

**Livingston County Land Bank Corporation**  
**Board of Directors Meeting**  
**January 25, 2024**  
Meeting Minutes

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

**Absent:** AMY DAVIES, Livingston County Treasurer;

**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 December 21, 2023 Draft Meeting Minutes.

*A motion to approve the December 21, 2023 meeting minutes was made by Mr. Coyle and seconded by Mr. Bacon.*

The motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Mr. Pangrazio reported per the distributed document provided by Ms. Davies:

Account # 7988 The starting balance was \$106,793.68. Total expenses were \$4,969.39. Total deposits were \$0. The Ending Balance equals \$101,824.29.

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

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

The motion carried.

<b>Agenda Item</b>	<b>2023 Land Bank Annual Report and 2024 Work Plan</b>
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Mr. Gunther presented the 2023 Annual Report.

Mr. Gunther presented the 2024 Work Plan.

Discussion took place regarding the gap housing financing funding as an option for low to moderate

income home buyers to better afford and purchase Land Bank properties. This gap financing would work as a second mortgage and would be a lien on the original mortgage.

As part of the 2024 Work Plan we will need to plan for transitions in Land Bank positions and Board seats as a couple of our current members will be retiring/moving on in 2024.

***A motion to approve the 2023 Land Bank Annual Report and 2024 Work Plan was made by Mr. Fuller and seconded by Ms. Hillier. The motion carried.***

Mr. Bacon asked how we plan to bring in more revenue for the Land Bank. Revenues are being driven by capital gains on sales. Do we look into renting some of our properties and becoming land lords as a source to bring in income or do we continue to purchase properties and flip them to sell them? Ms. Ellis mentioned we are currently waiting for the next round of funding from the State. These funds can be used for capital acquisitions, not just operational funds like the previous round, as well as continuing to look for other grants as a source of income.

Mr. Coyle suggested a few members getting together, possibly Mr. Coyle or Ms. Ellis, Ms. Davies and Mr. Gunther to review the budget in contrast with the 2024 work plan and review the properties and try to have a better look at our funds. Ms. Ellis mentioned Ms. Trimm has set up detailed budget sheets for every property and has it laid out for the different funding sources.

Agenda Item	Properties/Projects
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**a) 32 Jefferson St. – Dansville**

The plan is still to get the bid sent out by the end of the month. Ms. Ellis is currently going through to documents to review them and once our comments are addressed it will be forwarded on to Ms. Hillier.

**b) 1 Price St. – Nunda**

The current plan is to explore selling the property to a developer. We originally had two potential developers but we have recently had a third developer reach out to us with interest in this property as well. Mr. Gunther has done some research into development of some property priorities or discount programs to allow us to sell the properties. After reviewing our disposition policy Mr. Gunther has found a few things that may need to be amended such as the Home Owner Choice Program. Mr. Gunther asked the board to review the policy and the potential change to vote on at the next meeting.

There is also the availability for the Board to have a Geographically Targeted Revitalization Program which would allow the Board to identify a geographic target within the County and specify it's boundaries to sell properties within those boundaries at a discounted price. Mr. Gunther asked the Board to also review this and discuss it further at our next meeting.

**c) 24 Stanley St. – Mt. Morris**

Mr. Gunther and Ms. Ellis did a site visit earlier this week to see the progress of the work by Mr. Vonglis. A lot of demo work has been done at this point but they are still waiting on RG&E to install permanent heat before they can begin the new construction. They agreed to keep the original design plan and not do any additional updates such as new kitchen cabinets.

**d) 52 W. Main St. – Avon**

There are some concerns over the shape and location of the property since the property is in an “L” shape. We would need to get permission from the neighboring business owner to access their property for demolition. If this is not obtainable, we may need to find another way to access the property for demolition. If we need access the property from the front (Main Street/ Route 5&20) the demolition contractor will likely have to work with the State DOT closing off lanes during the demolition period. There is also concern over the back portion of the property and how it is currently being used as there is currently some activity going on back there.

Discussion took place regarding the future of the property once demolition is complete. Ideas included the neighboring property owners, subdividing the lot and offering the back portion to the neighbors in the back, turning it into a parking lot, or speaking with Avon on the Green to see if they would have any interest in this land.

**e) 1920 Buell Ave. – Lima**

There are no new updates.

**f) Mobile Home Replacement Project**

The title search needs to be put out for another rebid. We are working with CCA on wording before sending it back out.

Agenda Item	Other Business
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**a) Land Bank Policies**

Mr. Gunther has been reviewing our properties as part of our annual review for Paris.

**b) Land Bank Audit**

The audit with Bonadio will begin next week. The cost is \$6,100.00 for the audit. Bonadio will be attending our next meeting in February to present the audit.

**Next Meeting: Thursday February 22, 2024 at 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. Bacon.*

The motion carried.

Mr. Coyle adjourned the meeting at 2:28 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary