

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**June 19, 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.

**Staff:** JOE GUNTHER, Program Specialist; 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 1:30 p.m. and welcomed the group.

<b>Agenda Item</b>	<b>Approval of Minutes from May 23, 2019</b>
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the May 23, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the May 23, 2019, meeting minutes was made by Ms. Hillier and seconded by Mr. Bacon.*

Motion carried.

<b>Agenda Item</b>	<b>Tax Foreclosure Discussion</b>
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- a. 7 Grove Street, Mt. Morris**
  - Mr. Gunther reported that he is getting the title and abstract. Ms. Hillier noted that the abstract has been received. She added that the survey arrived today with no legal description, so she still needs to obtain that. She will draft the warranty deed and other transfer documents, and send them all to Genesee Valley Title Services for formal review, to make sure the title is clean.
  - The next step will be to do an environmental review, per the checklist received from Enterprise. Ms. Ellis confirmed that most of the items on the checklist can be completed by County staff. She noted that the checklist is a federal one from HUD, and that the one-page document, when completed, will result in multiple pages of supporting documentation and attachments.
    - In response to Mr. Coyle’s question: Completion of the checklist is a condition of the purchase and must be done before finalization. The process must be started right away. Mr. Gunther will oversee its completion.
    - Any issues that appear as a result of the checklist completion may annul the purchase.
  - Ms. Ellis added that a SEQR will need to be at the end of the process.

**b. 7283 Webster Crossing Road, Springwater**

- Mr. Gunther reported that the septic system has failed. He referred to the letter regarding replacement cost received from O’Brien’s Septic, and added that he will get a quote from Barefoot Septic, as well.
- The water well will probably fail because of bacteria present. Mr. Gunther expects the volume & lead test results any day now. After the results are received, the Land Bank has one of two options:

it can back out of the deal or ask for a discounted credit at closing.

- Ms. Hillier noted that the Land Bank needs to create a co-developer agreement document, so that the Land Bank is not subject to the decisions made by Habitat for Humanity. After a short discussion concerning the liens on the property, Mr. Coyle recommended that a co-developer agreement that benefits the Land Bank as well as the co-developer, be adopted.
- Mr. Gunther will keep the Board apprised of developments concerning the property.

**c. Tax Foreclosure Auction Discussion/List**

- Mr. Coyle recommended that property selections should be limited to those properties that are abandoned and unoccupied.
- Reference was made to the Land Bank Law and its language concerning the Land Bank’s bidding authority in a foreclosure auction situation.
- A discussion ensued regarding potential properties shown on the distributed foreclosure list and the spreadsheet of bank-owned properties compiled by Mr. Fuller. Members also talked about the auction process and the risk of objections after the Land Bank indicates its interest in acquiring a property.
  - The Land Bank will offer to pay the back taxes on any property it wishes to acquire.
  - By law, the property purchase is tax exempt for the Land Bank.
- Members agreed on three properties for potential acquisition, with the property on Lima Road, Geneseo as a first choice. The Planning Department will contact appropriate local officials to find out the occupancy status of the chosen properties.
- Members agreed on a plan of action regarding presenting their choice to the Ways and Means Committee. Chairman Pangrazio and Mr. Coyle will arrange to reschedule the upcoming Ways and Means Committee meeting to Tuesday, June 25, 2019, so that all pertinent Land Bank Board members can be in attendance.

Ms. Hillier left the meeting at 2:10 p.m.

<b>Agenda Item</b>	<b>Treasurer’s Report</b>
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Ms. Davies reported per the distributed document: The Ending Balance equals \$96,708.13.

*A motion to accept the Treasurer’s Report was made by Mr. Bacon and seconded by Mr. Coyle.*

The motion carried.

<b>Agenda Item</b>	<b>Organizational Actions/PARIS Reports/Bids</b>
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Mr. Gunther reported that there was nothing new to report on this topic.

<b>Agenda Item</b>	<b>Grant Contract Execution/ Due Diligence with Enterprise Community Partners, Inc.</b>
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Mr. Gunther reported that the Enterprise disbursement of \$37,776.70 had been received and deposited into the Land Bank’s account, per Ms. Davies’ Report.

<b>Agenda Item</b>	<b>NYLBA Update/Other Organizational Activities/General Discussion/Next Steps</b>
	<p><b>a. NYLBA Conference</b></p> <p>Mr. Gunther reported that he attended the Land Bank Conference, June 12-14, 2019, and that it was a good, informative experience.</p> <ul style="list-style-type: none"> <li>• The Conference included a tour of some of the Land Bank rehabilitation properties in the City of Buffalo.</li> <li>• He learned that, based on the experiences of the Buffalo, Rochester, and Syracuse Land Banks; commercial banks appear to be unwilling to give mortgages to anyone buying land bank properties. As an alternative, the land banks mentioned above have partnered with CDFIs – Community Development Financial Institutions. Path Stone is the local CDFI. <ul style="list-style-type: none"> <li>○ A short discussion ensued regarding this information and the possible realities behind the apparent practice.</li> </ul> </li> </ul>
<b>Agenda Item</b>	<b>Other Business</b>
	There was none.
<b>Agenda Item</b>	<b>Next Meeting</b>
	The next meeting will be on Thursday, July 25, 2019, at 1:30 p.m.
<b>Agenda Item</b>	<b>Adjournment</b>
	<p><i>Mr. Fuller moved to adjourn the meeting. Mr. Bacon seconded the motion.</i></p> <p>Motion carried.</p> <p>The meeting adjourned at 2:23 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by Linda Shanks, Senior Typist, Planning Department