

Livingston County Land Bank Corporation
Board of Directors Meeting
October 25, 2018
Meeting Minutes

Members: WILLIAM BACON, Office of Economic Development; IAN COYLE, Livingston County Administrator; AMY DAVIES, Livingston County Treasurer; ANGELA ELLIS, Deputy County Administrator, WILLIAM FULLER, Real Property Tax Services; SHANNON HILLIER, Livingston County Attorney.

Members not Present: DANIEL L. PANGRAZIO, Livingston County Board of Supervisors

Guest in Attendance: JOSEPH GUNTHER, Livingston County Administrative Intern

Staff: PENNY TRIMM, Planning Department; DAVID PAOLETTA, Planning Department; LINDA SHANKS, Planning Department.

Agenda Item	Call to Order and Welcome
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Vice Chairman Ian Coyle called the meeting to order at 1:33 p.m. and welcomed the group.

Agenda Item	Approval of Minutes from August 30, 2018
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Vice Chairman Coyle asked if there were any additions, corrections, or deletions to the August 30, 2018, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the August 30, 2018, meeting minutes was made by Mr. Bacon and seconded by Ms. Davies.

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, Vice Chairman Coyle 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 Ms. Hillier.

The motion carried.

Agenda Item	Funding Application Status for FY2019 – FY2020 Land Bank Grants
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Mr. Paoletta reported on the status of the Funding Application for FY2019 – FY2020 Land Bank Grants. A discussion ensued.

Agenda Item	FY2019 LCLBC Budget: Review and Approval
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Mr. Paoletta presented the draft 2019 Land Bank Budget, referring to the distributed document as he explained details. He added that the Budget can be modified at any time, even after submission to PARIS.

Questions/comments from the Board:

- Vice Chairman Coyle – regarding the inclusion of audit costs. Mr. Paoletta stated that the PARIS budget form does not include lines for audit costs. The estimated cost of an audit, between \$2,000

and \$5,000, depending on activity, can be accommodated by the budget as presented.

With no further questions or comments, Vice Chairman Coyle asked for a motion.

A motion to approve the FY2019 Livingston County Land Bank Corporation Budget was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Agenda Item

Potential Land Bank Property: 7 Grove Street, Village of Mt. Morris

Mr. Paoletta described the Property, its location, and provided background information on it.

A discussion ensued, with various members reporting on its condition and disposition issues.

- The property would be a demolition. (Multiple)
 - The Livingston County Highway Department could be considered to do the demolition. (Vice Chairman Coyle)
- It has an access issue: The driveway enters across the State-owned Greenway. This situation prevented the last attempt at selling the property. (Mr. Fuller)
 - In response to questions about alternative driveway locations, Mr. Fuller stated that the topography of the parcel prohibits alternate sites.
- Potential environmental issues are unknown. (Mr. Fuller responding to Mr. Gunther.)
- Is this property included on the list created by the Village of Mt. Morris Abandoned Property Task Force and if so, will they act on it. (Mr. Bacon) Mr. Paoletta stated that the Task Force is ready to act on the properties on the list, but he does not know if the property in question is on that list.
- The property is close to the Livingston County Campus sign, and it is an eyesore.
- If the property is acquired and demolished, it will not be a conforming building lot. Discussions with the Village of Mt. Morris regarding zoning would be required for any post-demolition development on the site. Its most probable re-purpose options would be a side lot (Ms. Hillier, Ms. Ellis, Vice Chairman Coyle, Mr. Fuller) or a pocket park (Vice Chairman Coyle, Ms. Ellis)
 - Mr. Fuller added that there is an ongoing boundary line dispute.
 - Mr. Gunther added that grants to rebuild pocket parks are available through certain companies.

Noting that demolitions are included in the Land Bank's budget and that other land banks often do demolitions, Vice Chairman Coyle suggested discussing the property with the Village of Mt. Morris first.

- He added that negotiations to lower the asking price of \$5,000 should occur.
 - Mr. Fuller suggested that the owner be advised that gifting the property to the Land Bank qualifies for a tax write-off; because the Land Bank is a not-for-profit entity. Vice Chairman Coyle agreed.

Mr. Gunther advised that research be done regarding any potential or hidden environmental issues.

- An assessment of the property would be done before any transaction is agreed upon.
 - Selection of a contractor to perform the assessment would be done according to Land Bank policy. Discussion of this and other options, with regard to process and payment (in-kind, funds, etc.) ensued.

Vice Chairman Coyle outlined the next steps regarding the property:

- Talk with the owner to ascertain if he would gift the property or negotiate to a lower price.
- Identify potential contractors to do a pre-transaction assessment of the property.
- Discuss the property with the Village of Mt. Morris.

Agenda Item

Website Design Consultant Survey Results

Mr. Gunther shared the results, adding that he would email the spreadsheet to the Board.

