

Livingston County Land Bank Corporation
Board of Directors Virtual Meeting
June 25, 2020
Meeting Minutes

Members: WILLIAM BACON, Economic Development; IAN COYLE, Livingston County Administrator; 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: AMY DAVIES, Livingston County Treasurer.

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

Agenda Item	Call to Order and Welcome
--------------------	----------------------------------

Chairman Pangrazio called the meeting to order at 1:30 p.m. and welcomed the group.

Agenda Item	Approval of Minutes from April 23, 2020
--------------------	--

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the April 23, 2020, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the April 23, 2020, meeting minutes was made by Ms. Hillier and seconded by Mr. Coyle.

Motion carried.

Agenda Item	Treasurer's Report
--------------------	---------------------------

Chairman Pangrazio reported per the distributed document: The starting balance was \$132,908.68.

Expenses

- Center State CEO Foundation: \$2,000
- Habitat for Humanity for Websters Crossing: \$2799.03
- 140 Lima Rd. water/sewer: \$61.93
- Program Specialist: \$828.78.
- Payroll: \$807.46.
- 140 Lima Rd. RG&E: \$23.33.

Total expenses were \$6,520.53. The Ending Balance equals \$126,388.15.

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

The motion carried.

Agenda Item	Organizational Actions
--------------------	-------------------------------

Agenda Item	Properties
--------------------	-------------------

- a. 7 Grove Street, Mt. Morris**

i. Contracting Update

Mr. Gunther reported that TY Lin has sent a draft contract. It has been sent to Ms. Hillier for her review and comments have been sent to TY Lin. Mr. Gunther reported the contract was missing some broad portions that would normally be included with a demolition. Mr. Gunther has asked for draft examples of contracts for demolition projects from other Landbanks and Enterprise as a reference. Following the changes, the finalized draft contract will be sent for Board approval and then to the contractor for execution. Ms. Hillier reported that the draft received by the Finger Lakes Landbank should be able to be used in order to draft a better contract.

b. 7283 Webster Crossing Road, Springwater

i. Habitat Update

Habitat has been continuing work on the property. Mr. Gunther will try to do a site visit within the next couple of weeks. Habitat has submitted two invoices for May and June. Mr. Gunther reports that \$26,636.00 is made available in our co-development agreement for reimbursement to Habitat for materials. The agreement identified items, such as septic tank, that the Landbank will not pay for because they were sub-contractor costs. Included in the June invoice, Habitat included a \$6,000 fee for installing the septic tank. Gary from Habitat states that with all the discounts, he does not expect to use the full \$26,636.00. Mr. Gunther and the board believes that per the co-development agreement, the Landbank cannot pay for the installation of the septic tank as it is not considered as materials.

Ms. Ellis reports that she rejected paying some expenses that Gary from Habitat submitted on the previous invoice because the expenses were not appropriate based on the co-development agreement currently in place. Ms. Ellis stated that if Habitat feels there are items that should be reimbursed, following the end of the project it can be brought to the board for possible reimbursement.

Ms. Ellis recommends that towards the end of the project, if Habitat submits some items to find out how much of the co-development expenses Habitat has paid for themselves.

c. 140 Lima Road, Geneseo

i. TY Lin Update

On June 9th, TY Lin did a second site visit on the property. TY Lin sent some drawings detailing the work that they believe needs to be done on the property Mr. Gunther and Ms. Ellis will do another site visit to review the drawings and what TY Lin feels needs to be completed. They will also add anything additional they feel needs to be done that was not included in TY Lin’s drawings.

It is expected by July 9th, TY Lin will send a detailed cost estimate for the work, as well as rehabilitation bid package to be sent out to contractors.

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

a. 52 Chapel Street – Mt. Morris

Mr. Gunther reports that the Mayor of Mount Morris, Mr. Provo brought this property to the Landbank for a possible rehabilitation project. It is currently in foreclosure by a mortgage holding institution, not a bank. The attorneys that are processing the foreclosure have been reached out to about the possibility of the Landbank acquiring the property. The attorneys and the bank are interested in a discussion once the foreclosure is completed. The attorneys expect the foreclosure to be completed in end of August or early September.

b. K&K Stripping – Lima

The DEC wants to go in and remediate. The property has some soil contaminate and some lead. Ms. Ellis and Mr. Coyle spoke with the DEC about the remediation. It includes an alternative that the DEC prefers for a partial demolition and cleaning up of the soil area. Mr. Gunther stated that he spoke with Enterprise regarding this property and their only concern was how willing of a partner is the DEC going to be with remediating the property.

The DEC is intending that they will have a funding source that will pay for a part of the remediation. The Landbank would then come in and finish the job and move the property towards residential development.

c. National Community Stabilization Trust

Mr. Gunther reports that this is a nonprofit organization that goes into participating communities and masks zombie properties and then attempts to connect the owners of those zombie properties to real-estate and housing organizations like Landbank. It is free to join. A couple months ago this was presented to the Landbank. What prevented from joining this organization was that the Landbank did not yet have 501C3 status. Mr. Gunther reports that we do now. It is believed that any help looking for properties would be beneficial. The board agreed to joining the organization.

Next Meeting

Chairman Pangrazio announced that the next meeting is scheduled for Thursday July 23, 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 Mr. Coyle.

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:02 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist