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Allegany County Land Bank
Board of Directors Meeting
October 20, 2025

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bryan Perrin, Bob Salzar, Ed Zalar
Guests: Ashley Smith
Contractors/Other: Fourth Sector: Jason Isaman, Jonathon Barnes, Kate Williams (Z)

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

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the September 15, 2025.

On a motion by Bryan Perrin and seconded by Ed Zalar to approve the September 15, 2025, regular board of directors meeting minutes were Approved

3. **FINANCIAL:**

   a. **Treasurer's Report**
      i. October 2025
      Kate Williams presented the Treasurer's report, highlighting the status of various grants and funds, including the recently signed HCR grant agreement. She explained the current balances, pending disbursements, and future plans for spending, emphasizing the need to transfer funds between accounts to align with financial records.

On a motion by Bob Salzar and seconded by Dave Evans the September 2025 Treasurers report was Approved.

      ii. 2026 Organizational Budget

On a motion by Ed Zalar and seconded by Darwin Fanton the ACLBC Org Budget was Approved.

   b. **Administrative Invoices**

Fourth Sector	$ 26,063.12

Glenn Smith	$ 607.49

On a motion by Kier Dirlam and seconded by Bob Salzar to pay administrative invoices in the total amount of $ 26,670.61 was Approved

c. **Capital Invoices**

Clinton Brown (Grover)	$ 5,300.00
Clinton Brown (Fellows Hall)	$ 12,676.25
Clinton Brown (Historic)	$ 1,500.00
Peligan Excavation and Reno	$ 26,167.00

A motion by Bryan Perrin and seconded by Dave Evans to pay capital invoices in the total amount of $ 45,643.25 was Approved

4. **FUNDING:**
   a. HCR Land Bank Initiative
      i. Capital Projects (open until Nov.) – Reviewed LBI 3 properties for 2026 work. Intending to submit a grant application for $2,000,000.

On a motion by Darwin Fanton and seconded by Ed Zalar to approve the application for the next round of LBI in the amount of $2,000,000 was approved.

      ii. CrossMod® Move-In NY – Houghton University is interested in participating in creating 10 properties of this nature to the west of the campus. The property will need to be subdivided as it is currently owned by the University.

On a motion by Kier Dirlam and seconded by Ed Zalar to apply for the CrossMod Move-inNY grant for at least ten units was approved.

5. **INFRASTRUCTURE:**

   a. **Board of Directors Projects Report**
   b. **Partner Properties:**
      i. **11 Hill St. Andover** Partner property (Andover Historic). Selected Peligan Excavation & Renovation (Belmont, NY) for roof replacement and exterior painting in July meeting for $71,500. Total Land Bank investment (LBI funds) = $50,000; Total AHP investment = $21,500. Work wrapping up – Jon performing final inspection.
      ii. **32 Rochambeau Ave. Andover** Partner property - Andover Historic Preservation (AHP). Selected Peligan Excavation & Renovation (Belmont, NY) for roof replacement in July meeting for $84,500. Total Land Bank investment (LBI funds) = $50,000; Total AHP investment = $34,500. Work and final inspection complete.

iii. **9761 Thayer St. Houghton** Partner Property (former dorm for Houghton Academy). Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Asbestos detected in multiple floors. Could be a brownfield project through county's EPA grant. Jason spoke with Chancellor of Houghton Academy. He is looking for old photos to support a potential historic designation. This property will be a good candidate for LBI Open Round Rental Repair Program.

iv. **319 Main St. Bolivar** (Old Bank) Steuben Bank building in Bolivar; owner approached Land Bank about process - commercial downstairs, upstairs would be turned into residential units. This property will be a good candidate for LBI Open Round Rental Repair Program. SHPO Reviewer identified building as a contributing property in a future Bolivar historic district.

v. **38 E Main St. Cuba** (Cuba Cultural Center) Old Church in Cuba. Owned by "Cuba Cultural Center Inc." Idea to have market for items made in Allegany County, event space, and offices. Land Bank could get an office space there. Would be held by Land Bank until EDO gets 501(c)(3) and can purchase it. Proposal received from Cuba Cultural Center and reviewed at September meeting – on hold.

