

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**March 23, 2023**  
Meeting Minutes

**Members:** DANIEL L. PANGRAZIO, Livingston County Board of Supervisors; 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:**

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

**Guests:**

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

<b>Agenda Item</b>	<b>Approval of Minutes from February 23, 2023 Meeting</b>
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Mr. Pangrazio asked if there were any additions, corrections, or deletions to the February 23, 2023 Draft Meeting Minutes.

*A motion to approve the February 23, 2023 meeting minutes was made by Ms. Hillier and seconded by Mr. Fuller.*

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 \$113,320.87. Total expenses were \$4,000.00. Total deposits were \$0. The Ending Balance equals \$109,320.87.

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. Bacon and seconded by Ms. Hillier.*

The motion carried.

<b>Agenda Item</b>	<b>2023 Land Bank Annual Report and Audit</b>
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Mr. Gunther provided the Board with the Draft 2023 Land Bank Annual Report and mentioned the changes that were suggested at the last meeting have been made other than a few pictures. If there are any further suggested changes we only have a few days to do so as this needs to be submitted to the State by the end of the month. Mr. Gunther reported it was difficult to show the tax growth on the properties, especially demos, due to assessments and the current market. Mr. Bacon suggested using the cost of the demo as a measurement to show how much we have invested into this property to making it look better.

*A motion was made to approve the 2022 Land Bank Annual Report was made by Mr. Coyle and seconded by Mr. Fuller.*

The motion carried.

Mr. Gunther reported on the Land Bank Audit. Bonadio Group made three overall recommendations based on their audit. The main recommendation for us to focus on was the inventory valuation. They suggested we add up the value of the properties that we own at the end of every year, rather than waiting until the audit begins. The second recommendation was for the use of a formal accounting software rather than excel spreadsheets to manage the Land Bank’s finances. The third recommendation was a collateralization of deposits, in which we have already signed an agreement with Tompkins Bank who will start collateralizing our finances over the FDIC amount.

*A motion to approve the 2022 Audit by Bonadio was made by Ms. Davies and seconded by Mr. Bacon.*

The motion carried.

<b>Agenda Item</b>	<b>ARPA/Property Acquisitions</b>
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**a) 52 W. Main St. – Avon**

Mr. Gunther reported we put in an offer on this property a few weeks ago. There was some back and forth with the realtor. Ms. Hillier wrote up an offer and submitted it to the realtor, who was going to forward it and discuss the offer with her client. The offer expires 3/24/2023.

**b) South Livonia Rd – Vacant Land**

Mr. Gunther went to view the property and took some photos for the Board to view. Mr. Coyle made the recommendation to accept this land as a donation/unrestricted gift since the owner is just looking to make the donation and then we can decide what to do with it. The land owner will be back in the area in the beginning of April and Ms. Ellis will reach out to him mid-April to work out an agreement.

<b>Agenda Item</b>	<b>Derelict Properties and Brownfield Inventory</b>
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Mr. Gunther reported we received two responses from the RFP that was put out. One from LaBella and the other from Barton & Loguidice. LaBella worked with Wayne County and they have been happy with LaBella’s work. Our original budget was \$20,000.00. LaBella’s offer came in at \$38,220.00 and Barton & Loguidice came in at \$100,000.00. Ms. Ellis would like to have a conversation with LaBella to confirm they understand the requirements of this job and are able to meet the requirements. We also need to make sure we fulfill our requirements for the MWBE and see if we will need a waiver or not.

*A motion to accept the LaBella offer was made by Mr. Fuller and seconded by Mr. Coyle.  
The motion carried.*

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

Mr. Gunther reported many of the issues have been handled. Ms. Ellis approved the closing documents and we are just waiting to receive the official documents in the mail so they can be signed. Ms. Hillier mentioned that due to timing with the referee, she may have Penny pay the lien before we receive the documents since it needs to be paid before the end of the month. Mr. Gunther is going to work with LiRo to bid both this property and the Stanley St. property together.

