

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**August 24, 2023**  
**Meeting Minutes**

**Members:** 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; WILLIAM BACON, Economic Development

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

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

**Guests:** ED FLYNN, LaBella

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

<b>Agenda Item</b>	<b>Approval of Minutes</b>
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Mr. Coyle asked if there were any additions, corrections, or deletions to the July 27, 2023 Draft Meeting Minutes.

*A motion to approve the July 27, 2023 meeting minutes was made by Ms. Davies 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 \$125,326.75. Total expenses were \$2,076.16. Total deposits were \$0. The Ending Balance equals \$123,250.59.

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 Mr. Fuller and seconded by Mr. Bacon.*

The motion carried.

<b>Agenda Item</b>	<b>Derelict Properties and Brownfield Inventory</b>
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Mr. Flynn reported they had a few issues receiving data from a few of the sources, one being the State who needs further information, which was submitted to them and hopes to have their information within the next month. Mr. Flynn reviewed the properties around Conesus Lake after our last meeting and found the "abandoned properties" that were originally listed are actually cottages and seasonal homes. They have removed petroleum bulk storage from the maps because most of those were gas stations. They have

reviewed the foreclosure data for one year but would like to get the data from the past five years to see if there are any trends in locations where foreclosures happen. They have received data from five Code Enforcement Officers (V. Caledonia, T. Livonia, T. Geneseo, V. Geneseo and T. York). Adam Backus did not get much response from other municipalities. Mr. Flynn stated if they do not receive any further information from the State or Code Enforcement Officer's by September 25<sup>th</sup> then they will revamp their study. Ms. Ellis will send an email to Village Mayor's and Town Supervisor's letting them know we are trying to reach out to their Code Enforcement Officers and see if that helps initiate contact.

Mr. Gunther has reached out to OCR for a 1-year extension of the contract and funding, as that is scheduled to end September 20<sup>th</sup> and to extend our contract with LaBella through the end of December.

***A motion to approve the contract extension with LaBella was made by Mr. Bacon and seconded by Ms. Davies.***

The motion carried.

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

Ms. Davies stated she had received a message from Mr. & Mrs. Russel from Nunda asking if we would be interested in selling this property to them. Mr. Coyle mentioned we still need to think about the Land Bank's desired outcome for the property. Would this be a co-development agreement that would lock them in to our standards and make sure the property is taken care of and completed? Discussion regarding options of just selling the property out right, subject to the same outcomes that locks the buyer in to rehabilitating the property. Ms. Ellis asked about procurement. Are we able to just sell to them or do we need to list it and allow others to bid on it and propose their ideas? The Board agreed that the sale should be conditional on the Board agreeing with the outcome. Ms. Davies, Ms. Ellis and Ms. Hillier will call the Russel's all together to discuss the process and see if they are still interested in moving forward.

The Board agreed to set a reserve/starting price, to include the other costs that we have incurred thus far.

***A motion to pursue the transfer of the 1 Price St. Nunda property was made by Ms. Davies and seconded by Mr. Fuller.***

The motion carried.

**b) 24 Stanley St. – Mt. Morris**

Jeff Perkins has a revised draft of the bid package complete and is currently being reviewed. The final draft should be ready to go out in the next few days once review and comments are completed. The RFP will be posted on the NYS Contract Reporter website, Mr. Gunther has a list of contractors from the Chamber of Commerce who this will be sent to, and an ad will be placed in the newspaper. Mr. Bacon has another contractor to add to the list.

**c) 32 Jefferson St. – Dansville**

Mr. Gunther has set up a visit to three modular home companies for next week. Hoping to have a better idea and plan for this property after the visits.

**d) 52 W. Main St. – Avon**

Mr. Gunther spoke with the realtor earlier this week who stated she has not been able to contact the seller regarding negotiating/splitting the \$9,600.00. Suggestion was made to consider setting a deadline to just walk away from this property as we have been waiting for quite a while.

