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Allegany County Land Bank
Board of Directors Meeting
May 19, 2025

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar
Guests: Clinton Brown, Jill Nowicki, Thaina Wahler [Z] - (Clinton Brown Company Architecture), Bryan Perrin, Carissa Knapp [Z], Ashley Smith
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 9:02 AM by Chairman Loucks.

2. **GUESTS**

Clinton Brown, Jill Nowicki, Thaina Wahler addressed the board regarding the 4 – 6 Main Street property in the Town of Friendship. The following discussion was held with the board.

Historic Building Feasibility Study

The meeting focused on a presentation by Clinton Brown's team regarding a feasibility study for a historic building in Friendship, NY. The team, led by Jill Nowicki, discussed their findings that the building could be repurposed to create 6-9 attainable housing units, despite initial concerns about its viability. Clinton Brown explained their 30-year history of collaborating on historic building preservation and their experience with similar projects in Cuba and Allegany County. The presentation highlighted the potential for the Friendship location to attract both local and external investment, similar to successful projects in other areas.

Building Stabilization and Preservation Plan

The meeting discussed the condition and potential options for a deteriorating building. The building was found to be in rough shape, with about 50% able to be saved. Full demolition was considered but deemed costly at around $300,000 and not in line with the organization's mission. Stabilization and mothballing were presented as alternative, involving documentation, structural stabilization, and temporary measures to maintain the building. The estimated cost for stabilization and mothballing was also around $300,000 to $350,000. The group discussed specific issues like water drainage and foundation problems, considering simple solutions like gutters and concrete reinforcement. They emphasized the importance of addressing the building's problems to preserve its future and maintain property values in the area.

Historic Tax Credits for Rehabilitation

The board discussed the rehabilitation of the building, focusing on the use of historic tax credits to attract developers and make the project financially viable. Jason Isaman explained that the building could qualify for tax credits, which would cover about 50% of the rehabilitation costs. They emphasized the importance of applying for historic designation before any legislative changes take effect, as the current administration is considering eliminating the historic tax credit program. The group also discussed the use of pro-housing community grants to fund the project.

Historic District Development Planning

The group discussed the process of creating a historic district and the steps needed to preserve a building. They emphasized the importance of the Town of Friendship Board's commitment to economic development and creating a historic district. The conversation touched on potential financial investments and grants available for preserving historic properties. The group agreed that before spending money on rehabilitation, they need a commitment from the town board to move forward with creating a historic district.

Historic Preservation Tax Credit Approval

The group discussed a historic preservation tax credit application for a building, with Jason Isaman moving to approve moving forward with the application. They noted that while the process would take about 8 weeks and cost around $14,000, the building had already been determined eligible for listing as a certified historic structure, which would reduce the town's share of costs for the historic district project. The group also discussed taking ownership of the building from its current owner, who had not paid taxes for the current year, with Jason Isaman suggesting they should clear up the tax situation to facilitate the transfer.

Property Tax and Development Strategy

Discussed property taxes, potential property acquisition, and the development of a financial model for a rehabilitation project. Jason Isaman emphasized the importance of creating a financial model to determine the feasibility of the project and attract potential developers or investors.

Historic Tax Credits Financial Overview

The discussion focused on the financial aspects of historic tax credits and their application to a project. Jason Isaman explained that while developers need to have income to utilize the credits, they can be sold or partnered with banks who can take advantage of the tax benefits. The state credit is received as a refund, while the federal credit is applied over five years against income taxes. Jason Isaman also noted that once a building is certified historic, it qualifies for more lenient code compliance requirements, which can be advantageous for certain projects.

On a motion by Kier Dirlam and seconded by Ed Zalar to approve the purchase of 4-6 West Main Street, Friendship, NY from FRED for a cost not to exceed $10,000 was approved.

On a motion by Ed Zalar and seconded by Kier Dirlam to approve Clinton Brown Company Architecture to proceed with filing the Part 1 application for Historic Tax Credits for 4-6 West Main Street, Friendship, NY at an estimated cost of $15,000 was approved.

3. **MINUTES:**
    a. Regular Board Meeting: The minutes from the April 21, 2025.

On a motion by Bob Salzar and seconded by Darwin Fanton to approve the April 21st, 2025, regular board of directors meeting minutes were Approved

4. **FINANCIAL:**
    a. **Treasurer's Report**
        i. May 2025
        ii. Banking Updates
        iii. Unpaid Accounting

    The treasurer's report detailed the status of various funds, including Phase 1, Phase 2, and LBI 2.2, with discussions on misclassified expenses and pending requests. They also addressed unpaid invoices, approved payments for certain capital expenses, and discussed plans for attending a conference, with board members needing to confirm their attendance.

On a motion by Dave Evans and seconded by Ed Zalar, the May 2025 Treasurers report is Approved

The group discussed hiring Glenn Smith as the new accountant to replace Cunningham & Stauring, citing issues with the current firm's service and reliability.

On a motion by Bob Salzar and seconded by Dave Evans, to move accounting services from the current provider to Glenn L. Smith Accounting and Booking for an estimated annual amount of $6,300.00 is Approved

    b. **Administrative Invoices**
        i. Fourth Sector $ 15,667.00
        ii. Cunningham $ 2,056.00
        iii. Southern Tier West $ 300.00

On a motion by Ed Zalar and seconded by Dave Evans to pay administrative invoices in the total amount of $ 18,023.00 was approved.

    c. **Capital Invoices**
        i. Northeastern Env Management $ 16,100.00

ii.	Belmont ACE Hardware	$ 2,330.08
iii.	Clinton Brown	$ 14,111.25
iv.	Peter Morse	$ 2,500.00
v.	Peter Morse	$ 2,500.00
vi.	Sports Locker, Inc.	$ 119.94

A motion by Ed Zalar and seconded by Kier Dirlam to pay capital invoices in the total amount of $ 37,661.27 pending receipt of funds from grants was approved.

5. **FUNDING:**

a. HCR Land Bank Initiative – No update.
b. AHC w/ Andover Historic – No update.
c. AHOP – new construction – No update.

6. **INFRASTRUCTURE:**

a. **Board of Directors Projects Report**
   i. Board member portal
   ii. Property identification for People, Inc.
   iii. NYS HCR new requirements for property signs
   iv. LB Table at Local Gov Conference in June
   v. • Report a vacant and abandoned property - Form

a. **Partner Properties:**
   i. 11 Hill St. Andover Partner property (Andover Historic). - Received approval from HCR to proceed with non-capital activities. Asbestos testing and site contamination declaration completed. No asbestos detected in roof.
   ii. 32 Rochambeau Ave. Andover Partner property (Andover Historic). - Received approval from HCR to proceed with non-capital activities. Asbestos testing and site contamination declaration completed. No asbestos detected in roof.
   iii. 111 N. Main St. Bolivar Partner Property. - Everyone is working to get this home to the Land Bank. Could be a partnership with Habitat for Humanity. Received approval from HCR to proceed with non-capital activities. Asbestos testing and site contamination declaration completed. No asbestos detected.
   iv. 9761 Thayer St. Houghton Partner Property (former dorm for Houghton Academy). - Received approval from HCR to proceed with non-capital activities. Asbestos testing and site contamination declaration completed. Asbestos detected in multiple floors. Potential brownfield project through county's EPA grant.
   v. 4-6 Main St. Friendship - Partner Property (FRED). Received approval from

HCR to proceed with non-capital activities. CBCA worked with SHPO to record the determination that 4-6 is "eligible" for listing in the National Register which will help with a tax credit application. Eventually Friendship will need to move forward with the historic district as the building will not meet NR listing criteria on its own. CBCA completed draft of feasibility study – will review in 5/19 board meeting. CBCA engaging Freed Maxick for financial modeling. Asbestos testing and site contamination declaration completed. Asbestos found in tan linoleum tiles on first floor. Potential brownfield project through county's EPA grant. $300,000 for Demo, $300,000 to $350,000 for Mothballing or $2,200,000 for adaptive Reuse

b. **Current Inventory:**
   i. 7776 (26) Main St. Almond - Steuben Habitat for Humanity is interested in this property. Received approval from HCR to proceed with non-capital activities. Street number updated to 7776; still calling it 26 Main for Land Bank project purposes. Signed contract with Peter Morse for Design Services. Had kick-off call and their Project Manager met Jon at property to complete LiDAR scanning. They will provide design options for 3- or 4-bedroom single family home. Approximately a 3-month turnaround. Our design will be based off of current Base Flood Elevation (BFE). Confirmed with code that future flood mapping project will not impact our requirements. Requested information on flood insurance from Lawrence Dye to understand costs for next owners.
   ii. 15 Second St. Andover - Steuben Habitat for Humanity is interested in this property. Received approval from HCR to proceed with non-capital activities. Signed contract with Peter Morse for Design Services. Had kick-off call and their Project Manager met Jon at property to complete LiDAR scanning. Approximately a 3-month turnaround. Code enforcement said we do not have to meet requirements for the floodplain because we're not altering the exterior. Requested information on flood insurance from Lawrence Dye to understand costs for next owners.
   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 in the planning stages - considering holding a class in the Fall that is open to residents. We were awarded the ACAF grant for $1,451 to build a shed for the property. GVCS students should be wrapping up the shed project soon. They are sharing blueprints with us so we can replicate the design for future properties. Jon drafted RFPs/SOW for Electrical Design, HVAC design, and Garage Demolition.
   iv. 172 E. State St. Wellsville (lot) - Jason spoke with Mayor Randy Shayler about the village turning this into a park
   v. 62 O'Connor Wellsville (lot) – Not closed Board approved sale of lot on 4/21

for $3,500. Sent documents to Peter Degnan for legal review and sale.

vi. Cuba – Not closed

7. HOUSING STUDY

a. **County RFP** – Asked County Attorney to meet regarding this topic.
b. **Vacant Property Reporting** - Received over 100 responses in 48 hours
c. **Tax Sale History** – No update
d. **Brownfield Identification** – Had IDA kickoff meeting
e. **BOCES intern** – No Update

8. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**
i. Architect Contract executed
ii. Attended IDA Brownfield Committee
iii. Submitted LBI Phase 2 and LBI 2 disbursement request
iv. Received 5 ACM surveys and 5 site contamination declarations
v. Began Vacant Property Report portal
vi. Met with Code Enforcement Re: Almond, Andover and 31 Grover

b. **Goals for Next Month**
vii. Table at Local Governance Conference
viii. Release RFP for 31 Grover (garage, mechanicals and structural)
ix. Place GVCS shed at 31 Grover
x. Complete SEQR for eight (8) properties
xi. Attend NYLBA Conference (Jon and Kate)
xii. Draft scopes of work for partner projects
xiii. LBI 2 Budget projections/modifications
xiv. LBI phase 1 disbursement request for next quarter

c. **Barriers To Meeting Goals**
i. Approval from HCR

d. **Upcoming Events**
i. Local Governance Conference- Thursday, June 5th at Houghton University
ii. New York Land Bank Conference- May 21-22, 2025, Oswego, NY
iii. National Land Bank Summit- September 8-9th, Detroit Michigan
iv. National Brownfields Training Conference- Aug. 5-8, Chicago, Ill.

9. OLD BUSINESS:

a. **Offer to purchase tax foreclosures from Allegany Co** – requires follow-up with County Attorney.
b. **Open Board Seat** – potential board member joined us for this meeting
c. **Board of Directors Portal** – No Update

d. **GVCS shed project** - Discussed earlier in the meeting
e. **4-6 Main St. Friendship Feasibility** - Discussed earlier in the meeting

10. NEW BUSINESS:

a. Bulk property purchasing – approached by individual to bundle properties and have the exclusive right to develop them.
b. HCR Media Guidance – must post new signs and have pre-authorization of press releases going forward.

11. CORRESPONDENCES:

None

12. GOOD OF THE ORDER:

a. Ashley is meeting with a Developer on Thursday and will report back on the outcome.

13. NEXT MEETING:

a. Next Board of Directors meeting: June 16, 2025, at 9AM

14. ADJOURNMENT:

On a motion by Kier Dirlam and seconded by Ed Zalar the meeting was adjourned at 11:13 AM.

Notes as taken by Kier Dirlam