

Livingston County Land Bank Corporation
Board of Directors Meeting
February 27, 2025, Room 303B
Meeting Minutes

Members: Ian Coyle, Megan Crowe, Angela Ellis, William Fuller, Shannon Hillier, William Bacon, Daniel L. Pangrazio

Staff: Nate Cole, Amy Lutz, David Pribulka

Visitor (virtual): Keely Hines, The Bonadio Group

Absent: Amy Davies

Agenda Item

Call to Order and Welcome

Mr. Pangrazio called the meeting to order at 1:32 p.m. and welcomed the group. Introductions were made.

Agenda Item

Approval of Minutes

Mr. Pangrazio asked if there were any additions, corrections, or deletions to the **December 19, 2024** Draft Meeting Minutes.

A motion to approve the December 19, 2024, meeting minutes was made by Mr. Fuller and seconded by Mr. Bacon. The motion carried.

Agenda Item

Treasurer's Report

Mr. Pangrazio read the treasurers report for the month of January per the distributed document prepared by Ms. Davies: The starting balance was \$273,245.70. Total expenses were \$25,162.02. Total deposits were \$45,439.36. The Ending balance equals \$293,523.04.

A motion to accept the Treasurer's Report was made by Mr. Coyle seconded by Ms. Hillier. The motion carried.

Agenda Item

Audit Presentation: Keeley Hines, The Bonadio Group (virtual)

1. Ms. Hines presented and reviewed the 2024 audit.
2. An audit packet was distributed to members for review.
3. Ms. Hines asked the board if there were any questions or comments. There were none.
4. A final PDF will be prepared and delivered.

Agenda Item

2024 Land Bank Annual Report and 2025 Work Plan

1. Mr. Cole presented the 2024 Land Bank Annual Report and 2025 Work Plan. Mr. Pangrazio complimented the work on the report.
2. Mr. Coyle asked if the state guideline for video recording meetings was decided.
3. Ms. Crowe explained that the meeting location in room 205 does not have capability to do so at this time.
4. An available location with video capability will be explored.

A motion to approve the 2024 Land Bank Annual Report and 2025 Work Plan was made by Ms. Hillier and seconded by Mr. Fuller. The motion carried.

Agenda Item

Discussion of NYSDEC/County/Land Bank Memorandum of Agreement Template

1. Mr. Cole distributed a copy of the Memorandum of Agreement template to the board.
2. Discussion took place.
3. The Agreement was reviewed by Ms. Hillier and was not recommended.
4. Ms. Hillier explained the County is protected as long as we do not cause contamination.
5. The board agreed that no action will be taken at this time.

Agenda Item

Real Estate Broker Services

A copy of Resolution 6- 2024 was distributed and reviewed. ***A motion to rescind Resolution 6-2024 was made by Mr. Bacon and seconded by Mr. Coyle.*** The motion carried.

A copy of Resolution 1- 2025 was distributed and reviewed. ***A motion to approve Resolution No. 1-2025 for Real Estate Broker Services was made by Mr. Coyle and seconded by Ms. Ellis.*** The motion carried.

Mr. Pribulka left the meeting.

Agenda Item	Existing Property Updates
A. 52 W Main St- Avon <u>Project updates:</u> Nate Cole	<ol style="list-style-type: none">1. Mr. Cole reported the sale is progressing smoothly, Land Bank needs to pass a resolution to authorize disposition for \$1,500.2. Closing scheduled for next Friday. <p><i>A motion to approve Resolution No. 3-2025 authorizing disposition of title to a property located at 52 West Main Street in the Village of Avon was made by Mr. Fuller and seconded by Mr. Bacon.</i> The motion carried.</p>
B. 1 Price St. – Nunda <u>Project Updates:</u> Nate Cole	<ol style="list-style-type: none">1. Mr. Cole reported an \$11,500 savings on pre development cost.2. The structure is structurally condemned and LiRo Engineers indicated that asbestos testing, removal, remediation, etc. are not required.3. LiRo Engineers will begin designing demolition plans to put to bid.4. In consultation with Tony and reconsidering the Land Bank grants received, it may be more appropriate to maintain the existing lot (3 acres) instead of subdividing and build a single family residential structure similar to others in the neighborhood.5. Ms. Ellis asked if there is any restrictions for purchase. Mr. Cole answered no and noted there is a concern of minimum width to subdivide.6. Discussion on structure options were discussed.7. Ms. Crowe will work on a bid for a modular structure.8. Mr. Cole will consult with Tony regarding housing size comparisons in the area.9. Mr. Cole confirmed the new grant money will be utilized for the project.
C. 32 Jefferson St. – Dansville <u>Project Updates:</u>	<ol style="list-style-type: none">1. Gas and electric have been installed.2. Waterline and sewer line installed 2/27/25. Waiting on the Village to connect the waste water line.3. ETA for sale is not determined to date. Mr. Cole will confirm a June date.

Agenda Item	Land Bank Initiative Open Round Grant Funding Award
A. Mr. Cole reviewed the resolutions for 2 grant agreements.	<ol style="list-style-type: none">1. 18-month term beginning January 23, 2025.2. HCR structured as 2 separate grant agreements, the LBI (Non-Capital) \$737,000.00, is flexible funds and the LBI Capital funds, \$ 1,263,000.00, must be spent on tasks that result in or are construction activities.3. These funds can be spent in a partnership to support development.4. There are no income requirements on the properties sold funded by the LBI grant, but they do want properties to be generally affordable (basically don't build high-end housing).5. Legal Services RFP for consulting services6. Potential for additional staff7. Ms. Ellis questioned the cash flow.8. Mr. Cole confirmed it will be cash reimbursement. <p><i>A motion to approve Resolution No. 4-2025 authorizing the Executive Director of Livingston County Land Bank Corporation to sign a grant agreement with New York State Homes and Community Renewal: Land Bank Initiative Capital was made by Mr. Coyle and seconded by Ms. Ellis.</i> The motion carried.</p>

A motion to approve Resolution No. 5-2025 authorizing the Executive Director of Livingston County Land Bank Corporation to sign a grant agreement with New York State Homes and Community Renewal: Land Bank Initiative Non-Capital was made by Mr. Bacon and seconded by Mr. Fuller. The motion carried.

B. Cash Flow Projection Presentation and Discussion

1. Mr. Cole distributed a spreadsheet with cash flow projections. The board discussed.
2. Ms. Crowe reported on the workflow, concern about the administrative load, and lean staffing issue.
3. Mr. Pangrazio commented that we should discuss contracting additional services after we have more properties.
4. Ms. Hillier suggested meeting more often to help with workflow and to help expedite the decision timeline.
5. Mr. Coyle asked if virtual was an option for decisions, if advertised.
6. Email voting was discussed and will be researched to comply with open meeting law.
7. Amending bylaws for correspondence voting and memorializing voting in the minutes was discussed.
8. Mr. Coyle suggested an administrative approval at the point of offers going in with Tony.
9. Ms. Ellis questioned the states review and approval of the specifications for houses with the grant flexibility.
10. Mr. Cole said environmental reviews will be required with the grant and will be reviewed with Jeff.
11. Ms. Ellis commented LiRo's complex reviews may not be necessary for our operations.
12. Ms. Crowe explained that scaling back in specs with LiRo will be discussed with Jeff.

A motion was made to move to Executive Session by Mr. Bacon, seconded by Mr. Coyle. Motion carried.

C. Properties for Purchase Consideration

1. 36 South Street Leicester
2. 7838 N Main Street Springwater
3. New property acquisition strategy

A motion to return from executive session was made by Mr. Coyle and seconded by Mr. Bacon. Motion carried.

D. Rehabilitation Contractors

1. Strategy for outreach- Mr. Cole updated the board and mentioned that a Facebook page has been created to spread the word. The County posts can be linked for additional visibility. Tony will be contacted for suggestions.

E. Land Bank Corporation Legal Services RFP Update-

1. Ms. Crowe explained a draft RFP is available to review.
2. Mr. Pangrazio suggested that we wait to review the RFP and plan to start in May or June.
3. Ms. Hillier commented that 3 properties will be a lot of additional work.
4. Ms. Crowe mentioned the transition period. Mr. Pangrazio agreed to make a selection for a start date in May.
5. Mr. Pangrazio stated that legal services can be sub contracted.

F. Land Bank Corporation Lawn Mowing RFP Update-

1. Mr. Cole reviewed. The past contract was with Farrell's Lawn Service.
2. Lawn mowing will go out to bid.
3. Ms. Ellis suggested an option to extend to contract the following year to help with retaining services.
4. Threshold was confirmed up to \$3,000.00.
5. Ms. Ellis suggested using funds outside the grant to avoid restrictions and help with retaining a company.

Agenda Item	Other Business
<p>A. NYLBA Updates Mr. Cole provided an update.</p> <ol style="list-style-type: none"> 1. NYLBA stance on non-public sale of tax foreclosed properties to Land Banks. Ms. Hillier mentioned there will be one auction this year. 2. NYS FY 26 land bank budget highlights: <ol style="list-style-type: none"> a. \$10,000,000 for land bank (LBI Phase 1 funds) b. DEC has \$500,000 for land banks to do lead abatement c. \$40,000,000 for land bank capital projects (LBI Open Round) 3. NYS FY 26 general housing highlights 	

- a. \$100 million in “new” capital funding to assist Pro-Housing communities with critical infrastructure projects
- b. \$50 million in new capital funding to incentivize the building of more starter and modular homes. (expansion of the CrossMod pilot)
- c. \$50 million for down payment and closing cost assistance grants to first-time homebuyers earning up to 120% of AMI
- d. \$50 million for a Mixed-Income Revolving Loan Fund to provide low-cost second mortgages
- e. The Executive Budget creates an affordable homebuyer property tax incentive at local opt-in (457-a) for homes built with assistance from governmental entities, nonprofits, land banks, or community land trusts, and sold to low- and moderate-income homebuyers and subject to affordability covenants.
- f. An additional \$25 million for Homeless Housing and Assistance Program (HHAP)
- g. \$50 million to expand and strengthen the Rapid Response Home Repair Program and the Resilient Retrofits Program

Agenda Item	Next
	<ol style="list-style-type: none"> 1. Next Meeting is Thursday, March 27, 2025 at 1:30 p.m. in Room 205/208 2. Ms. Ellis made a recommendation that senior housing be explored and ideas were discussed. Ms. Ellis suggested purchasing larger plots of land for patio homes to help free up housing stock within the County for younger families. Exploring Dansville area was suggested.
Adjourn	<p><i>A motion to adjourn was made by Mr. Coyle and seconded by Mr. Bacon.</i> The motion carried. Mr. Pangrazio adjourned the meeting at 2:10 p.m.</p>

Respectfully submitted, William Bacon, Secretary
Recorded by, Amy Lutz, Administrative Secretary