

Livingston County Land Bank Corporation
Board of Directors Meeting
July 27, 2023
Meeting Minutes

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

Absent: WILLIAM BACON, Economic Development

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

Guests: JEFF HAMSHER, CCA; BRIDGETTE SANFORD, CCA; ED FLYNN, LaBella

Agenda Item

Call to Order and Welcome

Mr. Pangrazio called the meeting to order at 1:28 p.m. And welcomed the group.

Agenda Item

Approval of Minutes

Mr. Pangrazio asked if there were any additions, corrections, or deletions to the June 22, 2023 Draft Meeting Minutes.

A motion to approve the June 22, 2023 Special meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier.

The motion carried.

Agenda Item

Treasurer's Report

Ms. Davies reported per the distributed document:

Account # 7988 The starting balance was \$125,522.02 Total expenses were \$195.27. Total deposits were \$0. The Ending Balance equals \$125,326.75

Account # 6363 The starting balance was \$443,271.42. Total expenses were \$0. Total deposits were \$0. The Ending Balance equals \$443,271.42.

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

The motion carried.

Agenda Item**Mobile Home Replacement Project**

Mr. Gunther provided a brief update. Mr. Gunther placed the ad in the Penny Saver this week and will be active until August 18th. We have received a few more names for the list from the ad. We now have 18 names on our list.

Mr. Hamsher provided updates on the project from CCA.

- Once the timeframe for the Penny Saver ad is complete, each name on the list will be assigned a random number. There is some preliminary review that will be done such as flood zones and wetlands. Once the names on the list are assigned their numbers, Mr. Gunther will have someone from a different department draw numbers. They will draw twice as many numbers as we intend to serve, in this case we are planning on doing 3-4 homes, to allow for applications that may not qualify for the project. Once we have the selected properties applications will be sent out to the chosen and CCA will conduct a title search to make sure there is not a mortgage or lien on the property. If there is a lien, CCA will allow ample time for the resident to clear the lien.
- All applications are vetted. Income will be determined by the average median income and cannot exceed that. Residents will need to supply three months of bank statements, proof of income, proof of ownership of the current mobile home, and proof of paid taxes.
- The procurement process will start once the sub-recipient agreement is done, then we can begin discussion costs and decide if we are able to actually do 3 or 4 replacements.
- Asbestos testing is required as part of the procurement process since the homes are being demolished.
- As part of the procurement process, an RFP will be sent out for mobile home sales companies. They must be a licensed mobile home installer. Mr. Hamsher mentioned there is usually a company that he works with often but this is a new area so we may get some new bids.
- Mr. Coyle asked where the residents go during the construction period. Mr. Hamsher mentioned that in the past they have put people in hotels if necessary but often times they were able to find their own temporary housing during the process. Typically it is approximately a 45 day process from the day the client moves out until the certificate of occupancy is given. It is similar with moving and storage. Generally it is up to the client to move and store their belongings but it is possible to pay for a pod or rental unit if necessary.
- Mr. Coyle also asked what the earliest estimate for re-entry on the first home. Mr. Hamsher stated it is all depending on how long the release of funds take so we can move forward with the procurement process. The goal would be to have 1 unit completed by mid-September and depending on the weather and other logistics, hopefully be able to finish all properties by the end of summer 2024.
- Mr. Pangrazio mentioned that the Board has always tried to spread our projects throughout the County, is there a way to make this happen so all of the projects are not in one specific area within the County? For example can we say Dansville gets 1, Livonia gets 1, Nunda gets 1? Mr. Hamsher stated at this point it will be based on the random draw lottery so location will not play a factor. In the future if we apply for another round of funding for future projects we can list specific parameters and stipulations to help address the location, age, disability, etc. in the application.
- Mr. Hamsher explained that the contracting is between the homeowner and the contractor, not the grant recipient. Contracts are worded so the awardee/municipality (Land Bank) are an interested

third party and help control the funds.

Agenda Item

Derelict Properties and Brownfield Inventory

Ed Flynn provided updates on the data collection process.

- They have collected data from a few of the sources. Has not met with the local Code Enforcement Officer's yet but spoke with Adam Backus and forwarded an excel sheet for him to distribute to other CEO's for them to fill in as another way to collect data.
- They have reviewed density of County foreclosures, density of Brownfield sites, density of Bank owned and zero water properties, and density of vacant properties in the County. These are all showing trends in the Southern and Western parts of the County such as Mount Morris and Dansville.
- Mr. Flynn will remove the agricultural properties from the maps for the next meeting.
- Ms. Ellis asked if we could know the codes that were used when searching for these properties because it seems to be higher in certain areas than there actually is.
- Mr. Flynn will put this information into an excel spreadsheet for the August meeting.
- Mr. Flynn's next steps will be to talk to the Code Enforcement Officers to try to get some of their data, as well as try to meet with them as a group, get the financial services data, and hold the stakeholder interviews with the Code Enforcement Officers and Town Supervisors/Village Mayors. Should have all of this data for the August meeting and then all collected data can be combined into one map.

Agenda Item

Properties

a) 1 Price St. – Nunda

Mr. Gunther updated that this property is currently on hold until some of the other properties are complete. The Board will need to make a final decision soon on whether we want to do a demo or a rehab for this property. There were some concerns for how the community members will feel about us doing a complete demo. It is important if we proceed with a demo, that we put a new home on the property that will match the character of the street.

b) 24 Stanley St. – Mt. Morris

Mr. Gunther, Ms. Hillier and Ms. Ellis have a meeting with LiRo next week to discuss bids and scope of work. The current schedule is to send out the bid package in August so we can start rehabbing this property in the fall.

c) 32 Jefferson St. – Dansville

This property is going to be on hold until the Stanley St. rehab and the W. Main St demo are complete. Once those are complete then we can start the process for the new build. Hoping to begin the process with the architect for designing a home in the fall so we can then go to the Village Code Enforcement Officer with these designs to see if we will need any variances. Bids will probably not be sent out until the beginning of next year. Ms. Ellis mentioned we may be able to move this process along quicker. The plan is to have the architect provide us with 3 designs and we as a Board can choose one design.

d) 52 W. Main St. – Avon

Ms. Hillier has reached out to see if the seller would be willing to split the \$9,300.00 he owes but has not heard back from them with a response. Discussion regarding how long we wait for them to get back to us and hold on this property.

e) South Livonia Rd. – Conesus

We have not heard anything from the land owner since our last meeting but have seen that the sale listing price has been reduced. The Board agreed to just let this go and see if he calls us with a serious offer we can then decide to move forward.

f) 1920 Buell Ave. – Lima

Mr. Gunther did not have any updates. We are still waiting on the State. Mr. Coyle would like to reach out himself to see if he can get any updates at this point.

g) 140 Lima Rd. – Geneseo

Mr. Gunther reported there have been people walking through the property and they have been showing the home to possible buyers. Mr. Gunther is going to reach out to Marcea again to see if she has any information.

h) Downtown 2nd Floor Redevelopment

Mr. Gunther reported at this time we are going to move forward with this project at this time.

Agenda Item	Other Business
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Lawn Maintenance Services

Mr. Gunther reported he reached out to six different companies after receiving 0 bids from the original RFP. He has heard back from two companies, Extreme Lawn Care and Aman Landscaping. Aman Landscaping gave a full quote for all 3 properties to be cleaned up and mowed.

A motion to approve the quotes from Aman Landscaping and work with them for lawn maintenance of the properties was made by Ms. Hillier and seconded by Mr. Coyle.

The motion carried.

Next Meeting: Thursday August 24, 2023 @ 1:30 p.m. in Room 205/208.

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

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

The motion carried.

Mr. Pangrazio adjourned the meeting at 2:43 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary