



Allegany County Land Bank

Crossroads Center

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Allegany County Land Bank Board Meeting Minutes July 17, 2017

Committee Members Present: K. LaForge, K. Dirlam, T. Ross, T. Boyde

Excused: D. Scholes, D. Fanton, J. Budinger

Others Present: J. Isaman, J. Stager, M. Denhoff, G. Richardson

Media Present: No media present.

Call to Order: The meeting was called to order at 10:04 a.m. by Chairman Kier Dirlam.

Approval of Minutes

A motion was made by Kevin LaForge, seconded by Kier Dirlam, and carried to approve the Allegany County Land Bank Board Meeting Minutes of June 12, 2017.

Treasurer's Report

The treasurer's report was submitted for review by Terri Ross. A grant's budget worksheet was also distributed showing award amounts from each of the three grants received. An amount of \$9800 was received from LISC for the Americorp reimbursements, with \$16,800 and \$688 recently expended. An ACCORD bill is expected prior to next month's meeting as well. The group needs to identify which expenses will be coming from each grant. Jeff Stager stated that all monies should currently be expended from the Attorney General Planning Grant.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the treasurer's report.

Insurance Quotes

Jason Isaman presented three insurance quotes for coverage of Director's and Officer's Insurance. Of the three, Lawrence Dye submitted the most cost effective policy through World Wide Insurance Company at a total of \$1,632.

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve insurance coverage through World Wide Insurance Company.

PARIS

Kier Dirlam received an email from PARIS stating that he is the only officer that can access the account. He sent the notice to Terri who will be forwarding this on to EFPR. It is important to have a second person able to access the account. Terri is going to contact EFPR about this as well to see what their requirements, expectations, etc. will be.

Contracts

On a motion by K. LaForge and 2nd by K. Dirlam the board entered Executive Session to discuss the contract of an individual or agency.

On a motion by K. LaForge and 2nd by T. Boyde to exit Executive Session.

Policies

Procurement Policy – The draft procurement policy was distributed at the last meeting with changes to be submitted to Jason Isaman. All changes were made to the document and the final draft was presented for review.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the Procurement Policy.

Property Purchase Application – The application was presented to the group by Jason Isaman. Upon review, the following items were noted: 1) a typo in Section 7 mentions Albany County instead of Allegany County; and 2) “I hereby certify that” is not titled and should be as Section 8. Once corrected, Jason Isaman will send a final copy to all members.

Subject to the changes discussed, a motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve the Property Purchase Application.

Tax Foreclosed Property Acquisition Policy Proposal – ACCORD presented a proposal on tax foreclosed properties that would allow ACLBC to purchase properties with structures a flat rate of \$2,000 per property, vacant lands for a flat rate of \$500 per property, and tax auction left overs at \$1 per property.

Jeff Stager discussed the proposal in detail stating that the ABLBC is only looking for a small amount of properties and would not cherry pick the best ones. The proposal on demolition was meant to give more benefit to the County, helping with demolition costs on properties that were mandated to be torn down by the State.

Terri Ross voiced concerns that \$2,000 is not enough for properties and suggested doing an evaluation by parcel. Kier Dirlam stated that he would like to try and do an average cost for the ACLBC but realizes that some properties will be priced higher and some lower.

Demolition and Property Acquisition Policy Proposal – ACCORD presented a proposal on properties that require demolition, offering the County \$10,000 per demolition property in exchange for the vacant land when the demolition has occurred.

Terri Ross suggested that this proposal should say “up to \$10,000” instead of a flat rate because not all properties that require demolition will cost that much.

The Tax Foreclosed Property Acquisition and Demolition Proposals have been tabled until the next meeting, as they require further discussion.

Executive Session

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to enter into executive session to discuss matters concerning the contracts and other various items at 10:51 a.m. Immediately following discussion at 11:16 a.m., a motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to end the executive session and return to the regular meeting.

Infrastructure

Terri Ross stated that the County received a bid on the property of interest located in Willing that will go to Committee for approval on Wednesday. Jason Isaman and Jeff Stager asked her to let the Board know if the bid fell through. It was further discussed if the ACLBC should also put a bid on this property. It was decided not to.

Jason Isaman presented the Board with the following items that require approval:

- 1) Project Monitoring Checklist
- 2) Notice to Proceed Form
- 3) Certificate of Substantial Completion Form
- 4) Conditional Waiver and Release on Final Payment Form
- 5) Contractor/Subcontractor Application for Approved Status
- 6) Memorandum of Understanding

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve items 1 thru 6 listed above.

Reports

The ACCORD Corp report was provided for personal review covering major achievements, goals for next month, barriers to meeting goals, upcoming events, and additional concerns/comments.

New Business

Jeff Stager mentioned that LISC will be in the area for a site visit July 24 – 28, on site at the Crossroads July 26. Jeff asked if board members would be available to meet with their representative. Tim Boyde stated he did not feel he was the best candidate to speak with, Kier Dirlam stated he will be on vacation and unavailable; Kevin LaForge

stated that he would be available to meet with the representative preferably in the afternoon that day.

There was further discussion on an actual site visit; however Jeff Stager thought they would be satisfied with the information that they will be provided with.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership. Kevin LaForge and Kier Dirlam mentioned they both have interested parties. Tim Boyde stated that it may be worthwhile to discuss possible interest with the Greater Allegany County Chamber of Commerce members, United Way Board, Allegany County Area Foundation, and local planning boards.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to accept Dwight “Mike” Healy’s letter of resignation from the Allegany County Land Bank Board.

Next Meeting Details

The next meeting will be held on Monday, August 21, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 11:33 a.m. following a motion by Kevin LaForge, seconded by Tim Boyde, and carried.

Respectfully submitted,
Michelle Denhoff
Planning & Development Specialist