6087 State Route 19 North- Suite 300
Belmont, NY 14813
585-268-7472 Extension 7
alleganycountylandbank@gmail.com

Allegany County Land Bank
Board of Directors Meeting
June 16, 2025

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar
Guests: Bryan Perrin
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 May 19, 2025.

A motion by Ed Zalar and seconded by Bob Salzar to approve the May 19, 2025, regular board of directors meeting minutes are Approved.

3. **FINANCIAL:**

   a. **Treasurer's Report**

      i. June 2025 – reviewed the Treasurer's Report

LBI Phase 1 – Year 3:	Budget: $36,829.41;	Balance: $36,829.41;
	Available to Draw: $0.00	
LBI Phase 2:	Budget: $300,059.28;	Requesting $68,361.76;
	Available to Draw: $231,697.52	
LBI 2.2:	Budget: $942,065.62;	Balance: $41,776.31;
	Available to Draw: $900,289.31	
General Fund:	Budget: $148,789.77;	Balance; $124,117.39
	Available to Draw: $24,642.38	

      ii. Banking Updates – currently both banks are being utilized during the transition period. HCR has split their deposits between the banks. Currently paying all invoices from the Community Bank account. Need to notify HCR to only deposit into the new account.

On a motion by Kier Dirlam and seconded by Dave Evans, the May 2025 Treasurers report are Approved

Administrative Invoices

Fourth Sector	$ 15,667.00
Cunningham	$ 300.00
Glenn Smith	$ 267.25
Clinton Brown	$ 1,500.00

A motion by Ed Zalar and seconded by Bob Salzar to pay administrative invoices in the total amount of $ 17,734.25 are Approved

Capital Invoices

a. There were no Capital Invoices this month.

4. **FUNDING:**

a. HCR Land Bank Initiative – next round coming out soon – we will have spending plan for the next meeting.

5. **INFRASTRUCTURE:**

a. Board of Directors Projects Report
   - NYS HCR new requirements for property signs
   - Data collection for Vacant/Abandoned Property Form
   - LB Table at Local Gov Conference in June
   - Tolemi Building Blocks update

b. Partner Properties:
   i. **11 Hill St. Andover** Partner property (Andover Historic). Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Jon drafted the SOW for the project to put it out to bid.
   ii. **32 Rochambeau Ave. Andover** Partner property (Andover Historic). Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Jon drafted the SOW for the project to put it out to bid.
   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. In the final stages of the HCR environmental review process. 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. In the final stages of the HCR environmental review process. 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. In the final stages of the HCR environmental review process. Clinton Brown Company Architecture (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. A resolution was made at the May Board meeting to use CBCA for Historic Tax Credit application Part 1 Services. Feasibility study completed as of last meeting. Freed Maxick is available for financial modeling services. We are holding off on this for now. Asbestos found in tan linoleum tiles on first floor. Potential brownfield project through county's EPA grant. A resolution was made at the May Board meeting to purchase the property for no more than $10,000. Peter Degnan's office drafted the purchase offer - looking into whether our attorney can manage both sides of the transaction. Jason plans to attend next Friendship town board meeting to discuss the project.

vi. **63 Seneca St. Wellsville** Village and neighbors want Land Bank to get this property. Requested from county. Potential partnership with People, Inc.

c. 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. In the final stages of the HCR environmental review process. Collaborating with Peter Morse for Design Services. Received concept drawings and draft specifications. 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. In the final stages of the HCR environmental review process. Working with Peter Morse for Design Services. Received concept drawings and draft specifications. 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. GVCS students finished the shed project – shed needs to be relocated from school to property. Jon drafted RFPs/SOW for Electrical Design, HVAC design, and Garage Deconstruction.

iv. **172 E. State St. Wellsville** (lot) Jason spoke with Mayor Randy Shayler about the village turning this into a park

d. Properties of Interest:
   i. **Antique Barn Friendship** - Received an offer for Land Bank to take this property for $1
   ii. **8 Main St. Friendship** Neighboring property to 4-6 W Main St that is about to go to tax foreclosure
   iii. **617 Main, Whitesville** (two parcels) Received offer for Land Bank to take this two-parcel property for $1; property was also reported through our online form. Taxes are paid. Expect closing costs not to exceed $5000.

On a motion by Ed Zalar and seconded by Darwin Fanton to approve the acquisition of these two parcels for $1. Approved.

6. <u>HOUSING STUDY</u>

a. County RFP – received four proposals which have been reviewed. An MOE is being prepared for legislative committee meeting to move forward.
b. Vacant Property Reporting – No report
c. Tax Sale History – Property Reporting working on this
d. Brownfield Identification - Property Reporting working on this
e. BOCES intern – College intern will be working on data entry primarily

7. <u>EXECUTIVE DIRECTOR REPORT:</u>

a. **Major Achievements**
   i. Attended Local Government Conference
   ii. New accountant on board
   iii. Attended NYLBA Conference (Jon and Kate)
   iv. LBI 2 Budget projections/modifications
   v. HCR signs printed and placed
   vi. Andover Historic projects- scopes of work drafted
   vii. Received construction drawings for Almond and Andover

b. **Goals for Next Month**
   i. Release RFPs for Andover Historic work
   ii. Release RFP for 31 Grover (garage, mechanicals and structural)
   iii. Place GVCS shed at 31 Grover
   iv. HCR Env review approval for eight (8) properties

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

c. **Upcoming Events**
   i. National Land Bank Summit- September 8-9th, Detroit Michigan – This is an important training opportunity for the people working on this for the Land Bank Board. There is $3000 available in the budget.

On a motion by Kier Dirlam and seconded by Dave Evans to approve the attendance at the National Land Bank Summit in Detroit for all three. Approved.

   ii. National Brownfields Training Conference- Aug. 5-8, Chicago, Ill. – Jason Isaman is going to attend this on his own.

8. **OLD BUSINESS:**
    a. Offer to purchase tax foreclosures from Allegany Co – discussed briefly
    b. Open Board Seat – Bryan Perrin agreed to accept a seat on the board.

On a motion by Dave Evans and seconded by Bob Salzar to request the Allegany County Legislature to appoint Bryan Perrin to the ACLB was approved.

    c. Board of Directors Email Addresses – Dave has been given a new email address.
    d. GVCS shed placement – Brian approved the $350.00 for Freedom Transportation to move the shed as it is less than the procurement requirements for board approval. This placement is scheduled for today after the meeting.
    e. Bulk Property Purchasing – next meeting

9. **NEW BUSINESS:**
    a. Antique Barn – discussed previously in the meeting
    b. 617 Main, Whitesville – discussed previously in the meeting
    c. 8 Main St. Friendship – discussed previously in the meeting

10. **CORRESPONDENCES:**
    None

11. **GOOD OF THE ORDER:**
    None

12. **NEXT MEETING:**
    a. Next Board of Directors meeting: July 21, 2025, at 9AM – Kier noted that he will be on vacation on this date and unlikely to attend.

13. **ADJOURNMENT:**

On a motion by Ed Zalar and seconded by Kier Dirlam the meeting was adjourned at 10:26 AM.

Notes as taken by Kier Dirlam