

Livingston County Land Bank Corporation
Board of Directors Meeting
January 28, 2021
Meeting Minutes

Members: 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; WILLIAM BACON, Economic Development; AMY DAVIES, Livingston County Treasurer

Guests: RANDALL SHEPARD, Bonadio Group; MURPHY SMYTH, Bonadio Group; JEFFREY PERKINS, LiRo Engineers; ROBERT KREUZER, LiRo Engineers; ANDREW COLLINI, T.Y. Lin International

Absent: IAN COYLE, Livingston County Administrator

Staff: JOSEPH GUNTHER, Community Development Specialist

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 November 19, 2020
--------------------	---

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the November 19, 2020, Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the November 19, 2020, meeting minutes was made by Ms. Hillier and seconded by Mr. Bacon.

The motion carried.

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

Ms. Davies reported per the distributed document: The starting balance was \$132,823.17.

Total expenses were \$14,134.65. The Ending Balance equals \$118,735.55.

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

The motion carried.

Agenda Item	Land Bank Audit Presentation
--------------------	-------------------------------------

Mr. Shepard of the Bonadio Group presented the 2020 draft Land Bank Audit report, including financial statements, investment letter and management letter.

Bonadio indicated that no deficiencies existed in the Land Bank's internal control during the audited year.

Bonadio did recommend that the Land Bank establish a process to provide a valuation of each property in its inventory at year end. The Land Bank agreed with this recommendation.

Agenda Item**LiRo Engineers**

Mr. Perkins of LiRo Engineers attended the Land Bank meeting to discuss his firm's proposal for project management services and answer questions from the Land Bank Board.

Ms. Hillier asked why LiRo uses one overall contract with task orders instead of a contract for every project with a scope of work pre-identified. Mr. Kreuzer answered that this is to give the Land Bank flexibility to set work orders as projects move along.

The Land Bank would have a single agreement with LiRo. Task orders outlining work and not to exceed costs would be issued for identified projects that LiRo works on.

Mr. Perkins reported that the firm would conduct initial site inspections, prepare a bid package and assist the Land Bank through the bid process for each property.

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

Mr. Gunther and Ms. Ellis presented to the Board an issue regarding the embankment at the property. The two reported that fallen trees had been pushed into the embankment possibly uncovering more trash. Mr. Gunther reported that he had been in contact with the demolition contractor regarding the issue.

Mr. Pangrazio directed Mr. Gunther to reach out to the Livingston County Highway Department to inquire about their ability to remove the trees and trash from the embankment.

b. 7283 Webster Crossing Road, Springwater**i. Habitat Update**

Mr. Gunther reported that work is continuing. Expected completion is around January or February of 2021. Mr. Gunther further reported that he, Ms. Ellis and Ms. Trimm had approved and distributed payments to Habitat for reimbursement as outlined in the Co-Development Agreement. Mr. Gunther said he would request from Habitat a document outlining total project cost for the project, including all funding sources.

c. 140 Lima Road, Geneseo**i. Bidding Update**

Mr. Collini joined the meeting to present the updated bid package for the project. Mr. Collini highlighted edits made to the bid package. Mr. Gunther reported that the bid package now contains information about the Land Bank and a requirement that all respondents attend the pre-bid conference on March 4.

Ms. Ellis and others inquired why ABS Foundation is listed in the bid package as the firm providing the foundational work in the basement. Mr. Collini responded that T.Y Lin has worked with the firm in the past and has found them to be the most knowledgeable in the region.

d. 1920 Buell Ave. K&K Stripping – Lima

Ms. Hillier reported that herself and Gary Bowitch went through the DEC agreement in depth. Once finished being reviewed, Mr. Bowitch will approach the DEC with a request to change the agreement based on their comments.

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

a. 3092 Main St. Caledonia

Mr. Pangrazio reported that a property in the Village of Caledonia is for sale and that the property may be a suitable property for rehabilitation. Mr. Pangrazio said he had been in contact with the property owner about seeing the property. Mr. Pangrazio, Ms. Ellis and Mr. Gunther agreed to visit the property the following day.

Agenda Item	Next Meeting
-------------	--------------

Chairman Pangrazio announced that the next meeting is scheduled for Thursday February 25, 2021, at 1:30 p.m. in Room 205/208 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. Davies.

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:44 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Joseph Gunther, Program Specialist.