c. **Current Inventory:**

i. **7776 (26) Main St. Almond** New build. Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Steuben Habitat cannot take on project. Favorable appraisal received - $367,000 using comps and $491,000 from a cost approach. Contractor bids were opened in September Meeting with Peter Morse (architect) present. Board tabled decision until more information on sales price and buyer interest could be gathered from real estate agent.

ii. **15 Second St. Andover** Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Steuben Habitat cannot take on project. Posted RFP for contractor services for rehabilitation using designs from Peter Morse – bids to be opened in October meeting.

iii. **31 Grover St. Wellsville** Asbestos abated and selective demo complete. SHPO approved part 1 & 2 of the historic tax credit application. Historic window restoration project paused for now. Have a contact who can teach BOCES students how to do the window restoration - considering holding a class that is open to area residents. Board selected Clinton Brown Architecture Company to work on construction design - in progress. Architect David Schoell visited the property on 10/8 to get more info for specification book.

iv. **172 E. State St. Wellsville** (lot) Jason spoke with Mayor Randy Shayler about the village turning this into a park. He resigned from his position as of Sept. 12. Proposal is drafted to send to interim Mayor.

v. **4-6 Main St. Friendship** (Fellows Hall) Made purchase offer and currently under contract. Have HCR approval for pre-development activities. Working on site-specific environmental review checklist for capital activities. Asbestos found in tan linoleum tiles on first floor. Will be a brownfield project through county's EPA grant. SHPO reviewer did a site visit in Friendship to provide insight on eligible buildings for historic district. CBCA submitted proposed service agreement letter to prepare draft nomination for Friendship Downtown National Register Historic District that would positively impact our projects. Alfred State Urban Design Studio project final presentation is on October 21st from 6-8pm at Friendship Central School. CBCA selected for stabilization and mothballing work – in progress. Site visit occurred (including viewing the roof), and the team created a matrix of treatments for the conditions that need attention. The next steps are to prioritize their sequence, detail the work and prepare bid documents. For example, they proposed painting the façade while the weather makes this feasible to accomplish now. CBCA submitted a proposed service letter agreement for services for Fellows Hall for the next part, "Part 2" of the Historic Preservation Certification Application for access for historic tax credits. Part 2 describes the existing conditions and proposed changes to the historic building to get SHPO/NPS to determine that the stabilization and mothballing work and costs will be eligible for the credits.

vi. **8 Main St. Friendship** Purchased through County tax auction. Working on environmental review checklist.

vii. **12 Depot St. Friendship** Purchased through County tax auction. Structure to be demolished. Working on environmental review checklist.

viii. **63 Seneca St. Wellsville** Purchased through County tax auction. Structure to be demolished. Working on environmental review checklist.

ix. **607-617 Main St. Whitesville** Property acquired for $1,368. Neighbor's son interested in potentially purchasing property. Peter Morse submitted proposal to assist with design services for new build at a discounted rate compared to 26 Main St in Almond. The plan would be re-used from 26 Main St., with modifications. Solicited bids for demolition of structures – to be opened in October meeting. Working on environmental review checklist.

x. **111 Main St. Bolivar** Purchased through County tax auction. Identified as build location for Habitat for Humanity. Asbestos testing and site contamination declaration completed. No asbestos detected. Received site-specific environmental review approval for demolition activities from HCR on

10/3. Awaiting wetlands determination. Solicited bids for demolition of structure – to be opened in October meeting.

xi. **Antique Barn** (under contract) Submitted offer to purchase - currently under contract. Preparing to get Asbestos Testing quotes. Initially plan to use building to stage equipment for 4-6 W Main St rehab. Working on environmental review checklist.

d. **Properties of Interest:**

i. **2 Main St. Friendship** (Diner) TC's Diner owned by F.R.E.D. Inc. - potential for this to be offered with 4-6 W Main St to entice a developer. Owner told Jason that diner tenants may be ending lease.

ii. **4 Depot St. Friendship** 12-unit apartment that burned down in Friendship. Town has offered in-kind services for cleanup. Owner willing to sell to Land Bank.

iii. **10 Main St. Friendship** (Hardware) Friendship Hardware building. Owner lives in California and wants to sell. Will not take less than $50,000. Jason and Jon did a walkthrough. Could get acquisition money as part of next grant and make it part of a bigger Main Street project. This was added to the Main St study as part of the New York Main Street Technical Assistance grant that Friendship received.

6. HOUSING STUDY

Received seven proposals for this 2nd round. The initial reviews will be done shortly and contractual work will be completed during November and December with a kick off date in January 2026. Approximate time for completion is six months.

7. BROWNFIELDS

Four sites have been submitted to EPA for approval. Phase 1 Environmental Assessments will be undertaken on these sites.

8. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**

i. See Board of Directors Monthly Report

b. **Goals for Next Month**

i. Review Fellows Hall/ Grover specs

ii. Begin demo at 617 Whitesville and Bolivar

iii. Complete LBI property services application

iv. Start project proforma for Fellows Hall, Grover, 2nd St Andover and 26 Main Almond

v. Make offer for 4 Depot St. Friendship

vi. Remedy 79 Clark St. situation

c. **Barriers To Meeting Goals**
    i. Approval from HCR – tied to Federal authorizations, Federal Government is currently shut-down.
d. **Upcoming Events**

9. OLD BUSINESS:

a. Tax Sale Properties – Brian Loucks signed all the documents; Maintenance will commence for these properties through Snow Hill.

On a motion by Darwin Fanton and seconded by Bryan Perrin to pay the outstanding water bill of $473.11 to the county to allow the tax sale properties transactions to go ahead was approved.

b. 26 Main St. Almond New Construction Bid Award and MLS listing –

On a motion by Kier Dirlam and seconded by Ed Zalar to approve the low bid by Fleetwood Accessibility to construct a new house at this location for $624,156 was approved.

c. Friendship Historic District –

Two issues were under discussion. Part 1 is to accept the proposal by Clinton Brown Associates for the Historic designation for 4-6 W. main Street. This is part of the larger project to create a Historic District in downtown Friendship. This includes: Per the guidance from SHPO, CBCA's Scope of Services shall consist of preparing a draft nomination to submit alongside the finalized Part 1 Application. The draft nomination must include the standard elements of a nomination (resource list, boundary justification, period of significance, criteria, and statement of significance), though some sections can be less detailed at this stage. SHPO requests that a draft National Register nomination for the district accompany the Part 1 in order to move it forward to the National Park Service for review and approval. Working closely with you throughout to complete Phase 1 of Services, we will: 1. Prepare the Draft Nomination: • Conduct a site visit with SHPO staff to observe existing visible conditions and confirm district boundaries. • Research information about the hamlet and these buildings in public records and archival resources. • Prepare form 10-900 NRN nomination, with architectural descriptions, historic significance statement, historic and current maps, and a full bibliography. • Consult with the SHPO/NPS to prepare and submit requested information.

The Part 2 of the project includes: working closely with you throughout, we will prepare the Part 2, Description of Rehabilitation, describing the pre-rehab conditions and historic features of the building and describing the treatment of the historic features and the proposed rehabilitation with which to request SHPO/ NPS approval for consistency with the Standards: 1. Discuss with you the Part 2 requirements and procedures for its review. 2. Prepare Historic Features drawings and photo documentation based on the historic information and the building's current conditions, as we need, during up to two (2) site visits. 3. You will provide information about your goals for the project that we may need. 4. Assemble documentation, complete the Part

2 form for your signature and submit it to the SHPO via their portal. 5. Consult with the SHPO and the NPS during their reviews of the Part 2.

On a motion by Dave Evans and seconded by Bryan Perrin the board approved part 1 of the Clinton Brown Company proposal in the not to exceed amount of $18,000 with immediate payment of $1,500 authorized was approved.

