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Allegany County Land Bank
Board of Directors Meeting
July 21, 2025

Attending: Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar
Excused: Kier Dirlam, Dave Evans
Guests: Monica Dean (Andover Historic Preservation), Bryan Perrin, Ashley Smith
Contractors/Other: Jason Isaman, Jonathon Barnes, Kate Williams (Fourth Sector), Hale Roofing, Westside Construction

1. **CALL TO ORDER and WELCOME GUESTS:**
   a. The meeting was called to order at 9:00 AM by Chairman Loucks.
   b. Guest introductions: Representative from Hale Roofing; Monica Dean, Executive Director for the Andover Historic Preservation; Drew Morabito from Westside Construction Group

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the June 16, 2025.

On a motion by Darwin Fanton and seconded by Ed Zalar to accept the June 16, 2025 regular board of directors meeting minutes as submitted were approved.

The Board opened bids.

11 Hill St. Andover, NY: Roof Replacement and Exterior Painting

Better Homes Builders	Buffalo	$108,786.25	Not specified
D. Builder Contractor	Melville	$62,000.00	15 days
Hale Contracting	Horseheads	$133,000.00	13 days roof, 30 days paint
Macfi Solutions	Bronx	$141,555.00	20 days
Peligan Excavation & Renovation	Belmont	$71,500.00	10 days
Westside Construction	Churchville	$218,000.00	30 days

32 Rochambeau Ave. Andover, NY: Roof Replacement

Better Homes Builders	Buffalo	$94,786.25	Not specified
D. Builder Contractor	Melville	N/A-no bid	N/A-no bid
Hale Contracting	Horseheads	$118,000.00	22 days
Macfi Solutions	Bronx	$37,500.00	5 days
Peligan Excavation & Renovation	Belmont	$84,500.00	10 days
Westside Construction	Churchville	$223,333.00	15 days

On a motion by Ed Zalar and seconded by Bob Salzar 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 9:17 AM was approved.

On a motion by Ed Zalar and seconded by Bob Salzar to come out of Executive Session at 9:28 AM was approved.

The Board returned from Executive Session at 9:28 AM.

On a motion by Ed Zalar and seconded by Darwin Fanton to accept the bid from Peligan Excavation & Renovation for 11 Hill St. Andover, NY: Roof Replacement and Exterior Painting in the amount of $71,500 was approved.

On a motion by Ed Zalar and seconded by Darwin Fanton to accept the bid from Peligan Excavation & Renovation for 32 Rochambeau Ave. Andover, NY: Roof Replacement in the amount of $84,500 was approved.

On a motion by Bob Salzar and seconded by Ed Zalar to use the budgeted $100,000 from LBI Phase 2 - SHARS x0482 toward the combined cost of the 11 Hill St and 32 Rochambeau Ave projects, with the understanding that Andover Historic Preservation will cover the remaining balance was approved.

Jason Isaman reported that the environmental review for the projects was submitted and we are waiting on approval from HCR. A 50% deposit for materials is customary. The work will begin once HCR sends the Notice to Proceed.

3. **FINANCIAL:**

a. **Treasurer's Report**

i. July 2025 – reviewed the Treasurer's report

LBI Phase 1 admin money – the full $195,000 has been received, with $18,686.42 remaining in the bank account to spend by the end of August. The application for the next round of this funding was submitted and may be awarded mid-August. The balance reported already accounts for July invoices pending approval.

LBI Phase 2 – Flexible grant that can be used for demolitions. $227,628.57 remaining; no big projects currently using this funding.

LBI 2.2 – The $100,000 approved to spend at this meeting will come from this grant. No outstanding payments are pending from HCR at this time.

General Fund – Current balance is $148,789.29. An additional $69,000 - $70,000 will be added upon receipt of the Phase 2 disbursement from HCR. These funds are typically used for acquisitions and to support cash flow while awaiting HCR disbursement payments.

On a motion by Bob Salzar and seconded by Ed Zalar, the July 2025 Treasurer's report was approved.

ii. Project Budgeting and Projections – Jason Isaman started an application for a new grant of up to $2,000,000. The board reviewed a draft budget by property. The plan is to expand this budget to identify funding deficits and the need for private investment or other subsidies.

Administrative Invoices

Fourth Sector	$ 15,667.00
Cunningham	$ 75.00 – final invoice
Glenn Smith	$ 1,402.92
Lawrence Dye	$ 1,798.00
NLBN Summit	$ 1,410.00 (conference admission x3)

A motion by Ed Zalar and seconded by Bob Salzar to pay administrative invoices in the total amount of $20,352.92 was approved.

Capital Invoices

a. Belmont Hardware	$ 490.30
b. Clinton Brown	$ 9,796.25
c. Peter Morse	$ 6,000.00
d. Peter Morse	$ 2,000.00

A motion by Ed Zalar and seconded by Darwin Fanton to pay capital invoices for Belmont Hardware and Clinton Brown in the total amount of $10,286.55 was Approved.

A motion by Ed Zalar and seconded by Bob Salzar to pay capital invoices for Peter Morse in the total amount of $8,000.00 upon delivery of product was Approved.

4. **FUNDING:**
   a. HCR Land Bank Initiative
      i. Operations - $195,000 application submitted; should have this by September 1st, but if there is a delay, we have money available in program delivery on other grants.
      ii. Capital Projects – reviewed the new grant RFA. $9.5M is available to all Land Banks for current activities, with demolitions allowed only as a last resort. $15M is available to all Land Banks for new programs: Moderate Income Owner

Occupied Repair Program (up to 120% AMI), Small Rental Repair Program, Other Repair or Construction Activities. HCR is moving away from scattered site work and emphasizing housing unit creation and preservation within defined neighborhoods. Funding cannot be layered with other HCR grants. Program Delivery is capped at 5% of the total grant, amounting to $100,000 if awarded the full $2M that we are requesting. Potential partnership with organizations like Andover Historic Preservation was discussed as a way to help administer these new programs.

5. <u>INFRASTRUCTURE:</u>

a. Board of Directors Projects Report
   i. 155 Olive St, Bolivar – prior owners have died and property is not being cared for; Jason referred this to attorney Peter Degnan because there is no registered will at the county building.
   ii. Antique Barn, Friendship – Received an offer for Land Bank to take this property for $1. Town wants to work with us because they need access for sewer and gas line. Could be used for staging while working on 4-6 W Main St.
   iii. 2 W Main St. Friendship (TC's Diner) – Jason spoke with owner and the diner tenants are vacating.
   iv. 4 Depot St – burned down building; person who owns the apartments next door wants to be a part of helping clean it out so he can expand his rentals. Approximately $4,000 in taxes owed. Could qualify as a brownfield project.
   v. 4 – 6 W Main St – still working on transferring this property because the owner's attorney fell ill.
   vi. 10 W Main St, Friendship (Hardware Store) - Owner wants to sell and won't take less than $50,000. Good project to create more housing units for HCR and could attract a developer with historic tax credits.
   vii. 607 & 617 Main St. Whitesville – Chairman Loucks signed purchase offer for this double lot.
   viii. 319 Main St. Bolivar (Steuben Trust Bank) – owner is opening a Neon Sign Company with educational classes. If the Land Bank helps with creation of up to 4 residential units, it will look good for our HCR grants.
   ix. 9761 Thayer St, Houghton – Original dormitory for Houghton Academy. Trying to get EPA brownfield help for this due to large amount of asbestos containing materials. The owner's goal is to rent it until he passes away and will it to the school.
   x. 38 E Main St. Cuba (Church) – Owned by "Cuba Cultural Center Inc." The Economic Development Office (EDO) would use this space to promote tourism and local development. The EDO is currently working on 501(c)(3) nonprofit status and the Land Bank can be the nonprofit to hold this property

while they wait for the IRS approval. The current owner owes back taxes because they are not an active nonprofit anymore. Idea to have visitor center, event space with commercial grade kitchen, "Made in Allegany County" store, and offices. Land Bank could potentially get an office space there to increase capacity and provide more opportunities to interface with the community. Ashley Smith proposed the Land Bank board and board of the EDO should meet if the Cuba Cultural Center proposal for purchasing the building is satisfactory.

xi. 26 Main St. Almond and 15 Second St. Andover – have the drawings and specs from Peter Morse for 26 Main St. Peter Morse is finalizing the drawings and specs for 15 Second St. There will be a meeting to review once those come in, and then we will put it out to bid for contractors. Jason will share with an appraiser to understand difference between construction costs and appraised value to build a budget. Habitat walked away from these projects because they couldn't get enough volunteers.

xii. 31 Grover St – ready to get drawings for this property.

xiii. 172 & 178 E State St. Wellsville - Jason spoke with Mayor Randy Shayler about the village turning this into a park, but he hasn't responded to recent follow-up.

xiv. 10 Spring St. Cuba – vacant lot that finally sold.

xv. 8 W Main St. Friendship – Neighboring property to 4-6 W Main St that is on the tax foreclosure list. There is a crack in the building. Jason requested this from the County.

xvi. 111 Main St. Bolivar, 14 E Water St, Friendship, and 4440 W Sciota St. Scio – all on the tax sale list with the same owner. Jason requested these from the County. 14 E Water St has gone through multiple tax sales after Land Bank requested it and didn't receive it in 2017.

xvii. 63 Seneca St. Wellsville – expected this to be on the tax sale list, but it was not listed. Village and neighbors want Land Bank to get this property. People Inc. wants to build an ADA-compliant home there. Land Bank would help them with site prep. Need to determine best way to get this property.

6. HOUSING STUDY

a. Not discussed

7. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**

i. RFP for Andover Historic released

ii. RFQ for design/historic services released

iii. Completed LBI Operations/Admin Grant Application ($195,000)

iv. Construction drawings and specs for 2nd St. Andover and Main Almond complete.

v. Shed delivered to Grover St.
vi. 4 of 8 HCR Environmental Reviews Submitted.

b. **Goals for Next Month**

i. Complete Andover Historic Preservation work (2)
ii. Release RFP for 31 Grover (garage, mechanicals and structural)
iii. Engage architect/engineer for Grover and Fellows Hall design
iv. Close on 607 & 617 Whitesville
v. Get quotes for next round of asbestos testing
vi. Release RFP for Almond and Andover (2nd St.)
vii. HCR Env review approval for (8) properties

b. **Barriers To Meeting Goals**

i. Approval from HCR

c. **Upcoming Events**

i. National Land Bank Summit- September 8-9th, Detroit Michigan
ii. National Brownfields Training Conference- Aug. 5-8, Chicago, Ill. – Jason is no longer planning to attend

8. <u>OLD BUSINESS:</u>

a. Offer to purchase tax foreclosures from Allegany Co (UPDATED)
    i. 111 Main Bolivar – discussed previously in meeting
    ii. 14 Water St. Friendship – discussed previously in meeting
    iii. 4440 Sciota Rd Scio – discussed previously in meeting
    iv. 8 W Main St. Friendship – discussed previously in meeting
b. Bulk Property Purchasing – gentleman who attended first part of meeting from Westside Construction is the person working on this proposal. There has not been much progress to report. He is aiming to work with older population looking to downsize.
c. 617 Main, Whitesville – purchase offer discussed previously in meeting
d. Friendship Historic District – Town made a resolution to pursue the historic district. Clinton Brown and Jon Barnes attended the last Town of Friendship meeting to give a presentation on the process and benefits.
e. Antique Barn Friendship - $1 property; can be used for parking and staging equipment for 4-6 W Main St construction.

On a motion by Ed Zalar and seconded by Bob Salzar to purchase the Antique Barn in Friendship (Tax ID: 182.12-2-60.2) for a total purchase price not to exceed $5,000 was approved.

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

a. New Target Properties
    i. 10 Main Friendship (Hardware) – discussed previously in meeting
    ii. 2 Main St. Friendship (TC's Diner) – discussed previously in meeting
    iii. 4 Depot St. Friendship – discussed previously in meeting
    iv. Old Bank in Bolivar (Historic District) – discussed previously in meeting
    v. 38 Chestnut Cuba (church) – discussed previously in meeting
    vi. 155 Olive St. Bolivar – discussed previously in meeting

b. NYSDEC MOU – Land Banks can hold brownfield properties without liability. Received a template from NYSDEC that Jason sent to the County Attorney for review. Chairman Loucks tabled the discussion until next meeting after hearing from the attorney. Jason will send to Peter Degnan.

c. RFPs for Andover Historic Preservation – discussed previously in meeting. Next step: Kate to post tabulation sheet on website.
    i. 11 Hill St.
    ii. 32 Rochambeau

d. Chairman Loucks shared that he connected with a grant writer affiliated with Genesee Valley Central School, who indicated the school received funding to pay students for hands-on work experience. She expressed interest in partnering with the Land Bank to have students assist with property projects and plans to follow up.

e. RFQs for Historic Design and Planning - Jason provided a summary of responses received from firms interested in preparing construction drawings and specifications for 4-6 Main Street in Friendship and 31 Grover Street. The RFQ was qualification-based, not cost-based, and several firms responded to both projects, while 2 firms responded only to the mixed-use project at 4-6 W Main St. Clinton Brown Company Architecture received the highest score due to their methodology and familiarity with the properties, having previously completed work for both. Peter Morse and Johnson-Schmidt out of Elmira were also identified as top contenders. The board acknowledged the benefit of continuity in working with Clinton Brown Company Architecture, given their prior involvement, but noted they are not committed to using the same firm if another is better suited to the current needs.

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On a motion by Darwin Fanton and seconded by Ed Zalar to solicit quotes from the top three firms, the board proceeded to discussion.

Following further discussion, concerns were raised about the timeline and selection process.

On a motion by Ed Zalar and seconded by Bob Salzar, the prior motion was rescinded. Darwin Fanton was opposed.

The board discussed how a delay in initiating design work could jeopardize the ability to fully expend current grant funds, push construction into next year, and bottleneck other projects.

On a motion by Darwin Fanton and seconded by Ed Zalar to award the design contracts for 31 Grover St in Wellsville and 4-6 W Main St in Friendship to Clinton Brown Company Architecture was approved.

10. <u>CORRESPONDENCES:</u>

None

11. <u>GOOD OF THE ORDER:</u>

None

12. NEXT MEETING:

a. Next Board of Directors meeting: August 18, 2025 at 9AM (Finance Meeting TBD) Ed noted that he will not be in attendance.

13. ADJOURNMENT:

On a motion by Darwin Fanton and seconded by Bob Salzar the meeting was adjourned at 11:05 AM.

Notes as taken by Kate Williams