it was never formally adopted.

- Responding to Mr. Bacon's question about the *Insurance Information* section, Ms. Hillier advised that text be added that requires evidence of insurance: e.g. "Attach evidence of insurance."
- Ms. Hillier asked if proof of asbestos removal licensing should also be required on the form.
  - Mr. Coyle stated that such proof would be the next-step requirement for any contractor selected for a job that involved asbestos.
  - Chairman Pangrazio added that two proofs would be required in such a circumstance: 1) that the contractor is capable of asbestos removal, and 2) a certificate of where the asbestos removed will be taken. These proofs would remove any liability on the part of the Land Bank.

Mr. Coyle asked about the methodology that will be used to actually select a contractor, once the Land Bank is up and running, and the group of preferred contractors has been established. Ms. Hillier responded that it would be a bid. Other members concurred.

- Members confirmed Mr. Fuller's statement that filling out the Contractor Information Form allows a contractor to be put on the Land Bank's list of select contractors. RFPs would be sent directly to them.

Chairman Pangrazio asked for a motion on the Form.

***A motion to approve the proposed amendments to the Contractor Information Form was made by Mr. Bacon and seconded by Ms. Hillier.***

The motion carried.

Per Mr. Paoletta's reminder, Mr. Bacon stated that Tessa in the Economic Development Office will make the Contractor Information Form an online, fillable form in pdf format.

Mr. Coyle asked if, in anticipation of approving the Property Selection and Ranking Policy, a draft of the Policy could be shared with code enforcement officers, town supervisors, and village mayors for their feedback and thoughts on it. Mr. Fuller voiced his approval of this idea, adding that not only would their input be helpful, but it will also engage them and make them feel part of the process. Mr. Coyle agreed and added that they might also provide information on a property that is not otherwise known.

- Ms. Ellis indicated that the Planning Department will create a draft memo to supervisors, mayors, code enforcement officers, and assessors for consideration at the next Land Bank meeting.
  - Mr. Coyle suggested that the letter and a distribution list be put on the meeting agenda to follow the approval of the Property Selection and Ranking Policy. Mr. Coyle then suggested adding a deadline for reply to the letter. He anticipates that a list of ranked properties might be ready for selection in May.
  - Mr. Coyle expects that a list of select properties should start with those that are bank-owned and suggested language for the letter approximating the following text:
    - Attached is the Livingston County Land Bank's recently approved Property Selection and Ranking Policy. Also included is a list of properties being considered for selection. They have been identified as bank-owned, as of April 26, 2018. Would you please rank the properties per our Policy as A, B, or C, based on your knowledge of them?

If a list of ranked properties is ready for access in May, the Board might be able to ask one of the select contractors to inspect a potential property chosen from the ranked list and provide an estimate for their services on it.

- Mr. Bacon suggested that code enforcement officers should be canvassed for the names of contractors they recommend. Other members concurred, adding that they would have good information.

Regarding the Contractor Selection Criteria Policy, Mr. Paoletta drew the Board's attention to pages 2 and 3 of the Syracuse Procurement Policy. He indicated that *Parts a. and b., Use of Outside Contractors* under *Section 5. Service Contracts* might serve as a model for inclusion in the Livingston County Land Bank's Procurement Policy.

- Chairman Pangrazio advised that Board members review this document and send their comments/feedback via email to Mr. Paoletta by April 19, 2018, one week before the next Board of Directors meeting. He reminded everyone that April 19<sup>th</sup> is also the deadline for feedback on the Property Selection and Ranking Policy.
- Chairman Pangrazio confirmed for Mr. Coyle that the Property Selection and Ranking Policy, and the Contractor Selection Procurement Policy will both be considered for approval on the agenda for next month's Land Bank meeting.

Mr. Fuller referred to the previously distributed Bank-owned Properties list, noting that the only changes from previous lists are the properties under the Village of Dansville, beginning on page 3. They were supplied by the code enforcement officer. He added that, because they are all “No-Water Service”, they appear to be truly abandoned.

**Agenda Item**

**Next Meeting and Adjournment**

Chairman Pangrazio announced that the next meeting will be on April 26, 2018, at 1:30 p.m., in Room 303B.

*Mr. Coyle moved to adjourn the meeting. Ms. Davies seconded the motion.*

The meeting adjourned at 2:20 p.m.

Recorded by Linda Shanks, Senior Typist, Planning Department