

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**July 1, 2021 Special Meeting**  
Meeting Minutes

**Members:** WILLIAM FULLER, Real Property Tax Services; DANIEL L. PANGRAZIO, Livingston County Board of Supervisors; IAN COYLE, Livingston County Administrator; ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director; SHANNON HILLIER, Livingston County Attorney; WILLIAM BACON, Economic Development

**Absent:** AMY DAVIES, Livingston County Treasurer

**Staff:** JOSEPH GUNTHER, Community Development Specialist; JOCELYN BISHOP, Senior Typist

**Agenda  
Item**

**Call to Order and Welcome**

Chairman Pangrazio called the meeting to order at 11:01 a.m. and welcomed the group.

**Agenda  
Item**

**Approval of Minutes from May 27, 2021**

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the May 27, 2021 Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

*A motion to approve the May 27, 2021, meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier.*

The motion carried.

**Agenda  
Item**

**Treasurer's Report**

Chairman Pangrazio reported per the distributed document: The starting balance was \$97,174.08.

Total expenses were \$6,329.49. The Ending Balance equals \$90,844.59.

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

The motion carried.

**Agenda  
Item**

**Properties**

- a) 7 Grove St. – Mt. Morris
- i) Sale

Mr. Gunther reported that he has been in touch with the O'Gradys regarding the sale of 7 Grove Street. The O'Gradys are working with an attorney and will be submitting purchase offer. The amount of the purchase will be for \$1.00 plus any costs incurred with the disposition of property titles. Mr. Gunther stated that the Board has not approved a formal resolution authorizing the disposition of title to 7 Grove Street and requested that the action be taken.

***A motion to approve Resolution 3-21 Authorizing Disposition of Title to 7 Grove Street was made by Mr. Bacon and seconded by Mr. Fuller.***

The motion carried.

**b) 7283 Webster Crossing Rd. – Springwater**

**i) PR/Marketing**

Mr. Gunther reported that he met with Habitat’s Development Committee in June to discuss marketing opportunities for the property. He said Habitat will be holding a project completion event, with the media invited, at a later date. Mr. Gunther reported that the Land Bank Board is invited to attend. More information will be forthcoming when the date is set.

**c) 140 Lima Rd. – Geneseo**

**i) Co-Development Agreement**

Mr. Gunther reported that the Habitat for Humanity Board has concerns with the sale proceeds language in the Co-Development Agreement. Specifically, Habitat objects to the language that states that the Land Bank shall not receive less than \$50,000 from the sale of 140 Lima Road. Habitat has recommended the language be amended to include, “unless the parties mutually agree otherwise” in the sale proceeds section.

***A motion to amend the 140 Lima Road Co-Development Agreement was made by Mr. Coyle and seconded by Mr. Fuller.***

The motion carried.

Mr. Gunther reported that Habitat removed and trimmed trees and bushes on the property without asking permission. Mr. Gunther talked with Habitat’s leadership and expressed the Land Bank’s opposition to such a move. The trees and bushes were removed by Village of Geneseo and Habitat officials the week of the Board meeting.

**ii) Sale to Habitat**

Once the agreement is signed, the land bank will be donating the property to Habitat for \$1.

**iii) Schedule**

Mr. Gunther reported that once a Co-Development Agreement is signed Habitat will be able to begin work. Habitat has indicated that it will be able to complete the project by the end of 2021.

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

**i) Bid Package**

Mr. Gunther reported that he is working with T.Y. Lin to get the bid package completed for review by the DEC and Land Bank Board. Mr. Gunther stated that a bid package is due by July 6 to the DEC and that he would request an extension on the timeline.

Mr. Gunther expressed a desire for an expedited timeline once the bid package is completed.

***A motion to authorize the publication of a bid package for the demolition of 1920 Buell Avenue, subject to approval by the Land Bank Executive Director and County Attorney was made by Mr. Bacon and seconded by Mr. Coyle.***

The motion carried.

**ii) Schedule**

Mr. Gunther reported his desire was to publish a bid package in July, receive bids by August to have a contract signed and the structure demolished by September/October.

**e) Tax Foreclosure Auction**

**i) Property discussion**

Mr. Gunther reported that there were over 40 properties remaining on the tax foreclosure list to be auctioned in August. He narrowed down the list to six properties that meet the Land Bank's mission. He presented pictures to each of the six properties.

The Board expressed preference for 3086 Mill Street in the Village of Caledonia, 24 Stanley Street in the Village of Mt. Morris and 32 Jefferson Street in the Village of Dansville.

Mr. Pangrazio stated that he would like Mr. Gunther to report the Land Bank's acquisition request to the Livingston County Board of Supervisors Ways and Means Committee meeting later in July. The Board directed Mr. Gunther to write a memo outlining the Land Bank's request and present to the Ways and Means Committee.

The Board established an acquisition preference for the properties as follows:

1. 3086 Mill Street in the Village of Caledonia
2. 24 Stanley Street in the Village of Mt. Morris
3. 32 Jefferson Street in the Village of Dansville.

***A motion to authorize the acquisition of 3086 Mill Street in the Village of Caledonia, 24 Stanley Street in the Village of Mt. Morris and 32 Jefferson Street in the Village of Dansville and present such acquisition request to the Livingston County Board of Supervisors was made by Mr. Coyle and seconded by Mr. Fuller.***

The motion carried.

**Other Business**

**a) Funding discussion**

**i) CDBG CARES**

Mr. Gunther reported that the CDBG-CV funding is eligible under the CARES Act of March 2020. Minimum awards amounts are \$100,000 per project. The funding could be used to conduct a development framework for a supportive and emergency housing project.

**ii) AHC**

Mr. Gunther reported that this is the grant that Habitat for Humanity uses. This type of funding is used primarily for property construction and new builds. This is often used as gap financing in conjunction with other funding. The maximum award is \$35,000 per project.

**iii) HHAP/ESSHI**

Mr. Gunther went over the distributed document regarding the grants with the board. Ms. Ellis recommended figuring out which funding source the board would like to use before jumping in to another property. Mr. Gunther reported that these types of funds could be used in conjunction with CDBG-CV funds for the development of emergency and supportive housing units. CDBG-CV would be used for the framework, HHAP for the capital costs related to project development and ESSHI for administrative and operating expenses.

<b>Agenda Item</b>	<b>Next Meeting</b>
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Chairman Pangrazio announced that the next meeting is scheduled for Thursday July 22, 2021, at 1:30 p.m. in Room 205/208 at the Livingston County Government Center.

<b>Agenda Item</b>	<b>Adjournment</b>
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Chairman Pangrazio asked if there was a motion to adjourn.

*A motion to adjourn was made by Mr. Coyle and seconded by Mr. Bacon.*

The motion carried.

Chairman Pangrazio adjourned the meeting at 12:04 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist.