

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**February 25, 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; IAN COYLE, Livingston County Administrator.

**Absent:**

**Staff:** JOSEPH GUNTHER, Community Development Specialist

<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 January 28, 2021</b>
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the January 28, 2021 Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the January 28, 2021, meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier.*

The motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Ms. Davies reported per the distributed document: The starting balance was \$117,463.43.

Total expenses were \$6,021.51. The Ending Balance equals \$111,441.92.

*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>Properties</b>
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**a. 7 Grove Street, Mt. Morris**

Mr. Gunther reported that he followed the Board's direction in January and asked Jason Wolfanger, Livingston County Highway Director, to take a look at the embankment and see if the department can remove the trash and trees. Mr. Wolfanger agreed and has said the department will remove the trash and trees as weather permits. Mr. Gunther reported that he talked with the adjacent property owner and indicated that the Land Bank would be removing the trash and debris and discussions for transfer could restart after clean-up.

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

**i. Habitat Update**

Mr. Gunther reported a document received from Habitat showing total rehabilitation costs paid by Habitat and the Land Bank. The document does not outline grant funding received by Habitat or include the value for labor or the cost to acquire the property. According to the document, as of the end of 2020, \$45,624.94 has been spent total on rehabilitation materials.

**c. 140 Lima Road, Geneseo**

**i. Bidding Update**

Mr. Gunther reported that he has responded to inquiries on the open bid to many contractors. The pre-bid conference is at 10:00 a.m. on Thursday March 4, 2021, at the property. Mr. Gunther said he will be reaching out to contractors again to encourage bidding and attending the pre-bid conference. Bids are due on March 18, 2021.

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

Ms. Hillier reported that she and Mr. Bowitch are still in contact with representatives from the DEC. Ms. Hillier reported that the DEC will not agree to a memorandum of understanding, but wants to enter into a formal settlement agreement, even though the County is not responsible for the contamination at the property.

The DEC has inquired about receiving a portion of the revenue from the sale of the property. Ms. Hillier raised the prospect of demolishing the structure and remediating the soil without a written agreement with the DEC. The Board decided to explore that option further, in case obstacles continue to prevent a formal agreement with the DEC.

**Agenda Item**

**Other Business**

**a. 3092 Main St. Caledonia**

Mr. Gunther reported that he, Mr. Pangrazio and Ms. Ellis saw this property on January 29. Mr. Gunther said he thought the property is in good enough shape for rehabilitation. He reported that TY Lin will be conducting an initial site inspection on Thursday March 4.

**b. 2020 Land Bank Financial Audit**

Mr. Gunther presented the final financial audit documents prepared by Enterprise and requested that a motion and vote on the documents be made.

*A motion to accept the 2020 Land Bank Financial Audit was made by Mr. Fuller and seconded by Mr. Coyle.*

The motion carried.

**c. 2020 Annual Report and 2021 Work Plan**

Mr. Gunther reported the Land Bank's annual report and work plan. Mr. Pangrazio requested that Mr. Gunther write a press release and post pictures of before and after work for the 7 Grove Street demolition

and 7283 Webster Crossing Road rehabilitation on the website.

Mr. Gunther requested that a motion and vote on the annual report and work plan.

***A motion to accept the Land Bank 2020 Annual Report and 2021 Work Plan was made by Mr. Coyle and seconded by Mr. Fuller.***

The motion carried.

**d. LiRo Engineers**

Mr. Gunther reported that he, Ms. Hillier and Mr. Bacon met on Monday February 22, 2021, with representatives from LiRo to engage in a small discussion about LiRo's proposal and what the Land Bank is looking for in services. Mr. Gunther reported that he thought the discussion was worthwhile as he feels LiRo has a better understanding of what is requested of them. LiRo is going to amend their proposal and contract template to reduce costs and better reflect the Land Bank's requests.

Mr. Pangrazio asked how many engineers the Land Bank should have contracts for services with. Mr. Coyle said he would forward contacts from a third engineering firm to Mr. Gunther.

**e. Land Bank Insurance**

Ms. Ellis reported that the Land Bank has been invoiced a reimbursement to Livingston County for its share of the General Liability Insurance for 2019-2020 and 2020-2021. The total invoiced for reimbursement is over \$30,000. Ms. Ellis asked if the members would like to conduct an RFP process for insurance services. Members concurred.

Agenda Item	Next Meeting
Chairman Pangrazio announced that the next meeting is scheduled for Thursday March 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.  <b><i>A motion to adjourn was made by Mr. Bacon and seconded by Mr. Coyle.</i></b>  The motion carried.  Chairman Pangrazio adjourned the meeting at 2:15 p.m.	

Respectfully submitted, William Bacon, Secretary

Recorded by, Joseph Gunther, Program Specialist.