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Allegany County Land Bank
Board of Directors Meeting
November 18, 2024

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar
Guests: Ashley Smith – Director of Economic Development
Contractors/Other: Jason Isaman

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:00 AM by Chairman Loucks.

2. **MINUTES:**
   a. Regular Board Meeting:
   b. The minutes from the October 21st, 2024, are reviewed.

A motion by Darwin Fanton and seconded by Ed Zalar to approve the October 21, 2024, regular board of directors meeting minutes are approved.

3. **FINANCIAL:**
   a. Bookkeeping
      i. Discussed the current firm that does our bookkeeping Cunning and Stauring. A new staff person has been assigned, Trina Cook, to our account. We received a proposal from Glenn Smith for 2025 services. In discussion no action was taken.

   b. Treasurer's Report
      i. October 2024 (tabled)
      ii. November 2024

On a motion by Ed Zalar and seconded by Bob Salzar, the October 2024 Treasurers report is approved.

On a motion by Darwin Fanton and seconded by Ed Zalar, the board approved to move forward on the Almond Demolition project and the gut-out of 32 Chestnut Street in Wellsville upon receipt of approval of LBI II open grant funding was approved.

   c. Administrative Invoices

i.	Fourth Sector	$ 5,083.33
ii.	Fourth Sector (reimbursement)	$ 411.97 (Zoom- 1 year – 2 seats)
iii.	Cunningham	$ 120.00

d. Capital Invoices

i.	Epic Contracting	$ 8,890.00 (asbestos abatement)
ii.	Epic Contacting	$14,800.00 (Andover gut-out)
iii.	Son Equipment/Services	$ 750.00 (asbestos monitor)
iv.	Zuech's Environmental	$ 7,495.00 (Andover septic)

A motion by Ed Zalar and seconded by Bob Salzar to pay administrative invoices in the total amount of $ 5,615.30 is approved.

A motion by Ed Zalar and seconded by Dave Evans to pay capital invoices upon completion of work in the total amount of $ 31,935 is approved.

4. <u>FUNDING:</u>

a. HCR Land Bank Initiative:
   i. Phase Two- Open Round Open (seeking approx. $1.3m)- NYS review 11/18

5. <u>INFRASTRUCTURE:</u>

a. Current Inventory:

26 Main St. Almond
31 Grover St. Wellsville
15 Second St. Andover
32 Chestnut St. Wellsville
73 Olive St. Bolivar
62 O'Connor Wellsville (lot)
10 Spring St. Cuba (lot)
172 E. State St. Wellsville (lot)

Disposition Updates:

b. Lots for Sale:
   i. 10 Spring St. Cuba- Side Lot offer was received.

A motion was made by Ed Zalar and seconded by Kier Dirlam to accept a purchase offer for 10 Spring St. Cuba, NY from M. Deschler. The offer is $4,000 plus the buyer will pay for a land survey and abstract of title. The buyer will be entreated to combine the lot with their current adjacent property. The motion unanimously was approved.

   ii. 172-178 E. State Wellsville – nothing to report.
   iii. 62 O'Connor St. Wellsville – There is an interested party who has indicated that they will be submitting an offer for this property.

c. Demolition:
   i. 26 Main St. Almond- asbestos abatement has been completed. Kier Dirlam noted that the property has been the subject of some Facebook commentary since the asbestos abatement progressed and the press release came out.

d. Stabilization Properties:
   i. 31 Grover St. Wellsville – Gut out is approved upon receiving notice of funding. The roof repairs are moving along.
   ii. 15 Second St. Andover- Septic and Gut-out are proceeding now.

e. Occupied Properties:

i. 32 Chestnut St. Wellsville – people are seeking ACCORD assistance. If they are successful, they will be moving out and we can proceed with work.
ii. 73 Olive St. Bolivar – seeking financing to purchase. It is possible Habitat assistance may be possible except that they want the people to move out during the work. Home inspection complete.

6. HOUSING STUDY

a. Awaiting notification on the grant application that was submitted.
b. NYLBA temp/emergency housing whitepaper. – Currently in the draft stage.

7. EXECUTIVE DIRECTOR REPORT:

a. Major Achievements
   i. PARIS budget submitted.
   ii. Almond asbestos abatement complete.
   iii. Andover septic scheduled for week of Nov 18th.
   iv. LBI phase 2 final disbursement request.
   v. Submitted purchase proposal to Allegany County.
b. Goals for Next Month
   i. Continue to vacate occupied properties.
   ii. Establish a pre-strategic plan checklist.
   iii. Contracts for 31 Grover and 15 Second St. and 26 Main.
c. Barriers To Meeting Goals
   i. Occupied properties need to be vacated OR sold
   ii. Project funding.
d. Upcoming Events
   i. 11/21 NY Land Bank Assoc. monthly meeting 12:30 pm
   ii. Road Ahead for Land Banks Webinar: Nov 21st at 12 pm

8. OLD BUSINESS:

a. **Recording meetings -** We will be getting the Zoom Meeting accounts set up. YouTube Channel has been created. Will load the most recent meetings going forward.
b. **6 Main St. Friendship** – Still working with the landowner. Discussed need for an inspection and verifying insurance issues. Also discussed the sidewalk issues and need to get a copy of the Sidewalk law to determine who is responsible for what.

On a motion by Ed Zalar and seconded by Dave Evans to move forward with the inspection/engineering report pending the grant funding approval was approved.

9. NEW BUSINESS:

a. **Andover Historic Preservation -** Discussed potential of working with AHP.
b. AHC grant resolution.

A motion by Ed Zalar, seconded by Bob Salzar, to seek Affordable Housing Corporation grant funds to supplement current efforts of ensuring the safety and security of ACLBC projects is approved.

c. **Project Manager Position** – Discussed requirements to be added to the description to make it clear the contractor relationship and other requirements such as insurance coverage. This is a management level position so the contractor should not be climbing ladders, etc.
d. **Open Board Seat** - Suggestions please send to Jason Isaman
e. **New Lot Signs and New Construction Grants (AHOP)** – draft copy was sent via email earlier this month to the board members. Chair recommended that we not put-up signs until we have the program carefully scoped out and we have the funding. The new grant opportunity would allow $150,000 per unit and a minimum of 5 units are required for the application.

10. CORRESPONDENCES:

a. Genesee Valley Habitat for Humanity – Letter was received.

11. GOOD OF THE ORDER:

a. Kier Dirlam noted that a Town was looking for Contractors who may be able to assist with a construction project but had not had much luck. Please send potential contractors contact information to him and he'll get it over to the Town.

12. NEXT MEETING:

a. Next Board of Directors meeting: December 16, 2024, at 9AM

13. ADJOURNMENT:

On a motion by Ed Zalar and seconded by Darwin Fanton, the meeting was adjourned at 10:26 AM.