Allegany County Land Bank
Crossroads Center
6087 State Route 19N, Suite 300
Belmont, NY 14813
585-268-7080
alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Minutes
September 18, 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 10:00 a.m. by Chairman K. Dirlam.

Approval of Minutes
A motion was made by D. Fanton, seconded by K. LaForge, and carried to approve the Allegany County Land Bank Board Meeting Minutes of August 21, 2017.

Correspondence
K. Dirlam introduced Brian Loucks and Michael Cook as prospective members of the ACLB Board.

J. Isaman gave ACCORD's progress report. He stated the AmeriCorps workers have created a website containing housing demographics for their Capstone project. The current AmeriCorps contract will end in October. At this time, we aren't interested in pursuing AmeriCorps grant. Currently, the LISC grant covers the cost approximately $14K per AmeriCorps worker and this grant most likely will not be available in the future.

J. Isaman noted the ACLB submitted two bids with the County Treasurer for vacant lots located in Wellsville, NY. The bids will be presented to the Allegany County Legislators at the meeting on Monday, September 25th for approval.

J. Isaman noted they are currently compiling a list of contractors for Board review and approval for minor repair work as needed for properties acquired by the ACLB. The minor repairs will include lawn care, boarding up windows, etc.

Grant writing continues to be a goal for the ACLB staff. The ACLB has secured adequate funding through 2019, but will need to leverage additional funding sources to cover operational expenses after that. It was noted that grant funding sources will likely require proof of liability insurance.

Also, the ACLB will need a treasurer and bookkeeper.

K. Dirlam mentioned it would be nice if the AmeriCorps volunteers could give a short presentation on their Capstone project at the meeting next month.

Financial

The PARIS online report system includes audits, policies, and annual reports for state review.

K. Dirlam reported he would like ACCORD to upload information to PARIS and have the accountant assist with the audit. D. Fanton stated he thought the agreement with EFPR included PARIS reporting. Discussion followed concerning accounting services, signed agreements, expectations and needs going forward.

A motion was made by T. Boyde, seconded by D. Fanton, and carried to authorize ACCORD land bank staff to enter information into the Paris system.

K. Dirlam noted the first audit for the land bank will be due January 1st 2018. EFPR will complete the annual audit. However, they will not perform day to day bookkeeping tasks.

Going forward it was mentioned we will need to determine who is responsible for PARIS, day to day bookkeeping, and the annual audit. D. Fanton and J. Budinger agreed to review EFPR agreement to define the expectations going forward and they will report back to the group at the next meeting.

J. Stager noted there is still need for a certificate of insurance liability as required by the funding source.

He reported there is $2K remaining in AmeriCorps grant for planning activities. Also, the laptops that were purchased by the grant belong to the ACLB.

Concerning benefits of 501c3 status for ACLB, J. Stager reported the LISC grant requires the not for profit status. It was noted that other land banks have formed LDCs to handle commercial properties. K. Dirlam requested J. Isaman and J. Stager further discuss 501c3 and LDCs pros and cons with Ed Pakarek, Esq. and report back to the group at the next meeting.

Concerning ACLB bid requests for tax sale properties, J. Stager recommended doing a press release for marketing. J. Isaman stated trash removal, lawn care, and other light renovation work will be necessary. J. Isaman has been in contact with the Alfred Beautification Club. K. Dirlam recommended he contact Jonathan Hilshire from Alfred State College to discuss the possibility of college students providing community service work to benefit the ACLB.

It was recommended that the Allegany County Probation Department be contacted for community service workers to assist with light duty maintenance and repairs.

Discussion followed concerning deed costs associated with surveying property, filing new deeds, and property acquisition quick claim status. K. Dirlam requested J. Isaman will find out the details and report back.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried for the ACLB to present a memorandum of understanding requesting approval for demolition work at the upcoming Ways & Means Committee meeting.

Concerning former Cornerstone owned properties, there are no updates to report.

J. Isaman reported staff have completed the paperwork required by HUD homes. 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. The house on Deer Creek Road is no longer available for bid consideration.

K. LaForge noted that zombie properties have been declining. The law is set up to expedite the foreclosure process. Discussion followed concerning the need for up to date zombie property information and the process required in order to receive this information.

Audit

T. Ross submitted a monthly report of bills for committee review and approval for payment totaling $105.51.

A motion was made by T. Boyde, seconded by J. Budinger, and carried to approve the treasurer's report and pay the bills and for property acquisition not to exceed $1000.

Also, T. Ross noted that we have received the third installment of the LISC grant.

Next Meeting Details

The next meeting will be held on Monday, October 16, 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 11:23a.m. following a motion by D. Fanton, seconded by K. LaForge, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator