

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**June 23, 2022**  
Meeting Minutes

**Members:** DANIEL L. PANGRAZIO, Livingston County Board of Supervisors; IAN COYLE, Livingston County Administrator; WILLIAM FULLER, Real Property Tax Services; WILLIAM BACON, Economic Development; SHANNON HILLIER, Livingston County Attorney.

**Absent:** AMY DAVIES, Livingston County Treasurer; ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director.

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

**Guests:** MEGAN CROWE, Senior Planner.

**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 May 26, 2022**

Mr. Pangrazio asked if there were any additions, corrections, or deletions to the May 26, 2022 Draft Meeting Minutes.

*A motion to approve the May 26, 2022 meeting minutes was made by Mr. Bacon and seconded by Ms. Hillier.*

The motion carried.

**Agenda  
Item**

**Treasurer's Report**

Ms. Davies reported per the distributed document: The starting balance was \$156,301.95.

Total expenses were \$13,069.75. Total deposits were \$10.00. The Ending Balance equals \$143,232.20.

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

The motion carried.

**Agenda  
Item**

**ARPA**

**a) Action Item: Approve Sub-recipient Agreement with Livingston County**

Mr. Gunther reported that Ms. Hillier has developed a sub-recipient agreement to be executed by the County and Land Bank to allow for the distribution of \$500,000.00 in ARPA funding to the Land Bank, as approved by the County Board of Supervisors. Mr. Gunther asked for a motion and a vote authorizing the Executive Director to sign a sub-recipient agreement with the County.

*A motion to authorize the Executive Director to sign a sub-recipient agreement with Livingston County for the distribution of ARPA funding to the Land Bank was made by Mr. Fuller and seconded by Ms. Hillier.*

The motion carried.

**b) Action Item: Approve ARPA Scope of Work and Budget**

Mr. Gunther presented an update Land Bank ARPA Scope of Work and Budget to the Board. The Scope of Work and Budget will be included in the sub-recipient agreement package with the County. He reported that the Scope of Work includes the programs and projects that he and Ms. Ellis covered in their presentation to the Ways and Means Committee of the County Board of Supervisors. Mr. Gunther also reported that the Budget is based on a percentage pie chart for use of funds that was included in the presentation to the Ways and Means Committee. He asked for a motion and a vote approving the Scope of Work and Budget document.

*A motion to approve the Land Bank ARPA Scope of Work and Budget was made by Mr. Coyle and seconded by Mr. Fuller.*

The motion carried.

**c) Property Acquisition Strategy**

Mr. Gunther reported that he has reached out to financial institutions regarding the three properties presented at the last meeting. The financial institutions all said the properties will be listed at bank auction websites for sale.

The Board instructed Mr. Gunther to keep an eye out on those properties for potential acquisition.

Mr. Pangrazio said he and Mr. Gunther will visit a property in Caledonia at James Doyle Drive in the near future.

<b>Agenda Item</b>	<b>Properties/Projects</b>
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**a) Supportive Housing Project**

Mr. Coyle reported that the Board of Supervisors expressed some questions and concerns regarding this project in their latest discussion. The Board of Supervisors did approve a resolution authorizing the County to submit a purchase offer to acquire a pair of motels in the Town of Avon for the project.

Ms. Hillier is preparing a purchase offer with contingencies to be sent to the motel owners.

**b) 24 Stanley St. – Mt. Morris**

Mr. Gunther reported that he and Jeff Perkins opened zero bids for this project as none were received. Mr. Gunther and Mr. Perkins reached out to contractors, including the two who attended pre-bid site meetings, to find out why they did not bid. Mr. Gunther reported the reasons as contractors being busy and short-staffed, and a lack of proper insurance among some sub-contractors.

Mr. Gunther also reported that LiRo recommend the Land Bank hold off on re-bidding the project until it can be re-bid in a package with another rehabilitation project. LiRo believes that bidding projects in bulk will increase the likelihood of bid responses. The Board concurred in this recommendation.

**c) 32 Jefferson St. – Dansville**

Mr. Gunther reported that the Land Bank received one bid, from Empire Building Diagnostics, Inc. for the demolition project. The bid price was \$32,900.00. Jeff Perkins from LiRo Engineers reviewed the bid and issued a formal recommendation of award. Mr. Gunther asked the Land Bank Board for a motion and a vote on awarding the bid to the recommended contractor.

*A motion to approve Resolution 2-22 Awarding the Bid for the Controlled Demolition of 32 Jefferson Street to Empire Building Diagnostics, Inc. was made by Mr. Coyle and seconded by Mr. Bacon.*

The motion carried.

**d) 140 Lima Road – Geneseo**

Mr. Gunther reported that the roof at the property remains unfinished. The Board directed Mr. Gunther to assist Habitat for Humanity in finding a roofing contractor to get the work finished.

Ms. Hillier reported that she is working on developing a Co-Development Agreement amendment to allow for the Land Bank to collect its share of sale proceeds in advance of the final sale of the property by Habitat for Humanity. The Board agreed with this approach.

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

Mr. Gunther reported that he has been in contact with DEC officials about a schedule for soil cleanup. The DEC said they expect the cleanup process to take place over two weeks, hopefully this summer. Local DEC officials asked if the Land Bank wanted a gravel driveway removed. The Board agreed that it did.

Ms. Hillier asked Mr. Gunther if the DEC is going to request an Environmental Easement on the property. Mr. Gunther said he would ask the local DEC officials.

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

Mr. Gunther reported that he and CCA officials continue work on the CDBG funding application. CCA is working to put together the CDBG-required waiting list of potentially eligible mobile homes. They are using their weatherization list and working with a list from GVRPC.

Agenda  
Item

Other Business

**a) NYS Budget – Land Bank Funding**

Mr. Gunther reported that he attended a call with NYS Land Bank Association and HCR officials to talk about Land Bank funding in the NYS 2022-2023 Budget. He reported that it will be based on a competitive funding round, likely to open this summer.

**Agenda  
Item**

**Adjournment**

Mr. 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.

Mr. Pangrazio adjourned the meeting at 2:20 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Joseph Gunther, Community Development Specialist