

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**November 16, 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; WILLIAM BACON, Economic Development

**Absent:** IAN COYLE, Livingston County Administrator

**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 1:30 p.m. And welcomed the group.

<b>Agenda Item</b>	<b>Approval of Minutes</b>
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Mr. Pangrazio asked if there were any additions, corrections, or deletions to the October 26, 2023 Draft Meeting Minutes.

*A motion to approve the October 26, 2023 meeting minutes was made by Ms. Davies 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 \$79, 099.45. Total expenses were \$70.00. Total deposits were \$47,504.25. The Ending Balance equals \$126,533.70.

Account # 6363 The starting balance was \$443,271.42. Total expenses were \$19,622.32. Total deposits were \$0. The Ending Balance equals \$423,649.10.

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

The motion carried.

<b>Agenda Item</b>	<b>Derelict Properties and Brownfield Inventory</b>
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Mr. Gunther reported there are no updates to share at this time. Mr. Flynn should be attending our December Board meeting and is scheduled to have the final report ready to view at that time.

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

Farrell's Lawn Service has mowed the lawn and removed the trees on the property. Mr. Gunther has created a draft RFP for the Board to review. There are still some sections that need to be updated. Confirmed the plan is to keep this as a single family residence. Mr. Gunther mentioned he would like to have this finalized for LiRo's approval and for this board to review and approve at the December meeting so it can be sent out in the beginning of January. The Board agreed to have an asking price higher than what we originally purchased the property for due to the work and money that has been put into the property so far. Ms. Hillier mentioned some things that need to be addressed in this RFP such as if the buyer is going to take title as is, will there be an inspection and who is going to pay for the abstract survey if there is going to be one. Ms. Hillier is unfamiliar with an enforcement mortgage and how to draft them and what the rules are so this will need to be looked into. Ms. Hillier will review the King Cole property RFP and the terms of foreclosure that were used at the auction to make sure we include everything that is necessary.

**b) 24 Stanley St. – Mt. Morris**

Currently working on the contract with Peter Vonglis as he is looking to begin the work as soon as possible once the contract is signed. The bid package that we published gives the contractor a maximum of 180 days to have the work completed once the notice to proceed is served. Mr. Vonglis believes he will only need 90-100 days to complete the work. We will be having a kick off meeting with LiRo and Mr. Vonglis to go over scope of work and schedule for work. Ms. Hillier recommended to have LiRo take minutes at the kick off meetings.

**c) 32 Jefferson St. – Dansville**

Ms. Ellis, Mr. Gunther and Mr. Perkins from LiRo met with Tammy Saylor, the Code Enforcement Officer for the Village of Dansville about the design and plans for the property. Jeff presented a rough drawing that met the setbacks and should not require any variances so this should be a quicker process than anticipated. Jeff is working on designs for the modular home for the board to review and vote on at the December meeting. The plan is to have this ready to be able to submit a bid package in the first 2 weeks of January.

**d) 52 W. Main St. – Avon**

Currently working on the demo package to approve at the December meeting and to be able to submit in the first 2 weeks in January. We are working on condemnation process in order to do a controlled demolition with the asbestos in place. Ms. Hillier has been working with the attorney for the Village of Avon on this process. The Board discussed ideas of putting up a fence and turning the vacant lot into a public parking lot. The Village has requested an affidavit signed by Ms. Ellis, confirming our plans for the property and to confirm we want and are in favor of the condemnation. For the next meeting, the Board asked for aerial photos and the tax map of this property to review.

**e) 1920 Buell Ave. - Lima**

There are no current updates. We are still waiting on the DEC to complete the process.

**f) 140 Lima Rd. – Geneseo**

Confirmed the selling price is \$120,000 and should be closing by the end of the month. We will get \$10,000 upon closing as per the agreement.

**g) Mobile Home Replacement Project**

CCA completed procurement for 4 services, Purchase and installation of the mobile homes, environmental testing, asbestos testing and title searches. They received responses back on 3 of the 4 services. They did not receive any responses on the title searches bid so we are waiting to see what we need to rebid for this or what our next step is. One bid was received for the environmental testing and asbestos testing. Two bids were received for the installation of the mobile homes, Russ & Kathy Rawleigh, LLC for \$118,400.46 and Twin Lakes Homes, Inc. for \$120,580.00. CCA has worked with Twin Lakes Homes in the past and has been happy with their work. There was some concern over the differences in unit prices between the two companies. Mr. Hampshire spoke with both companies and confirmed all the work meets the specs of the project. Twin Lakes has a credit so they can cover the costs until they submit an invoice to CCA and can be reimbursed, where Rawleigh LLC would need payment up to a certain percentage before they can order the mobile home and take delivery of the mobile home. Twin Lakes can cover those costs with their credit and be reimbursed after delivery and installation of the mobile home. Mr. Gunther confirmed with Mr. Hampshire that we do not need to award the bid based on the lowest amount received. Looking at the bids, Twin Lakes has a more complete package deal that includes all of the site work and water and septic.

*A motion to award Twin Lakes Homes, Inc. for procurement and installation of the mobile homes was made by Mr. Bacon and seconded by Ms. Hillier. The motion carried.*

<b>Agenda Item</b>	<b>Other Business</b>
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**a) Land Bank Property Valuation Discussion for 2023 FY Financial Audit**

Our yearly audit requires the Board to list the valuation of every property in our inventory at the end of the year. In preparation for our yearly audit the Board will need to approve the valuation by our December meeting. Mr. Gunther has created a table with the four properties currently in our inventory. Mr. Gunther valued the 24 Stanley St. and 32 Jefferson St. properties based off the early appraisal. 32 Jefferson St. may be valued less now that the lot is vacant. 52 W. Main St and 1 Price St. are valued based off what we paid for the properties since appraisals were not done. Mr. Bacon expressed concern over valuing the properties for less than what we have into the property. Mr. Gunther asked if we should go back to doing appraisals at every purchase. The Board agreed that if the property is purchased through an auction an appraisal would not be necessary but, if we purchase a property through a realtor, we should have an appraisal done. Our auditors are looking for valuation at end of year but the State does not require it. Agreement was made to keep the price closer to what we have into the property, don't lower it. Suggestion to list 1Price St at \$60,000.00. 32 Jefferson St. could also be increased by \$15,000.00 - \$20,000.00 just based off what we have put into it so far. We should take into account market value and what we have into it.

**b) Properties**

The Board discussed potential properties to look into.

**7160 College St-Lima:** Was presented to us by the Town Supervisor as a potential rehab project. The Board agreed to pass on this property as it was just recently purchased by a young couple.

**40 Clara Barton St-Dansville:** This property just came to us earlier this week. It is listed for sale at \$49,900.00. This property could be a potential rehab or demo. The Board agreed to pass on this property as well as it looks like this is currently occupied.

**High St- Leicester:** This property is currently vacant and the water is shut off. It is listed for sale for \$54,900. Ms. Ellis has emailed the listing realtor to see if it is still available and to get more information.

c) **Audit-** We should be receiving our engagement letter from Bonadio any time now. This will go before our Board at our December meeting for approval to begin the audit on January 1<sup>st</sup>.

d) **Brownfields-** Montrose submitted an application for an EPA Brownfield Coalition Grant last week. The Landbank is listed as a strategic partner on the application to assist in the collection of properties to be awarded. Per Steve Campbell from Montrose, we should be notified of an award if we receive it around April-May 2024.

**Next Meeting: Thursday December 21, 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 Mr. Bacon and seconded by Mr. Fuller.</i></p> <p>The motion carried.</p> <p>Mr. Coyle adjourned the meeting at 2:22 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary