

**Livingston County Land Bank Corporation Board of Directors Meeting**

**October 23, 2025, Room 205/208**

Meeting Minutes

**Members:** William Bacon, Ian Coyle, Megan Crowe, Amy Davies, Angela Ellis, William Fuller, Shannon Hillier, and Daniel Pangrazio

**Staff:** Nate Cole, Amy Lutz

**Guest:** Lexie Florczak, Hurwitz Fine PC

<b>Agenda Item</b>	<b>Call to Order and Welcome</b>
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Chairman 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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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the *September 25, 2025*, Draft Meeting Minutes.

*A motion to approve the September 25, 2025, meeting minutes was made by Ms. Davies and seconded by Mr. Fuller.* The motion carried.

<b>Agenda Item</b>	<b>Treasurer's Report</b>
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Ms. Davies shared the Treasurers report for the month of September: Beginning balance \$ 257,767.20; Income \$110,712.91; Expenses \$114,792.10. The ending balance totaling \$253,688.01.

*A motion to accept the Treasurer's Report was made by Mr. Bacon, seconded by Mr. Coyle.* The motion carried.

<b>Agenda Item</b>	<b>PARIS Budget</b>
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Mr. Cole reviewed annual report to submit for the ABO.

*A motion to approve the proposed 2026 PARIS Budget was approved by Mr. Bacon, seconded by Ms. Davies.* The motion carried.

<b>Agenda Item</b>	<b>Property Updates –Megan Crowe</b>
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- a) 32 Jefferson Street, Dansville
  - 1. The closing date is pending; a press release will be issued post-closing.
    - a. Shortly after repairs were made to the house, the buyer went on Paternity Leave. His first day back to work will be Monday, 11/3. Once the buyer has worked 24 hours, the bank will be able to verify his employment and issue a clear to close.
    - b. Early occupancy rate was \$5,000.00.
- b) 313 Groveland Station Road, Groveland
  - 1. Visited the property 10/8 with Architectura and LiRo. They will need one more visit to finalize the rehab design.
  - 2. Jeff visited the site 10/23 to further the rehab design.
  - 3. The goal is to have the rehab bid awarded at the December Board meeting.
- c) 36 South Street, Leicester
  - 1. Peter Vongilis, Red Skye Remodeling, and Lakeview Construction have visited the house.
  - 2. Peter Vongilis was the only bid received.
  - 3. Work planned to be completed by May 1, 2026.
  - 4. Mr. Cole reviewed photos and project specs.
  - 5. Mr. Coyle asked if bartering is possible with the pricing. Mr. Cole said it has been discussed.
  - 6. The resolution is contingent on the following: the completion of interviews with shortlisted contractors; receipt of a recommendation from LiRo Engineers, Inc., and determination of the best qualified proposer in accordance with the RFP criteria and the Corporation's procurement policy.

***A motion to approve Resolution No. 13-2025, Resolution authorizing award of contractor for the rehabilitation of a single family home at 36 South Street in the Village of Leicester, with contingency was made by Mr. Fuller, seconded by Mr. Bacon. The motion carried.***

d) 1920 Buell Ave, Lima

1. A draft co development agreement should be approved by the BOS prior to any disposition of the property. Attorney Hillier created a draft agreement for the parties to consider that could be utilized once information is known from NYS Department of Environmental Conservation (DEC).
2. We are seeking clarification from the DEC regarding property access post sale.
  - a. Current DEC response:
    - i. “Per the consent order, it’s on the county to ensure DEC still has access. That being said, we don’t foresee access being a problem. Assuming we meet the residential cleanup standards, the site will need to be delisted before someone can live there so we wouldn’t need access after that time because it would no longer be a site. If, for whatever reason, we cannot meet the residential standard and need to go commercial, an easement would need to be on the property and we’d have access through that. The latter is unlikely, but just throwing it out there.”
  - b. We have reached out for further clarification and sample language to use.
  - c. Ms. Hillier noted the property appraised at less than cost of demo so it appears County owes the Land Bank. Suggestion was discussed whatever received in sales proceeds, we can divide the net equally between the County and Land Bank.
  - d. Regarding the DEC issue, transfer title and the County would not be responsible.
  - e. RFP will need to wait until DEC decides.

