

Livingston County Land Bank Corporation
Board of Directors Meeting
December 16, 2021
Meeting Minutes

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

Absent: WILLIAM BACON, Economic Development

Staff: JOSEPH GUNTHER, Community Development Specialist; MEGAN CROWE, Senior Planner; 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 October 28, 2021

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

A motion to approve the October 28, 2021, meeting minutes was made by Mr. Fuller and seconded by Mr. Coyle.

The motion carried.

**Agenda
Item**

Treasurer's Report

Ms. Davies reported per the distributed document: The starting balance was \$209,491.09.

Total expenses were \$7,536.09. The Ending Balance equals \$201,955.00.

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

The motion carried.

**Agenda
Item**

Resolutions

a) Resolution 4-21 Establishing Meeting Calendar for 2022

The board unanimously agreed to keep the meeting dates as the fourth Thursday of every month, with the exception of November and December, which will be held on the third Thursday of the month at 1:30 p.m. in room 205/208.

A motion to accept resolution 4-21 Establishing Meeting Calendar for 2022 was made by Ms. Davies

and seconded by Mr. Coyle.

The motion carried.

b) Resolution 5-21 Electing Board Officers for 2022

The board unanimously agreed to keep the current officers for the year of 2022.

Officers are as follows:

Daniel Pangrazio- Chairman & FOIL Appeal Officer

Ian Coyle- Vice Chairman

Angela Ellis- Executive Director

Amy Davies- Treasurer

William Bacon- Secretary

Shannon Hillier- FOIL Officer

William Fuller- Member

A motion to accept resolution 5-21 Electing Board Officers for 2022 was made by Mr. Fuller and seconded by Mr. Coyle.

The motion carried.

**Agenda
Item**

Financial Audit

Mr. Gunther presented the engagement letter that needs to be signed by the Chairman. Mr. Gunther asked for a motion to authorize the Chairman to sign the engagement letter to begin the 2022 financial audit.

A motion to approve the signing of the engagement letter was made by Ms. Davies and seconded by Mr. Fuller.

The motion carried.

**Agenda
Item**

Properties

a) 7283 Webster Crossing Rd. – Springwater

Mr. Gunther reported that Mr. Kone asked for reimbursement of \$5,600 for the septic. The board agreed to the reimbursement. The project ended up being under budget by almost \$6,000.

b) 140 Lima Rd. – Geneseo

i. Progress Update

Mr. Gunther reported that a call was received by a neighbor stating that ever since Habitat dug a hole, water has been pooling and not draining in her lawn. Habitat said that they have fixed the problem. Mr. Gunther went to the property to check on Tuesday and did not see any problems. Habitat will look into the neighbor's concerns.

Mr. Gunther reported that the rehabilitation of 140 Lima Rd. in almost completed. Mr. Gunther reported that there is a family that is interested in the property. According to Mr. Kone, the property will not be able to be sold until the middle of 2022 because of the grant. However, the family can be moved in on rental basis if the board chooses. Mr. Pangrazio showed concerns as to if the renters decided not to purchase the property or if they damage the property. Mr. Gunther is going to check with Habitat on the details of the rental contract before the board makes a decision.

c) 1920 Buell Ave. K&K Stripping – Lima
i. Demolition

Mr. Gunther sent pictures of the demolition to the board prior to the meeting. The debris was hauled out on Wednesday. The DEC is likely to wait until spring to finish up with their portion.

e) 24 Stanley St. – Mt. Morris
i. Enterprise Funding Discussion

Mr. Gunther and Ms. Ellis went over the distributed funding documents with the board. Enterprise needs to make a decision whether or not they are going to provide the remaining \$106,000, which is roughly what will be needed to do the rehabilitation. Ms. Ellis stated as of now, the discussion is Enterprise is inclined to not provide the \$106,000. Ms. Ellis stated she has been going back and forth with Enterprise for the last couple days. Ms. Ellis stated she feels the board would want to move forward with the project and request leniency from Enterprise on the deadline of March 31st. Ms. Ellis stated she feels that it may be possible to get an extension of another quarter, therefore a deadline of June 30th. Ms. Ellis asked how the board feels about the chances of fast tracking the process to meet that deadline? The board feels like that is definitely possible.

f) 32 Jefferson St. – Dansville
ii. Enterprise Funding Discussion

Enterprise feels comfortable moving forward with funding because the project is a demo and will likely be completed by March 31st.

iii. LiRo Proposal

The board would like to have LiRo go ahead and draft the proposal.

iv. Survey Boundary Discussion

Ms. Hillier stated that the neighbor to the right's concrete pad and fence encroaches on this property. The options for a clean title are to see if the neighbor will sign a boundary line agreement or to remove the fence and remove the concrete. It is believed that the neighbor to the left of the property will sign a boundary line agreement without problems. Ms. Ellis stated that the one adjacent property owner is interested in acquiring the lot. Ms. Hillier asked the board if they would like to press forward and take title and begin the demo and worry about the boundary lines as they come up, or to solve the boundary line issue first? The board agrees to try to get in touch with both neighbors about the boundary line agreements first and see what they say. Ms. Hillier will draft the agreements.

Other Business

a. American Rescue Plan Allocations

Mr. Coyle stated that the County is due in January to consider ARPA. Two are unrelated to land bank. Which are small business and tourism. Mr. Coyle brought up a land bank allocation. This will be discussed at the Ways of Means in January. Mr. Coyle was thinking of \$500,000.

b. Stratford and Crest Hill Motels- Supportive/Emergency Housing Project

Chairman Pangrazio asked for a motion to move this topic from number 6 on the agenda to other business.

A motion to move agenda item #6 to other business was made by Mr. Coyle and seconded by Ms. Hillier.

The motion carried.

A motion to move into an executive session for the purpose of discussing the proposed acquisition, sale or release of real property was made by Ms. Ellis and seconded by Mr. Coyle.

The motion carried.

A motion to end the executive session was made by Mr. Coyle and seconded by Mr. Fuller.

The motion carried.

No action was taken.

Agenda Item	Next Meeting
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Chairman Pangrazio announced that the next meeting is scheduled for Thursday January 27, 2022, at 1:30 p.m. in Room 205/208 at the Livingston County Government Center.

Agenda Item	Adjournment
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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. Fuller.

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:45 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist.