6087 State Route 19 North- Suite 300
Belmont, NY 14813
585-268-7472 Extension 7
alleganycountylandbank@gmail.com

Allegany County Land Bank
Meeting Minutes May 15, 2023

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

Others Present: J. Isaman and J. Adams

1.CALL TO ORDER

The meeting was called to order at 9:02 a.m. by the Vice-Chairman. *Chairman Brian Loucks attended the meeting remotely.*

2. MEETING MINUTES

A motion was made to approve the Land Bank Board Meeting Minutes from the special meeting held on March 27, 2023, by D. Fanton, seconded by D. Evans, and carried.

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the Land Bank Board Meeting Minutes from the regular meeting held on April 17, 2023.

3. FINANCIAL

J. Isaman explained the organizational budget is entered in the Paris system and the approved annual operating budget. He discussed the monthly reports with members and noted the proceeds from sales budget should have been included. Members discussed a few more changes to the Treasurer's Report format as needed. J. Isaman will revise the format and will order more checks for the Land Bank.

Invoices presented for payment include Fourth Sector ($5083.33) and Cunningham ($240).

A motion was made by K. Dirlam, seconded by D. Evans, and carried to approve the previously tabled March 2023 Treasurer's Report.

A motion was made by C. Knapp, seconded by D. Evans, and carried to approve the previously tabled April 2023 Treasurer's Report.

A motion was made by D. Evans, seconded by C. Knapp, and carried to approve the May 2023 Treasurer's Report.

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

4. EXECUTIVE DIRECTOR REPORT

J. Isaman summarized his monthly report. He has been working on the RFP for demolition and abatement work. He attended the NYS Land Bank Association Meeting. He interviewed Rhianna Billotti, a college student attending St. Bonaventure University. Rhianna is pursuing a political science degree and J. Isaman would like to offer her the paid summer internship position. The intern will begin the housing inventory assessments. J. Isaman requested permission to handle payroll and insurance for the intern by a services agreement with Walker Business Services in Wellsville, NY. Walker Business Services will invoice the Land Bank for the services at a cost of $21 per hour.

A motion was made by C. Knapp, seconded by K. Dirlam, and carried approving Rhianna Billotti as a paid intern for the Land Bank during the summer and to compensate Rhianna at a rate of $16 per hour.

A motion was made by D. Fanton, seconded by C. Knapp, and carried approving the Land Bank entering into an agreement with Walker Business Services at a cost of $21 per hour to cover the payroll, worker's compensation insurance, and administrative services costs as required to operate the summer internship program.

5. FUNDING

J. Isaman reported Phase Two of the HCR Land Bank Grant was funded at $378,800.

6. HOUSING STUDY

C. Knapp recommended the Land Bank address the Comprehensive Housing Market Study with the Allegany County Legislators in the fall. The status of grant funding, ARPA funding, and/or ad-hoc committee involvement can be discussed then. Members discussed the need for current information including market value, current conditions, and the number of rental properties.

7. INFRASTRUCTURE

J. Isaman distributed the 2023 tax sale leftover property list. After further discussion members decided not to take any action at this time. C. Knapp advised that most likely by the next meeting a Resolution from the Board listing the properties acquired by the Land Bank from the tax sale will be available.

A motion was made by D. Fanton, seconded by D. Evans, and carried for J. Isaman to release a request for sealed bids for demolition work including soliciting bids from Veteran owned businesses and MWBEs.

A motion was made by D. Evans, seconded by D. Fanton, and carried for J. Isaman to release a request for sealed bids for asbestos abatement work including soliciting bids from Veteran owned businesses and MWBEs.

A motion was made by K. Dirlam, seconded by C. Knapp, and carried to accept the quote from McCloskey Services for $997.50 to remove refuse from the yard and perimeter of 2561 Stannards Rd. property in Wellsville, NY.

8. OLD BUSINESS

J. Isaman said Attorney Allison Carrow is reviewing the Land Bank's Equal Opportunity Housing Policy.

9. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on June 19 at 9:00 a.m.

10. ADJOURNMENT

A motion was made by C. Knapp, seconded by D. Fanton, and approved to adjourn the meeting at 10:23 a.m.

Respectfully,
Jodi Adams
Assistant to the County Administrator