Allegany County Land Bank Board Meeting Minutes

February 2, 2017

NOT APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, T. Boyde, J. Budinger, D. Scholes, M. Healy, and T. Ross.

Others Present: Legislator Dwight Fanton, Legislator Root, K. Hollis, Legislator Graves, J. Isaman, G. Schnurle, T. Covert, B. Rigby Riehle, J. Adams, and A. McClanahan.

Absent: K. Dirlam, B. Gamache, and Jeff Stager.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:03 a.m. by Allegany County Land Bank Board Chair Legislator Kevin LaForge.

Approval of Minutes

A motion was made by Darwin Fanton, seconded by Dean Scholes, and carried to approve the Allegany County Land Bank Board Meeting Minutes of January 9, 2017.

Audit

County Treasurer, Terri Ross submitted a report. Presently, there are no bills to pay. Terri stated that the only activity to report is the receipt of the 1st installment on the LISC AmeriCorps Grant.

Terri distributed a proposal by EFPR Group, CPAs located in Rochester, NY to provide Accounting Services for the Allegany County Land Bank at an annual cost of $4,500 to $5,000 per year. The services will include completing PARIS reports. Legislator Healy asked if the proposal had been reviewed by the County Attorney. Terri stated it hasn't. A motion was made by Legislator Healy, seconded by Terri Ross, and carried to approve the proposal pending the prior review and approval from the County Attorney Tom Miner.

Land Bank Project Updates

Legislator LaForge read a report submitted by Bryan Gamache who was unable to attend the meeting. The report stated that a letter and budget has been submitted to LISC along with the request for the disbursement of funds. Bryan plans to submit a narrative of activity be the end of the week to LISC. Also, the CDBG grant submitted for demolition is awaiting approval and if funded, will bring funding operations over $1M. If there are any questions, please contact Bryan.

Legislator LaForge introduced the three new Land Bank Project staff, Jason Isaman, Community Development Specialist, Greg Schnurle, AmeriCorps Worker, and Tyler Covert, AmeriCorps Worker. Following brief instructions, Jason Isaman updated committee members on the current progress and objectives which included networking with several existing land banks and initial stages of gathering data and information for a county-wide housing stock assessment.

Terri Ross offered to provide Jason Isaman with a preliminary list of the properties that will be included in the tax sale to assist in the housing stock assessment and land bank goals.

A draft logo for the Allegany County Land Bank Project was distributed for committee feedback. A motion was made by Joe Budinger and seconded by Darwin Fanton and carried to approve the Allegany County Land Bank logo and letterhead.

A motion was made by Darwin Fanton and seconded by Tim Boyde and carried to connect the Allegany County Land Bank with the County Website. Legislator Root offered to assist Jason Isaman with linking the Land Bank Project to the Allegany County website.

Alfred State College School of Applied Technology

Legislator LaForge welcomed Anna McClenahan, Dean of Alfred State College School of Applied Technology. She shared information about the trade programs offered and discussed interest and ways the college can partner with the Land Bank to assist in projects. She noted the ideal partnership will include work that coincides with curricula.

Acquisition Procedures for Property to be Rehabilitated – Chautauqua Co. LB Model

Legislator LaForge shared information on the Chautauqua County property rehabilitation process and noted we will have to establish procedures in the future.

Next Meeting Details

The next meeting will be held on Wednesday, March 1, 2017 at 9:00am in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 9:50a.m. following a motion by Joe Budinger, seconded by Darwin Fanton, and carried.

Respectfully submitted,

Jodi Adams,
Assistant to the County Administrator