**b) 24 Stanley St. – Mt. Morris**

Mr. Gunther mentioned he is looking to work with LiRo and do a site visit with them to view the property and work with them on getting the bid packages sent out. Ms. Ellis mentioned this is a property that BOCES may be interested in.

**c) 32 Jefferson St. – Dansville**

Mr. Gunther mentioned we are waiting to hear back from BOCES to see if they are interested in doing a new build on this property. If they are interested they may not be able to begin working on this until September 2024. There are currently some concerns over the look of the property as the company has not come back to finish cleaning the property. They have until the end of April to complete this. Suggestion was made to reach out to the Village of Dansville to see if they would be willing to work with us on the clean-up of this property if it has not been done by the deadline.

Ms. Ellis mentioned we may need to begin thinking about property maintenance, such as mowing and landscaping, on the properties that we currently own. We may need to put out a bid for lawn maintenance.

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

There was an issue with timely filing of some environmental reports but Mr. Gunther is currently working on getting these caught up and getting everything turned in. Ms. Hillier mentioned she is working on drafting the agreements but needed clarification on how the awarded funds are divided. Mr. Gunther will reach out and verify this. The sub-recipient agreement should be done tomorrow and then we will move on to the lottery to choose the recipients of the grant.

**e) 1920 Buell Ave. – Lima**

Mr. Gunther reported that he received an email from Josh Klier who mentioned they have found some further issues. They have found some additional lead and other chemicals under the slab and are working on a plan with sub-contractors to remove the excess contamination. Ms. Ellis mentioned she noticed there are slabs of concrete all over the property. Mr. Gunther will reach out to make sure they remove those slabs. We still need to figure out if they require an easement or not.

**f) 140 Lima Rd. – Geneseo**

Mr. Gunther spoke with Mr. Cone today who mentioned he is stepping back from Habitat. Mr. Gunther reached out to the President, Marcia to see if she has any updates. They are still looking for a family. They are having issues finding a family that meets the affordability calculations. Group discussion regarding the parameters with Enterprise. These are set and most likely not able to be changed. Suggestion was made to see if we could find out what the average income is and advertise to our County Employees. Should discuss this with Habitat first and then see if we can advertise to help get this filled.

**g) Downtown 2<sup>nd</sup> Floor Redevelopment**

Mr. Gunther reported there is a business owner in the Village of Dansville who is working with Economic Development and purchasing a building in the business district and may have a 2<sup>nd</sup> floor apartment available. This may be an opportunity to work with Economic Development with CDBG funding.

**h) Providence Housing Scattered Site Rehabilitations**

Mr. Gunther and Ms. Crowe have been meeting with Denise O’Toole from Providence Housing to discuss scattered sites and something the Land Bank could potentially be involved in. They would be looking at possibly purchasing foreclosures. Providence Housing is different than supportive housing. We would still look to DSS to house their clients/families. They have identified three potential properties in the County to further explore. Columbus Ave in Mt. Morris, the Greenway Motel, and a property next to Save a Lot in Dansville. Mr. Pangrazio asked how being involved in this project would benefit the Land Bank. This is something we would need to look into further.

**i) Avon Motels**

Ms. Ellis mentioned she received a call from the owner who stated he thought our original offer was to low but would consider a sale if we reassessed our offer. The Board agreed to let this go and not do anything with it since he was originally given a deadline to respond to our offer and we did not hear from him. We can discuss further if he calls back with another offer.

Agenda Item	Other Business
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**a) Board composition discussion**

Mr. Gunther reminded if we add more members, we need to add at least two because there needs to be an odd number of members. The current Board members are up for reappointment in April.

**b) 2023 Tax Foreclosure List**

The Board agreed to look at the Village foreclosures and keep an eye on the list.

**The next Land Bank meeting will be Thursday April 27, 2023 at 1:30 p.m. in Room 205/208.**

Agenda Item	Adjournment
	<p>Mr. Pangrazio asked if there was a motion to adjourn.</p> <p><i>A motion to adjourn was made by Ms. Hillier and seconded by Mr. Fuller.</i></p> <p>The motion carried.</p> <p>Mr. Pangrazio adjourned the meeting at 2:46 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary