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

Attending: Kier Dirlam, Dave Evans, Darwin Fanton, Brian Loucks, Bob Salzar, Ed Zalar, Bryan Perrin
Excused: Dave Evans
Guests: Peter Morse, 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 9:00 AM by Chairman Loucks.

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the August 18, 2025.

On a motion by Ed Zalar and seconded by Bryan Perrin to approve the August 18, 2025 regular board of directors meeting minutes were Approved.

3. **FINANCIAL:**

   a. **Treasurer's Report**

      i. September 2025

LBI Operations - Phase 1 Year 3 is closed out.
Year 4 - $195,000 was received and the current balance is 178,301.31
LBI Phase 2 X0024 - $238,459.57 - Request $7,667.68
LBI 2.2 Capital X0482 - $800,289.31- Request $46,326.81
General Fund - $127,456.39

On a motion by Bob Salzar and seconded by Ed Zalar the September 2025 Treasurers report was Approved

Administrative Invoices

Fourth Sector	$ 15,667.00
Glenn Smith	$ 439.69

On a motion by Kier Dirlam and seconded by Bryan Perrin to pay administrative invoices in the total amount of $ 16,106.69 was Approved

Capital Invoices

Clinton Brown	$ 2,203.25
Clinton Brown	$ 3,000.00
Northeastern Environmental	$ 1,100.00
Northeastern Environmental	$ 4,800.00
Peligan Excavation and Reno	$ 21,833.00

A motion by Ed Zalar and seconded by Bob Salar to pay capital invoices in the total amount of $ 32,936.25 was Approved

4. **FUNDING:**
   a. HCR Land Bank Initiative
      i. Capital Projects (open until Nov.) – new grant opportunity – will need to approve applying at the October meeting
      ii. CrossMod® Opportunity – no update

5. **INFRASTRUCTURE:**

a. Board of Directors Projects Report
b. Partner Properties:
   i. **11 Hill St. Andover** Partner property (Andover Historic). Selected Peligan Excavation & Renovation (Belmont, NY) for roof replacement and exterior painting in July meeting for $71,500. Total Land Bank investment (LBI funds) = $50,000; Total AHP investment = $21,500. Received permit and approval from HCR. Will start work after 32 Rochambeau.
   ii. **32 Rochambeau Ave. Andover** Partner property - Andover Historic Preservation (AHP). Selected Peligan Excavation & Renovation (Belmont, NY) for roof replacement in July meeting for $84,500. Total Land Bank investment (LBI funds) = $50,000; Total AHP investment = $34,500. Received permit and approval from HCR. Worked started 9/8 - making satisfactory progress.
   iii. **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. Could be a brownfield project through county's EPA grant. Jason spoke with Chancellor of Houghton Academy. He is looking for old photos to support a potential historic designation. This property will be a viable candidate for LBI Open Round Rental Repair Program.
   iv. **319 Main St. Bolivar** (Steuben Trust) Steuben Bank building in Bolivar; owner approached Land Bank about process - commercial downstairs, upstairs would be turned into residential units. This property will be a viable candidate for LBI Open Round Rental Repair Program.
   v. **38 E Main St. Cuba** (Church) Old Church in Cuba. Owned by "Cuba Cultural Center Inc." Idea to have market for items made in Allegany County, event space, and offices. Land Bank could get an office space there. Next step: get a proposal from Cuba Cultural Center

for purchasing building; they owe back taxes of $13,343.51. Would be held by Land Bank until EDO gets 501(c)(3) and can purchase it. Proposal received from Cuba Cultural Center - to be reviewed at October meeting.

c. Current Inventory:

i. **26 Main St. Almond** - New build. Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Habitat cannot take on project. Favorable appraisal received - $367,000 using comps and $491,000 from a cost approach. Contractor bids were due by September 12. To be opened in September Meeting with Peter Morse (architect) present.

ii. **15 Second St. Andover** Received approval from HCR to proceed with non-capital activities. In the final stages of the HCR environmental review process. Habitat cannot take on project. Collaborating with Peter Morse for Design Services. Received final project manual and final drawings. Next step: post RFP for contractor services.

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 paused for now. Have a contact who can teach BOCES students how to do the window restoration - considering holding a class that is open to area residents. Board selected Clinton Brown Architecture Company to work on construction design - in progress. Received AIA contract and initial payment to be sent after September meeting.

iv. **172 & 178 E. State St. Wellsville** Jason spoke with Mayor Randy Shayler about the village turning this into a park. He resigned from his position as of Sept. 12. Proposal is drafted to send to interim Mayor.

v. **4-6 W Main St., Friendship** Partner Property (FRED). Made purchase offer and currently under contract. Sale is moving along after we found an attorney for owner Sue Strickley. Asbestos found in tan linoleum tiles on first floor. Will be a brownfield project through county's EPA grant. Clinton Brown Company Architecture (CBCA) submitted the Historic Tax Credit Part 1 application. The review process was quicker than usual and the SHPO reviewer wants to do a site visit in Friendship in the next few weeks. There is $1,500 remaining in the Part 1 contract budget with CBCA that could be applied to this. CBCA sent the AIA contract for the stabilization and mothballing work. They are interviewing fire suppression specialists. Alfred State Urban Design Studio project is currently happening in Friendship with a final presentation on October 20th.

vi. **607 & 617 Main St. Whitesville** Property acquired for $1,368. Neighbor's son interested in potentially purchasing property. Spoke with Whitesville and currently in planning stages for potential controlled burn of the two structures to save costs on demo. Peter Morse submitted proposal to assist with design services for new build at a discounted rate compared to 26 Main St in Almond. The plan could be re-used from 26 Main St., with modifications.

On a motion by Darwin Fanton and seconded by Ed Zalar to table design plans for the Whitesville Properties until a future date after demolition, grant applications and such have been resolved. Approved

vii. **Antique Barn, Friendship** Submitted offer to purchase - currently under contract. Preparing to get Asbestos Testing quotes. Initially plan to use building to stage equipment

for 4-6 W Main St rehab.

d. Properties of Interest:
   i. **2 W Main St. Friendship** (TC's Diner) TC's Diner owned by F.R.E.D. Inc. - potential for this to be offered with 4-6 W Main St to entice a developer. Owner told Jason that diner tenants may be ending lease.
   ii. **8 W Main St, Friendship** Jason requested this from the County. Neighboring property to 4-6 W Main St. It is currently listed in the County Tax Delinquent Auction with one bid.
   iii. **14 W Water St. Friendship** Jason requested this from the County. Same owner as 4440 W Sciota St, Scio & 111 N Main, Bolivar. It is currently listed in the County Tax Delinquent Auction with no bids.
   iv. **4440 W Sciota St. Scio** Jason requested this from the County. Same owner as 111 Main St, Bolivar & 14 W Water St, Friendship. It is currently listed in the County Tax Delinquent Auction with one bid.
   v. **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. Jason requested this from the County. Same owner as 4440 W Sciota St, Scio & 14 W Water St, Friendship. It is currently listed in the County Tax Delinquent Auction with no bids.
   vi. **4 Depot St. Friendship** (burned apt) 12-unit apartment that burned down in Friendship. Town has offered in-kind services for cleanup.
   vii. **10 W Main St. Friendship** (Hardware) Friendship Hardware building. Owner lives in California and wants to sell. Owner has indicated that they will not take less than $50,000. Jason and Jon did a walk-through. Could get acquisition money as part of next grant and make it part of a bigger Main Street project. This was added to the Main St study as part of the New York Main Street Technical Assistance grant that Friendship received.
   viii. **63 Seneca St. Wellsville** Village and neighbors want Land Bank to get this property. People, Inc. is interested in partnering to redevelop this property. It is currently listed in the County Tax Delinquent Auction with no bids.
   ix. **155 Olive St, Bolivar** William Cottone property - owned by estate. P. Degnan working on due diligence.
   x. **4047 Main St (Rt 19), Scio** - Most recent property of interest
   xi. **594 Rt 244, Alfred Station** – potential property of interest

6. <u>HOUSING STUDY</u>

RFP has been re-released. They are expected have back mid-October.

7. <u>BROWNFIELDS</u>

No update

8. **EXECUTIVE DIRECTOR REPORT:**

a. **Major Achievements**

i. See Board of Directors Monthly Report

b. **Goals for Next Month**

i. Complete Andover Historic Preservation work (2)
ii. Begin Fellows Hall mothball specs
iii. Release demo RFP for 617 Whitesville
iv. Release RFP for Andover (2nd St.)
v. Complete LBI property services application
vi. Begin CrossMod application
vii. Start project proforma for Fellows Hall, Grover, 2nd St Andover and 26 Main Almond
viii. Order land surveys for new properties
ix. Remedy 79 Clark St. situation
x. Request Q3 2025 admin funds

b. **Barriers To Meeting Goals**

i. Approval from HCR
ii. Contractor Connect posting requirements

c. **Upcoming Events**

i. None

9. **OLD BUSINESS:**

a. **Tax Sale Properties** – registration and property selection
Tax sale ends in two days.

On a motion by Ed Zalar and seconded by Darwin Fanton 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 10:31 AM was approved.

On a motion by Ed Zalar and seconded by Bob Salzar to come out of Executive Session at 11:14 AM was approved.

On a motion by Darwin Fanton and seconded by Bryan Perrin to authorize Jason and the 4th Sector Team to bid on seven properties at the Tax sale with a maximum expenditure of $35,000. Approved

b. **Friendship Historic District** – no update
c. **Cuba Cultural Center** proposal – next month will discuss
d. **4-6 Main St. Friendship** mothball drawings/specs – no update

10. **NEW BUSINESS:**

a. **26 Main St. Almond** - new construction bid opening
The Board was introduced to the architect Peter Morse. Bids were opened as follows:

Booms Inc.	$630,000	240 Days	No itemized bid – Incomplete
Fleetwood Accessibility	$624,153	365 Days	Complete

Peligan Excavation & Renovation	$645,410	300 Days	Complete
Westside Construction	$745,368	4 – 6 months	Complete
Whitney East	$805,000	260 Days	Complete

On a motion by Kier Dirlam and seconded by Darwin Fanton to engage our real estate agent to evaluate the market for the Almond house site was approved.

i. A decision on the bids will be made at the October meeting after review and report from realtor.
ii. A recommendation was made by the Architect Peter Morse that we should get a subscription to Dunne and Brad Street.

b. **Alfred State Architectural Classes** | Friendship – Brian has been working with the class. A preliminary presentation is scheduled this Friday.
c. **Andover Historic partnership** to vet and pre-qualify home buyers/grantees – Jason has been discussing with Andover Historic Preservation - MOU will be drafted for review at the October meeting.
d. **SHPO visit** – This visit is scheduled Tuesday Sept 16th
e. **Drop slot box** for bids – Suggested that perhaps a drop box out front in the foyer should be installed for future bids as Kier isn't always available to receive them. Kier will discuss with the IDA Executive Director.

11. **CORRESPONDENCES:**
None noted

12. **GOOD OF THE ORDER:**
None noted

13. **NEXT MEETING:**
Next Board of Directors meeting: October 20, 2025, at 9AM

14. **ADJOURNMENT: On a motion by Kier Dirlam and seconded by Bob Salzar the meeting was adjourned at 11:28 AM.**