

Livingston County Land Bank Corporation
Board of Directors Meeting
January 24, 2019
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; DANIEL L. PANGRAZIO, Livingston County Board of Supervisors.

Others Present: JOSEPH GUNTHER, Livingston County Administrative Intern

Agenda Item	Call to Order and Welcome
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Chairman Pangrazio called the meeting to order at 1:30 p.m. and welcomed the group.

Agenda Item	Approval of Minutes from December 18, 2018
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the December 18, 2018, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the December 18, 2018, meeting minutes was made by Mr. Fuller and seconded by Mr. Bacon.

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 \$25,487.31. There were no transactions for the month, resulting in an Ending Balance of \$25,487.31. 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. Hillier.

The motion carried.

Agenda Item	Grant Contract Execution/Due Diligence with Enterprise Community Partners, Inc.
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Ms. Ellis reported.

Insurance Certificate

- The Insurance Certificate is the remaining item to be addressed in the Enterprise Due Diligence document. There are continuing concerns about the lower deductible suggested by Enterprise vs. the rider proposed by Tompkins Insurance Company.
 - Mr. Coyle initiated a discussion on the topic, stating that the Land Bank is a subsidiary of the County, and that the County's deductible amount is \$250,000. Ms. Hillier confirmed, raising the question of responsibility for payment of the deductible if the Land Bank, as an additionally insured County entity, has to file an insurance claim. Mr. Coyle questioned how Chautauqua County Land Bank handles this situation.
 - In response to Ms. Hillier's question, Mr. Bacon indicated that the IDA does not pay for its

endorsement on the County's insurance policy, the County does.

- Ms. Ellis will reach out to Chautauqua and Cattaraugus County Land Banks to find out how they have dealt with insurance deductibles.
- Ms. Ellis confirmed for Ms. Hillier that the insurance issue is holding up funding through Enterprise. To expedite the process, members decided to pre-approve any actions, pending Ms. Hillier's review, that Ms. Ellis proposes after her conversations with Chautauqua and Cattaraugus County Land Banks.

Mr. Coyle made a motion to preapprove any proposed actions relating to insurance, subject to Ms. Hillier's approval. Mr. Bacon seconded the motion.

The motion carried.

Enterprise Check-in Conference Call

Ms. Ellis reported.

- Overall, Enterprise was positive and satisfied with the progress being made.
- Per the January 17, 2019 Enterprise Check-in Conference call, the Land Bank is required to submit a monthly Project Status sheet. She added that members can access the Project Status sheets through Share Point. She referred to the distributed handout.
 - Enterprise advised that the Status sheet should show all actions, even those that involve no monetary transaction.
- Regarding addition of staff – a coordinator and a housing specialist – Enterprise suggested that the housing specialist could be a consultant service, with their pre-approval.
- Enterprise indicated that it will take approximately 30 days to receive funding after a funding request has been made. Based on the current Status report, Enterprise suggested that a first request for funding should probably occur toward the end of the first quarter. If funding is needed sooner than that timeframe, Enterprise may be contacted.
 - In response to the question from Enterprise, Ms. Davies indicated that funds should be sent via wire transfer. She will provide the necessary information.
 - A discussion ensued regarding Enterprise's preferences with regard to reimbursement/disbursement amounts. Members agreed that costs incurred over a quarter should be submitted as a total at the end of that quarter. Enterprise prefers disbursement requests for larger amounts of money, rather than smaller ones.
- In response to Mr. Bacon's question, Ms. Ellis indicated that Enterprise would most likely approve reimbursement for the Land Bank's expenditure on the Grove Street property; but, based on information from this conference call, she advised getting pre-approval from them beforehand.

Agenda Item	New Hire/Consultant Land Bank Staffing Scenarios
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Mr. Coyle asked that this Agenda Item be moved to the end of the meeting, to be discussed in Executive Session.

Chairman Pangrazio asked for a motion.

Mr. Fuller made a motion to move the New Hire/Consultant Land Bank Staffing Scenarios Agenda Item to the end of the meeting for Executive Session. Mr. Bacon seconded the motion.

The motion carried.

Agenda Item	Potential Land Bank Properties
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Mr. Coyle reported that Habitat for Humanity will be holding a ceremony at the Cuylerville property in early February. He would try to attend to represent the Land Bank and invited other members to join him. Chairman Pangrazio expressed an interest. Mr. Coyle will email the date of the ceremony to members.

Mr. Fuller distributed handouts.

7 Grove Street, Village of Mt. Morris. Ms. Ellis reported.

- The property is in very bad shape and cannot be rehabilitated. There are asbestos shingles and lead present.
- Kevin Niedermaier, Director of the Office of Emergency Management, and Mark Grove, Director of Environmental Health, have reported that they are not aware of any environmental issues.
- Per the Mayor of Mt. Morris, the Village remains supportive of the Land Bank's acquisition and cleanup of the property. Further, the property has access to Damon Creek, which is of interest to the Village. Pending approval by the Village Board, Mt. Morris would be willing to accept the parcel.
- Per Mr. Dragoni, the property owner, adjacent neighbors would probably not be interested in acquiring the property.

A discussion ensued regarding cost of demolition.

- Estimating the cleanup cost to be around \$25,000, Mr. Coyle suggested that an offer be made to the owner, contingent on his being responsible for cleaning up the garbage outside of the house. Other members suggested that the Village of Mt. Morris supply garbage cleanup services, since it will ultimately benefit from the transaction.
 - Ms. Ellis indicated that Mayor Provo will be sending her contact information for demolition services the Village of Mt. Morris has recently used.

Mr. Coyle indicated that he would like to see a legal agreement drawn up that includes language about the outside garbage cleanup, in addition to traditional qualifiers and contingencies.

Chairman Pangrazio asked for a motion.

Mr. Coyle made a motion that, subject to addressing the environmental concerns, a legal agreement regarding the acquisition of 7 Grove Street, Mt. Morris, be drawn up to include traditional qualifiers and contingencies, as well as language regarding owner responsibility for the cleanup and disposal of any outside garbage. Mr. Fuller seconded the motion.

The motion carried.

A brief discussion ensued regarding options if the Village of Mt. Morris does not wish to provide clean up services for the property.

South Livonia Road, Town of Conesus. Mr. Fuller reported.

- It has gone through foreclosure. Owner would like to donate the property to eliminate the tax burden. Even if the property could not immediately be sold, it could become part of the Land Bank's inventory and would demonstrate activity.
- A discussion ensued regarding the property's features.

- Mr. Fuller noted that taxes on the property have been paid, and that the owner had already begun to inquire about removing the guard rail in front of it at road's edge.
- Mr. Fuller has promised to call the owner on Friday with the Land Bank's response.
- Responding to comments about currently unknown environmental and/or title issues, Ms. Hillier noted that a standard, formal purchase offer for gifting the property would contain contingency language regarding the discovery of any such issues.

Chairman Pangrazio moved that the Land Bank pursue the acquisition of the gifted property. Mr. Bacon seconded the motion.

The motion carried.

Mr. Fuller will call the owner tomorrow.

- Ms. Ellis stated that, if there are administrative costs in the transfer of this property, Enterprise can be approached for approval of reimbursement.

Habitat for Humanity Proposed Properties/Potential Preferred Partner Agreement

Mr. Coyle reported that Habitat for Humanity approached him regarding parcels at 3488 Main Street, Piffard and at 63 Maple Street, Avon; and indicated that they are interested in participating with the Land Bank as a rehab partner. A discussion regarding the properties ensued.

- Both properties could qualify as rehab properties, if acquired.
- Mr. Coyle will speak further with Habitat for Humanity to gain more information about the properties and to clarify the role it intends to take in any rehabilitation of the properties.
- Ms. Ellis and/or Mr. Gunther will drive by the Avon property to determine if it is occupied.

Letters to Brokers.

Mr. Coyle reported that no responses were received.

Mr. Bacon suggested that presenting, in-person, to realtors would be a better way to inform and educate them, and would probably net a better response.

Chairman Pangrazio suggested that the Land Bank reward realtors who help identify a potential property, with the right to list the property, once it has been rehabilitated.

Agenda Item	Website Progress Update
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Mr. Gunther reported that he has visited the website and that it looks good. Comments and suggestions are welcomed.

Agenda Item	The Bonadio Group Services
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Mr. Ellis reported. The audit proceeded well.

- There was some question of qualifying in-kind. For example, attendance at this meeting does not count as in-kind, but the research done for any agenda topic does count.
- Ms. Davies stated that Bonadio had wanted to meet with her during the audit, but she was not in. They will call her tomorrow.
- Board members accepted the offer to have Randy Shepard give a presentation at the February Land

Bank meeting.

- Ms. Ellis let Bonadio know that the Board is working on creating a framework for tracking all expenses and activities.

Agenda Item	NYLBA Update/Other Organizational Activities/General Discussion/Next Steps
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Ms. Ellis stated that she did not participate in the NYLBA phone meeting earlier today, but noted that Voting on Dues was an agenda item. She will follow up on that.

Agenda Item	Next Meeting
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Chairman Pangrazio announced that the next Land Bank meeting will be on February 28, 2019, at 1:30 p.m.

EXECUTIVE SESSION

Mr. Coyle moved that the Board meeting adjourn and reconvene, in order to discuss personnel/employment history and asked that only Board Directors remain present. The motion was seconded by Chairman Pangrazio.

The motion carried. The Board went into Executive Session at 2:30 p.m.

Mr. Coyle made a motion that the Board reconvene in regular session. Mr. Bacon seconded the motion.

The Land Bank Board of Directors, having met in Executive Session, hereby reports as follows:

Mr. Bacon moved to approve the appointment of Angela Ellis as Executive Director of the Livingston County Land Bank Corporation. Mr. Fuller seconded the motion.

The motion carried.

Agenda Item	Adjournment
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Mr. Bacon moved to adjourn the meeting. Ms. Davies seconded the motion.

The motion carried.

The meeting adjourned at 2:50 p.m.

Transcribed by Linda Shanks, Senior Typist, Planning Department