On a motion by Ed Zalar and seconded by Bob Salzar the board approved part 2 of the Clinton Brown Company proposal in the not to exceed amount of $24,500 for basic services and initial payment immediately of $2,450 authorized was approved.

a. Cuba Cultural Center proposal – no update
b. Andover Historic partnership to vet and pre-qualify home buyers/grantees – will be reviewed next month.
c. 79 Clark St. Wellsville Basement – Jonathan Barnes discussed the issue and repairs that he had done at the location in response to the landowner's request.

On a motion by Ed Zalar and seconded by Darwin Fanton to go into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 11:04 AM was approved.

On a motion by Darwin Fanton and seconded by Ed Zalar to come out of Executive Session at 11:18 AM was approved.

On a motion by Kier Dirlam and seconded by Bob Salzar to have the Land Bank attorney verify the warranty status and draft a letter to the landowner at 79 Clark Street regarding the basement issue was approved.

On a motion by Ed Zalar and seconded by Dave Evans to DENY the request by Anthony Amato for a payment of $2,900.00 was approved.

10. <u>NEW BUSINESS:</u>

a. Open Two (2) Demo Bids

Demolition and Grading at 607 & 617 Main St. Whitesville, NY and

Contractor	**Bid Total**	**Days to Finish**
Kuehne Construction - Penn Yan, NY	$84,500	20 days
Empire Building Diagnostics- Lackawanna, NY	$39,000	9 days
JA Site Works - Orchard Park, NY	$36,700	8 days
Hulze Excavating Group - Andover, NY	$36,450	6 days
Bronze Contracting - Ramsen, NY	$69,102	10 days
Cyrco Roll offs - Andover, NY	$26,380	7-10 days

111 Main St. Bolivar:

Contractor	**Bid Total**	**Days to Finish**
Kuehne Construction - Penn Yan, NY	$69,400	20 days
Empire Building Diagnostics- Lackawanna, NY	$29,000	7 days
JA Site Works - Orchard Park, NY	$20,000	5 days
Hulze Excavating Group - Andover, NY	$36,450	6 days
Bronze Contracting - Ramsen, NY	$38,860	6 days
Cyrco Roll offs - Andover, NY	$15,500	7-10 days

On a motion by Bob Salzar and seconded by Bryan Perrin to award the demolition and site work at 607 & 617 Main St. Whitesville, and 111 Main Street Bolivar to Cyrco Roll offs located in Andover NY for a total of $41,880 was approved.

b. Open Rehab Bids (Andover)

Rehabilitation to Specification for 15 Second St, Andover, New York 14806:

Contractor	**Bid Total**	**Days to Finish**
Peligan Excavation & Renovation - Belmont, NY	$307,536	120 days
	$185,000 – materials	

On a motion by Darwin Fanton and seconded by Ed Zalar to award the Rehabilitation to Specification for 15 Second St, Andover, to Peligan Excavation & Renovation - Belmont NY for a total of $307,536 was approved.

c. Bank Transfer/Check Signing/ACH Authorization – discussed briefly
d. Combining Friendship properties into one project – discuss next month
e. People, Inc co-development agreement (63 Seneca St. Wellsville) – looking at draft next month
f. Dunn and Bradstreet – Kate Williams presented research on three options and recommending the mid-tier Business Information Report on Demand at $190 per vendor for projects over $300,000. They are priced for separate requests on a firm. This is appropriate for long-term large contractors to be checked out.

On a motion by Darwin Fanton and seconded by Ed Zalar to authorize the use of Dunn and Bradstreet reports for contractors that we are considering using was approved.

g. Houghton property acquisition – 4th Sector Services has a meeting with Houghton University later this week to discuss potential project further.
h. Safety Protocols – need to be set-up for future work by our primary consultant and board members including hard hats, and related safety gear.

11. CORRESPONDENCES: - None

12. GOOD OF THE ORDER: - None

13. NEXT MEETING:
Next Board of Directors meeting: November 17, 2025, at 9AM

14. ADJOURNMENT: On a motion by Darwin Fanton and seconded by Kier Dirlam the meeting was adjourned at 11:58 AM. Approved