Allegany County Land Bank
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Allegany County Land Bank Board Meeting Minutes
August 21, 2017

NOT APPROVED

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

Excused: 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 10:03 a.m. by Director of Planning Kier Dirlam.

Approval of Minutes

A motion was made by J. Budinger, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of July 17, 2017.

Correspondence

J. Stager reported the necessary policies have been completed. Also, the LISC and AmeriCorps contracts have been reviewed. Currently, the due diligence process is in place to assist the ACLB with property acquisition.

J. stager noted that having properties will likely be required for future funding. He was told by a LISC representative that funders are most interested in knowing the properties that are being worked on and what the plans are for the properties after the work is completed.

J. Stager reported staff has gathered more information on HUD homes and when there is a foreclosure and HUD has secured the mortgage, after 180 days the homes are available for $1 purchase to not-for-profit organizations. Currently, there is one home left on the market and the ACLB has started completing the paperwork required in order to purchase HUD homes.

J. Stager reported feedback from the LISC representative indicated that seed funding most likely will not available in the future.

The AmeriCorps workers will participate in a capstone event the end of September and have worked hard gathering housing inventory information and completing data reports that will continue to be helpful. It was noted that recruiting AmeriCorps workers was challenging process.

K. Dirlam noted the State of New York Authorities Budget Office has requested that the Allegany County Land Bank file an annual budget and a multi-year financial plan completed by an independent consultant. EFPR will likely complete the report the end of the first fiscal year (December 2017). He stated he would prepare a response letter to inform them of our plans.

J. Stager will provide T. Ross with a full budget that includes detail by funding categories and funding source. The current funding awards supporting the ACLB include include $150K from the Attorney General Grant, $10K CPIG award, $33K AmeriCorps Grant, and $360K from the LISC Grant.

It was noted that we are at the stage where we need to get the ACLB functioning. J. Stager distributed a pamphlet for review. It describes what a land bank is and K. Dirlam felt the pamphlet will be a useful resource with recruiting board members.

Audit

T. Ross submitted a monthly report of bills for committee review and approval for payment totaling $11,886.90.

A motion was made by K. LaForge, seconded by T. Boyde, and carried to approve the treasurer's report and pay the bills.

Legal Matters

K. Dirlam recommended the ACLB staff develop a list of pros and cons concerning becoming a not-for-profit status. It may be beneficial for the ACLB to not pursue the status.

Property Acquisition Discussion

J. Isaman mentioned the current goal for the ACLB as acquiring 10 properties with the $360 LISC grant funding. Discussion followed concerning acquisition rates, forecasting budgets, and calculations. T. Ross, J. Isaman, and J. Stager will meet to finalize the property acquisition rates.

K. Dirlam mentioned that since the LISC funding will likely go away, we will need to develop a sustainability plan.

ACLB staff have gathered information about HUD homes and former Cornerstone properties for property acquisition possibilities. It was noted that Cornerstone recently auctioned three of their former properties.

T. Boyde mentioned with the potential for a state mandate and code enforcement fee of $750 per parcel for County owned properties and we may need to determine if it will be wise decision to move forward purchasing any properties with County money.

The current annual operational costs for the ACLB are estimated at $80K for administrative and financial duties alone. This assumption requires that the land bank owned properties are sustainable.

K. LaForge mentioned the Cattaraugus County Land Bank partnered with the Cattaraugus County DPW and completed demolition projects. Currently, the Allegany County Land Bank has $90K allocated to demolition projects.

In order for the ACLB to be sustainable it must acquire properties. Current acquisition plans include purchasing two vacant lots in Wellsville near the Hart Comfort House for demolition and one HUD home for renovation.

T. Ross mentioned she would like to the minimum bid amount be $150 following the established minimum bid procedures for the County's tax sale auction.

T. Boyde noted that land banks contribute to overall goal of increasing housing stock and attracting economic development in communities by reducing blight.

It was mentioned if County funds are used for property acquisitions, the code enforcement restrictions will be much greater, and therefore; it was suggested that we use unrestricted funding or grant funding for property acquisition.

The estimated cost for code enforcement fees per property is $750.

A motion was made by K. LaForge, seconded by Darwin Fanton, and carried to approve the purchase of a HUD home using LISC grant funding and to submit a request for approval to purchase two vacant lots in Wellsville near the Hart Comfort House to the Ways & Means Committee and the Board of Legislators for approval since those two parcels are included in the County's tax auction property list.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership.

Next Meeting Details

The next meeting will be held on Monday, September 18, 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 11:40a.m. following a motion by T. Boyde, seconded by Darwin Fanton, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator