Allegany County Land Bank
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Allegany County Land Bank Board Meeting Minutes
June 12, 2017

NOT APPROVED

Committee Members Present: K. LaForge, M. Healy**,** Darwin Fanton, K. Dirlam, J. Budinger, and T. Ross.

Excused: T. Boyde and D. Scholes.

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:03 a.m. by Director of Planning Kier Dirlam.

Chairman Appointment: On a motion by Kevin LaForge and 2nd by Darwin Fanton the Board appointed Kier Dirlam as Chairman of the Land Bank.

Correspondence

Kier Dirlam distributed and summarized a letter from the State of New York Authorities Budget Office. The letter informed the Allegany County Land Bank as a public authority it is required to file an annual budget, multi-year financial plan, an annual audit completed by an independent consultant, and reports on the corporation's procedure contracts and investments.

EFPR will complete the PARIS reporting.

Terri Ross stated she thought that the IRS letter establishes the fiscal year cycle. The budget is due 60 days before the end of the first fiscal year. The annual report is due 90 days following the end of the first fiscal year.

Tax Sale Outcomes

Terri Ross stated there are left over properties for review and determination what the next steps will be in relation to the Allegany County Land Bank.

Jason Isaman asked if they can go to the County owned properties and complete thorough assessments. Terri recommended that Jason follow up with Guy James or Dean Scholes to schedule the assessments.

Terri Ross noted that neighboring property owners will have an opportunity to purchase land that joins their property.

One property of interest is located in Willing. A second property located in Alma is a store front property located on Main Street that could be used for retail on the bottom section. There is a corner lot property on Maple Street in Andover that is commercial property, however; this property may have tenants.

Approval of Minutes

A motion was made by Dwight "Mike" Healy, seconded by Kevin LaForge, and carried to approve the Allegany County Land Bank Board Meeting Minutes of May 8, 2017.

Audit

Terri Ross submitted a monthly report for review which included an invoice from Ed Pekarek, Esq. for legal services in the amount of $2,912.50.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to pay Ed Pekarek, Esq. for legal services.

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

Darwin Fanton submitted mileage claim in the amount of $70.08 at the federally approved mileage reimbursement rate. Also, Jeff Stager submitted a request to purchase Adobe Professional software for the land bank computer at a cost of $449.99.

A motion was made by Dwight "Mike" Healy, seconded by Joe Budinger, and carried to approve pay Darwin Fanton's mileage claim in the amount of $70.08 and purchase Adobe Professional software for the land bank computer at a cost of $449.99.

Executive Session

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to enter into executive session to discuss matters concerning the contract or employment of a particular person at 9:24a.m. Immediately following discussion at 9:37a.m., a motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to end the executive session and return to the regular meeting.

Insurance

Jason Isaman distributed insurance quote information for review. Currently, insurance through ACCORD protects office space and contents. It was noted if the ACLB ever separates from ACCORD, we will have to seek additional coverage for building and contents.

Ed Pekarek, Esq. has drafted a procurement policy.

It was noted that we should solicit quotes from three insurance providers for consideration. It was decided to table the insurance provider selection until three quotes are received.

PARIS Reporting

Terri Ross recommended developing a full budget that includes detail by funding categories and funding source. The funding awards for the ACLB to date include $150K from the Attorney General Grant, $10K CPIG award, $33K AmeriCorps Grant, and $360K from the LISC Grant.

A motion was made by Joe Budinger, seconded by Darwin Fanton, and carried to approve the submission of revised $360K LISC Grant budget.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to approve the submission of revised LISC Grant work plan.

Procurement Policy

The draft procurement policy was distributed for review and Kier Dirlam requested that members make any recommended changes and submit them to Jason Isaman by July 1st. Jason Isaman will email a pdf document of the draft policy to committee members following the meeting.

Terri Ross noted we will need to develop a purchase order system in the future with accounts that are tied to the funding sources. She mentioned needing W-9 forms from ACCORD and Ed Pekarek, Esq.

ACCORD Report

Jason Isaman reports there are currently 36 foreclosed zombie properties in Allegany County. He is currently working with towns and villages to determine if there are additional properties that should be included in the list.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership.

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, July 17, 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 10:36a.m. following a motion by Darwin Fanton, seconded by Joe Budinger, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator