

Livingston County Land Bank Corporation Board of Directors Meeting
August 21, 2025, Room 205/208
Meeting Minutes

Members: William Bacon, Ian Coyle, Angela Ellis, William Fuller, Shannon Hillier

Staff: Nate Cole, Megan Crowe

Guest: Evan Bussiere, Hurwitz Fine PC

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

Agenda Item	Approval of Minutes
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Mr. Coyle asked if there were any additions, corrections, or deletions to the **July 31, 2025**, Draft Meeting Minutes.
A motion to approve the July 31, 2025, meeting minutes was made by Mr. Fuller and seconded by Mr. Bacon.
The motion carried.

Agenda Item	Treasurer's Report
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Mr. Cole shared the Treasurers report for the month of July from Ms. Davies: Beginning balance \$282,486.47; Income \$1,492.52; Expenses \$26,191.79. The ending balance totaling \$257,787.20.
A motion to accept the Treasurer's Report was made by Mr. Bacon, seconded by Mr. Fuller.
The motion carried.

Agenda Item	Prospective Properties
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A motion was made to enter Executive Session to discuss property updates by Mr. Bacon, seconded by Ms. Ellis.
Motion carried.

- a. 23 Erie Street Mt. Morris
No action
- b. 18 Mill Street, Nunda
Action to purchase
- c. 34 Linden Street, Livonia
Action to submit a purchase offer
- d. 32 Jefferson Street, Dansville
Action to lower sale price

A motion was made to exit Executive Session by Mr. Bacon, seconded by Ms. Hillier. Motion carried.

Agenda Item	Other Business
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1. LBI Property Maintenance:
 - a. \$15 million is available to Land Banks for property maintenance, with applications due November, 21.
 - b. The eligible activities are:
 - Moderate-Income Owner-Occupied Repair Program Land Bank will open and administer a program to make grant resources available to owner occupied households with incomes up to 120% AMI.
 - Small Rental Repair Program Land Bank will administer a program to make grant resources available for rental property owners to complete rehabilitation of apartments.
 - Other Repair or Construction Activities HTFC will consider other activities that meet the requirements stated above. Consultation with HTFC staff is required prior to submitting a formal proposal.
 - c. Considerations:
 - Homeowner repair is outside of the mission of the Land Bank.
 - Small rental repair is similar to the VRP.
 - The County has a lot of 100+ year old houses in need of repair, this can keep them from becoming Land Bank houses.
 - We currently have LBI funding which could impact our ability to get more.
 - Capacity for the new programs effect in time and ability of staff was discussed.
 - Ms. Crowe provided input on current and future staffing.

2. HCR Vacant Rental Property

- a. This grant application is in development.
- b. The County has released a form to record landlord interest in this grant.
 - Multiple developers/landlords have reached out with interest in this program.
 - One of the developers that reached out is potentially interested in a partnership with the Land Bank to build a 2-6-unit apartment building in York.
- c. The grant budget can include up to 10% for program delivery costs.
- d. The County will receive the grant with the Land Bank as a subrecipient.

Manufactured and Mobile Home Replacement

- a. The grant will be submitted 8/21.
- b. The application proposed the replacement of 4 homes.
- c. Admin costs for Land Bank staff are paid for by the grant.
- d. The County will receive the grant with the Land Bank as a subrecipient.

Property Updates

1920 Buell Ave, Lima

1. Updates from last Board meeting:
 - a. Tim Queeno reached out to Bill Fuller interested in purchasing the property for his laser engraving business, Bill Bacon has also been working on this with Tim. He would want to build a commercial building on the property.
 - b. The site has been cleaned to commercial standards.
 - c. The DEC can allow construction and operation of the business while monitoring is ongoing. Soil vapors will require a sub slab depressurization system.
 - d. Currently the property is zoned residential.
2. Hurwitz Fine is working on a new co-development agreement between the County and Land Bank to recapture costs spent on the demolition. A copy was distributed.
3. Megan spoke with the Mayor – we need a formal write up to the trustees
 - a. The County's endorsement of this is needed.
 - b. The Board approved to move forward with the write up.
4. Terry McCarron is able to do an appraisal, he expects to have it by the end of next week.

Mr. Coyle left the meeting. Mr. Bacon chaired the rest of the meeting.

Agenda Item	Property Updates
7313 Groveland Station Road, Groveland	1. Spoke with seller's agent about getting access to the property on 8/18 for predevelopment activities, expect to receive approval for doing the environmental assessment and rehab design prior to closing. 2. The seller will be taking the big shed and leaving the smaller one as originally planned. 3. Closing will be 9/1/25.
1 Price Street, Nunda	1. Final comments on the new build design were provided to LiRo 8/14, expect to bid soon. 2. Working with Bioserv on removing the formaldehyde. 3. The demo bid was re-released 8/11 as a controlled demo due 9/4. a. Anything not absolutely necessary in the specifications was cut. b. Hurwitz Fine reviewed the instructions to bidders and requirements in order to remove anything unnecessary.
36 South Street, Leicester	1. Leicester CEO did a walkthrough of the house to discuss the rehabilitation with LiRo on 8/5. a. Stairs do not have to be moved or adjusted, just the treads have to be repaired.

- b. The front porch will have to be replaced.
 - c. The garage will be demolished.
 - d. Roof repair is needed in some places, but we don't need a new roof.
 - e. The addition is up to code, just the siding will need to be fixed.
 - f. The masonry in the basement needs repairs and flooding needs to be addressed.
 - g. Tony suggested we look at taking the wall between the dining room and kitchen down.
2. The bid documents will be out in September with a draft expected this week
 3. LiRo is adding another staff member.

14 Pine Street, Dansville

1. The Land Bank offered \$40,000 for this property after the last Board meeting, the seller has been unresponsive.
2. The bank that owns this property is waiting to see if they get better offers for this property than ours.
3. Dansville code enforcement spoke to us about right sizing the rehabilitation in order to meet code while not requiring as extensive of rehabilitations.

Agenda Item	Other Business Continued
<u>Brownfields Conference</u> Land Banks had a session at the Brownfields conference, the DEC/Land Bank MOU was highlighted as a useful tool for Land Banks to partner in Brownfields programs by reducing owner liability. • Mr. Bussiere asked if this was a requirement. • This will be kept as an agenda item to discuss in the future.	
Adjourn	Next Meeting
The next meeting is Thursday, September 25, 2025 in Room 205 @ 1:30 p.m.	
<i>A motion to adjourn was made by Ms. Hillier and seconded by Mr. Fuller.</i> The motion carried. Mr. Bacon adjourned the meeting at 2:37 p.m.	

Respectfully submitted, William Bacon, Secretary
Recorded by, Alexandria Schoonover, Senior Account Clerk