

Livingston County Land Bank Corporation
Board of Directors Meeting
December 19, 2019
Meeting Minutes

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

Absent: ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director

Visitor: FRANK PROVO, Mayor of Village of Mount Morris; LOUIS STEIN, Code Enforcement Officer of Village of Mount Morris

Staff: JOSEPH GUNTHER, Program Specialist, JOCELYN BISHOP, Senior Typist

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. Mr. Gunther introduced and welcomed the new senior typist, Ms. Bishop.

Agenda Item	Approval of Minutes from November 21, 2019
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the November 21, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the November 21, 2019, meeting minutes was made by Ms. Hillier and seconded by Mr. Fuller

Motion carried.

Agenda Item	Treasurer's Report
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Enterprise deposit this month. Expenses totaled \$1,909.53

Ms. Davies reported per the distributed document: The Ending Balance equals \$169,834.23.

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. Resolution 11-19 Establishing Meeting Calendar for 2020

A motion to accept the Meeting Calendar for 2020 made by Ms. Hillier and seconded by Mr. Coyle

The motion carried.

b. Resolution 12-19 Electing Board Officers for 2020

The board elects no changes to be made to the offices currently held as follows: Daniel Pangrazio, Chair and FOIL Appeal Officer; Ian Coyle, Vice-Chair; Amy Davies, Treasurer; William Bacon, Secretary;

Shannon Hillier, FOIL Officer; Angela Ellis, Executive Director.

A motion to accept was made by Mr. Coyle and seconded by Mr. Bacon.

The motion carried.

Agenda Item	Properties
<p>a. 7 Grove Street, Mt. Morris</p> <p>i. TY Lin report & next steps</p>	<p>Mr. Gunther reports TY Lin did initiate the site report. They are currently drafting an RFP for demolition services. The final cost reported to be \$3200.00 for drafting the RFP and overseeing the demolition. Mr. Stein reported that the building needs to be condemned and a condemnation letter needs to be received by him. Mr. Gunther states we should hear back from TY Lin within 15 days. They will assist us in site inspections, selecting a contractor, making sure following all state, village and our guidelines, making sure the sewer is capped, utilities are turned off, etc. Mr. Gunther is going to speak to the adjacent property owner (Mr. & Mrs. Ogrady) to see if they are interested in purchasing the vacant lot.</p> <p>b. 7283 Webster Crossing Road, Springwater</p> <p>i. Habitat for Humanity Co-Development Agreement</p> <p>Updated by Ms. Hillier. Habitat has no objections to it. Ms. Hillier explains the major changes to the agreement. The section regarding sale proceeds has been changed to reflect the Land Banks desire to recover some of the funding that goes into Habitat for Humanity's silent second mortgage.</p> <p><i>A motion to approve the Habitat for Humanity Co-Development Agreement was made by Mr. Coyle and seconded by Mr. Fuller.</i></p> <p>The motion carried.</p> <p>ii. Habitat Budget, Work Plan, and Sale Price Explainer</p> <p>The budget does not match the work plan. The work plan is very detailed, but the budget is missing details regarding what Habitat for Humanity expects the Land Bank to pay for, as well as the types of materials that are required to complete work tasks as shown in the project timeline. The budget may not work for Enterprise or the Land Bank.</p> <p>c. 140 Lima Road, Geneseo</p> <p>Mr. Gunther is working with TY Lin to schedule a site visit, development plan, etc. They are aware of the mold and drainage problem on the property and the flooding in the basement. The next step is the site visit, then they will send a report, and cost estimate to move to construction phase, write an RFP, help us find a contractor, make sure the RFP is being followed, inspections, etc. The budget can be amended. Enterprise requires that at least 75% of funding has to be spent on the physical rehabilitation, demolition and property acquisition.</p>

Mr. Gunther is going to talk to Bill Mann in Central Services about removing the fence on the property. Following removal of the fence, Mr. Gunther will alert the surveyor to issue a clean survey.

Agenda Item

Other Business

a. 6 West Ave, Dansville

Single family home for potential future rehabilitation. Mr. Bacon announced that the location is in a good area. The home next to it was rehabbed about 10 years ago. Believed that properties in the area could be turned at probably \$75,000. The property is located just across from the old middle school (GCC). Mr. Bacon believes it may be in foreclosure. The listing was \$28,500. Enterprise has been pushing working with future development partners beyond Habitat, such as PathStone and Arbor.

b. 8 Adams St, Dansville

This property was considered a long time ago that were still looking to get funding for. In less than a year someone rehabbed and flipped it for just over \$100,000. There was a problem with the foundation that made it difficult to obtain funding. It was suggested to look at someone other than Habitat because rubblestone is prominent throughout the whole county. Brought up about a potential partnership with the contractor on this property.

c. Main St, Dansville

Mr. Coyle reported on a property in Dansville. There is a nursing home with a lien on it. The listing is between \$58,000-\$61,000. Mr. Bacon feels like rehab is fairly limited. It does not appear to need a lot of work, mainly cosmetic. Structurally, it is believed to be in good shape. He is unsure on condition of the roof on the property. Ms. Hillier reports it is a very contested estate. Mr. Coyle suggested to put on the back burner for now.

d. N. Church St, Nunda

Ms. Hiller reported that the property has a long history of being condemned, various infractions and violations, and an out of state owner. She believes owner purchased the property because he wanted control of future development. She believes owner would be willing to sell the property to our organization. It could be a potential next demolition. In terms of development partnerships, Mr. Gunther suggested demolishing the house then selling property for \$2,000 to Habitat for them to build a new house.

Mayor Provo and Mr. Stein mentioned multiple properties within the Village of Mount Morris that have the potential to be good properties to be acquired by the Land Bank Corporation for rehabilitation.

Mr. Coyle directed that any potential properties should be sent to Mr. Gunther for triage and review.

Mr. Coyle states Caledonia keeps coming up in inventory as a village to take a look at, two potential properties are on Lehigh St. and Iroquois Rd. These properties are to be discussed at the next meeting.

Next Meeting

Chairman Pangrazio announced that the next meeting is scheduled for Thursday, January 23, 2020, 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. Bacon

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:16 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist