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

Attending: Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton, Ed Zalar
Excused: Jenna Kelley
Contractors: Jason Isaman, Ed Bysiek,
Guests: Brian Schmidt, Bob Salzer, Carissa Knapp (Teams)

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:01 AM by Chairman Loucks.
      i. Welcome Guests: Brian Schmidt from Genesee Valley Central School, Ed Bysiek – CPA, Carissa Knapp online.
      ii. Brian Schmidt discussed their program to provide students with firsthand contractor related skills. They have worked on project at the Fairground Senior Stand, pheasant shelters, built a mobile maple sugar shack with oversight by John Werner. They are looking for opportunities to work with the Landbank on projects that will give them the chance to employ their electrical, plumbing and other skills. They were asked about the shed program that we worked on with them a few years ago. They have been doing the above projects lately rather than the shed program. **On a motion by Darwin Fanton and seconded by Ed Zalar to officially support the Building Trade Programs at Genesee Valley Central School was approved.** A letter of support will be provided for grant applications.

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the February 26, 2024, are reviewed. **A motion by Ed Zalar and seconded by Darwin Fanton to approve the February 26, 2024, regular board of directors meeting minutes are Approved.**

3. **FINANCIAL:**
   a. **2023 Independent Audit of Financials:**
      i. Presentation by Ed Bysiek of Bysiek CPA. Indicated that we received a clean report. Suggested to not capitalize maintenance items but rather expense them so that they don't inflate that line item. We should have a

defined policy so when we have multiple property sales in one year we don't create discrepancies in our reporting. Noted that the Cost of Sales policy will be necessary moving forward.

On a motion by Darwin Fanton and seconded by Ed Zalar, the Independent Audit of Financials for FY2023, as prepared by Bysiek CPA was Approved.

b. **Treasurer's Report**
   i. March 2024

On a motion by Kier Dirlam and seconded by Dave Evans, the February 2024 Treasurers report was Tabled.

c. **Administrative Invoices**

i.	Fourth Sector	$5,083.33
ii.	Cunningham	$ 180.00
iii.	Bysiek CPA	$5,000.00

A motion by Ed Zalar and seconded by Dave Evans to pay three administrative invoices in the total amount of $10,263.33 was Approved.

4. **FUNDING:**
   a. HCR Land Bank Initiative:
      i. Phases
         1. Received Q1 2024 admin funds. We are close to the end of Q1 funds. Requesting Q2 payment.
         2. LBI phase 2 demolition budget: Still waiting on reimbursement for completed demolitions. Cost was approximately $75,000
   b. Grant Opportunities:
      i. Affordable Housing Coalition- draft in progress.
      ii. ESD's Restore NY- county passthrough. Intent due 3/25/24
         1. No reply from county. Work must be in one single municipality.
      iii. HCR's Homebuyer Development Program- Four (4) home min. Term sheet to be released soon. Only for vacant residential structures.

5. **INFRASTRUCTURE:**
   a. Current Inventory:

172 E. State St. Wellsville
2361 Rt 19 Wellsville
62 O'Connor St. Wellsville
26 Main St. Almond
211 Main St. Bolivar
31 Grover St. Wellsville
10 Spring St. Cuba
15 Second St. Andover
7283 Route 20, Friendship
32 Chestnut St. Wellsville
73 Olive St. Bolivar

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Disposition Updates:

a. Properties for Sale:
   i. 211 Main St. Bolivar- approx. closing 3/22/24. Paperwork was signed by Brian Loucks. Title Search is back.
   ii. 172/178 E. State St. Wellsville. We were offered $1000 and did not approve that amount. The potential purchaser did not make another offer.
   iii. 2361 Rt 19 Wellsville – Sold: not yet under contract. Paperwork was signed by Brian Loucks. There will not be a survey done.

b. Demolition:
   iv. 10 Spring St. Cuba – Waiting on HCR environmental review approval.
   v. 7283 Route 20, Friendship – Waiting on HCR environmental review approval.
      a. Property survey ordered. Jim Ball Surveyor has been hired to complete this.

c. Stabilization Properties: Five Properties slated (6 units)
   i. 62 O'Connor St. Wellsville – testing and Scope of Work complete.
   ii. 26 Main St. Almond (duplex) – Working w/ potential buyer. Survey to be done on this property.
   iii. 31 Grover St. Wellsville – Needs asbestos abatement. (Approved and scheduled)
      a. Tree removal quotes (2) **On a motion by Darwin Fanton and seconded by Ed Zalar to approve NEC to remove the trees for a cost of $950.00 was approved.**
   iv. 15 Second St. Andover – testing and Scope of Work complete
   v. 26 Main Almond and 15 Second St. Andover need septic replacement. Tests were complete by Stuck Excavating for $500 per property.

On a motion by Dave Evans and seconded by Darwin Fanton the payment of $1,000 to Stuck Excavation for test hole and septic construction permits was Approved to be paid out of LBI phase II program delivery funds.

   vi. Requests for Proposals will be collected for the replacement systems as defined in the Department of Health Permit documents.
   vii. Requests for Proposals will also be drafted for lead-based paint and mold abatement of four (4) stabilization projects.

d. Occupied Properties:
   i. 32 Chestnut St. Wellsville – occupied.
   ii. 73 Olive St. Bolivar – occupied.

iii. Code Inspections ordered on both homes.

6. HOUSING STUDY

a. Updates: 1,257 surveys completed.
   i. Survey Software cost $5,000. Tolemi will credit unused months.
      1. **On a motion by Darwin Fanton and seconded by Ed Zalar to approve the purchase of 1 year IRIS software for data collection was approved.**
   ii. Proposal to Complete the Surveys
      1. **On a motion by Dave Evans and seconded by Ed Zalar to approved contracting with Fourth Sector Services to complete the housing survey for a per unit cost of $6.42/survey and a total of $7200.00 was approved.**

7. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**
   i. Completed 2023 PARIS Annual Report
   ii. Received HCR approval to proceed with 31 Grover asbestos [pipe wrap].
   iii. Collaborated with bookkeeper and accountant on PARIS reports and annual audit.
   iv. Continued work on AHC grant application (open submittal- no deadline)
   v. Ordered project signs.

b. **Goals For Next Month**
   i. Begin a plan for occupied properties.
   ii. Oversee abatement and demolition of 10 Spring and 7283 CR 20 likely the 2nd week of April.
   iii. Get Alfred State under agreement for NCCC Summer Program.

c. **Barriers To Meeting Goals**
   i. Occupied properties need to be vacated.
   ii. Need to get historic tax sale data from AC Treasurer's office and home sales data from RP.
   iii. HCR approval for capital project expenditures.
   iv. Increase ease of contact with Alfred State.

d. **Upcoming Events**
   i. 3/28 NY Land Bank Assoc. monthly meeting 12:30 pm
   ii. PARIS due March 31, 2024

8. OLD BUSINESS:

None

9. NEW BUSINESS:

a. Committee Reports: All committees met prior to this meeting.
   i. Governance - **On a motion by Darwin Fanton and seconded by Dave Evans to approved the Committee Report from the Governance Committee was approved.**

ii. Audit - **On a motion Dave Evans by and seconded by Darwin Fanton to approve the Committee Report from the Audit Committee was approved.**

iii. Finance - **On a motion by Ed Zalar and seconded by Darwin Fanton to approved the Committee Report from the Finance Committee was approved.**

On a motion by Darwin Fanton and seconded by Dave Evans the 2023 Annual Report was Approved to be submitted into the PARIS reporting system and posted on the land bank's webpage.

10. <u>CORRESPONDENCES:</u>

a. AC Financial Disclosure

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

a. Vacant Board Seat – Bob introduced himself as a retired Quality Engineer. He served on the Village of Bolivar Board. He expressed interest in being appointed to the board and everyone welcomed him.

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

a. Next meetings will be scheduled for April 15, 2024, at 9AM

13. <u>ADJOURNMENT:</u>

On a motion by Darwin Fanton and seconded by Ed Zalar the meeting was adjourned at 10:33 AM.