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
November 20, 2017

NOT APPROVED

Committee Members Present: D. Fanton, K. Dirlam, J. Budinger, T. Boyde, B. Loucks, J. Joyce, and M. Cook.

Excused: K. LaForge, J. Budinger, and D. Scholes.

Others Present: J. Isaman, J. Stager, T. Ross, J. Ricci, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:02 a.m. by Chairman K. Dirlam.

Approval of Minutes
A motion was made by T. Boyde, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of October 16, 2017.

Financial
A motion to approve the Treasure's Report and pay the bills was made by B. Loucks, seconded by D. Fanton, and carried.

J. Isaman asked if the LISC grant payment was received. T. Ross noted she hasn't received any additional payments from LISC. J. Isaman stated he would contact LISC regarding the payment.

A motion was made by D. Fanton, seconded by J. Joyce, and carried to accept the letter of engagement from EFPR Group to complete the 2017 independent audit for the Allegany County Land Bank.

A motion was made by T. Boyde, seconded by B. Loucks, and carried to approve the revised 2018- 2019 budget and financial plan to be submitted in PARIS.

J. Isaman offered to see if Joel Stauring is available to attend the meeting in December to discuss bookkeeping services for the Allegany County Land Bank.

The LISC disbursement request for quarter one 2018 has been submitted.

Infrastructure
J. Isaman discussed the 79 Clark Street property in Wellsville. A landowner to adjacent property has expressed interest in the property. J. Isaman participated in college

community service day and with help from volunteers cleared the property. Discussion followed concerning a fair market value for the property. It was stated the current property assessment is outdated and high. Similar property is valued at $1,500 - $2,000. Members agreed that each parcel will have to be analyzed to determine a fair market price.

Luanne Glass is the assessor. J. Isaman will request the assessor complete a drive by assessment and will ask the Village of Wellsville Public Works Department if property has existing water and sewer lines.

Reports

J. Stager noted that the AmeriCorps workers have completed their term. He noted it was a good learning experience and they were able to get a lot of work done.

J. Stager noted that PARIS information is complete and updates have been made with little difficulty. He mentioned future plans include starting a task force to address distressed properties in Allegany County.

New Business

K. Dirlam noted he has received two letters of resignation from current board members. A motion was made by D. Fanton, seconded by B. Loucks, and carried to accept the resignation of Kevin LaForge and Joseph Budinger from the Allegany County Land Bank Board.

K. Dirlam noted the not for profit 501c3 status requires less than 1/3 of board members be elected officials or county employees. He asked members in attendance to actively recruit new members.

J. Isaman mentioned that J. Budinger held the position of Secretary to the board.

A motion was made by J. Joyce, seconded by T. Boyde, and carried to appoint B. Loucks as Secretary to the Allegany County Land Bank Board due to J. Budinger's resignation.

Legal Issues

A draft Travel Policy using the federally approved MIE rates was distributed for committee review and approval and was further explained by K. Dirlam and J. Stager.

Following discussion, a motion was made by D. Fanton, seconded by B. Loucks, and carried to table the discussion until the next meeting.

A draft Conflict of Interest Policy was distributed to members for review and approval. Members mentioned needing more time to adequately review and understand the policy.

A motion was made by B. Loucks, seconded by D. Fanton, and carried to table the discussion until the next meeting.

Members discussed a due diligence report for the 138 Brooklyn Avenue property in Wellsville noting that extensive repairs and work will be required to stabilize the property. It is currently unsafe and uninhabitable.

ACCORD staff mentioned the goal of pre-tax sale auction property acquisition in January 2018.

Next Meeting Details

The next meeting will be held on Monday, December 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 Board, the meeting was adjourned at 11:28a.m. following a motion by D. Fanton, seconded by T. Boyde, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator