

Livingston County Land Bank Corporation
Board of Directors Meeting
December 18, 2018
Meeting Minutes

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

Members not Present: AMY DAVIES, Livingston County Treasurer

Guest in Attendance: JOSEPH 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 1:30 p.m. and welcomed the group.

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

A motion to approve the November 29, 2018, meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Agenda Item	Treasurer's Report
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Chairman Pangrazio reported on behalf of Ms. Davies. The Balance Forward of the Livingston County Land Bank Corporation was \$25,487.31. There were no expenditures 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. Fuller.

The motion carried.

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

- The Land Bank Corporation has tentatively agreed to the terms and conditions of the grant agreement, with one modification: Disbursement requests and report submittals must be made within 15 business days following the end of the previous quarter.
- The Certificate of Incumbency needs to be revised to reflect the change in Executive Director. The version signed on November 29, 2018, needs to be rescinded, and the new Certificate, to be signed today, should be adopted.

Mr. Coyle made a motion to rescind the previous Certificate of Incumbency, dated November 29, 2018,

and adopt the new Certificate of Incumbency, dated December 18, 2018. Mr. Bacon seconded the motion.

The motion carried. Chairman Pangrazio signed a copy of the revised Certificate of Incumbency and gave it to Mr. Paoletta.

- The last requirement of the grant execution is to submit evidence of insurance. Tompkins Financial will be submitting policy documents to the Board for review shortly.
 - In response to Ms. Hillier’s question, Mr. Paoletta indicated that he does not know what the cost of the insurance will be.

Agenda Item	Proactive Property Acquisition
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Members discussed the need to be proactive in acquiring property, rather than wait until the Foreclosure Auction.

Mr. Gunther discussed the results of his search of the specific real estate sites suggested by Mr. Coyle.

- Mr. Coyle explained his reasoning as he outlined possible ways the Land Bank might acquire properties. He suggested that members look at real estate listings valued up to \$30,000, in order to begin a pipeline of potential properties.

Suggestions from Board members:

- Ms. Hillier: The Land Bank sends a letter to local real estate brokers, similar to the one sent to supervisors, mayors, code enforcement officers, and assessors, by way of an introduction.
- Mr. Coyle: Create a Pennysaver ad to broadly canvass the community and entice potential sellers. Board members approach property owners on their own, as the opportunity arises.
- Mr. Coyle: Per a conversation he had with Habitat for Humanity, it should be designated as a preferred partner. They are interested in partnering with the Land Bank on the next rehab property.

Discussion of the use of local highway departments for demolitions, within and out of the RFP process.

Actions:

- Joe Gunther will draft letter to local realtors and Greater Rochester Realtor Association. Ms. Ellis will send him a contact name.
- Results of the solicitation will be circulated to members before the next Land Bank meeting, so that follow-up actions can be taken.
- In anticipation of setting up RFPs for rehabilitation work, the Contractor Information Form will be presented at the next Land Bank meeting.

Agenda Item	Potential Land Bank Properties
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7 Grove Street, Village of Mt. Morris.

Mr. Paoletta reported that the property owner will allow Board members to visit the property any time after Christmas.

Discussion regarding the property:

- Mr. Coyle: Do a walk-through with James Montesano or someone with his expertise, with a view to identifying potential issues and estimating the cost of teardown. Subject to a positive review,

agree to the owner's asking price of \$5,000. General agreement among members.

- Options for property after demolition:
 - Approach Village of Mt. Morris regarding pocket park grant opportunities
 - Access for vehicles remains an issue – might have to be a walk-in, only
 - Approach nearby property owners for possible interest in the property

Next steps:

- Do the walk-through visit – Mr. Paoletta will set this up.
- Confirm with the Village of Mt. Morris what its interest might be with regard to disposition of the property. Ms. Ellis will contact the Mayor of Mt. Morris. Options include:
 - The Land Bank approaches the Latona neighbor regarding the purchase of the property as a side lot. First choice, because it will put the property back on the tax rolls.
 - Approach property owner on the south – Pathstone. Members agreed with Ms. Ellis that the Land Bank is not obligated to reach out to Pathstone. Brief discussion of subdivision of property.
 - The Village of Mt. Morris creates a pocket park.
 - The property becomes Village-owned green space.

Agenda Item	2018 Work Plan Priorities
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Mr. Gunther reported the pricing for the website development services of Seth Graham.

- It will cost \$800 to build the website.
- Yearly maintenance will cost \$175.
- Website updates will cost \$35/hour. Mr. Gunther added that he could do the updates.

Mr. Paoletta advised that Mr. Gunther make sure the website is specific to Land Bank requirements.

A motion to retain Seth Graham's services for website development and maintenance was made by Mr. Bacon and seconded by Coyle.

The motion carried. Mr. Gunther will contact Seth Graham to begin work on the website.

Mr. Paoletta distributed and discussed the updated memo to supervisors, mayors, code enforcement officers, and assessors. Chairman Pangrazio will initial it for distribution.

Agenda Item	NYLBA Update/Other Organizational Activities
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Mr. Paoletta reported that there is no NYLBA update to report this month.

- In response to Mr. Coyle's question, he indicated that there will be another effort in the coming legislative cycle to make funding for Land Banks a line item in the State budget.

Regarding Bonadio:

- The 2018 Land Bank audit engagement letter has been reviewed and is ready to be submitted to Bonadio.
- The IRS form 1023, to establish the Land Bank as a 501(c)(3), not-for-profit entity, is under review by Mr. Paoletta. He expects to have the proofed copy back to Bonadio by the end of the week.

- Mr. Bacon suggested that the County put a sign in front of the Cuylerville house before it is completed, stating the partnership of the Land Bank and Habitat for Humanity on the project.

Mr. Fuller provided further information regarding the King's Daughters property in Dansville, noting that there are significant issues with it that make it unsuitable for Land Bank acquisition.

Agenda Item	Next Meeting
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Chairman Pangrazio announced that the next Land Bank meeting will be on January 24, 2019, at 1:30 p.m.

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

The motion carried.

The meeting adjourned at 2:16 p.m.

Recorded by Linda Shanks, Senior Typist, Planning Department