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Allegany County Land Bank
Special Meeting
Meeting Minutes March 27, 2023

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

Others Present: Ed Bysiek, J. Isaman and J. Adams

1.CALL TO ORDER

The meeting was called to order at 9:04 a.m. by the Chairman.

2.WELCOME GUESTS/ INTRODUCTIONS

J. Isaman welcomed Accountant Ed Bysiek from Bysiek CPA, PLLC.

3. INDEPENDENT AUDIT PRESENTATION

Ed Bysiek reviewed the 2022 Independent Audit, management letter, and disclosures summary for the Allegany County Land Bank. The financial statement lists the audit results as accurate and reliable with no findings or concerns. The Land Bank had $82K in property sales. He explained liabilities represent the grant funds that have been received but have not been spent yet and are carried over to the next fiscal year. For the 2022 audit, the liabilities were $428,285. Mr. Bysiek stated on page 13, the audit opinion is that the Land Bank operates in good practice with a third-party independent auditor and has appropriate checks and balances for fiscal oversight and management. He said the net cost at the end of the year represents the fund balance. Bysiek CPA will submit the 2022 Allegany County Land Bank Financial Report and 990 to the IRS.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to accept the 2022 Independent Audit completed by Ed Bysiek from Bysiek CPA, PLLC.

A motion was made by D. Fanton, seconded by E. Zalar, and carried authorizing the Executive Director of the Land Bank to submit the 2022 Annual PARIS Report.

4. MEETING MINUTES

A motion was made by E. Zalar, seconded by D. Fanton, and carried to approve the Land Bank Board Meeting minutes from February 21, 2023.

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the Land Bank Special Meeting minutes from March 10, 2023.

5. FINANCIAL

The Treasurer's Report for March 2023 was tabled. D. Fanton advised that we need to contact the accountant and get this issue resolved. He noted since the transition of staff handling the account board members haven't received a monthly financial report. D. Fanton and J. Isaman will contact the accountant to resolve this matter.

The bills presented for payment include Fourth Sector ($5,083.33), Cunningham ($330), and Bysiek CPA ($5,000).

J. Isaman and K. Dirlam reported the outcomes of the Land Bank Governance Committee reports to members. The committees met and completed annual objectives.

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

4. FUNDING

- **HCR Land Bank Initiative**

J. Isaman said the HCR Phase II Work Plan has been submitted. He noted that environmental review and reporting will be required for properties. Members discussed the expense for lead and asbestos clearance is approximately $2,500 per inspection. J. Isaman anticipates receiving Phase II funding by May 1, 2023.

J. Isaman reported he received news that the AmeriCorps NCCC and Vistas program funding application submitted were not selected for funding.

5. INFRASTRUCTURE

79 Clark Street- Members decided to reduce the selling price and relist based on the comparable housing market study.

J. Isaman said the tax sale auction results include six properties and two vacant lots.

Members discussed the benefits of mailing an information letter to municipalities and local housing programs and service providers to determine their interest in participating in a local comprehensive housing market study.

J. Isaman and K. Dirlam discussed the possibility of an office aide or paid intern to assist with the housing needs assessment (Estimated cost = $7,000). J. Isaman will reach out to the Lions Clubs and local colleges and universities to see if there is any interest in partnering with the Land Bank.

A motion was made by E. Zalar, seconded by D. Fanton, and carried to reduce the listing price of 79 Clark Street property in Wellsville, NY from $174,900 to $164,900.

5. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on April 17 at 9:00 a.m.

6. ADJOURNMENT

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 10:23 a.m.

Respectfully,
Jodi Adams
Assistant to the County Administrator