

Livingston County Land Bank Corporation Board of Directors Meeting
September 25, 2025, Room 205/208
Meeting Minutes

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

Staff: Amy Lutz

Guest: Lexie Florczak, Hurwitz Fine PC

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

Agenda Item	Approval of Minutes
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Chairman Pangrazio asked if there were any additions, corrections, or deletions to the **August 21, 2025**, Draft Meeting Minutes.

A motion to approve the August 21, 2025, meeting minutes was made by Mr. Fuller and seconded by Ms. Hillier. The motion carried.

Agenda Item	Treasurer's Report
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Ms. Davies shared the Treasurers report for the month of August: Beginning balance \$ 257,787.20; Income \$10,000; Expenses \$ 10,020. The ending balance totaling \$ 257,767.20.

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

Agenda Item	Property Updates –Megan Crowe
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a) 32 Jefferson Street, Dansville is sold.

- The property was sold for \$175,000.
- An early occupancy agreement was executed for an additional \$5,000.
- The seller's attorney sent a list of items the buyer requested be addressed.
- After investigation with Jeff on 9/19, it was found that the dryer vent ductwork, the dishwasher, the stove, and sanitary sewer hangings need to be addressed. Mike Masten will fix these items at no cost to the Land Bank or buyer. He is in touch with the buyers to schedule this.
- The closing date is 10/23.
- Mr. Fuller recommended that the wording should change on the resolution. Tax no. should be changed to Tax Map No.
- Mr. Coyle noted that the items from buyer should have been taken care of per the punch list.
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A motion was made to approve Resolution 11-25 Authorizing Disposition as amended by Mr. Coyle, seconded by Ms. Davies. The motion carried.

b) 1920 Buell Ave, Lima

- Terry McCarron appraised the property for \$30,000.
- Discussion about property disposition is ongoing.
- A meeting was held at a perspective buyer's business.
- The Board discussed the impact of selling to the potential buyer as is with no contingency.
- Zoning was discussed.
- The Board agreed that we should put property on the market for one month. If no sale it will go to the auction on November 6.
- Ms. Hillier confirmed we can transfer the property but have to disclose the zoning.
- RFP solicitation was discussed and the RFP process will be conducted.

- c) 7313 Groveland Station Road, Groveland
- Closing date was today and junk was removed. A shed, camper, and other debris still needs to be removed.
 - The DEC is working on removing the gas well. Work has begun and they have executed necessary permits with the seller. Lexie explained we do not have rights or responsibilities for the well as it is in the previous owner's name.

d) 1 Price Street, Nunda

Demo-

- Demo bid and new build bid results have been received and are ready for Board approval.
- The demo work can begin right away, the new build must wait to November 1st due to tree clearing restrictions.

A motion to approve Resolution 10-25 Awarding Bid for Demolition was made by Ms. Davies, seconded by Mr. Fuller. The motion carried.

New build-

- 2 bids received for new build.
- Interviews are scheduled October 1st.
- Mr. Pangrazio asked if a bid was received by OWL Modular Homes. Ms. Crowe said they were not interested due to the standard clauses, the HCR contracts being too political. The Board discussed and noted that this is a state requirement in the agreement.
- Different specs were discussed.
- Resolution 12-25 Awarding Bid for New Build was tabled until after interviews.

e) 36 South Street, Leicester

- We have received the first draft of rehab plans.
- The rehab bid is expected to be awarded by next Board meeting on October 1st.

f) 18 Mill Street, Nunda

- The seller accepted our offer for \$75,000.00
- The seller has provided a contract requiring the closing in 30 days. Hurwitz Fine and Tony have extended to November 14th.

A motion to approve Resolution 13-25 Authorizing Purchase of 18 Mill Street, Nunda was made by Mr. Fuller, seconded by Ms. Hillier. The motion carried.

Agenda Item	Prospective Properties
<i>A motion to move into Executive session was made by Mr. Fuller, seconded by Ms. Hillier. The motion carried.</i>	
Entered into Executive Session to discuss prospective properties in Mt. Morris, Caledonia and Nunda.	
<i>A motion to exit executive session was made by Mr. Coyle, seconded by Ms. Davies. The motion carried.</i>	

Agenda Item	Other Business
a)	LBI Phase 1 grant-Megan Crowe <ul style="list-style-type: none"> • Our grant application was approved for \$100,000 for a one-year period. • As noted by Lexie, section 4 (Award Increases and Renewals) contains more general language regarding renewal of the agreement. The 2022 grant agreement limited the agreement to being renewed two times, for a total of 36 months of funding. The new grant agreement does not include this cap on the amount of times the grant agreement can be renewed.
b)	MOVE-IN New York Grant-Megan Crowe

- The NYS Fiscal Year 2025-26 Budget appropriated \$50 million for funding innovative “starterhome” models to make affordable homeownership more accessible to low-and moderate-income New Yorkers.
- This program will fund the construction of CrossMod homes – HUD manufactured homes that are approximately 1500 sq ft, 3 bed, 2 bath homes with a full front porch and garage.
- HCR claims these can be built in 6 months for \$250,000. Note that their trial runs which informed these figures took place in vacant city lots with existing infrastructure.
- Requirements were reviewed.
- The funding is a partially forgivable interest free, non-amortizing loan to enable awardees to pay for the purchase, delivery and installation of the home.
- Home sales will be required to target buyers ranging from 70% to 130% of the Area Median Income, with an average home sale price affordable to 100% of the AMI among the homes with exceptions for softer markets.
- Applications will be accepted beginning November 15, 2025. The application window will remain open through January 30, 2026 if available funding permits.
- Mr. Coyle recommended we find a vendor that will do this for us with our funds.

Shared Services-Megan Crowe

- The 2024-2025 shared services contract between the County and Land Bank has been completed and will be renewed for 2025-2026.
- The contract had a total not to exceed \$50,000 and \$33,984.01 was used in staff time reimbursements.

Property acquisition policy- Lexie Florczak

1. Update on Land Bank Property Acquisition Policy Background
 - Land Bank staff and legal counsel have begun a review of other land bank property acquisition policies to identify alternate property acquisition mechanisms that could offer the Land Bank greater flexibility to submit purchase offers in the private market.
2. Identification of Property Acquisition Policy Mechanisms
 - The Rochester Land Bank’s property acquisition policy incorporates unique provisions the Board may want to consider. Specifically, its policy provides that acquisition shall be approved by its Board prior to conveyance of title.
 - The Land Bank could consider taking a similar approach to the Rochester Land Bank by delegating the approval of certain property acquisitions to a to-be created Acquisition Committee.
 - The Land Bank could also consider amending its Policy to indicate that Board approval is required prior to conveyance of title, or at the Board meeting following when a purchase offer is made.
 - Mr. Pangrazio asked Lexie to put something together for the Board to review for consideration.

Mr. Pangrazio asked for an update on mobile home replacement.

- Ms. Crowe reported we are in the queue for the application process.

Adjourn

Next Meeting

The next meeting is Thursday, October 23, 2025 in **Room 205** @ 1:30 p.m.

A motion to adjourn was made by Ms. Davies and seconded by Mr. Fuller. The motion carried.

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

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