- The top recommendation is Seth Graham, who is based in Caledonia and has done work for both the Town and Village there. He charges \$35/hour to build a website.

Mr. Gunther will check with Robert Deming of Genesee Valley Web Marketing for price quotes.

Vice Chairman Coyle suggested that a web design consultant be selected at the next Land Bank meeting.

Agenda Item

2018 Work Plan Priorities/ 2017-2018 Accomplishments

Vice Chairman Coyle referred to the distributed copy of the **Letter to Banks Regarding Potential Properties** composed by Mr. Gunther and indicated that it should come from Chairman Pangrazio or Executive Director Ellis.

- Members were in favor of sending the letter, some noting that the timing – in anticipation of property taxes – is very good.
- Mr. Bacon suggested adding language, such as *As year end approaches, your organization may be looking to tax manage... A 501-C3 donation may be optimal for your organization.*
 - Vice Chairman Coyle added that language emphasizing the Land Bank’s not-for-profit status should be added. He suggested adding language at the end of the first paragraph, such as *The Livingston County Land Bank is chartered under the New York State Department of State...*
 - Responding to Vice Chairman Coyle’s questions,
 - Ms. Hillier stated that the Livingston County Land Bank has a federal tax ID number.
 - Ms. Ellis was unsure if the Land Bank has been granted charity status.
- Per Ms. Trimm’s suggestion, Vice Chairman Coyle advised Mr. Gunther to compose a similar letter addressed to Larry Maggiulli of Hunt Realty.
- Per verbal approval from the Board, Vice Chairman Coyle noted that the revised letter will be sent out next week. Mr. Fuller will provide Mr. Gunther with the refreshed property list to accompany the letter.
 - A discussion ensued regarding the best addresses to use to contact the banks.
 - Mr. Coyle suggested sending the letter out to the addresses as shown on the property list. After that mailing, members will brainstorm the names of local contacts of any local banks on the list and contact them, referring to the letter sent to their corporate offices. Members approved.

Regarding the **Letter to Municipal Officials**, Vice Chairman Coyle noted that, per the distributed document, it would be a memo from Chairman Pangrazio.

- Mr. Paoletta indicated that the memo is the same as the one sent in November, 2018, and asked for suggested changes, in order to generate a better response rate. He suggested that simplifying it and adding information about the possible State Attorney General Office funding award might spur more interest.
- Mr. Bacon suggested streamlining the document to focus on the salient facts: e.g., telling the code enforcement officers exactly the type of properties the Land Bank is looking for.
- Mr. Fuller suggested omitting the ranking information, because it may have appeared to be too onerous a task.

Agenda Item

NYLBA Update/Other Organization Activities/General Discussion/ Next Steps

Mr. Fuller reported that two bills – one that makes the Land Bank tax exempt from title transactions and one that increases the number of land banks to thirty-five – have been passed by the State Senate and Assembly. They await the Governor’s signature into law.

Mr. Bacon introduced the topic of the King’s Daughters property in Dansville, as a possible gift from the County to the Land Bank. He estimated that the cost of assessing the building for repair and asbestos abatement to be between \$5,000 and \$10,000. Next steps could be determined after that.

- Vice Chairman Coyle suggested that the topic could potentially be added as a discretionary item for discussion at the next meeting. He indicated his concerns about using a large part of the budget for one project such as this.
 - Mr. Bacon indicated that, if the assessment shows no asbestos issues, a County crew could go in and clean it up to get it show ready; at which point grants or re-development with tax credits could be pursued. He believes the best use of the property would be housing or a medically themed use. He added that the building is well-built and solid, despite its age.
- Vice Chairman Coyle and Mr. Bacon provided details on the history of the property.
- Mr. Bacon offered a potential plan of action for the property:
 - The Land Bank or the County acquires it.
 - After it is assessed, it is cleaned up, and put on the market.
 - If there is no interest, the Land Bank then works with the State to identify other options.
- Ms. Hillier predicted that settlement money from opioid crisis litigation will become available from the State Attorney General’s Office for appropriate use by counties: e.g., an opioid addiction rehabilitation center.
- Vice Chairman Coyle suggested this plan:
 - Determine the cost of an assessment of the property.
 - Start the cleanup process.
 - After that, a discussion about the Land Bank’s possible involvement.
- Vice Chairman Coyle asked that this topic be placed on the agenda for the November meeting. He asked Mr. Bacon to work on the assessment cost estimate.

Agenda Item	Next Meeting and Adjournment
<p>Vice Chairman Coyle announced that the next meeting will be on November 29, 2018, at 1:30 p.m., in Room 303B.</p>	
<p><i>Ms. Ellis moved to adjourn the meeting. Ms. Hillier seconded the motion.</i></p>	
<p>The meeting adjourned at 2:40 p.m.</p>	

Recorded by Linda Shanks, Senior Typist, Planning Department