

Livingston County Land Bank Corporation
Board of Directors Meeting
December 15, 2022
Meeting Minutes

Members: AMY DAVIES, Livingston County Treasurer; SHANNON HILLIER, Livingston County Attorney; ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director; WILLIAM FULLER, Real Property Tax Services; WILLIAM BACON, Economic Development; IAN COYLE, Livingston County Administrator;

Absent: DANIEL L. PANGRAZIO, Livingston County Board of Supervisors

Staff: JOSEPH GUNTHER, Community Development Specialist; STEPHANIE JOHNSON, Administrative Secretary

Guests:

Agenda Item	Call to Order and Welcome
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Mr. Coyle called the meeting to order at 1:30p.m. and welcomed the group.

Agenda Item	Approval of Minutes from November 17, 2022
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Mr. Coyle asked if there were any additions, corrections, or deletions to the November 17, 2022 Draft Meeting Minutes.

A motion to approve the November 17, 2022 meeting minutes was made by Mr. Bacon and seconded by Ms. Hillier.

The motion carried.

Agenda Item	Treasurer's Report
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Ms. Davies reported per the distributed document:

Account # 7988 The starting balance was \$181,386.34 Total expenses were \$920.50. Total deposits were \$0. The Ending Balance equals \$180,465.84.

Account # 6363 The starting balance was \$500,000.00. Total expenses were \$7,000.00. Total deposits were \$0. The Ending Balance equals \$493,000.00.

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

The motion carried.

Agenda Item	NYS BUDGET – Land Bank Funding
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- a) Disbursement Update – Mr. Gunther updated on the HCR funding.

Mr. Gunther is working on the disbursement to get it in by the end of the month once it is signed by Mr. Pangrazio and Ms. Ellis.

Mr. Gunther mentioned the second round of funding for capital costs. The State is waiting on two more land banks to get their grant agreements and then the second round of funding will be sent out to begin the application process.

Agenda Item	2022 Financial Audit
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Mr. Gunther presented the financial audit engagement letter from Bonadio. The audit will cost \$6,000 this year. Mr. Gunther mentioned there should be one amendment to the letter, to have the Board Vice Chairman, Ian Coyle, sign the letter instead of the Board Chairman, since it needs to be signed today.

Ms. Ellis asked the Board if they would like Bonadio to come for an in person presentation of the results, as they usually ask. The Board agreed we do not need an in person presentation.

A motion to amend the Engagement Letter allowing for the Land Bank Corporation Vice Chairman to sign in place of the Board Chairman was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Agenda Item	ARPA/Property Acquisitions
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- a) **1 Price St-Nunda**

Ms. Hillier mentioned the abstracted title shows a \$10,000 judgement (junior lien) that was filed in 2015. The bank was not aware of the lien therefore could not properly serve the lien holder so the lien was not removed upon foreclosure. Ms. Hillier is working with the attorneys that are handling the foreclosure/closing to see if we can get some kind of credit for the lien.

Agenda Item	Properties/Projects
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- a) **Supportive Housing Project**
 - i) **Project Update**

- b) **24 Stanley St.- Mt. Morris**

Mr. Gunther reported we are still holding on this property.

Mr. Coyle mentioned he spoke with United Way who mentioned LeChase Construction may be

interested in doing this type of work. Mr. Coyle reached out to LeChase and spoke briefly regarding Land Bank and our projects. Mr. Coyle sent a copy of the bid for the Stanley Street property that was unsuccessful for them to review and the mentioned if this is not something they are interested in they will forward it on to someone else who might be interested in this project.

Suggestion was made to possibly do a rebid now rather than waiting to pair with the Nunda property due to how long it could take to be able to begin work on the Nunda property.

c) 32 Jefferson St. – Dansville

Mr. Gunther reported we are still waiting for the fence to be taken down. LiRo has been helping with trying to push the contractors to get the fence down.

d) Mobile and Manufactured Home Replacement Project

Mr. Gunther reported we received the \$550,000 grant for the Mobile Home Replacement Project for up to 4 homes. There is a meeting on Monday 12/19/22 via zoom with CCA to talk about project scheduling and environmental review. The grant needs to be executed by January 12, 2023. The environmental review needs to be done by January 27, 2023 and have funds committed by May 12, 2023. We have until November 2024 to use the funds.

Discussion regarding how to choose which homes are selected. Discussion regarding formulating some type of rubric.

Agenda Item	Other Business
	<p>Property Search Update: an ad was placed in the PennySaver from which we received a few calls, one from a property owner of two apartment complexes in Mt. Morris. The apartments are currently occupied. There is \$30,000 in back taxes and will most likely be up for foreclosure next year. Suggestion was made to reach out to the owner and see what he wants for the properties and reiterate that the properties must be vacant.</p> <p>The second property was on Parker Hill Rd in Sparta. The owner is currently living in it but wants to move out of State. The Board agreed this may be a little out of the way for our projects.</p> <p>Mr. Gunther and Ms. Ellis did a search on the Homesteadnet website for properties under \$100,000. They came up with 5 prospective properties.</p> <p>52 W. Main St in Avon could possibly be a demo. Discussion to approach the listing realtor and offer \$10,000.00.</p> <p>William St. in Dansville could possibly be a rehab project. Suggestion to reach out to the realtor and schedule a walk through.</p> <p>Land Bank Reappointment: Land Bank will be up for reappointment in April 2023. Would like to start thinking about the composition of the Board and if we would like to make any changes.</p>

Mr. Gunter reported on the Land Bank Association meeting. One thing mentioned in the meeting was the Governor is looking at developing a state wide affordable housing strategy and the Lank Bank Association is looking at ways to get involved in this strategy to advocate for funding for the Land Banks. Another thing from the Land Bank Association meeting was title insurance and how it could affect the sale for Land Bank properties.

Next meeting will be January 26, 2023 @ 1:30pm in Room 205/208.

Agenda Item	Adjournment
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Mr. Coyle asked if there was a motion to adjourn.

A motion to adjourn was made by Mr. Bacon and seconded by Ms. Hillier.

The motion carried.

Mr. Coyle adjourned the meeting at 2:15pm.

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary