

Livingston County Land Bank Corporation
Board of Directors Meeting
December 21, 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 BACON, Economic Development; IAN COYLE, Livingston County Administrator

Absent: WILLIAM FULLER, Real Property Tax Services

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

Guests: ED FLYNN, LaBella; JEFF PERKINS, LiRo Engineers

Agenda Item	Call to Order and Welcome
--------------------	----------------------------------

Mr. Pangrazio called the meeting to order at 1:30 p.m. And welcomed the group.

Agenda Item	Approval of Minutes
--------------------	----------------------------

Mr. Pangrazio asked if there were any additions, corrections, or deletions to the November 16, 2023 Draft Meeting Minutes.

A motion to approve the November 16, 2023 meeting minutes was made by Ms. Hillier and seconded by Mr. Bacon.

The motion carried.

Agenda Item	Treasurer's Report
--------------------	---------------------------

Ms. Davies reported per the distributed document:

Account # 7988 The starting balance was \$126,533.70. Total expenses were \$19,740.02. Total deposits were \$0. The Ending Balance equals \$106,793.68.

Account # 6363 The starting balance was \$423,649.10. Total expenses were \$0. Total deposits were \$6,000.00. The Ending Balance equals \$429,649.10.

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

The motion carried.

Agenda Item	Resolutions
--------------------	--------------------

a) Vote on Resolution 3-23 Establishing Meeting Calendar for 2024

Mr. Gunther presented the draft meeting schedule for 2024.

A motion to approve Resolution 3-23 Establishing Meeting Calendar for 2024 was made by Mr. Bacon

and seconded by Ms. Davies.

The motion carried.

b) Vote on Resolution 4-23 Electing Board of Officers for 2024

Mr. Gunther presented the draft resolution to elect Board of Officers for 2024.

A motion to approve Resolution 4-23 Electing Board of Officers for 2024 was made by Ms. Hillier and seconded by Mr. Bacon.

The motion carried.

Agenda Item	Derelict Properties and Brownfield Inventory
--------------------	---

Mr. Flynn presented the final Derelict Properties Inventory and strategy report.

- There were originally some delays with getting data from some of the sources but they were able to come up with approximately 59 properties within the County that qualified under our criteria. 23 of the properties were rated as priority derelict properties. These were labeled in fair to poor condition and listed at a price reasonable for purchase by the Land Bank. Of those 23 properties, approximately 10 of those were on the pre-foreclosure list. 36 other properties were rated in good condition but were added to the list for potential purchases in the future.
- At the last meeting Mr. Flynn presented 18 priority properties to the Board and decided that was not a sufficient amount of properties so they went and viewed other Villages in the County and came up with 6 additional properties.
- Provided information on different funding opportunities. Most of these projects qualify for most of these funding opportunities.
- Recommendations based off the study included:
 - Focus on the properties that are on the pre-foreclosure list that appear to be in the worst condition and have the worst impacts on the neighborhoods.
 - Consider a neighborhood or target area rehab. (for example, Mt. Morris, as there are multiple streets and multiple neighborhoods that could benefit from this program)
 - A scattered site rehab where we would focus on the worst properties throughout the County instead of having a target area approach.
 - A County Code Enforcement Officer program
 - Partnering with Habitat for Humanity or Rural Preservation Corporations
 - Comprehensive and Flexible, look at all of these recommendations together as a program for the County over the long term.

Agenda Item	32 Jefferson Street
--------------------	----------------------------

Mr. Perkins provided an update and presented the draft designs.

- We are ready to move forward with the RFP for the new build/manufactured home placement once the Board reviews the site plans.
- The site plan does not include a garage due to the large tree on the lot would need to be removed so they have decided to leave the tree and leave it up to the buyers to place a garage in the future if they wish.
- Fencing was not included in the original design but the Board agreed to include fencing as an

alternate on the plan on the design.

- Mr. Perkins is going to look further into the connection of the sump pump. Does it need to connect to the storm water or sanitary connection?
- The Village Code Enforcement Officer reviewed this plan and determined no variances will be needed.
- The Board agreed we will notify the neighboring property owners of our project and construction when the time comes.
- At this point the Board will review the scope and make sure everything meets our requirements and the scope is clear and get back to Mr. Perkins with any changes as soon as possible so we can proceed with preparing the RFP and hopefully get it put out mid-January.
- Ms. Hillier questioned if this property is in a flood plain because this will increase the insurance amount. Mr. Gunther will look into this today. If this is in a flood plain there will need to be some changes to the design.

Agenda Item

2023 Financial Audit

Mr. Gunther presented the updated property valuation inventory with the updated numbers based on discussion at our last meeting.

A motion to approve the Property Valuation Inventory was made by Ms. Davies and seconded Mr. Coyle. The motion carried.

We are preparing for our audit with Bonadio. We have not yet received the engagement letter but anticipate receiving that any time. Last year's audit cost approximately \$6,000.00 so we are expecting it to be a similar amount again this year. Once we receive the engagement letter, Ms. Ellis can sign it as long as the Board approves that today.

A motion to allow Ms. Ellis to sign the engagement letter from Bonadio to begin the audit was made by Ms. Hillier and seconded by Mr. Bacon. The motion carried.

Agenda Item

Properties/Projects

a) 1 Price St. – Nunda

Ms. Hillier has spoken with the Russel's regarding their interest in the property. They are interested in exploring options with us for purchasing the property. Ms. Ellis and Ms. Hiller have reviewed our policies and we can do a negotiated sale, we do not have to put it out if we do not want to but there is criteria we would have to follow in order to do that, one of that being we would need to have an appraisal done. Between now and the end of January, staff would prepare a proposed program that we would want to look at and have this would have to be in place before we could proceed with any type of sale. Suggestion was made to have the Russel's come to our next Board meeting in January to discuss their interest and potential plans with the property.

- To date, we have roughly \$60,000.00 into this property.
- Chad Bugman has also reached out expressing interest in the property but we have not had any discussions with him.
- Anyone that would be interested in purchasing the property must fill out an application.
- Recommendation was made to get the program started and get the appraisal done and at this point we hold off on inviting the potential buyers attend the next meeting until we have the program ready.

b) 24 Stanley St. – Mt. Morris

The contract has been signed. The kick off meeting with Mr. Gunther, Ms. Ellis, Mr. Perkins, and Mr. Vonglis is scheduled for today following this Board meeting. The next steps would be to issue a notice of intent and Mr. Vonglis should be able to begin the work in January.

c) 52 W. Main St. – Avon

Mr. Perkins updated the plan is nearly done. They are currently working on trying to figure out what to do with the grating. Mr. Perkins is going to look at the property today to try to figure that out. The plan is to have the bid package ready by mid-January for the Board to review and hope to have it sent out in February.

d) 1920 Buell Ave. – Lima

Ms. Ellis spoke with Tim Walsh, DEC Region 8 Director, at a recent meeting and expressed the issues with this property and asked if there was anything we could do to get this moving. He is going to look into this and get back to Ms. Ellis after the holidays.

e) 140 Lima Rd. – Geneseo

Received a call from Tammy at Habitat asking if the \$10,000.00 they owe us from the sale could be discussed and possibly receive a lower amount. The Board unanimously agreed to not take less than the \$10,000.00 we are owed.

f) Mobile Home Replacement Project

Currently have three applicants and looking for a fourth if we can make the budget work. We had to do re-procurement for title searches since we did not receive any bids originally. These bids are due by 12/22/23 at 4pm. If we do not receive any bids this time we will be able to show proof to the State that we have made attempts and have not received any responses and hopefully we can just choose our own company of choice.

Discussion took place regarding funding for the fourth mobile home. If there is funds left over after the third project but not enough funds to complete a fourth is there a way to get funds to complete the fourth. Can we do a match with our own funds to complete the fourth? Depending on how much money we would need, this is something we can look into doing.

Agenda Item	Other Business
-------------	----------------

Mr. Gunther presented the Derelict Properties Inventory study with proposed next step actions. This will be put on the agenda for our January meeting to discuss plans for the next steps.

Next Meeting: Thursday January 25, 2024 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 Ms. Hillier.</i></p> <p>The motion carried.</p> <p>Mr. Coyle adjourned the meeting at 2:31 p.m.</p>

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary