

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

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

Absent: ANGELA ELLIS, Deputy County Administrator & Land Bank Executive Director; WILLIAM BACON, Economic Development

Staff: JOSEPH GUNTHER, Community Development Specialist; MEGAN CROWE, Planning Director;

Guests:

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 June 27, 2024 Draft Meeting Minutes.

A motion to approve the June 27, 2024, meeting minutes was made by Ms. Hillier and seconded by Ms. Davies.

The motion carried.

Agenda Item	Treasurer’s Report
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Ms. Davies reported for the months of April and May per the distributed document:

Account # 7988: The starting balance was \$128,132.22. Total expenses were \$8,176.25. Total deposits were \$0. The Ending Balance equals \$119,955.97.

Account # 6363: The starting balance was \$429,229.88. Total expenses were \$152,190.00. Total deposits were \$0. The Ending Balance equals \$277,039.88.

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

The motion carried.

Agenda Item	Resolutions
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a) Resolution 3-24 Appointing Interim Executive Director

Mr. Gunther reported that he and Mr. Coyle had previously met to discuss the leadership change at the Land Bank with the Executive Director Position becoming vacant. Mr. Coyle expressed the opinion that he be appointed Interim Executive Director of the Land Bank until the position is filled permanently at a

later date. Mr. Gunther stated that the Interim Executive Director would have all responsibilities and authorities provided to a permanent Executive Director in Land Bank Policies.

A motion to approve Resolution 3-24 was made by Mr. Fuller and seconded by Ms. Hillier .
The motion carried.

Agenda Item	HCR Land Bank Funding
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a) Fund Use Proposal

Mr. Gunther provided the Board a draft outline of a proposal to submit an application to NYS HCR for the Land Bank Initiative Open Round Funding. He reported the applications are accepted on a rolling basis until December 31, 2024. Mr. Gunther also stated that there is a funding request minimum of \$300,000 and maximum of \$2 million per land bank. Mr. Coyle expressed the opinion that the Land Bank submit an application for \$2 million. The Board concurred. Mr. Gunther stated that he would be developing and presenting a full proposal for submitting an application at the August Land Bank Board meeting.

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

Mr. Gunther reported that he is working on contracting with the modular home installer for the project.

b) 1 Price St. – Nunda

Mr. Gunther reported that he reached out to the purchase applicants regarding their purchase offer and see if they would be willing to increase their offer price in order for the Land Bank to be made whole. Mr. Gunther reported the purchase applicants were not going to increase their offer price.

Ms. Davies reported that she had a separate potential applicant reach out to her about the property and expressing an interest in acquisition. The Board directed Mr. Gunther to speak with the potential purchase applicant and inquire about his willing to purchase the property.

c) 24 Stanley St. – Mt. Morris

Mr. Gunther reported that the open house would need to be rescheduled considering an issue with submitting an advertisement to the Penny Saver on time. The Board expressed an interest in holding the open house on a weekend date in August and directed Mr. Gunther to find a weekend date in August that both Mr. Perkins from LiRo Engineers and Mr. Vonglis from Vonglis Enterprises can attend.

d) 52 W. Main St. – Avon

Mr. Gunther reported that a demolition contract has been sent to the demolition contractor. The demolition contractor is okay with the contract but is waiting on receipt of the required payment and performance bonds before sending the contract back for Land Bank review and execution.

e) 1920 Buell Ave. – Lima

Mr. Gunther reported that he continues to reach out to the NYS DEC for information and a concrete schedule for completion of the cleanup. Mr. Coyle reported that he has also reached out to the local DEC office and is waiting on a concrete completion schedule as well. Mr. Gunther said he would continue to follow up regularly with the DEC.

f) Mobile Home Replacement Project

Mr. Gunther reported that the first demolition and project constructions are set to commence in August. He also reported that he is working on a plan for marketing the construction projects when they are completed, but will need to ask for permission from the mobile home owners and occupants for permission to participate in any public relations or marketing.

Agenda Item	Other Business
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a) NYLBA Supportive Housing RFP

Mr. Gunther reported that the NYS Land Bank Association (NYLBA) has decided to hire the Center for Community Progress (CCP) to complete its Supportive Housing Analysis of rural counties in NYS. The full cost of the project is being paid for by NYLBA. Livingston County is a participant in the study and expects to be interviewed and receive requests for data by the hired consultant. NYLBA has yet to sign a contract with CCP for the analysis, but expects to do so in August. The analysis is expected to be completed in 2024.

b) August Meeting Date

Multiple Board members indicated they will be out of town on the date of the regularly scheduled August Board meeting, August 22, 2024. The Board approved cancelling the regularly scheduled meeting and holding a special meeting on Thursday August 29, 2024 at 1:30 p.m. in Room 205/208 of the Livingston County Government Center.

Next Meeting: Special Meeting Thursday August 29, 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. Pangrazio adjourned the meeting at 2:17 p.m.

Respectfully submitted, William Bacon, Secretary

Recorded by, Stephanie Johnson, Administrative Secretary