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Allegany County Land Bank
Board Meeting
Meeting Minutes January 23, 2023

Members Present: B. Loucks, K. Dirlam, D. Fanton, E. Zalar, and D. Evans

Excused: C. Knapp

Others Present: J. Isaman and J. Adams

1.CALL TO ORDER

The meeting was called to order at 9:00 a.m. by the Chairman.

2.APPROVAL OF MINUTES

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the December 19, 2022 meeting minutes.

3.FINANCIAL

Administrative invoices presented for payment include Fourth Sector ($4,861.25) and Cunningham, Stauring & Associates, Inc. ($300). J. Isaman said he hasn't received the January Treasurer's Report from Lisa Kimball from Cunningham, Stauring & Associates, Inc.

A motion was made by D. Evans, seconded by E. Zalar, and carried to pay the bills.

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the November 2022 Treasurer's Report.

A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the December 2022 Treasurer's Report.

A motion was made by E. Zalar, seconded by D. Fanton, and carried to table January's Treasurer's Report.

4. FUNDING

HCR Land Bank Initiative

J. Isaman said the Phase One payment for $24K was received. This funding must be spent in the first quarter of 2023. The Phase Two application will be released sometime this week and is the bricks and mortar component of the funding application.

5.HOUSING STUDY

J. Isaman discussed Tolemi software and the housing needs assessment. He said housing data is currently reported in different formats and said it would be helpful if data could be collected and shared in a consistent manner. The property tax sale information isn't tracked using an excel spreadsheet format. The information is included in resolutions approved by the Board. Other agencies in the community that provide housing services include ACCORD Corporation, Cattaraugus Community Action, Arbor Development, and municipal code enforcement officers and assessors. K. Dirlam reported assessors are currently drawing building layouts by hand and he said having digitized records would be helpful. He noted there is funding available to accomplish this if there is interest in the future.

5.INFRASTRUCTURE

Properties for Sale:

- 172 & 178 E. State Street Wellsville: No updates to report.
- 79 Clark Street Wellsville: B. Loucks said he is aware that the house was shown, but he hasn't received any follow up communication. He said the siding on the house has been fixed by the contractor.

Acquisition:

- O'Connor Street, Wellsville: J. Isaman reported the asbestos survey is complete. He said the basement is full of tools and furniture and he will contact ACCORD Corporation to donate items to the Angel Action Program.
- J. Isaman updated members on MOU for the 898 Rt 19, Whitesville property. Details include payment amount (recouping Land Bank costs, plus 15% add on fee), agreement for property owner to demolish structure and remove debris within 12 months and then maintain property.
- Future goals include removing rubbish from properties and soliciting quotes for asbestos abatement work for recently purchased tax sale properties.
- J. Isaman will ask if Home Headquarters Rehab Ready Work includes lathe and plaster removal.
- J. Isaman reported the Town of Belfast doesn't want ownership of 130 S. Main Street property. He distributed a letter concerning the property from code enforcement. J. Isaman thinks this property has potential for Phase II funding. He will continue to discuss possible outcomes with the individual that expressed an interest in buying the property and redeveloping the site as a river access point, picnic/parking area, and possibly having a food cart on location.
- Concerning 2561 Rte. 19, the unauthorized occupant left the property by police escort. J. Isaman said the condition on the inside is disgusting. He was able to secure the property and based on his initial inspection, the floors and overall structure appear to be solid. J. Isaman noted that HCR funding doesn't support rehab projects, but demolition projects are acceptable.

Stabilization:

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to pay Neeson-Clark $2,975 for completing asbestos surveys for 26 Main Street in Almond and 31 Grover Street in Wellsville.

A motion was made by D. Fanton, seconded by D. Evans, and carried approving Neeson-Clark to complete Asbestos Surveys for the following land bank properties: 62 Oconnor St. and 2561 Rt 19, Wellsville.

6. OLD BUSINESS

- Request for ARPA Funding: J. Isaman referenced the Chautauqua County RFP for a housing market study. K. Dirlam said he will talk with C. Knapp to determine the appropriate source to take the lead on this project, if there is interest in doing so.
- Members discussed providing a short presentation on the Land Bank's outcomes and outlining the future goals to the Allegany County Board of Legislators at a meeting in April. Members agreed for J. Isaman to develop a 10 minute power point presentation focusing on the Land Bank's accomplishments and future goals. K. Dirlam mentioned the Chairman of the Board has scheduled Committee of the Whole Meetings for Wednesday mornings through April 2023 and recommended J. Isaman contact Brenda Rigby Riehle to request a time to present to the Legislators at a COW meeting in April as the Land Bank Chairman is available.
- J. Isaman said County Attorney Allison Carrow reviewed the administrative services contract. Members discussed the contract and recommended the following revisions be made:
    - List as not for profit
    - Add "LLC" and delete domestic
    - Executive Director payment should reflect $63,000
    - Appendix "B." Proof of Insurance
    - Weekly timesheets should be submitted to the Land Bank Secretary
    - Back up files should be uploaded to one-drive on a monthly basis
    - Termination period should be 30 days, not 7

  J. Isaman will send a revised contract to the County Attorney Allison Carrow for review and approval. Members agreed to vote on the contract at the meeting in February.
- J. Isaman said that he submitted the AmeriCorps Vistas application that was due January 18. He is currently working on the AmeriCorps NCCC application and will send a draft to members for their review and feedback.

7. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on February 21 at 2:30 p.m.
Governance and Audit Committees will meet following the February regular meeting.

8. ADJOURNMENT

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 10:26 a.m.

Respectfully Submitted,
Jodi Adams, Assistant to the County Administrator