

Livingston County Land Bank Corporation
Board of Directors Meeting
November 21, 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.

Agenda Item	Call to Order and Welcome
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Chairman Pangrazio called the meeting to order at 1:31 p.m. and welcomed the group.

Agenda Item	Approval of Minutes from October 24, 2019
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the October 24, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the October 24, 2019, meeting minutes was made by Ms. Hillier and seconded by Ms. Davies.

Motion carried.

Agenda Item	Treasurer's Report
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Ms. Davies reported per the distributed document: The Ending Balance equals \$130,583.26.

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

The motion carried.

Agenda Item	Organizational Actions
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a. Property Insurance

Mr. Gunther reported that per Enterprise requirements, the Land Bank has completed and filed applications for property insurance for 7 Grove Street and 7283 Webster Crossing Road. The annual premiums for insurance are roughly \$80 for Grove Street and \$300 for Webster Crossing Road.

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

Mr. Gunther reported that he and Ms. Ellis have tentatively scheduled Tuesday November 26th for TY Lin site visits at Grove Street and Lima road to begin developing scopes of work, project timelines and cost estimates. This is subject to Enterprise approval and execution of a contract with T.Y. Lin.

b. 7283 Webster Crossing Road, Springwater

Mr. Gunther reported that the Co-Development Agreement with Habitat was amended per the Board's direction. Ms. Ellis and Mr. Gunther reviewed the Agreement and submitted questions and comments to Ms. Hillier.

Mr. Gunther and Ms. Ellis visited Webster Crossing on Tuesday morning with Habitat's revised budget in hand to get a better understanding of the work Habitat proposes to complete, and at what cost. Mr. Gunther and Ms. Ellis reported Habitat's proposed rehabilitation budget, along with their comments.

c. 140 Lima Road

Mr. Gunther reported that a survey was completed of the property showing a small wire fence in one corner of the property that was situated partly on 140 Lima Road's land and on an adjoining neighbor's land.

d. 46 William Street – Dansville

Mr. Gunther reported that he has been in contact with the Realtor listing the property regarding getting TY Lin to visit the property, and the Land Bank's vacancy requirement before it can take title to a property. Shawn Rooney at the Land Bank completed a flood map for areas around the property showing that the property is in a flood zone in Dansville. Mr. Bacon expressed that this would require acquiring flood insurance for the property. Mr. Gunther asked the Board for their opinion and next steps. The Board decided not to pursue the property further.

Agenda Item	Other Business
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a. 2020 Meeting Calendar & Board Officers

Mr. Gunther reported that next month the Board will need to pass a resolution setting the 2020 Board meeting calendar. The Board decided to keep the meetings at the same time as in 2019 – 4th Thursday of every month except November and December at 1:30 p.m.

Mr. Gunther also reported that that he will present a resolution electing Board Officers for 2020 and asked anyone who wished to run for a different Board Office to report such desire to him or the Board.

Agenda Item	Next Meeting
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Chairman Pangrazio announced that the next meeting is scheduled for Thursday December 19, 2019, at 1:30 p.m. in Room 303B at the Livingston County Government Center.

Agenda Item	Adjournment
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Chairman Pangrazio asked if there was a motion to adjourn.

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

The motion carried. Chairman Pangrazio adjourned the meeting at 2:10 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by Joseph Gunther, Program Specialist.