

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**February 27, 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:** RANDY SHEPARD, The Bonadio Group

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

<b>Agenda Item</b>	<b>Call to Order and Welcome</b>
--------------------	----------------------------------

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 January 23, 2020</b>
--------------------	--

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the January 23, 2019, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the January 23, 2020, meeting minutes was made by Mr. Fuller and seconded by Mr. Coyle.*

Motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
--------------------	---------------------------

There was no deposit this month. Expenses totaled \$1,877.10

Ms. Davies reported per the distributed document: The Ending Balance equals \$166,234.62.

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

The motion carried.

<b>Agenda Item</b>	<b>Organizational Actions</b>
--------------------	-------------------------------

**a. Land Bank Audit Presentation**

Mr. Shepard from The Bonadio Group presented the 2019 Land Bank financial and investment audit per the distributed documents.

Mr. Shepard directed the Land Bank to the audit adjustment page attached to the Record Communications Letter. The biggest drop in revenue was the grant revenue. He stated there were certain components of that grant that have not been earned yet. Therefore, that amount got taken out of revenue and put on the balance sheet as "unearned." Mr. Shepard reported that the rest of the audit went very well.

*A motion to accept the Land Bank Audit was made by Mr. Bacon and seconded by Mr. Coyle.*

Motion carried.

**b. Housing Needs Assessment**

Mr. Gunther presented per the distributed document.

The recommendations in the plan identified that the Land Bank will assist with the following:

- Identifying, acquiring, and mitigating issues in blighted deteriorating housing.
- Packaging of tax-delinquent homes and market to developers for low-cost single-family product.
- Piloting co-living and other alternative multi-family housing with the help from other suitable public-private partnerships and programs.
- Exploring co-living and other alternative housing models that reduce rent and maintenance responsibilities, while increasing socialization, health and safety for seniors.

Members expressed interest in keeping the recommendations in mind as moving forward with projects. No action taken.

**c. Resolution 2-20 Approving 2019 Annual Report and 2020 Work Plan**

Mr. Gunther presented per the distributed document.

*A motion to accept the Resolution 2-20 Approving 2019 Annual Report and 2020 Work Plan was made by Ms. Davies and seconded by Mr. Fuller.*

The motion carried.

**d. Resolution 3-20 Disposition of Title to a Property Located at 7283 Webster Crossing Road in the Town of Springwater**

Mr. Gunther presented. The resolution approves the sale of the property located at 7283 Webster Crossing Road in the Town of Springwater to Habitat for Humanity.

*A motion to accept resolution 3-20 Disposition of Title to a Property Located at 7283 Webster Crossing Road in the Town of Springwater was made by Ms. Hillier and seconded by Mr. Fuller.*

The motion carried.

Agenda Item	Properties
<p><b>a. 7 Grove Street, Mt. Morris</b></p> <p><b>i. TY Lin Bid Package and Demolition Plan</b></p>	<p>The request for bids was issued on February 12, 2020. The bids are due March 11, 2020. Mr. Gunther reports that he answered questions and gave documents to about 7 or 8 contractors. Most of the contractors were local. A few contractors were based out of Rochester, and one out of Albany. Mr. Coyle was concerned about what if no bids are received. Mr. Gunther states he will discuss with TY Lin on what our next steps would be. It was also suggested if that were the case to relook at the bid packet and see what could have caused there to be no bids and adjust as necessary.</p>

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

**i. Habitat for Humanity Update**

Habitat is currently doing construction on the property. Mr. Gunther is working on setting up a site visit to check on the work they are doing. Ms. Hiller is working on the documents in order to sell the property for \$1 to Habitat per the terms of the Co-Development Agreement. The electric and propane accounts have been transferred. Habitat still has to acquire property insurance. The Land Bank did have to make an \$800 purchase for the property because the propane ran out.

**c. 140 Lima Road, Geneseo**

**i. Fence and Closing**

The fence has been removed. The closing of the property is within the next week.

**ii. TY Lin**

TY Lin walked through the property a couple weeks ago. The Land Bank is currently waiting on a report with a recommended rehabilitation work and a scope of work. Following that, they will begin drafting a rehabilitation bid package and formal rehabilitation plan. We will probably have to go through two contractors. One for the rehabilitation work and another for the structural work due to the foundation.

Agenda Item	Other Business
-------------	----------------

**a. 39 Massachusetts St, Nunda**

The property is believed to be a possible demolition project. The property is in pre foreclosure from a bank. It was recommended to let the foreclosure process play out, but remain in contact with the bank. The ultimate goal would be for redevelopment if the Land Bank were to acquire the property. Partnering with Habitat may not be an option as they have previously stated that Nunda is too far south for them. The Land Bank would like to look into incorporating the Housing Needs Assessment by downsizing and placing a modular home on the property. Mr. Gunther states the bank is having a difficult time foreclosing on the property. That being said, Ms. Hillier suggested seeing if the bank would do a short sale in order to just be done with the property.

**b. 347 Leicester St, Caledonia**

The property is a possible rehabilitation property. The property is listed under \$20,000. Mr. Pangrazio and Mr. Gunther will get more details.

**c. 6583 Sonyea Rd, Mt. Morris**

This property is currently owned by City Bank. Mr. Gunther had a property visit last week. Externally, the property does not appear to be in the condition to warrant a demolition.

**d. 35 Grove St, Mt. Morris**

Mr. Coyle suggested taking a look at this property. It is currently bank owned and could potentially be a rehabilitation project.

**e. 1920 Buell Ave, Lima**

Mr. Gunther states that the State sent out a remedial action plan that is open for public comment. A public

information session is being held on March 17, 2020, at the DEC office in Avon. The State wants to remediate the property. The State laid out four remediation alternative plans. DEC has not determined who is going to pay for the remediation. This process could take a very long time. The Board decided to keep this property on the back burner as of now.

**f. Enterprise**

Mr. Gunther stated that Enterprise has expressed a willingness to give contract extensions if we are not yet complete with out work plan, but are in process. If it gets to the point where the Land Bank has not identified six properties and have not begun work, then Enterprise may stop the distribution of funds and may recapture any funds that have been distributed for any properties that have not been identified.

**Next Meeting**

Chairman Pangrazio announced that the next meeting is scheduled for Thursday, March 26, 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. Coyle and seconded by Ms. Davies.*

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:28 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist