

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**May 26, 2022**  
**Meeting Minutes**

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

**Absent:** WILLIAM BACON, Economic Development; SHANNON HILLIER, Livingston County Attorney.

**Staff:** JOSEPH GUNTHER, Community Development Specialist; MEGAN CROWE, Senior Planner;

**Guests:**

**Agenda  
Item**

**Call to Order and Welcome**

Mr. Pangrazio called the meeting to order at 1:30 p.m. and welcomed the group.

**Agenda  
Item**

**Approval of Minutes from April 28, 2022**

Mr. Pangrazio asked if there were any additions, corrections, or deletions to the April 28, 2022 Draft Meeting Minutes.

*A motion to approve the April 28, 2022 meeting minutes was made by Ms. Davies and seconded by Mr. Coyle.*

The motion carried.

**Agenda  
Item**

**Treasurer's Report**

Ms. Davies reported per the distributed document: The starting balance was \$164,571.95.

Total expenses were \$8,270.00. Total deposits were \$0.00. The Ending Balance equals \$156,301.95.

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

The motion carried.

**Agenda  
Item**

**Properties/Projects**

**a) Supportive Housing Project**

Mr. Coyle reported that the Board of Supervisors has been presented this project in a number of meetings. He reported that feedback has been positive. The Supportive Housing Project working group

has a meeting scheduled in June to continue this project.

Ms. Crowe reported that she has had a couple of conversations with staff at NYS Homes and Community Renewal (HCR). The conversations have been positive and the group believes a funding opportunity through the HOME-ARP program will open in 2022.

**b) 24 Stanley St. – Mt. Morris**

Mr. Gunther reported that the bid package for the project was published in May. Mr. Gunther and Jeff Perkins of LiRo Engineers held a pre-bid conference at the site on May 20, 2022. A representative from one contractor attended. Mr. Gunther said a second pre-bid conference may be scheduled.

Mr. Gunther reported that he expects at least one bid on the project.

*A motion to award a bid for the rehabilitation of 24 Stanley Street to the lowest responsible bidder, subject to the review and recommendation from representatives at LiRo Engineers and approval of the Land Bank Executive Director and County Attorney was made by Mr. Fuller and seconded by Ms. Davies.*

The motion carried.

**c) 32 Jefferson St. – Dansville**

Mr. Gunther reported that the bid package for the project was published in May. Mr. Gunther posted the bid package to the Land Bank website and advertised it with others.

Mr. Gunther said he expects to receive 2-3 bids on the project.

*A motion to award a bid for the demolition of 32 Jefferson Street to the lowest responsible bidder subject to the review and recommendation from representatives at LiRo Engineers and approval of the Land Bank Executive Director and County Attorney was made by Mr. Coyle and seconded by Mr. Fuller.*

The motion carried.

**d) 140 Lima Road – Geneseo**

Mr. Gunther reported that Habitat for Humanity needs to finish the installation of a new roof to close out the project. Based on conversations with Gary Kone at the last meeting, Mr. Gunther reported the consensus of the Land Bank Board was to amend the Co-Development Agreement to allow for an up front distribution of the Land Bank's sales proceeds prior to the sale of the property, with any proceeds over \$100,000 to be split equally between both parties.

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

Mr. Gunther reported that he is in contact with local DEC officials on soil cleanup and site restoration.

The DEC said it hoped to begin cleanup in May, but will probably not happen until sometime in the summer.

**f) Mobile and Manufactured Home Replacement Project**

Mr. Gunther reported that HCR released the NOFA announcing the next CDBG Housing funding round in May. Applications are due August 26, 2022. Mr. Gunther reported he is working with partners at CCA on preparing the application.

The most immediate task is preparing a waiting list of potentially eligible properties to be submitted along with the application.

**g) 2022 Tax Foreclosure List**

Mr. Gunther presented a list of potentially eligible properties from the Tax Foreclosure list. Most were occupied. A few were mobile homes. Considering Land Bank criteria and policy, the Board determined none of the properties presented were suitable for acquisition.

The Board instructed Mr. Gunther to review the full foreclosure list again and check for any other eligible properties.

Mr. Pangrazio presented a property at 2800 James Doyle Drive in Caledonia. The Board agreed to review the property. Mr. Pangrazio and Mr. Gunther agreed to take a look at the property.

**Agenda  
Item**

**Other Business**

**a) Land Bank ARPA Funding**

Mr. Gunther reported that he had prepared a scope of work for the Land Bank ARPA funding sub-recipient agreement with the County, as requested by Ms. Hillier. Mr. Gunther presented the scope of work to the Board. Mr. Coyle stated that the document should be sufficient to meet County needs.

**b) NYS Budget – Land Bank Funding**

Mr. Gunther reported that he is participating in a call with NYS Land Bank Association and HCR officials to learn more about the \$50 million in funding for land banks included in the 2022-2023 NYS Budget. The call is scheduled for June 3, 2022.

**Agenda  
Item**

**Adjournment**

Mr. Pangrazio asked if there was a motion to adjourn.

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

The motion carried.

Mr. Pangrazio adjourned the meeting at 2:21 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Joseph Gunther, Community Development Specialist