

Livingston County Land Bank Corporation
Board of Directors Meeting
February 22, 2024
Meeting Minutes

Members: DANIEL L. PANGRAZIO, Livingston County Board of Supervisors; WILLIAM BACON, Economic Development; IAN COYLE, Livingston County Administrator; WILLIAM FULLER, Real Property Tax Services; AMY DAVIES, Livingston County Treasurer

Absent: SHANNON HILLIER, Livingston County Attorney; ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director

Staff: JOSEPH GUNTHER, Community Development Specialist

Guests: RANDALL SHEPARD, Bonadio & Co., LLP

Agenda Item	Call to Order and Welcome
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Mr. Pangrazio called the meeting to order at 1:30 p.m. And welcomed the group.

Agenda Item	Approval of Minutes
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Mr. Pangrazio asked if there were any additions, corrections, or deletions to the January 25, 2024 Draft Meeting Minutes.

A motion to approve the January 25, 2024 meeting minutes was made by Ms. Davies and seconded by Mr. Bacon.

The motion carried.

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

Account # 7988 The starting balance was \$101,824.29. Total expenses were \$33,326.67. Total deposits were \$67,872.49. The Ending Balance equals \$136,370.11.

Account # 6363 The starting balance was \$429,649.10. Total expenses were \$419.22. Total deposits were \$0. The Ending Balance equals \$429,229.88.

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

The motion carried.

Agenda Item	2023 Land Bank Financial Audit Presentation – Bonadio & Co., LLP
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Mr. Shepard presented the Land Bank's Fiscal Year 2023 Financial Audit.

Mr. Shepard made a recommendation to come up with a policy regarding valuing properties. Other Land Banks have used a system where they take half of the assessed value (unless it is a vacant lot or scheduled for demo then they make it a flat amount) and if the property is listed for sale then they use the listing price which comes up with a more straight forward method for valuing.

There were a few edits and formatting updates in the financial statements that will be adjusted. Once Bonadio receives the letter this report can be finalized and issued by the end of February.

A motion to approve the 2023 Land Bank Financial Audit was made by Mr. Coyle and seconded by Mr. Bacon. The motion carried.

Agenda Item	Resolution 1-24 Adopting Land Bank Policies
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Mr. Gunther presented Resolution 1-24 Adopting Land Bank Policies.

Mr. Gunther reported that PARIS requires that the Land Bank Board annually review and re-approve its policies. The current resolution would re-approve all Land Bank policies except its Disposition of Real and Personal Property Policy without any revisions. Mr. Gunther stated he will present suggested amendments to the Disposition Policy at next month's meeting after they have been reviewed.

A motion to approve the Resolution 1-24 Adopting Land Bank Policies was made by Ms. Davies and seconded by Mr. Coyle. The motion carried.

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

Ms. Hillier has the bid package for review when she returns. Once she reviews and approves the bid package it can be sent out and open for four weeks and hope to have bids back by the end of March. Bid will be posted on the contract reporter site as well as sent out to Avon Modular Homes, Sanford Homes and Key Homes. Mr. Pangrazio recommended sending it out to Owl Homes in Bath, NY.

b) 1 Price St. – Nunda

Still working on setting up the property purchase program to explore selling this property to a developer. Conversation took place regarding keeping this property as a single family residence upon sale of the property. While looking into the property purchase programs, one of the programs is a homeowner choice program which would allow us to dictate under the Land Bank Act to say we will only sell as a single family/owner occupied residence and to set a price allowing us to make our money back, but we must have these programs in place in order to establish these terms.

c) 24 Stanley St. – Mt. Morris

Work is underway. Heat and electric have been turned on so work can begin inside.

d) 52 W. Main St. – Avon

Bid package is in final review stage. Plan is to get it sent out at the end of the month along with the Jefferson St bid and have them both open for 4 weeks and due back at the end of March.

e) 1920 Buell Ave. – Lima

Still no updates from DEC. We are just waiting on them to finish cleaning the soil but they have not given us a schedule of when this will be done. Ms. Ellis has been in contact with the DEC Region 8 representative to see if he could provide any updates.

f) Mobile Home Replacement Project

After multiple rounds of procurement we now have a company to do the title searches. We have three projects secured at this time, two are approved and working out an issue on approval for the third. Mr. Gunther is working with CCA to see if we could use ARPA funds to cover the remaining costs to do a fourth mobile home replacement. Site inspections are being done on the current three properties. The next step is doing the environmental review and then the asbestos testing.

g) Derelict Properties Inventory

Mr. Gunther has been reviewing the plan we received last month from LaBella to help come up with a strategy to acquire properties, focusing on the cluster areas in the County. Suggestion was made to come up with five variables to look at when viewing properties on the list and the properties with the most points should be the one we look at and prioritize.

Agenda Item	Other Business
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a) 4 & 6 Parker Rd. – Mt. Morris

The property owner reached out last week to see if we were still interested in purchasing the property. The properties are now vacant. He owes roughly \$35,000.00 or more in back taxes. Decision was made hold off on moving forward with anything right now and see what happens with the foreclosure processes in the future.

Next Meeting: Thursday March 28, 2024 at 1:30 p.m. in Room 303A.

Agenda Item	Adjournment
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Mr. Pangrazio asked if there was a motion to adjourn.

A motion to adjourn was made by Mr. Bacon and seconded by Mr. Fuller.

The motion carried.

Mr. Pangrazio adjourned the meeting at 2:30 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary