Allegany County Land Bank Board Meeting Minutes

March 1, 2017

APPROVED

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

Others Present: B. Gamache, J. Isaman, J. Fenske, B. Rigby Riehle, J. Adams, and K. Hollis.

Absent: M. Healy.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:00 a.m. by Allegany County Land Bank Board Chair Legislator Kevin LaForge.

Approval of Minutes

A motion was made by Terri Ross, seconded by Tim Boyde, and carried to approve the Allegany County Land Bank Board Meeting Minutes of February 2, 2017.

Audit

County Treasurer, Terri Ross reviewed the monthly financial report and informed the committee that a laptop has been purchased but isn't reflected in the report as she has just received the invoice.

A motion was made by Kier Dirlam, seconded by Darwin Fanton, and carried to pay the invoice for the lap top in the amount of $937.

Legislator Laforge mentioned that Edward Pekarek, Esq. has reviewed the contract for financial services and had a few recommendations for minor changes. He will email the changes to Terri Ross following the meeting.

Land Bank Project Updates

Bryan Gamache stated he has submitted a request for a second payment installment from the LISC grant. We are still waiting for the official funding award announcement from the Attorney General's Office.

Bryan Gamache stated he will contact LISC to determine a payment schedule going forward.

Concerning the upcoming CDBG grant opportunity, Bryan will review the application to determine the Legislative approval requirements. Bryan will report back to the committee.

Bryan recommends transitioning Jason Isaman to his current position as a voting member of the New York Land Bank Association Board of Directors. A motion was made by Dean Scholes to transfer the NYLB Board of Director position from Bryan Gamache to Jason Isaman and, and seconded by Terri Ross, and carried.

It was discussed that Jason would likely benefit from Bryan mentoring him during the transition. A motion was made by Darwin Fanton, seconded by Tim Boyde and carried for Bryan Gamache to mentor Jason Isaman for a period of six months at an estimated monthly cost not to exceed $430.

Acceptance of Letters of Resignation

A motion was made by Kier Dirlam, seconded by Tim Boyde and carried to accept letters of resignation from Legislators Curt Crandall and Dwight Fanton from serving as members of the Allegany County Land Bank Board.

Legislator LaForge noted that Legislator Dwight Fanton served as Vice Chair for the Allegany County Land Bank Board. A motion was made by Terri Ross, seconded by Dean Scholes, and carried to appoint Tim Boyde as Vice Chair to the Allegany County Land Bank Board.

Legislator LaForge noted the Board membership is in position to move forward with establishing the Allegany County Land Bank Board as a 501c3 status.

ACCORD Report

Jason Isaman reported completing due diligence reports on approximately 45 properties in Allegany County currently listed on tax sale book. Of those, sixteen represent properties that are currently unoccupied and have potential in terms of market value and condition.

Jason Isaman noted plans are underway to subcategorize a list for presentation to the Board accordingly by unoccupied / occupied, properties needing severe renovation and demolition projects.

Discussion followed regarding a partnership with Alfred State College and possible panel shop structure development similar to other Land Banks. Other assistance could include demolition work. Other partnerships that could be of mutual benefit for future consideration were mentioned including the Allegany Beautification Club at Alfred State College, the Sheriff's Department inmates work crew, and the Job Trak Program through Social Services.

Jason Isaman noted there is a lot of rural blight and sustainability will be key along with demonstrating value to the public through positive changes in communities. Focusing on the mission of the Land Bank will be important with decisions.

Legislator LaForge noted that Edward Pekarek, Esq has reviewed the draft protocol and procedures for property acquisition and stated that land bank staff are in the process of revising the protocol to meet the Allegany County Land Bank's needs. A draft of the protocol was distributed to members for their review. Following the meeting, a draft of the protocol with Edward Pekarek, Esq. notes were emailed to committee members for their information.

Discussion followed concerning tax payment requirements for property acquisition and the recent legislation concerning NYS Land Banks and 501c3 status. Jason Isaman will research this information further and report back to the committee at the next meeting.

Jason Isaman discussed the Land Bank webpage development. The Land Bank webpage is linked to the Allegany County website. Following the meeting, a link and password were emailed to committee members providing access to review the content of the Land Bank webpage before it goes live.

A motion was made by Darwin Fanton, seconded by Dean Scholes, and carried for members of the committee to review the Land Bank webpage content and report back with recommended changes with 45 days in order to promote the Land Bank to the public by going live.

Jason Isaman discussed the need for additional laptops for the AmeriCorps workers. He will report back to the committee with pricing and recommendations.

Sub Committee for Property Acquisition

Legislator LaForge shared information concerning property acquisition and requested a sub-committee be formed to define acquisition plans.

A motion was made by Tim Boyde, seconded by Kier Dirlam, and carried for Darwin Fanton, Dean Scholes, Jason Isaman, Terri Ross, and Legislator LaForge to serve as members of a sub-committee for property acquisition.

Next Meeting Details

The next meeting will be held on Wednesday, April 5, 2017 at 9:00am in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 9:40a.m. following a motion by Terri Ross, seconded by Dean Scholes, and carried.

Respectfully submitted,

Jodi Adams,
Assistant to the County Administrator