**e) South Livonia Rd. – Conesus**

Ms. Ellis reported the property is still listed for sale and the sale price has decreased. There has been no contact from the property owner. For now we will wait to see if he reaches out.

**f) 1920 Buell Ave. – Lima**

DEC removed approximately 40 tons of the hazardous waste/soil last week, but when they went to remove the slab they found more hazardous material underneath the slab so they now have to work with their consultant for further cleaning. Mr. Coyle suggested asking them about a timeline, if they know how much longer this is going to take.

**g) 140 Lima Rd. – Geneseo**

Property has been sold for \$120,000.00. Mr. Gunther spoke with Marcia and per our co-development agreement we will split the last \$10,000.00 once the sale is final. Closing is anticipated for the end of October to mid-November.

**h) Mobile Home Replacement Project**

Mr. Gunther reported we ended up with 22 names on our list and 12 were randomly drawn by Jason Parker in the IT department. We expect to replace 4 homes. CCA will draft a letter for Mr. Gunther to review and then will be sent to at least the top four recipients to let them know their property has been chosen and the application process will begin.

Agenda Item	Other Business
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**a) Lawn Maintenance Services**

Mr. Gunther and Ms. Ellis met with Brian from Aman Landscaping at the Price St. property in Nunda to view the property and assess the work that needs to be done. The tree removal is going to cost approximately \$4,500.00. There is a lot of work to be done before they can do the first mow. There is a tree that has already fallen and there are other large limbs that need to be removed as they are at risk of falling. The draft contract has been sent to Aman Landscaping and they are working on providing us with their insurance information so we can finalize the contract. Ms. Ellis suggested getting the service agreement in place for next year’s mowing season. Mr. Gunther will check to make sure that the original RFP that received no responses, actually covered two seasons. If so, Ms. Hillier can redraft it with an option to renew. Mr. Gunther will reach out to the vendor to see if they want to continue the work for next year.

**b) Land Bank 2024 Budget**

Mr. Gunther reported that budgets are due to Paris by November 1<sup>st</sup>. He will have the 2024 budget to review at our next meeting.

**c) Website**

Mr. Gunther has been working on updating the Land Bank website and reviewed updates with the Board. Suggestions were made by the Board to create a table to show the progress with our ongoing projects and to make the homepage more “flashy” to try to catch the eye of the viewer. Suggestion was made to create a tab for vendors/contractors to be able to submit their business information for future projects.

**d) Renewal of Administrative Services Agreement**

The original contract with HCR used an Administrative Services Agreement, using a Planning Department staffer to complete the services of Land Bank Specialist, as a shared staffer. Per the Bonadio audit, this Administrative Services Agreement was created. This agreement is set to expire on September 20, 2023. This give an amount of up to \$36,000.00 which connects to Mr. Gunther’s time spent working on projects. We should be able to use a percentage of funds from OCR and a percentage from the Mobile Home Replacement Project to use towards staff time. This should help offset the County’s cost that is billed for his time. This should be reviewed annually. Agreement to keep everything the same and just extend the contract for one year.

*A motion was made to extend the Administrative Services Agreement was made by Mr. Bacon and seconded by Mr. Fuller.*

The motion carried.

e) Mr. Gunther mentioned he has scheduled visits to three modular home companies for next Thursday 8/31/23 and if any board members are interested in attending to please let him know. As of right now Mr. Gunther, Ms. Ellis, Mr. Pangrazio, and Jeff Perkins from LiRo are planning on attending.

f) Mr. Gunther and Ms. Ellis will be attending the Land Bank conference in Lake George on Monday September 18<sup>th</sup>.

**Next Meeting: Thursday September 28, 2023 @ 1:30 p.m. in Room 205/208.**

Agenda Item	Adjournment
	<p>Mr. Coyle asked if there was a motion to adjourn.</p> <p><i>A motion to adjourn was made by Ms. Hillier and seconded by Mr. Bacon.</i></p> <p>The motion carried.</p> <p>Mr. Pangrazio adjourned the meeting at 2:36 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary