

Livingston County Land Bank Corporation
Board of Directors Meeting
January 27, 2022
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; WILLIAM BACON, Economic Development

Absent:

Staff: JOSEPH GUNTHER, Community Development Specialist; MEGAN CROWE, Senior Planner; JOCELYN BISHOP, Senior Typist

Guests: DIANE DEANE, Department of Social Services; JEFF PERKINS, LiRo

**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 December 16, 2021

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the December 16, 2021 Draft Meeting Minutes. Hearing none, he asked for a motion to approve them.

A motion to approve the December 16, 2021 meeting minutes was made by Ms. Hillier and seconded by Mr. Coyle.

The motion carried.

**Agenda
Item**

Treasurer's Report

Ms. Davies reported per the distributed document: The starting balance was \$201,955.00.

Total expenses were \$24,944.65. The Ending Balance equals \$177,010.35.

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

The motion carried.

**Agenda
Item**

Stratford and Crest Hill Motels- Supportive/Emergency Housing Project

a) Update on Scope of Work for MRB Financial Analysis

Ms. Ellis presented. Ms. Ellis and Ms. Crowe are working with MRB on the scope of work for the financial analysis. This will be going in front of the Public Services Committee next week for a contract of \$12,500. Catholic Charities is also included in the scope of work. Catholic Charities

received an ESHI grant for funding of supportive case management services. The goal is to have the scope of work done by February 24th. Ms. Ellis mentioned to the board that there are two options when it comes to the appraisal. A less extensive appraisal can be done to help the land bank make a decision; however, a more extensive appraisal will need to be done for the purposes of submitting a grant application. The board members would like to just go with the more extensive appraisal as it will be needed for the grant application.

Ms. Deane gave some data to the board members. Of the 4,983 nights of emergency housing in 2021, 4,314 are single individuals. If someone stays in temporary housing for a month, it costs between \$2,200-\$2,500 a month. In 2017, there were only 14 repeat people. In 2021, there were 82 repeat people. And of those 82, multiple needed assistance more than twice. The number of people each month in 2021 who needed emergency housing ranged from a low of 9 people to a high of 29 people.

The board asked Ms. Deane how many units she feels would be sufficient. Ms. Deane stated that in a perfect world, there would be at least 20 units.

Chairman Pangrazio asked for the year of 2021, what was the total paid out for emergency housing? Ms. Deane stated in total, \$523,072.

Agenda Item	ARPA Funding Proposal
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a) Request for \$500,000.00

Mr. Gunther presented the distributed document with the board. The goal is to use other funds first before the ARPA funding.

Agenda Item	2021 Financial Audit Update
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Murphy with Bonadio will be doing a virtual audit. The results will be presented at the next land bank meeting in February.

Agenda Item	Properties
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a) 24 Stanley St. – Mt. Morris

i. Discussion on Project Scope with LiRo

Mr. Perkins explained to the board the extent of the needed upgrades to the property. Including, upgrading the electrical panel, furnace and hot water heater. The exterior doors will need to be replaced. The front porch will need to be finished. It appears there are no noticeable leaks in the roof, therefore the roof does not need to be replaced right now. Landscaping around the property will be added as an alternate in the proposal. The board would explore both renting and resale as options to do with the completed property.

b) 32 Jefferson St. – Dansville

i. Discussion on Project Scope with LiRo

Mr. Perkins explained that this property will be a controlled demolition due to asepsis. The goal is to have the bid documents out within the next two weeks. The land bank will reach out to the Village to have them condemn the property.

c) 140 Lima Rd. - Geneseo
i. Progress Update

Mr. Gunther presented. Habitat is basically done with the rehabilitation. Habitat is in the process of sending invoices for reimbursement. A template contract for early occupancy will be sent to the board members so they can review it. The board members are curious as to how payment works if they rent out the property. Mr. Gunther is going to check with Mr. Kone and get back to the board on the specifics.

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

Mr. Gunther presented. The demolition is complete. The Department of Conservation will be going in sometime in the spring to do their portion. After the DEC does what they need to do, the County can sell the lot for residential uses.

**Agenda
Item**

Other Business

a) Mobile Home Replacement Program

Mr. Gunther reported that there is a new round of CDBG funding this summer. Cattaraugus Community Action will manage the program; however, the County will manage the administrative aspects of the program. Mr. Gunther stated that there will be a meeting with Cattaraugus Community Action next week to get the specifics and form a schedule.

A motion to go into executive session to discuss employment history was made by Ms. Ellis and seconded by Mr. Coyle.

A motion to end the executive session was made by Mr. Bacon and seconded by Ms. Davies.

Executive session ended at 2:49 p.m.

No action was taken.

**Agenda
Item**

Next Meeting

Chairman Pangrazio announced that the next meeting is scheduled for Thursday February 24, 2022, 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. Coyle and seconded by Mr. Fuller.

The motion carried.

Chairman Pangrazio adjourned the meeting at 2:50 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Jocelyn Bishop, Senior Typist.