***A motion to approve the Agreement and sell the property was made by Ms. Hillier, seconded by Ms. Ellis. The motion carried.***

e) 18 Mill Street, Nunda

1. The closing is scheduled for 11/14/2025
2. Environmental and design activities can begin after the closing.
3. Concerns were brought up for unforeseen costs after bid.
4. Ms. Ellis asked if we could act without a request for proposals where they can look at property and tell us what they are willing to do.
5. Options were discussed regarding having conversations with engineers and architects about expectations for construction and verify proposals.
6. Mr. Cole will speak with Jeff about creating a list of requirements to build to code and a timeline that is less descriptive with deliverables.

f) 1 Price Street, Nunda

1. The demo bid has been awarded to Geiter Done and contract executed. November 3<sup>rd</sup> will be the completion date.
2. LiRo is working on collecting pre-work submittals, demo work will begin once complete.
3. New build contract to be awarded to Lakeview Construction, add alternates and customization options to be considered by the Board. Additional savings included changing siding, changing sink, not doing driveway apron, spec utility connections were less so will be a savings.
4. Considering sourcing a garage from Giggling Pig.
5. Mr. Coyle expressed concern on the site work price and explained the site work should possibly be bid separately.
6. Mr. Pangrazio suggested we do a fact check on pricing for site work.
7. Ms. Ellis asked if we would be approving the changes suggested.

*A motion to approve Resolution No. 14-2025, Resolution authorizing award of contract to Lakeview Construction for the installation of a single family modular home at 1 Price Street in the Village of Nunda was made by Mr. Coyle, seconded by Mr. Fuller. The motion carried.*

Agenda Item	Prospective Properties
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*A motion to move into Executive session to discuss prospective properties was made by Mr. Bacon, seconded by Mr. Fuller. The motion carried.*

Entered into Executive Session to discuss prospective properties in Mt. Morris, Caledonia and Nunda.

*A motion to exit executive session was made by Mr. Bacon, seconded by Mr. Fuller. The motion carried.*

No action taken.

Agenda Item	Other Business
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a) Housing Study

1. Conversations with towns and villages are almost complete, the next phase will be meeting with developers.
2. Over 100 properties have been identified as potential opportunities for housing.
  - a. There are a few projects we have identified in which the Land Bank could have a role in development:
    - i. Connell Building in Livonia (old middle school)
    - ii. 119 Main Street Mount Morris. Village owned property. Ms. Ellis discussed different options: possible tear down to the front, the back of the building is where the housing would be, possible mixed use option. Ms. Hillier mentioned ARPA funds may be available. The Board agreed to pay Jeff to get a structural assessment of the property.
    - iii. The American Hotel, Lima
    - iv. Village of Avon off Pole Bridge Road, behind Tom Wahls. Possibility of a 55+ subdivision with patio homes. Infrastructure issues: no water, sewer or roads

b) Property Acquisition Policy

1. Amendment to the property acquisition policy was presented by Alexis Florczak, esq.
  - The thresholds for purchase price and acquisition committee was discussed.
  - It was decided that Ms. Ellis, Mr. Bacon, Nate Cole and Ms. Davies will serve on the Acquisition Committee.
  - Nate Cole will be Chair of the Committee.
  - It was decided that the threshold will be \$75,000.00.

*A motion to approve Resolution No. 15-2025, Resolution amending the real property acquisition policy and creation of an acquisition committee was made by Mr. Bacon, seconded by Mr. Fuller. The motion carried.*

Adjourn	Next Meeting
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The next meeting is Thursday, November 20, 2025 in **Room 205 @ 1:30 p.m.**

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

Chairman Pangrazio adjourned the meeting at 3:03 p.m.

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