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Allegany County Land Bank
Board of Directors Meeting
February 10, 2025

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar
Excused: Ed Zalar, Darwin Fanton
Contractors/Other: Fourth Sector: Jason Isaman, Jonathan Barnes, Kate Williams

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

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the January 13, 2025.

On a motion by Dave Evans and seconded by Bob Salzar to approve the January 13, 2025 regular board of directors meeting minutes are approved.

3. **FINANCIAL:**
   a. **Treasurer's Report**
      i. February 2025

On a motion by Bob Salzar and seconded by Kier Dirlam, the February 2025 Treasurers report was approved.

   b. **Administrative Invoices**

i.	Fourth Sector	$15,667.00
ii.	Cunningham	$ 300.00
iii.	Jim Ball Surveying	$ 1,295.00
iv.	CenterState CEO (dues)	$ 2,000.00

On a motion by Dave Evans and seconded by Bob Salzar to pay administrative invoices in the total amount of $ 19,262.00 was approved.

   c. **Capital Invoices**

i.	CBCA	$10,188.75
ii.	CBCA	$ 3,174.50

On a motion by Kier Dirlam and seconded by Dave Evans to pay Capital invoices in the total amount of $13,363.25 was approved.

4. **FUNDING:**

Jason discussed various grant opportunities and projects, including the HCR Land Bank initiative, Preservation League Grants, and USDA area grants. He mentioned the possibility

of working with a developer for matching funds and the interest of a company called People Inc in supporting housing projects.

a. HCR Land Bank Initiative – We have received approval.
b. Preservation League Grant – Will apply in the fall
c. USDA Rehab Grant – Looking into applying
d. AHC w/ Andover Historic – will apply near the end of the Andover project
e. AHOP - Looking into applying

5. INFRASTRUCTURE:

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)
172 E. State St. Wellsville (lot)

Kate to update the smart suite software with project information and action items. Jason and Kate discussed the progress of various projects, including a training session and a grant application for $1,500. Kate also mentioned the need for a decision strategy and the use of a smart path for tracking milestones. The team also discussed the use of a new tool for tracking contractors and prospects. Also mentioned the need for a group to categorize different types of contractors. The conversation ended with Kate showing a new solution for sharing information and the ability to share multiple solutions with a public link.

Disposition Updates:

a. Lots for Sale:
    i. 10 Spring St. Cuba- Under Contract – This still has not closed.
    i. 172-178 E. State Wellsville- No Update
    ii. 62 O'Connor St. Wellsville- No Update
b. Demolition:
    i. 26 Main St. Almond- Demolition was completed in January. Now looking into the Pre-Development activities.
c. Stabilization Properties:
    i. 31 Grover St. Wellsville – Historic Report has been started. Selective inside demolition is progressing. Decided to save the garage. The group discussed tax credit options for a property, comparing residential (20%) and commercial (50%) rates. They decide to continue with the residential pathway, as it aligns better with their initial project goals and presents a better image for the Land Bank.
    ii. 15 Second St. Andover – Drawing up the scope for the RFP.

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d. Occupied Properties:
    i. 32 Chestnut St. Wellsville – is occupied. Spoke with the realtor and voting on purchase offer.
    ii. 73 Olive St. Bolivar – is occupied. Voting on purchase offers.

6. HOUSING STUDY

a. County-wide Study – Legislature is to approve accepting this grant Wednesday February 12, 2025. RFP will go out within a few weeks after. Probably will not start until near May.
b. NYLBA temp/emergency housing whitepaper draft – the draft came in and there was too much "political language" that was requested to be re-written. Noted that Allegany County Homeless population has increased 300% since 2021.

7. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**
    i. Land Survey at 31 Grover - completed
    ii. On-board new staff – going well
    iii. Began Historic Structure Report/ Historic Tax Credit application
    iv. Almond Demo Complete
    v. Initiated project tracking software
b. **Goals for Next Month**
    i. PARIS reporting/ Independent Audit (Due March 31)
    ii. Get two occupied homes under contract
    iii. Draft renovation scope for 2nd St. Andover
    iv. Finalize co-development agreements with partners
    v. Write ACAF Grant - due next month
    vi. Submit NCCC Concept Form – AmeriCorps – letter of intent.
    vii. Begin rehab scope addendums
    viii. Engage with Architect/Engineer re Friendship
c. **Barriers To Meeting Goals**
    i. HCR approvals – requires environmental team to receive funds
d. **Upcoming Events**
    i. 2/27 NY Land Bank Assoc. monthly meeting 12:30 pm

8. OLD BUSINESS:

a. Posting meeting recordings – discussed – Jason to review the law/grant requirements.
b. Partnerships- Andover Historic, Genesee Valley Habitat for Humanity, Genesee Valley Central School, Catt-Allegany BOCES – brief discussion. Jason to explore

partnership opportunities with Genesee Valley Habitat for Humanity for projects on the east side of the county.

c. Offer to purchase tax foreclosures from Allegany Co – Jason to follow-up with the information from the NYS Land Bank legal memo and foreclosures.
d. Open Board Seat – still open
e. 5081 Bolivar Rd. Wellsville: 18-unit motel seeking rehab assistance or sale – Jason discussed the potential for a hotel conversion into support housing, which could attract future grants. This may be a good project for the AmeriCorps team to be able to really clean it out. Property management aspect is particularly challenging.

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

a. 6 Main St. Friendship- Engineer evaluation and ownership

On a motion by Dave Evans and seconded by Bob Salzar to select the proposal for Phase 1 by Clinton Brown Company Architecture not to exceed $40,000 was approved.

Any additional charges need an amendment. Jason to engage with Peter Degnan to review and finalize the contract with Clinton Brown Associates.

b. Property purchase offers (73 Olive St. Bolivar and 32 Chestnut St. Wellsville)

On a motion by Dave Evans and seconded by Bob Salzar to accept the $15,000 offer from Coleman for 32 Chestnut St. Wellsville and that the property may be occupied at the time of transfer was approved.

On a motion by Kier Dirlam and seconded by Brian Loucks to accept the $12,500 offer for 73 Olive Street, Bolivar from Gaines. The resolution includes combining the properties 260.17-4-33.1 and 260.17-4-33.2 and that the property may be occupied at the time of transfer was approved.

Jason to follow up with Maggie regarding the purchase offer for 32 Chestnut Street and 73 Olive Street.

c. Development Assistance Grant Application draft
d. AC Area Foundation Grant and GVCS shed project. Jason to coordinate with the School regarding the shed project and potential window restoration work.
e. 111 Main St. Bolivar- Village partnership opportunity- lot for GVHFH – trying to get site control of this property near Salt Rising Road
f. AmeriCorps NCCC program – Need approval to apply.

On a motion by Bob Salzar and seconded by Dave Evans to apply and send a letter of intent for AmeriCorps NCCC Program for 2025 was approved.

Jason to write a letter of intent and application for the AmeriCorps NCCC team.

g. 9761 Thayer St. Houghton: Original Houghton Academy dormitory – very large building that needs significant work was discussed briefly. Jason to look further into the potential acquisition of the former Houghton Academy dormitory building.
h. Steuben Habitat for Humanity – has expressed interest in working with ACLB on projects in the eastern part of the County.
i. People, Inc. – Interested in doing new builds with ACLB.

10. CORRESPONDENCES:

a. None

11. GOOD OF THE ORDER:

a. Chairman Loucks noted what an excellent job Jason, Kate and Jonathan are doing on all these projects and management efforts.

12. NEXT MEETING:

a. Next Board of Directors meeting: Committee Meetings to precede regular meeting at 9AM March 17, 2025, with the regular Board meeting to follow immediately after.

13. ADJOURNMENT:

On a motion by Bob Salzar and seconded by Kier Dirlam the meeting was adjourned at 10:53 AM.

Notes as taken by Kier Dirlam