

Livingston County Land Bank Corporation
Board of Directors Meeting
May 23, 2019
Meeting Minutes

Members: IAN COYLE, Livingston County Administrator; WILLIAM FULLER, Real Property Tax Services; SHANNON HILLIER, Livingston County Attorney; DANIEL L. PANGRAZIO, Livingston County Board of Supervisors.

Members not present: WILLIAM BACON, Office of Economic Development; AMY DAVIES, Livingston County Treasurer; ANGELA ELLIS, Deputy County Administrator.

Staff: JOE GUNTHER, Program Specialist; LINDA SHANKS, Planning Department.

Agenda Item	Call to Order and Welcome
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Chairman Pangrazio called the meeting to order at 1:28 p.m. and welcomed the group.

Agenda Item	Approval of Minutes from April 25, 2019
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the April 25, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the April 25, 2019, meeting minutes was made by Ms. Hillier and seconded by Mr. Coyle.

Motion carried.

Agenda Item	Treasurer's Report
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Mr. Gunther reported on Ms. Davies' behalf, per the distributed document. Ending balance is \$60,092.40. Mr. Gunther added that the first grant disbursement from Enterprise should be arriving very soon. He noted that Livingston County Land Bank is the first land bank to receive a disbursement from Enterprise in this grant round.

A motion to approve the Treasurer's Report was made by Ms. Hillier and seconded by Mr. Coyle.

Motion carried.

Agenda Item	Tax Foreclosure Discussion
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Mr. Coyle stated that members of the Committee would like as much notice as possible regarding properties the Land Bank is interested in. The Foreclosure Auction list comes out on June 17th.

Chairman Pangrazio suggested moving the June Land Bank meeting to June 19th, rather than the scheduled 27th date. Board members in attendance agreed.

- Meeting on the 19th will allow the Board time to look over the list and address the Board of Supervisors at its meeting on the following Wednesday (June 26, 2019).
- Mr. Coyle suggested that the Land Bank offer to pay the back taxes on the properties that interest it. Members agreed.
- Ms. Hillier will provide the documentation from the Land Bank Law that allows the Land Bank to pre-select auction properties without attending the auction. It will be presented with the list of

foreclosure properties the Land Bank is interested in acquiring.

- Mr. Fuller will create a list of potential foreclosure properties.
- The Planning Department will send a notice regarding the change to local newspapers. Mr. Gunther will update the website.

Motion carried.

Agenda Item	Organizational Actions/PARIS Reports/Bids
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Mr. Gunther presented proposed Resolutions.

Regarding Resolution 5-19, he explained that it delegates signature authority for NCST properties to the Chairman and to the Executive Director.

A motion to approve Resolution 5-19, Delegating signature authority for NCST properties, was made by Mr. Coyle and seconded by Mr. Fuller.

The motion carried.

Mr. Gunther amended Resolution 6-19, to show that the Chairman of the Board and the Executive Director each have the power to sign all purchase offers made by the Land Bank.

A motion to approve Resolution 6-19, Amending the Real Property Acquisition Policy was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Agenda Item	Grant Contract Execution/ Due Diligence with Enterprise Community Partners, Inc.
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Mr. Gunther reported that the disbursement from Enterprise should be arriving at any time. He will contact Ms. Davies to see if it has gone through and will email the Board when it does.

Agenda Item	Properties
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a. 7 Grove Street – Mt. Morris

Mr. Gunther reported.

Mr. Wamp did an appraisal of the property with the following result: The land is worth about \$10,000, but after subtracting the cost of demolition of the house, the net value of the property is zero.

In response to Mr. Coyle’s question, Mr. Gunther confirmed that the Land Bank’s plan for and actions taken regarding for this property conform with Enterprise requirements.

Ms. Hillier reported that the purchase agreement with Blue Grouse, LLC, regarding the property, has been fully executed.

- She has ordered the survey.
- The abstract and title have been completed by Genesee Valley Title. In general, there are no issues. However, there is a driveway encroachment there, and there are agreements on the back of the abstract that need clarification from Bill Fuller.
- The Village tax search was ordered today. It will disclose water and sewer fees.
- The Environmental Review is the last piece to do. Depending on Enterprise requirements, it could cost around \$1,000 (per her experience). She advised checking with Enterprise about

exact requirements. Mr. Gunther will talk with the Land Bank Association for their experience with Enterprise requirements of environmental reviews.

- After the environmental review, Ms. Hillier will order a private title exam. Cost will be around \$50.

b. 8 Adams Street – Dansville

Mr. Gunther reported that this property has been sold. Per Mr. Coyle’s suggestion, he will look for other, similar properties that might be available in the Village of Dansville.

c. 7283 Webster Crossing Road, Springwater

Mr. Gunther reported that the Land Bank made a purchase offer on the property.

- A counter offer has been received stipulating that the Land Bank pay for water well and septic inspections. Estimated total cost of septic inspection is \$400 to \$500, which includes the cost of the inspection (\$180 to \$200), and pumping (\$240 to \$300). Water well inspection will cost between \$450 and \$500.
 - Per suggestions from Chairman Pangrazio and Mr. Coyle, Mr. Gunther will contact Mark Grove of the Department of Environmental Health to see if he can do the water well inspection. Mr. Coyle suggested that Mr. Grove’s inspection could be counted as in-kind. If Mr. Grove cannot do the inspection, Mr. Gunther will ask him for names of recommended inspectors.
- Ms. Hillier and Mr. Gunther noted that the deadline for accepting the counter offer or countering the counter offer is 6:00 p.m. today. Ms. Hillier detailed an example of counter-offer acceptance language. In response to Chairman Pangrazio’s suggestion, she noted that contingency language regarding the results of water and septic test results is already part of the purchase offer template language.
- Mr. Coyle summarized the discussion: The Land Bank will accept the counter offer, contingent on water and sewer test results. Environmental testing, whether done by the County as in-kind service or by a private company for a fee, will be done.

Mr. Coyle moved to accept the counter offer and Resolution 7-19, Authorizing the Purchase of the 7283 Webster Crossing Road property. Mr. Fuller seconded the motion.

The motion carried.

Ms. Hillier noted that the purchase offer is contingent on a co-development agreement between the Land Bank and Habitat for Humanity.

Agenda Item	NYLBA Update/Other Organizational Activities/General Discussion/Next Steps
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a. NYLBA Conference

Mr. Gunther reported that he is registered and booked for the Conference, June 12-14, 2019.

b. Bid for Contractor Consultant/Technician Services

Mr. Gunther indicated that, per Enterprise requirements, the Board needs to approve a resolution formally awarding the bid for Contractor Consultant/Technician Services to T.Y. Lin. Responding to Mr. Coyle’s questions, he confirmed that he has fulfilled and documented all the Enterprise consultant selection process requirements.

A motion to approve Resolution 8-19, Awarding Bid to T.Y. Lin International for Contractor

Consultant/Technician Services, as needed, was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Mr. Gunther noted that he had two documents ready for Chairman Pangrazio's signature and initials: the letter to T.Y. Lin and the lead addendum to the purchase offer, respectively.

Agenda Item	Other Business
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_____ will contact Ms. Davies regarding a potential foreclosure properties list by June 17th.
Mr. Gunther will call Mark Grove of the Department of Environmental Health about the water inspection at 7283 Webster Crossing Road, Springwater.

Agenda Item	Next Meeting
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The next meeting will be on Wednesday, June 19, 2019, at 1:30 p.m.

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

Motion carried.

The meeting adjourned at 2:05 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by Linda Shanks, Senior Typist, Planning Department