

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**October 24, 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:** DAVID WALLACE, Livingston County Habitat for Humanity; GARY KONE, Livingston County Habitat for Humanity.

<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 September 26, 2019</b>
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the September 26, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the September 26, 2019, meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier.*

Motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Ms. Davies reported per the distributed document: The Ending Balance equals \$160,110.43.

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

The motion carried.

<b>Agenda Item</b>	<b>Habitat for Humanity Discussion</b>
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Mr. Gunther reported that he invited Mr. Kone and Mr. Wallace from the Livingston County Habitat for Humanity Board of Directors to discuss the Co-Development Agreement on the rehabilitation project at 7283 Webster Crossing Road. Mr. Kone and Mr. Wallace presented questions regarding the two options agreed upon by the Land Bank Board at its last meeting for the Co-Development Agreement.

The Board discussed the Agreement and concerns with Mr. Kone and Mr. Wallace. The Board agreed that the best path forward would be to amend the current Co-Development Agreement to require Habitat to apply the total acquisition costs incurred by the Land Bank toward the purchase price of the property and striking reference to the Land Bank receiving a portion of the funds it provided for rehabilitation back upon the sale of the property.

*A motion to amend the Co-Development Agreement with Habitat for Humanity, upon the condition of approval from the Land Bank's Grantor and maintaining language that the Land Bank approve certain*

*scopes of work of the rehabilitation was made by Mr. Coyle and seconded by Mr. Fuller.*

Motion Carried.

Agenda Item	Organizational Actions
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**a. FY 2020 Organizational Budget**

Mr. Gunther reported the proposed Fiscal Year 2020 for Board approval as required by the Authorities Budget Office. The Board recommended edits to the Budget, which Mr. Gunther agreed to make. The recommended edits were to increase expenditures for Professional Services Contracts to \$46,957; Other Operating Expenditures to \$20,000; and Capital Asset Outlay to \$272,457.

*A motion to approve the Fiscal Year 2020 Budget, with amendments was made by Ms. Hillier and seconded by Mr. Fuller.*

Motion Carried.

**b. 2019 Annual Audit**

Mr. Gunther reported that the Annual Audit needs to be completed, and that an audit engagement letter needed to be signed with Bonadio & Company.

Agenda Item	Properties
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**a. 7 Grove Street, Mt. Morris**

Mr. Gunther reported that next steps are executing a contract with T.Y. Lin and having the contractor complete an inspection and scope of work.

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

Ms. Hillier reported that a tentative closing date has been scheduled for the end of October.

**c. 140 Lima Road**

Mr. Gunther reported that a property appraisal was completed by Thomas Wamp, and that the electricity at the property was turned on by RG&E so the sub-pump would turn on and remove the water from the basement.

Agenda Item	Other Business
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**a. IRS 990 Exemption Application**

Mr. Gunther reported that the IRS has exemptions available to release the Land Bank from the requirement of filing a 990 Annual Tax Return. Bonadio & Company has applied for that for us and is inquiring with the IRS about the Land Bank's exemption status.

**b. 46 William Street – Dansville**

Mr. Gunther reported that he visited a two-unit structure in the Village of Dansville on October 23. He reported that the property is in decent shape, though there is a tenant in one unit. Ms. Hillier reported her belief that the Land Bank is only legally allowed to acquire vacant properties.

The Board expressed its opinion that the Land Bank should inquire more about the property, and directed Mr. Gunther to contact the Realtor listing the property to express the Land Bank's interest, inform regarding the legal position of the occupancy of the residence and to inquire about having the Land Bank's

project managers inspect the property.

<b>Agenda Item</b>	<b>Next Meeting</b>
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Chairman Pangrazio announced that the next meeting is scheduled for Thursday November 21, 2019, at 1:30 p.m. in Room 303B at the Livingston County Government Center.

<b>Agenda Item</b>	<b>Adjournment</b>
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Chairman Pangrazio asked if there was a motion to adjourn.

*A motion to adjourn was made by Mr. Bacon and seconded by Mr. Fuller.*

The motion carried. Chairman Pangrazio adjourned the meeting at 2:34 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by Joseph Gunther, Program Specialist.