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Allegany County Land Bank
Board of Directors Meeting
January 13, 2025

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar
Excused: Ed Zalar
Absent: Trina Cook (Cunningham Stauring & Assoc.)
Guests: Clinton Brown, Jill Nowicki, Monica Dean, Jonathan Barnes, Kate Williams
Contractors/Other: Jason Isaman (Fourth Sector),

1. **CALL TO ORDER and WELCOME GUESTS:**
   a. The Annual Meeting was called to order at 9:02 AM by Chairman Loucks.
   b. Everyone was introduced and welcomed.

Special Discussions

c. Clinton Brown Company Architecture, PC [CBCA] regarding Historic Tax Credits
Clinton Brown and Jill Nowicki discussed the services that Clinton Brown Company Architecture, PC [CBCA] can provide. The submitted two proposals prior to the meeting. There are services related to Section 14 of the Historic Preservation Act that they can assist us with specifically related to the Grover Street Property in Wellsville. By working with them we can set it up to allow the next homeowner to receive historic tax credits. If the project takes 3 years, they could potentially be eligible for up to $150,000 in tax credits. We already started the project in 2024 with roof work that was needed immediately. They provided detailed scope of services, schedule, compensation, and next steps. Their firm is a specialty provider of these types of services and meets the criteria for Sole Source Provider, meaning we do not need to Bid this work out. The board thanked them for their time and we will consider the proposal later in the meeting.

d. Monica Dean regarding partnership with Andover Historic Preservation
Monica introduced herself and the agency briefly. They have two properties that may be hold potential for work with the Land Bank and utilization of the $100,000 that we have available. They have a five unit called Castle Apartments located on Hill Street in Andover that needs paint and a roof. The Roof quote from last year was about $50,000. The 10 Unit is known as the Senior House located at 32 Rochambeau Avenue. This also needs a new roof. This facility was built in the late 1990's and the roof is approaching 30 years old. There is also possibility that an MOU could be established for some of our properties that they can assist us with future needs.

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the December 16, 2024, were reviewed.

On a motion by Bob Salzar and seconded by Dave Evans to approve the December 16, 2024, regular board of directors meeting minutes was approved.

3. **FINANCIAL:**

   a. **Treasurer's Report**

Treasurer Darwin Fanton checked the account just prior to the meeting. The account shows that there is a deposit pending for $46,936.00. The Current Balance is $214,769.76

Cunningham and Stauring have still not been able to complete the financials for November 2024, December 2024, January 2025. Jason and Darwin indicated that they are continuing to collaborate with them and expect to have weekly meetings. Upon further discussion it was decided that Brian Loucks and Darwin Fanton should meet directly with Joel Stauring, hopefully this week, to make clear the current situation. We will revisit this issue at the February meeting.

Jason Isaman reviewed the
LBI Phase I – Year three budget 20220398,
LBI Phase II amended Budget 20230024 for demolitions that goes to August 2025, and
LBI Phase II Budget 20240482

   b. **Administrative Invoices**

i.	Fourth Sector	$ 9,366.43
ii.	Cunningham	$ 480.00
iii.	Tolemi Building Blocks	$ 15,000.00
	Total	$ 24,846.43

On a motion by Bob Salzar and seconded by Dave Evans to pay administrative invoices in the total amount of $ 24,846.43 was approved.

   c. **Capital Invoices**
      i. Westside Construction: 31 Grover stabilization change order was provided for review. This amount will be added to the final invoice.

On a motion by Dave Evans and seconded by Darwin Fanton to accept the change order from Westside Construction for the stabilization of 31 Grover St. Wellsville of $ 9,600.00 was approved.

4. **FUNDING:**
   a. HCR Land Bank Initiative – There is $50,000,000 in the NYS budget for Land Banks in 2024. The Governor's budget should be released shortly. The final NYS Budget is due April 1, 2025. Hoping for at least the amount that is currently in the budget to be in 2025. The faster we spend down our grant the better it looks for need.
   b. Historic Preservation Grant – Preservation League grant in the spring & fall. Looking to apply.
   c. USDA Rehab Grant – They want to work with the Land Banks – structure affordable requirements.

d. AHC w/ Andover Historic – Affordable Housing Coalition – would assist with Safety and Security issues.

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:

a. Lots for Sale:
   i. 10 Spring St. Cuba- Under Contract – This should be closed within next 30 days. Shed has been cleaned out. Tools have been taken to storage unit in Belmont. Kier has extra key.
   i. 172-178 E. State Wellsville- interested party (People Inc) – No Update
   ii. 62 O'Connor St. Wellsville- interested party (neighbor) – No Update
b. Demolition:
   i. 26 Main St. Almond- Demo delayed until later in January – Electric Company is holding up the project with removing service.
c. Stabilization Properties:
   i. 31 Grover St. Wellsville - Gut out in January 2025 has been postponed until Clinton Brown Associates can meet with Land Bank and Contractor.

On a motion by Darwin Fanton and seconded by Bob Salzar the Land Bank approved a contract with Clinton Brown Company Architecture, PC to provide Historic Structure Report Services for Improvements to 31 Grover Street, Wellsville. CBCA 25-007 A in the amount not to exceed $15,000.00 was approved.

On a motion by Darwin Fanton and seconded by Dave Evans the Land Bank authorized to make payment of the invoice for CBCA 25-007 A in the amount of $3,750.00 was approved.

On a motion by Dave Evans and seconded by Bob Salzar the Land Bank approved a contract with Clinton Brown Company Architecture, PC to provide State Historic Homeownership Tax Credit Application Services for Improvements to 31 Grover Street, Wellsville. CBCA 25-007 B in the amount not to exceed $7,800.00 was approved.

On a motion by Kier Dirlam and seconded by Bob Salzar the Land Bank authorized to make payment of the invoice for CBCA 25-007 B in the amount of $1,950.00 was approved.

   ii. 15 Second St. Andover - Septic and Gut out has been completed.

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d. Occupied Properties:
    i. Brian Loucks has signed contracts with Keller Williams to list the properties on the MLS.
    ii. 32 Chestnut St. Wellsville – Some interest has been expressed.
    iii. 73 Olive St. Bolivar – house needs interior cleanup.

6. HOUSING STUDY

a. Jason reported that he is working with the data from the windshield survey last year.
b. County-wide Study – The county is working through the process of accepting the grant. A draft RFP has been prepared once the grant has been accepted.
c. NYLBA temp/emergency housing whitepaper draft is expected by the end of the month.

7. EXECUTIVE DIRECTOR REPORT:

Jason Isaman noted that a new Report style will be starting in February

a. **Major Achievements**
    i. Andover Gut-out complete
    ii. Andover Septic installed
    iii. Drafted new grant press release – awaiting New York State to send out
    iv. Moved tools from Cuba shed to Belmont storage unit – Extra Key is with Kier
    v. Began PARIS reporting (Due March 31)
b. **Goals for Next Month**
    i. On-board new staff – Started today
    ii. Start Historic Structure Report/ Historic Tax Credit application – Clinton Brown was approved earlier in the meeting.
    iii. RFP to demo Grover garage
    iv. Draft renovation scope for 2nd St. Andover
    v. Land Survey at 31 Grover – completed already
c. **Barriers To Meeting Goals**
    i. Occupied properties need to be vacated OR sold
    ii. Weather
d. **Upcoming Events**
    i. 1/23 NY Land Bank Assoc. monthly meeting 12:30 pm

8. OLD BUSINESS:

a. Posting meeting recordings – Starting with 2025 meetings will be posted to YouTube.
b. 6 Main St. Friendship- Engineer evaluation and ownership – due later this week

c. Andover Historic Preservation partnership

On a motion by Darwin Fanton and seconded by Dave Evans to enter into MOU's with Andover Historic Preservation and Habitat for Humanity was approved.

d. Administration Contract

On a motion by Darwin Fanton and seconded by Bob Salzar to enter an agreement with 4th Sector Services, LLC to administrate the Land Bank business as of February 1, 2025, was approved as proposed.

e. Cunningham-Stauring Services were discussed and Brian Loucks/Darwin Fanton are going to reach out to discuss directly with them.

f. Open Board Seat

9. **NEW BUSINESS:**

a. 5081 Bolivar Rd. Wellsville: They contacted Jason Isaman about the 18-unit motel seeking rehab assistance or sale. They would like to either sell or turn into affordable units. ACCORD was not able to assist due to the constraints of their grant.

b. Annual Meeting

i. Election of Officers

On a motion by Dave Evans and seconded by Darwin Fanton to approve the slate of officers for 2025 as follows:

Chair – Brian Loucks
Vice-Chair – Ed Zalar
Treasurer – Darwin Fanton
Secretary – Kier Dirlam

Was approved.

ii. Committee Appointments

Chairman Loucks made the following committee appointments:
Audit: Kier Dirlam, Darwin Fanton, Bob Salzar
Finance: Darwin Fanton, Bob Salzar, Dave Evans, Ed Zalar
Governance: Dave Evans, Kier Dirlam, Ed Zalar

iii. Meeting Schedule for 2025

On a motion by Dave Evans and seconded by Darwin Fanton the following is the regular meeting schedule for 2025:

January 13, 2025
February 10, 2025
March 17, 2025
April 21, 2025
May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025
September 15, 2025
October 20, 2025
November 17, 2025
December 15, 2025

Was approved.

10. <u>CORRESPONDENCES:</u>

None

11. <u>GOOD OF THE ORDER:</u>

None

12. <u>NEXT MEETING:</u>

a. Next Board of Directors meeting: February 10, 2025 at 9AM - Committee Meetings to follow.

13. <u>ADJOURNMENT:</u>

On a motion by Darwin Fanton and seconded by Kier Dirlam the meeting was adjourned at 10:47 AM.

Notes as taken by Kier Dirlam