

Livingston County Land Bank Corporation
Board of Directors Meeting
September 28, 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

Agenda Item	Call to Order and Welcome
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Mr. Coyle called the meeting to order at 1:31 p.m. And welcomed the group.

Agenda Item	Approval of Minutes
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Mr. Coyle asked if there were any additions, corrections, or deletions to the August 24, 2023 Draft Meeting Minutes.

A motion to approve the August 24, 2023 meeting minutes was made by Ms. Davies 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 \$123,250.59. Total expenses were \$1,139.88. Total deposits were \$0. The Ending Balance equals \$122,110.71.

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.

Agenda Item	Derelict Properties and Brownfield Inventory
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Mr. Flynn provided updates on the project.

They have finally received the information from the State. With all the data combined into one map, they are showing the highest areas of density seem to be Mount Morris and Dansville, with Nunda, Portage, Springwater and Avon showing a few also. An email was sent out to all the Village/Town Code Enforcement Officers and only the Village of Lima responded. Mr. Flynn has decided to reach out

directly to the Code Enforcement Officers from the high density areas that we want to focus on. Now that all of the data has been collected we can move on to the next steps of the project. The goal is to locate disadvantaged areas and return these properties to productive use. Mr. Coyle recommended adding to the goals to align with current and ongoing strategic planning projects if there are any. Mr. Bacon suggested having a specific list identifying potential demo projects. Mr. Fuller will run an exemption report by individual Village/Town and provide that to Mr. Flynn to show any known town and village code exemptions/abatements and what exemptions they have. The plan is to have a list and be able to select key properties from that list at the October meeting, LaBella will provide the priority project details and draft report for the November meeting and be able to review and finalize the report and submit it to the State in December and be able to close the project out by the end of the year.

Agenda Item	Properties
	<p>a) 1 Price St. – Nunda</p> <p>Ms. Ellis reported there has been no contact with the Russel’s since our last meeting but there has also been some other potential interests in the property. Mr. Gunther has been researching some example RFP’s to see if something would fit for us. Some examples included a work plan to ensure the contractor fulfills our wishes with what we would like to see as a finished product for this property. Ms. Hillier mentioned issuing an RFP requesting the contractor to submit their work plans for our board to approve, and include stipulations/clauses to make sure they follow through within a certain amount of time. Suggestion to target local residents and contractors who flip properties to see if they are interested. Ms. Hillier will compare this to the King Cole property to help put the document together.</p> <p>b) 24 Stanley St. – Mt. Morris</p> <p>Bids are due next Friday. Have not received any responses yet but we are expecting at least one, hopefully a few more.</p> <p>c) 32 Jefferson St. – Dansville</p> <p>Ms. Ellis updated on the modular home site visit with Jeff Perkins. All three companies priced roughly \$180-\$200 per square foot. There is an option to purchase a less furnished home for a little bit lower price, where we could contract with someone to finish the details such as flooring and painting. Mr. Perkins and Ms. Ellis discussed the parameters of this property and potential designs and all three companies are interested in bidding on the project. Mr. Perkins has drafted the task order so he can prepare everything and pursue the RFP.</p> <p>Ms. Ellis provided some information from the Land Bank Conference. Sullivan County was having issues finding developers so they looked at what the cost of what the new construction would be and looked at grant funding for gap sources for the home buyer so the property could sell at what it was valued for. There are different programs that we could look into to help with projects.</p> <p>d) 52 W. Main St. – Avon</p> <p>The broker agreed to decrease the overall commission by \$500.00 which drops the overall commission to \$3,000.00 and the Village would then split half of the remainder of the overage with us. We would end up paying roughly \$5,000.00 in addition to the \$7,000.00 that we offered. The hope is to be able to close on this property in the next few weeks.</p>

e) 1920 Buell Ave. – Lima

No new updates. Still waiting on DEC to complete the remediation.

f) 140 Lima Rd. – Geneseo

Closing should take place by the end of October - early November. We will receive \$10,000.00 once the sale is final. Discussion to publish our own success story internally.

g) Mobile Home Replacement Project

Jeff should be sending out the procurement next week for environmental testing, asbestos, installation of mobile homes and title searches. We are looking at roughly 60 days for each project. Hoping to start early next year and complete the project by fall.

Agenda Item	Other Business
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a) EPA Brownfield Grant

A motion was made to authorize a partnership with Livingston County and the Livingston County IDA for a brownfields assessment project and approving the submission of an application to the U.S. EPA for a fiscal year 2024 brownfield community-wide assessment was made by Ms. Hillier and seconded by Mr. Fuller. The motion carried.

b) Lawn Maintenance Services

The landscaping company we were in the process of contracting with has not responded. The Price St. property needs to be taken care of as soon as possible. Mr. Bacon is going to reach out to Farrell’s Landscaping in Dansville to see if they would be interested in doing the work.

c) 2023 NYLBA Conference Discussion

Mr. Gunther and Ms. Ellis attended the Land Bank Conference last week and learned some information that may be beneficial to us. Discussion took place regarding future foreclosure processes. The idea of a quarterly newsletter was mentioned to provide updates on our projects to send out to developers and others to help encourage new business.

d) 2024 Land Bank Budget

Mr. Gunther is still working on the budget and will have it ready for approval at the October board meeting. The budget is due 11/1.

e) OCR Funds

Mr. Gunther mentioned that year 1 of the phase 1 \$100,000.00 HCR funds ended September 20th. An application has been submitted for renewal of an additional \$100,000.00. We have spent approximately 75% of the year 1 funds. The shared services agreement between the Land Bank and the County is now \$36,000.00 and the additional OCR funds will cover this. Next year when the administrative services agreement is being renewed, Mr. Gunther mentioned we need to make sure to include the rental fee for his office space.

Next Meeting: Thursday October 10, 2023 @ 2:00 p.m. in Room 303A-Special Meeting

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. Coyle adjourned the meeting at 2:40 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary