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Allegany County Land Bank
Board of Directors Meeting
December 15, 2025

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

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 November 17, 2025.

On a motion by Darwin Fanton and seconded by Bryan Perrin to approve the November 17, 2025, regular board of directors meeting minutes are Approved.

3. **CORRESPONDENCES:**
   a. Fleetwood Accessibility Withdrawal Letter – notified that they would not be able to undertake the construction of the Almond house.

On a motion by Ed Zalar and seconded by Dave Evans the board accepts Fleetwood Accessibility withdrawal from this project was approved.

4. **TREASURER'S REPORT**
   a. December 2025
      The board reviewed the spreadsheets provided for the LBI Phase 2 X00024, LBI 2.2 Capital X0482, LBI Operations X0379 and the General Fund.

On a motion by Dave Evans and seconded by Bryan Perrin, the December 2025 Treasurers report was Approved.

5. **FUNDING:**
   a. HCR Land Bank Initiative
      i. ***Capital Projects*** (Submitted 11-21) – we expect to be notified by early January 2026
      ii. ***CrossMod® Move-In NY*** – we expect to be notified by early January 2026

6. INFRASTRUCTURE:

a. Board of Directors Projects Report
b. Partner Properties:
    i. ***9761 Thayer St. Houghton*** - No updates
    ii. ***319 Main St. Bolivar*** (Old Bank) - No updates
    iii. ***38 E Main St. Cuba*** (Cuba Cultural Center) - No updates
c. Current Inventory:
    i. ***7776 (26) Main St. Almond*** - Fleetwood Accessibility withdrew from the project due to lack of quality subcontractors in the area.
    ii. ***15 Second St. Andover*** - Contract signed with Peligan and bond submitted. Planning a meeting at Crossroads with all subcontractors. Next Step: Finalize contract, review schedule of values and pull building permits.
    iii. ***31 Grover St. Wellsville*** - Asbestos abated and selective demo complete. SHPO approved part 1 & 2 of the historic tax credit application. Environmental need to be re-approved. Clinton Brown Company Architecture and Architect David Schoell are at approx. 60% completion for the construction design work. Reviewed drawings. Next Step: RFP for rehab do be released as soon as drawings are complete.
    iv. ***172-178 E. State St. Wellsville*** - (lots) No updates. New mayor is aware of the proposal to turn this into a pocket park.
    v. ***4-6 Main St. Friendship*** (Fellows Hall) - Made purchase offer and currently under contract. Have HCR approval for pre-development activities. Next Step: RFP for temporary electric, site security and structural stabilization.
    vi. ***8 Main St. Friendship*** – in some parts of this project we may combine with 4-6 Main. Next Steps: need a feasibility report and stabilization plan.
    vii. ***12 Depot St. Friendship*** - Purchased through County tax auction. Structure to be demolished with 4-6 Depot. Working on environmental review checklist.
    viii. ***63 Seneca St. Wellsville*** - Purchased through County tax auction. Structure to be demolished. Working on environmental review checklist. Partnering with People Inc. to place an ADA accessible Xmod Next Step: draft and release RFP for demo.
    ix. ***607-617 Main St. Whitesville*** - Demo 75% complete. Expected demo completion date is Dec 22, 2025. Survey revealed adjacent property encroachment. Two Xmod homes are planned for this site.
    x. ***111 Main St. Bolivar*** - Demo completed. Co-Development with Habitat for Humanity is planned for this site. $100,000k budgeted for site work on new build w/ GVHFH.
    xi. ***Antique Barn*** - (under contract) Currently under contract. - No updates

xii. ***2 Main St. Friendship*** (Diner) - (Purchase offer delivered) TC's Diner owned by F.R.E.D. Inc. Made purchase offer. - No updates

xiii. ***4-6 Depot St. Friendship*** - (Purchase offer delivered) Under contract. Next Step: Develop a clean-up plan.

d. Properties of Interest:

xiv. ***10 Main St. Friendship*** (Hardware) - Waiting on HCR LBI 2026 grant for funds to purchase.

xv. ***4 Ford St. Alfred*** - Located across from Saxon Inn on Alfred U Campus. - No updates

xvi. ***736 Rt 244 Alfred Station*** - visited property with owners and will provide updates as they become available. - No updates currently.

7. HOUSING STUDY

a. Contractor selected

8. BROWNFIELDS

a. Phase I site environmental work at our Friendship locations.

b. A community meeting is scheduled at Howe Library on December 16, 2025 at 6:30.

9. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**

i. See Board of Director's Monthly Report

ii. Completed MoveIn NY Grant

iii. Completed $2,000,000 LBI grant

b. **Goals for Next Month**

i. Begin 15 Second Andover rehab

ii. Rebid 26 Main Almond New Build

iii. Release RFP for Demo 63 Seneca St.

iv. Release RFP for 4-6 Depot St. abatement consulting

b. **Barriers To Meeting Goals**

i. Approval from HCR

10. OLD BUSINESS:

a. **Clinton Brown Feasibility of 8 Main Friendship**

On a motion by Darwin Fanton and seconded by Ed Zalar to take the topic off the table (tabled at Nov 17, 2025, meeting) was Approved

The Board reviewed the December 12, 2025, letter from Clinton Brown.

On a motion by Ed Zalar and seconded by Darwin Fanton for the Land Bank Board approves the contract with Clinton Brown Company Architecture for Feasibility Study/ Schematic Design Services for Adaptive Use and Historic Rehabilitation of 8 W. Main St. and Related Buildings, Friendship, NY pending legal review for an amount not to exceed ($35,000.00) and an upfront payment of $3,500.00 was Approved.

11. **NEW BUSINESS:**

a. **Asbestos Abatement Consulting: 4-6 Depot St. Friendship**
Jason Isaman discussed needing an asbestos abatement plan to work on a cleanup plan as soon as possible. 4th Sector Services hasn't identified the proposed consultant as of this time. As this work can be undertaken prior to the next regular meeting it was agreed on a not to exceed sum.

On a motion by Darwin Fanton and seconded by Ed Zalar to hire an unidentified asbestos consultant to draft a cleanup plan for 4-6 Depot St. Friendship at a rate to not exceed $1500.00 was Approved.

b. **Clinton Brown RFP Consulting Amendment to 4-6 Main Contract:**
The board reviewed the letter from December 2, 2025

On a motion by Kier Dirlam and seconded by Dave Evans to increase the previously approved budget of Thirty-Seven Thousand Dollars ($37,000.00) by Five Thousand, Five Hundred Dollars ($5,500.00) for Clinton Brown Architect & Design Services 4-6 Main St. Friendship- not to exceed a total of Forty-Two Thousand, Five Hundred Dollars ($42,500.00) total without Client's prior written authorization was Approved.

c. **Genesee Valley Habitat Co-Development Agreement**
The board reviewed the draft agreement.

On a motion by Ed Zalar and seconded by Darwin Fanton the ACLBC-GVHFH co-development agreement for 111 Main St. Bolivar was Approved

d. **31 Grover St. Historic Tax Credit Work**
The board discussed the Grover Street Historic Tax Credit work.

On a motion by Kier Dirlam and seconded by Bryan Perrin amendment of the previously approved 31 Grover St. engagement letter for our State Historic Homeownership Tax Credit (SHORTC) Application Services (dated December 30, 2024), to reflect the current and upcoming services CBCA is providing with an increase of two-thousand and eight hundred dollars ($2,800) not to exceed a total of 10,600.00. (All other terms of the previous agreement remain unchanged) was Approved.

e. **607 Main St. Whitesville Survey Lot Line Adjustment**
The board was made aware of a discrepancy in the eastern lot line of 19.45 feet that dates back over 35 years to a bad Survey.

On a motion by Dave Evans and seconded by Bryan Perrin the proposed 19.45 feet adjustment to the east boundary of the property known as 607 Main St. Whitesville to be updated by land surveyor Jim Ball was Approved.

f. **Administrative Invoices**

Fourth Sector	$ 15,667.00
Glenn Smith	$ 245.00

On a motion by Dave Evans and seconded by Kier Dirlam to pay administrative invoices in the total amount of $ 15912.00 is Approved.

g. **Capital Invoices**

Clinton Brown	$ 14,950.50
Jim Ball	$ 1,210.00
Jim Ball	$ 1,160.00
Tolemi Building Blocks	$ 15,000.00
Wilkins Realty Appraisals	$ 325.00
Clinton Brown	$ 3,500.00

On a motion by Bryan Perrin and seconded by Ed Zalar to pay capital invoices in the total amount of $ 36,145.50 was Approved.

12. **GOOD OF THE ORDER:**
March 16, 2026 is our annual meeting. We'll have to have a number of committee meetings between January and March.

13. **NEXT MEETING:**
Next Board of Directors meeting: January 12, 2025 at 9AM due to MLK Day conflict on the 19th. The tentative meeting for February is on the 17th subject to change.

14. **ADJOURNMENT: On a motion by Ed Zalar and seconded by Darwin Fanton the meeting was adjourned at 10:37 AM.**

Notes as taken by Kier Dirlam