Allegany County LAND BANK
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Allegany County Land Bank Board Meeting Minutes
December 23, 2019

NOT APPROVED

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

Others Present: J. Isaman and J. Adams.

Media Present: No media present.

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

Approval of Minutes
A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the meeting minutes from November 18, 2019.

Financial
The monthly invoices presented for payment included: 4SS ($4,711.84), Cunningham, Stauring, & Associates ($225), Stannards Water Inc. ($70.67), Village of Wellsville ($251.40), Butler Appraisal ($800), National Fuel ($121.31), and National Grid ($32.43).

All of the funding requests have been received from the LISC / OAG grant, the Enterprise grant, and from Allegany County.

J. Isaman anticipates completing another draw for the first quarter from LISC next month.

D. Fanton suggested J. Isaman complete a spreadsheet to record and monitor the profits from sales. It was noted that 85% of all profits must be rededicated to land bank projects. Only, 15% of profits earned are discretionary funding.

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

A motion was made by K. Dirlam, seconded by D. Evans, and carried to approve the treasurer's report.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to pay all water, electric, gas, and sewer utility bills as the bills are received to avoid late fees and additional charges going forward.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the engagement letter from Bysiek CPA to complete the 2019 Independent Audit for $4,200.

Infrastructure
Demolition Projects
Members reviewed the asbestos abatement and demolition work bids that were received.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept Cyrco Construction's bid for asbestos abatement at 178 East State Street in Wellsville, NY for $16,000 and at 1 Baker Street in Andover, NY for $14,000.

A motion was made by D. Evans, seconded by K. Dirlam, and carried to approve the change order for Cyrco Construction and to authorize payment in the amount of $3,000 upon completion of the work at 95 Main Street Cuba, NY.

A motion was made by D. Fanton, seconded by D. Evans, and approved to accept the purchase offer in the amount of $81,500 for the sale of 95 Main Street, Cuba, NY.

A motion was made by D. Fanton, seconded by D. Evans, and carried to accept a purchase offer of $47,000 or more for the sale of 51 Clark Street in Wellsville, NY to an income eligible buyer.

Concerning 1936 Route 19 Willing, NY, members decided that further information is needed to determine a plan for the property going forward. J. Isaman will contact the Allegany County DSS to determine rental needs, waiting lists, and payment schedules. He will also determine competitive property management fees for board consideration.

Concerning 12 Willets Ave. Belmont, NY, the purchase offer was lower than the County anticipated. Members discussed requesting a walk through in January. J. Isaman will contact C. Knapp to make the arrangements.

A motion was made by K. Dirlam, seconded by D. Evans, and carried to accept Cyrco Construction's bid for $9,640 to stabilize 172 East State Street Wellsville, NY.

J. Isaman reported that the Habitat for Humanity has a new program director and that a new build is scheduled to being in January in Bolivar, NY.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to use the remaining balance of the LISC Grant funding for the Habitat for Humanity's new build project in Bolivar, NY.

A motion was made by D. Fanton, seconded by D. Evans, and carried to approve Goodfellas Tree Care to cut down the large pine tree and removal of all debris from 37 King Street, Wellsville, NY for $1,500.

Following discussion it was noted that the timing of funding and student schedule for multi-year projects may not be suitable for a partnership with Alfred State College at this time.

Members discussed the need to present the outcomes of the Allegany County Land Bank program to the Allegany County Legislators in February 2020.

Chairman Loucks noted that we need to recruit additional board members. Ideally, there would be seven members. J. Isaman and K. Dirlam will review board member marketing materials and forward the information to Phyllis Gaerte for her to promote the opportunity with the graduates of the Leadership Allegany program.

PARIS Annual Report & Governance Committee Meeting & Duties

J. Isaman said the annual PARIS report is due March 31, 2020. He will complete and submit the report.

Governance Committees will meet at 9:00 a.m. prior to the regular scheduled meeting next month in order to complete all annual responsibilities. The Governance Committee will complete an assessment of internal controls, readopt the mission statement, and complete the board self-evaluation and the authority measurement report.

The Audit Committee will review and approve the accountant contract, approve the independent auditor contract, complete the real property report and review and approve the asset management report.

The Finance Committee will complete the debt report, procurement report and the investment report.

Next Meeting

Future meeting dates include:

- Governance Committee Meetings 9:00 a.m. on January 21st at Crossroads
- ACLB Board Meeting 9:30 a.m. on January 21st at Crossroads
- ACLB Board Meeting 9:00 a.m. on February 18th at Crossroads

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:45 a.m. following a motion by D. Fanton, seconded by D. Evans, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator