

Livingston County Land Bank Corporation
Board of Directors Meeting
August 15, 2019
Meeting Minutes

Members: WILLIAM BACON, Economic Development; IAN COYLE, Livingston County Administrator; AMY DAVIES, Livingston County Treasurer; ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director WILLIAM FULLER, Real Property Tax Services; SHANNON HILLIER, Livingston County Attorney; DANIEL L. PANGRAZIO, Livingston County Board of Supervisors.

Staff: JOSEPH GUNTHER, Program Specialist.

Guests: ANDREW COLLINI, T.Y. Lin; SCOTT COPP, T.Y. Lin

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

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

Motion carried.

Agenda Item	Organizational Actions/PARIS Reports/Bids
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a. Resolution 9-19: Adopting the Privacy Policy

Mr. Gunther reported that the NYS Land Bank Association recommends that all Land Banks have a privacy policy. The policy lays out the process by which Land Bank staff are to handle and dispose of private personal and financial information of people or firms interacting with the organization.

Chairman Pangrazio asked for a motion to approve the Resolution.

A motion to approve Resolution 9-19 was made by Mr. Coyle and seconded by Mr. Fuller.

The motion carried.

b. Resolution 10-19: Authorizing Acquisition of 140 Lima Road

Mr. Gunther reported that the Board needs to take official action and approve the acquisition of 140 Lima Road in Geneseo. He reported that if approved, the Land Bank would formally bring the matter before the Ways and Means Committee of the Board of Supervisors at its meeting on August 26th. The Board discussed a price to formally offer for the property, and decided on \$20,000.

Chairman Pangrazio asked for a motion to approve the Resolution and offer a price of \$20,000 for 140 Lima Road.

A motion to approve Resolution 20-19 and offer a price of \$20,000 for Lima Road was made by Ms. Hillier and seconded by Mr. Bacon.

The motion carried.

c. Webster Crossing Co-Development Agreement

Mr. Gunther reported that a Co-Development Agreement has been drafted by Ms. Hillier. He reported that Enterprise has approved the draft document, and that the Board still needs to fill in a couple blanks/make some decisions. Mr. Gunther is scheduling a meeting with Habitat for Humanity leadership to present the Co-Development Agreement to them. Ms. Ellis and Ms. Hillier will also attend the meeting. The Board discussed the process of recouping some of its funds in a profit-sharing arrangement, and decided to seek the money the Land Bank used to acquire the property plus an additional 20% from the rest.

Chairman Pangrazio asked to a motion to approve the Co-Development Agreement with the agreed-upon profit-sharing arrangement.

A motion to approve the Co-Development Agreement with the agree-upon profit sharing arrangement of the Land Bank recouping the money it used to acquire the property, plus an additional 20% from the rest was made by Ms. Hillier and seconded by Ms. Ellis.

The motion carried.

Agenda Item Treasurer’s Report

Ms. Davies reported per the distributed document: The Ending Balance equals \$84,021.18

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

The motion carried.

Agenda Item T.Y. Lin

Chairman Pangrazio welcomed the representatives from T.Y. Lin and asked them to introduce themselves.

Mr. Collini and Mr. Copp introduced themselves, and explained the work that they have done regarding property redevelopment and other work for Land Banks. The Board discussed with them the demolition project at 7 Grove Street. Mr. Collini and Mr. Copp expressed their enthusiasm for this type of work and explained their past

Agenda Item Properties

a. 7 Grove Street, Mt. Morris

Mr. Gunther reported that they are still waiting on one final LLC document from the property owner before closing can happen. T.Y. Lin would assist on the demolition project.

b. 7283 Webster Crossing Road, Springwater

Mr. Gunther reported that the Co-Development Agreement was the only thing he needed for the property at that meeting. Ms. Hillier reported that she received the survey and has sent the survey and title along for a title exam.

c. 140 Lima Road

The Board decided to submit a formal offer for \$20,000, and to present the issue at the August 26th Ways and Means Committee. The Board decided Mr. Gunther would present the offer.

d. Mt. Morris Property List

Mr. Gunther reported that Mt. Morris Mayor Provo called him and discussed some properties for potential Land Bank acquisition. Mr. Gunther presented the properties to the Board. The Board decided to have Mr. Gunther research the property located at 52 Chapel Street as a potential Land Bank project.

Agenda Item Other Business

a. Property Analysis Presentation

Mr. Gunther presented a draft analysis of the housing market in the Census Designated Place of Greigsville, Town of York as an example of an analysis he would like to complete for the entire County. He reported that the data would be used in such a way as to better inform the Board to make decisions regarding where to focus project resources. The Board agreed that Mr. Gunther should move forward on such an analysis for the County.

Agenda Item Next Meeting

Chairman Pangrazio announced that the next meeting is scheduled for Thursday September 26, 2019 at 1:30 p.m. in Room 303B at the Livingston County Government Center.

Agenda Item Adjournment

Chairman Pangrazio asked if there was a motion to adjourn.

A motion to adjourn was made by Mr. Bacon and seconded by Ms. Hillier.

The motion carried. Chairman Pangrazio adjourned the meeting at 2:50 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by Joseph Gunther, Program Specialist, Livingston County Land Bank