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Allegany County Land Bank
Meeting Minutes April 17, 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. MEETING MINUTES

The Land Bank Board Meeting Minutes from the meeting held on March 27, 2023, were tabled on a motion by E. Zalar, seconded by D. Evans and carried.

3. FINANCIAL

The newly formatted Treasurer's Report was reviewed by members. It was noted checks were missing from the report. J. Isaman reported that D. Fanton has devoted a significant amount of time with the account representative to develop a financial report that will work for the Land Bank. B. Loucks said we need to get the report figured out. Members agreed that with the time lapse since the account transfer and with the end of the tax season upon us, there should be no other barriers to developing a report that makes sense and works for monthly reporting and monitoring purposes. It was noted that March and April Financial Reports have been tabled.

Invoice presented for payment include Fourth Sector ($5083.33), Cunningham ($180), and reimbursement check for J. Isaman ($61.79) for postage expense for housing study mailings to municipalities.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to table April's Financial Report.

A motion was made by K. Dirlam, seconded by D. Evans, and approved to pay the bills.

4. EXECUTIVE DIRECTOR REPORT

J. Isaman reviewed the monthly Executive Director Report. He indicated he met with the County Clerk who recommended he meet with the Treasurer for tax sale history information. J. Isaman sent an email to the Treasurer and Deputy Treasurer as a follow up.

J. Isaman developed a new format for the Treasurer's report to include four spreadsheets in an excel workbook including an organization budget, the Phase I Budget, Phase II Budget, and a General Fund Budget from the proceeds from property sales.

5. FUNDING

A motion was made by E. Zalar, seconded by D. Fanton, and approved authorizing the Chairman to execute the HCR Land Bank Initiative Phase II agreement.

6. HOUSING STUDY

J. Isaman reported that a St. Bonaventure University student is interested in the paid internship opportunity assisting with the Housing Study. J. Isaman will discuss how to proceed with payroll and other policy and procedural matters required to move forward with the internship with guidance and approval from K. Dirlam and the County Administrator.

7. INFRASTRUCTURE

J. Isaman will create separate RFPs for clean out, abatement, and demolition work. K. Dirlam recommended that draft RFPs be emailed to the group for review and feedback prior to publication. J. Isaman said the Land Bank has four properties that will need clean out and abatement work. E. Zalar noted each property is different in terms of work scope.

A motion was made by D. Evans, seconded by E. Zalar, and carried to purchase six structures and two vacant lots from the Allegany County Tax Sale for $16,900 including properties located at 15 Second St. Andover, 211 N. Main Street Bolivar, 10 Spring Street Cuba, 7283 S. Co. Rd. 20 Friendship, and 32 Chestnut Street in Bolivar.

8. OLD BUSINESS

J. Isaman reviewed the ACLB power point presentation scheduled for the Committee of the Whole Meeting on April 19 at 10am. He will email members a final draft for review and feedback tomorrow.

J. Isaman said the Land Bank Equal Housing Policy is with the Allegany County Attorney and the approval status is pending.

A motion was made by E. Zalar, seconded by D. Fanton, and approved for the Land Bank to pay the training fees for any Land Bank Members that participate in the upcoming Local Government Conference and Training opportunity at Houghton College.

9. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on May 15 at 9:00 a.m.

10. ADJOURNMENT

A motion was made by D. Evans, seconded by D. Fanton, and approved to adjourn the meeting at 10:37 a.m.

Respectfully,
Jodi Adams
Assistant to the County Administrator