

Livingston County Land Bank Corporation Board of Directors Meeting

January 22, 2026 Room 305

Meeting Minutes

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

Staff: Nate Cole, Amy Lutz, and Christie Mahany

Guest: Tara Gardner and Tracy McCaughey

Agenda Item

Call to Order and Welcome

Chairman Pangrazio called the meeting to order at 1:30 p.m. and welcomed the group. Guests and new staff were introduced. Ms. Mahany gave a brief introduction.

Agenda Item

Approval of Minutes

Chairman Pangrazio asked if there were any additions, corrections, or deletions to the *December 18, 2025*, Draft Meeting Minutes.

A motion to approve the December 18, 2025, meeting minutes was made by Ms. Hillier and seconded by Mr. Bacon. The motion carried.

Agenda Item

Treasurer's Report

Ms. Davies shared the Treasurers report for the month of December:

Beginning balance on accounts \$468,521.47

Income received \$205,913.29

Expenses \$446,587.67

The ending balance totaling \$227,847.09

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

Agenda Item

Property Updates

1. 1920 Buell Ave, Lima

- Planning Department has issued the RFP and solicitation of proposals began January 5, 2026.
- Proposal submissions are due February 16, 2026 and designation of buyer is March 11, 2026.
- Ads have been issued.
- An interested buyer has been shared with Tony.

2. 7313 Groveland Station Road, Groveland

- The project will be ready to go after execution. Changes to scope delayed contract execution.
- Changes include back porch removed off bathroom and half bath in basement added.
- Completion date of June 1, 2026.

3. 36 South Street, Leicester

- Changes reviewed: new windows will be installed on the first floor which were not originally in the spec, a closet will be removed and vinyl siding for the whole house rather than painting at no additional cost.
- Dry wall will be starting in a week, upstairs bedrooms have been primed for painting.
- June 1, 2026 project completion date is still on schedule.

4. 18 Mill Street, Nunda

- Site visit 1/21/26 to finalize scope.
- Looking at bidding a scope of work instead of a full set of drawings with intention to attract more bidders and be less intimidating to vendors.

5. 1 Price Street, Nunda

- Lakeview Construction is waiting on finalized drawings from Malone to order the house and waiting on the survey for the Superior Walls order.
- Awaiting final submission of documentation to the engineers from Geiter Done for payment.

6. 10 Parker Road

- The sale and purchase contract has been shared with the property owner and he is willing to sign.

- Once owner can be reached the documents are ready to sign.
- Ms. Hillier suggested a POA is done with the family member to sign the legal transfer paperwork.

A motion to approve Resolution No.1 -26 AUTHORIZING acquisition of title to a property located at 10 Parker Road in the Village of Mt. Morris was made by Ms. Ellis and seconded by Ms. Davies. The motion carried.

7. 0 Parker Road

- The purchase of this property was agreed to purchase for \$48,000.00 and the closing is scheduled for 2/27/26.
- Subdividing the property was discussed.
- Mr. Cole confirmed it has public water and sewer and is clear of wetland.
- Contact made with BOCES to explore partnering with them to build. Building plans would have to be submitted to BOCES.
- Decision was made to get on the BOCES list.
- Mr. Pangrazio asked what portion would be kept if subdivided. The corner lot was discussed and board agreed to pursue the corner lot for build and sell the lot on the left.

A motion to approve Resolution No. 2-26 AUTHORIZING acquisition of title to a property located at 0 Parker Road in the Village of Mt. Morris was made by Ms. Hillier and seconded by Ms. Davies. The motion carried.

Agenda Item	Other Business
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HCR/ VRP update

- The County Board has passed a resolution to execute the grant agreement with the HCR and a resolution to enter a subrecipient grant with the Land Bank.
- HCR requires the entity to be the local administrator. The Land Bank will enter into agreement with HCR instead of the County.
- Next step: Rescind the Board Resolution and send a letter to HCR that we will change entities and HCR will approve through their Board.
- Ms. Ellis asked if we will wait until the Board resolution is rescinded until we ask for the change and Mr. Cole confirmed we will.

A motion to approve Resolution No 3-26 AUTHORIZING the Executive Director of the Livingston County Land Bank Corporation to sign a grant agreement with New York State Housing Trust Fund Corporation: Vacant Rental Program was made by Mr. Bacon and seconded by Mr. Coyle. The motion carried.

Discussion continued.

- Property owner applications and scoring sheets are being drafted. A committee will be formed to review and score applicants.
- Mr. Cole explained the process to define an applicant: a resident of Livingston County or an adjacent county, insurance requirements, vacant under 20 and provide a scope of work for their project to prioritize based on condition of property, and acknowledgments and declaration of interest.
- A survey was issued. Bonus points will be applied for those that completed the survey.
- A waiting list will be created for when contractor available.
- Once selected, we file a declaration of interest with County Clerk with rent limits placed on property and income limits of people selected.
- An RFP will be issued for monitoring properties in the 10-year period.
- Members selected to be on Selection Committee are:
 - Bill Bacon
 - Amy Davies
 - Will Wadsworth
 - Dan Pangrazio
 - Nate Cole
 - Christie Mahany
 - Megan Crowe
- Applicant scale was reviewed and discussed.
- MWBE criteria was discussed.
- Ms. Hillier asked if absentee landlords will be vetted. Qualifications including paid taxes and violations were discussed.
- A kick off meeting will be planned to review program requirements and attendance requirements.
- Property owner intake starting in February.

MMHR update

- The County has received the MMHR contract for execution.
- Hurwitz Fine is drafting a subrecipient agreement for the Land Bank.
- State has meetings with awarded applicants.
- Scope has changed and we should be able to do at least 4 possibly 5.

Legal Services

- Based on discussions with other Land Banks, it is commonplace to expect extra closing costs due to foreclosure processes. Further information is being gathered.

2026 Strategic Planning Session

- With the Land Banks \$2M LBI grant set to be completed at the end of July 2026, a look at what the Land Bank has been able to accomplish so far and planning what its priorities are going forward will be beneficial.
- Staff is exploring a facilitator.
- A meeting will be planned in June of 2026.

Land Bank Intern

- The Planning Department has an intern from SUNY Geneseo who will be working on a story map documenting the Land Banks projects. This will be a visual presentation of what the Land Bank has done.

Housing Program

- Ms. Ellis gave an update on the housing program. Interest from Village of Avon, Town of Leicester, Village of Mt. Morris, and Lima.
- Next phase and opportunities were discussed.
- Possible grants were discussed.

Property Values

- Property Values were presented for approval.

A motion to approve property values as presented was made by Mr. Bacon and seconded by Mr. Coyle. The motion carried.

Land Bank Audit

- Ms. Crowe reported the audit is being conducted this week.

Adjourn

Next meeting is scheduled for February 26, 2026, at 1:30 p.m. in Room 305.

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

Chairman Pangrazio adjourned the meeting at 2:45 p.m.

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