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Allegany County Land Bank
Board Meeting
Meeting Minutes December 19, 2022

Members Present: B. Loucks, K. Dirlam, D. Fanton, C. Knapp, and D. Evans

Excused: E. Zalar

Others Present: J. Isaman, J. Adams, and Lisa Kimball from Cunningham, Stauring & Associates, Inc.

1.CALL TO ORDER

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

2.INTRODUCTIONS

J. Isaman introduced Lisa Kimball from Cunningham, Stauring & Associates, Inc. Lisa will oversee the Land Bank Account.

Lisa Kimball was recently assigned the Land Bank account. She is familiarizing herself with account information and will work with J. Isaman and D. Fanton to determine steps necessary to complete the required work. She will send an email to D. Fanton when checks are ready for his signature. The checks will be available for his signature at the office in Wellsville.

D. Fanton said on the 2nd or 3rd of each month he downloads a report with the bank account details for reconciliation and he will email the monthly report to Lisa Kimball.

3.APPROVAL OF MINUTES

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the November 21, 2022 meeting minutes.

4.FINANCIAL

Administrative invoices presented for payment include Fourth Sector ($4,861.25) and Cunningham, Stauring & Associates, Inc. ($300).

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

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to table the December 2022 Treasurer's Report.

5. FUNDING

HCR Land Bank Initiative

J. Isaman reported the first payment for (Qrt 4) was $24K and the funds must be spent out in the first quarter of 2023. In January, he will apply for the next payment. He said the Phase II application should be released soon.

B. Loucks recommended J. Isaman contact Katie Ralston from Cuba Central School for contact information on the presenter of a Rural America Housing Study that he attended. The presentation was made by a statistician and was very informative. He believes the presenter would be a good reference for a housing study project.

K. Dirlam said the County is way over due for a housing study. J. Isaman mentioned approaching the Board of Legislators with a request for ARP funds support to complete a county-wide, comprehensive housing study. C. Knapp said this is the type of project that legislators have responded favorably to. She agreed that a comprehensive housing study is needed and said it ties to economic development goals and focuses on the betterment of the entire county as opposed to one specific district or area.

6.INFRASTRUCTURE

Properties for Sale:

- 172 & 178 E. State Street Wellsville: No updates to report.
- 79 Clark Street Wellsville: J. Isaman said snow removal is needed and the siding still needs to be repaired by the contractor. J. Isaman will follow up with the contractor. K. Dirlam mentioned that two new businesses are starting up in Allegany County in the Spring and he is optimistic that it will result in more homebuyers coming to the area.

Acquisition:

- Tax Sale: J. Isaman said the online tax sale proved to be effective for the County and the County received a record high in proceeds from tax sale properties. C. Knapp said the details from the properties sold in the tax sale are included in the resolution. J. Isaman mentioned it would be helpful if the spreadsheet used to track the sold properties could be shared with the Land Bank, so that he can continue to monitor and report on outcomes.
- J. Isaman spoke with Attorney Seth Pullen regarding terms of agreement to include payment (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 at 898 CR 19 in Whitesville.
- J. Isaman said he hasn't heard back from the Town Supervisor concerning plans for 130 S. Main Street in Belfast. The property is off tax roll, has river access, and J. Isaman thinks the property has potential for Phase II funding. He will continue to follow up with the Belfast Town Supervisor.
- 2561 Rte. 19: County Attorney A. Carrow offered to assist with the eviction notice.

Stabilization:

On a motion by K. Dirlam, seconded by D. Fanton, and approved the Land Bank will accept Neeson Clark Associates, Inc. quote to complete an asbestos survey on 2561 Rte. 19, Belmont, NY at a cost of $5,875.

7. OLD BUSINESS

- Administration Contracts: J. Isaman said Allison Carrow is reviewing the contract. He will email the contract to members for review and feedback prior to the meeting next month. Members agreed to vote on the contract at the meeting in January.
- J. Isaman is applying for the AmeriCorps NCCC and Vistas Program.
- J. Isaman will attend the January Habitat for Humanity partnership meeting.

8. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on January 23 at 9:00 a.m.

9. ADJOURNMENT

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 10:06 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator