

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**January 23, 2020**  
**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.

**Absent:** None

**Visitor:** None

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

<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 December 19, 2019</b>
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the December 19, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the December 19, 2019, meeting minutes was made by Ms. Hillier and seconded by Mr. Bacon.*

Motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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There was no deposit this month. Expenses totaled \$1,722.51

Ms. Davies reported per the distributed document: The Ending Balance equals \$168,111.72.

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

The motion carried.

<b>Agenda Item</b>	<b>Organizational Actions</b>
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**a. Resolution 1-20 Adopting Policies for 2020**

Mr. Gunther reported. The Public Authorities Law requires the Landbank to reapprove investment, internal control and procurement policies annually. These policies were sent out to the Board members a couple weeks prior to the monthly meeting. The Board feels that there is no amendment needed to these policies.

*A motion to accept the Resolution 1-20 Adopting Policies for 2020 was made by Mr. Fuller and seconded by Mr. Bacon.*

The motion carried.

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

**i. TY Lin Bid Package and Demolition Plan**

The bid package is missing some enterprise required language. TY Lin is updating the bid package. Ms. Ellis states she emailed a series of questions that she is currently waiting on responses by TY Lin. One question that was asked was the possibility of including an optional task of cleaning up around the bank by the creek. Regarding site security, curious about having the contractor rope off the site during off hours. Ms. Ellis is concerned regarding the erosion going down the bank. She is curious regarding stockpiling of soil materials; location sensitive based off of where they placed it on the plan. This is a question for the consultant.

**ii. Disposition Plan**

The Board has decided that side lotting would be the first choice as the disposition plan. Followed by greenway space if side lotting is not an option. The Board discussed the possibility of a nominal fee charged to the adjacent property owner. The Board would like the fee to not exceed \$1,000. Contingent on combining with current lot. The adjacent property owner would need to accept the existing survey map and are responsible for the update on the abstract. The Village of Mount Morris does not require a subdivision review for combining lots.

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

**i. Habitat for Humanity Co-Development Agreement**

The Habitat for Humanity Co-Development Agreement has been amended per their attorney’s letter. Some wording has been changed, but nothing that directly changes the content of the agreement. Enterprise has approved the agreement. The agreement, as well as the purchase and sale contract for the acquisition has been sent to Enterprise to be signed. After signed, we will sell and transfer property to them. Per the agreement, Enterprise needs to accept existing survey. There has been a minor update to the abstract. There will be no adjustments for the propane.

**c. 140 Lima Road, Geneseo**

Mr. Gunther reported that Central Services has been made aware and plan to remove the fence on the property. TY Lin is working on a report following their site visit last week. Following report, TY Lin will work on a rehab plan and rehab bid package. There were pictures of the property shown to the Board to show the current condition of the property.

Agenda Item	Other Business
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**a. 53 North Church St, Nunda**

The Board discussed this property in length. Believed to be a good demolition project as it has been condemned. Current owner purchased property at an auction for \$4,000. The Board would like to discuss with the current owner about possibly selling to the Landbank to be demolished. The Board is

not willing to purchase the property for more than the \$4,000.

**b. 3516 State Route 436, Ossian**

The Board discussed this property in length. The house perished in a fire in March of 2019. The house would be a good candidate for demolition. The Board decided to put this property on hold for the time being.

**c. 3343 Iroquois Rd, Caledonia**

This property is currently owned by the bank. It is listed for \$74,000. In order to acquire the property, the Board contacting the bank directly to inform them of the Landbank's interest and see if they would be willing to work with a non-profit organization.

**d. Mount Morris List**

The list was distributed to the Board at the meeting. The Village identified these properties and potential properties for the Landbank. It was suggested to focus on properties identified as a possible renovation project. Mr. Gunther is going to look more into the list and bring details to the next Landbank meeting in February.

**e. 9412 Main St, Dansville**

The Board discussed this property as a possible renovation. The Center for Nursing and Rehabilitation currently has a lien on the property. The lien is \$38,488. Currently there is an offer for the property for \$30,000. Enterprise approval is needed before taking any action on the property. Enterprise has raised objections to the Landbank buying properties for \$10,000 and \$20,000. In order to acquire this property, we would have to put up at least \$30,000. The Board decided they would revisit this property following Mr. Gunther's site visit.

**f. 7157 River Rd, Mount Morris**

This property is a manufactured, mobile home with a two-story attachment. This property is a potential demolition. Due to the possibility of having a difficult time obtaining a title, the Board decided that they were not interested in working with mobile home properties at this time.

**6538 Sonyea Rd, Mount Morris**

This property is a single-family residence that would be considered for a future rehab property. Mr. Gunther believes the property is owned by City Bank. Mr. Gunther is going to look more into the property to get more details.

**g. 2020 Audit**

The 2020 Landbank Audit took place on Monday and Tuesday, January 13<sup>th</sup> and 14<sup>th</sup> of this year. Mr. Gunther reported that the audit went very well. The auditors did however have two recommendations. They recommended that the Board members sign a statement of fiduciary duty after reappointment. Mr. Gunther had these forms available and had the Board sign them after the meeting. The second recommendation was to have a memorandum of agreement signed by Mr. Gunther to use County space, due to the fact that he is not a full time County employee. The Board decided this was not a recommendation they are going to pursue.

**Next Meeting**

Chairman Pangrazio announced that the next meeting is scheduled for Thursday, February 27, 2020, 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 2:28 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist