

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**January 26, 2023**  
**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

**Guests:**

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

<b>Agenda Item</b>	<b>Approval of Minutes from December 15, 2022</b>
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Mr. Coyle asked if there were any additions, corrections, or deletions to the December 15, 2022 Draft Meeting Minutes.

*A motion to approve the December 15, 2022 meeting minutes was made by Mr. Bacon and seconded by Ms. Hillier.*

The motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Ms. Davies reported per the distributed document:

Account # 7988 The starting balance was \$180, 465.84 Total expenses were \$20, 373.97. Total deposits were \$0. The Ending Balance equals \$160,091.87.

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

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

The motion carried.

<b>Agenda Item</b>	<b>2022 Financial Audit</b>
<p>Mr. Gunther reported Bonadio has begun working on our audit and everything seems to be going well so far. Mr. Gunther will receive the draft financial statements and forward to the Board to review and vote on at the February meeting. The audit is due to PARIS at the end of March.</p>	
<b>Agenda Item</b>	<b>Resolutions: Vote on Resolution 1-23 Adopting Land Bank Policies for 2023</b>
<p>The Board reviewed the policies and resolution. Mr. Gunther reported there are no changes to the current policies. We are required by State Law to review the policies.</p> <p><i>A motion to approve Resolution No. 1-2023 was made by Mr. Bacon and seconded by Ms. Hillier.</i> The motion carried.</p>	
<b>Agenda Item</b>	<b>ARPA/Property Acquisitions</b>
<p><b>a) 4 and 6 Parker Rd. – Mt. Morris</b> Mr. Gunther spoke with the owner of the properties who mentioned he owes \$35,000 in back taxes and would like to get \$65,000 for both properties. Mr. Gunther spoke with the Code Enforcement Officer who mentioned the previous Code Enforcement Officer noted the properties as uninhabitable so these properties would most likely be a demolition project. These properties are currently occupied and would need to be vacant before the Land Bank could take any action. The owner mentioned these properties will be going up for foreclosure. Mr. Coyle suggested confirming if the back tax amount is correct and waiting to see what happens with the foreclosure.</p> <p><b>b) 52 W. Main St. – Avon</b> Mr. Gunther reported he did a property visit last week. This property is listed for \$22,000.00. This property would be another demolition project. The Board suggested to offer a low amount around \$7,000 allow room for a counteroffer. Mr. Gunther will speak with the realtor to begin the purchase offer process. The Board discussed different possible options for use of the property, one suggestion was to discuss with the neighboring business owner about the possibility of purchasing the land for more parking for the business.</p> <p><i>A motion to authorize Mr. Gunther to offer \$7,500.00 minimum and a maximum amount offer of \$10,000.00 for the purchase of the 52 W. Main St, Avon property was made by Ms. Davies and seconded by Ms. Hillier.</i> The motion carried.</p> <p><b>c) 101 Center St. – Geneseo</b> Mr. Gunther reported he did a property visit last week. This property is listed at \$99,900.00. Due to the condition of the property this would most likely be a demolition project. The Board agreed that although the location is good, the asking price is a little high and to hold off on doing anything with this property at this time. We will keep an eye on this property to see if the price drops at all in the future.</p>	

Agenda Item	Properties/Projects
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**a) 1 Price St. – Nunda**

Ms. Hillier has been working with the banks regarding the \$11,300 lien. The Bank wants to do a Strict Foreclosure which often is done when the judgement wasn't served correctly. Our options are to walk away, just go ahead and close anyways and pay off the lien out of Land Bank funds, or wait for the Bank to do the strict foreclosure. The Strict Foreclosure is a longer process but will fix the issue and dissolve the lien. This could take a few months. The Board agreed to pay off the \$11,300.00 lien and clear it from the foreclosure so we can move forward with closing on the property.

*A motion was made to authorize payment of the \$11,300.00 lien was made by Mr. Fuller and seconded by Mr. Bacon.*

The motion carried.

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

The plan is to pair this renovation project with the Price St. project. Mr. Gunther is still looking for available contractors.

Mr. Gunther reported he has been in contact with MCC and Boces regarding looking for contractors and partnerships with the Land Bank. Mr. Gunther will be scheduling a meeting with Mr. Flowers, the Mt. Morris Boces Principal, and the instructor of their Construction Program, to discuss partnering to work on renovation projects as well as the Conservation Program to work on landscaping projects. MCC also seemed interested in a possible partnership and will continue to discuss with them. If we were to go with Boces, we would still need to hire a contractor for the students to shadow.

**c) 32 Jefferson St. – Dansville**

Mr. Gunther reported the Contractors have removed part of the chain link fence. They will need to seed and grate the area once the weather clears up. LiRo has drafted up a proposal agreeing for the Land Bank to pay them 90% of the total for the work they have done so far, and will pay the remaining 10% once the rest of the work is completed. The remaining 10% amounts to \$3,200.00. The Board agreed to proceed and pay LiRo the 90% now and the 10% later but recommended there be a deadline for the Contractor to have the rest of the work done by a certain date in order to receive the final 10%. The Board agreed to have a deadline of April 30, 2023 for the remainder of the work to be done.

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

Mr. Gunther reported the contract with CDBG has been executed. He is now working on the contracts with CCA for the sub-recipient agreement, and co-development agreement with the Land Bank. OCR will need both of these agreements before we can execute them. The Board of Supervisors has already approved the resolution.

The applicants have not been notified yet. Mr. Gunther and Ms. Ellis will be working on an application and matrix to use to choose the recipients of the funds.

**e) 1920 Buell Ave. – Lima**

There is a new contact for K&K on this project, Josh Klier They are having issues getting contractors due to the last time they bid this project they did not get enough bids according to the State Law so they have to rebid the work to get the soils cleaned up. The Board suggested we give them a deadline and follow up in a few weeks to check the status of the rebid.

**f) 140 Lima Rd. - Geneseo**

We are still waiting for this property to be sold. Mr. Gunther will reach out to try to move the closing along.

**Agenda Item**

**Other Business**

**a) Land Bank Annual Report**

Mr. Gunther reported he will be working on the annual report. This is due at the end of March. Mr. Gunther mentioned he will also be working on updating the Land Bank website to show our properties and more information.

Next meeting will be February 23, 2023 @ 1:30pm in Room 205/208.

**Agenda Item**

**Adjournment**

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

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

The motion carried.

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

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary