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Allegany County Land Bank
Meeting Minutes January 10, 2022

Members Present: B. Loucks, D. Fanton, D. Evans, K. Dirlam, C. Knapp, and E. Zalar
Others Present: J. Isaman and J. Adams

Call to Order
The meeting was called to order at 9:00 a.m. by Chairman B. Loucks.

Approval of Minutes
A motion was made by D. Fanton, seconded by C. Knapp, and carried to approve the meeting minutes from December 20, 2021.

Financial
Bills presented for payment included Fourth Sector ($4,861.25), Cunningham ($163), Millville Insurance ($1,598 in full or 4 installment payments of $404), Penn York Land Services ($617), and Center State CEO ($1,000).

K. Dirlam recommended paying the Millville property insurance in installment payments (4 payments of $404) in place of the full amount for the property insurance. J. Isaman pointed out that the current amount due does not reflect a pro-rated refund that the land bank will receive when the current policy is adjusted for the sale of 135 N. Franklin St. that has just been removed from the policy but sold several months ago.

J. Isaman said he is hopeful with sale of Cole Street property; the sale should provide revenue to almost a year's administrative costs. Discussion followed concerning the current financial situation and limited fund balance and the need to be conservative. B. Loucks noted that it is the practice of the AC Land Bank to utilize 15% of the total proceeds of sales for administration costs, not 100%.

D. Fanton said he had to change the online banking account username and password due to being locked out from account access. J. Isaman will check with the land bank accountant to see if he recently tried to access the account unsuccessfully.

A motion was made by E. Zalar, seconded by D. Evans, and carried to approve the January 2022 Treasurer's Report.

A motion was made by K. Dirlam, seconded by D. Evans, and carried to pay the bills including a quarterly property insurance installment payment of $404.

Infrastructure
Properties for Sale:

172 and 178 E. State Street in Wellsville- no updates

51 Cole Street Bolivar

- The electric repair quote and scope of work were discussed. Members discussed the need to relocate the electric panel box from the basement to the first floor and the associated costs. Electric accessibility and the likelihood of moisture damage if it kept in the same location were mentioned. J. Isaman stated that the quote for electrical work includes finishing and clean-up. 51 Cole will be taken off the real estate market during project, estimated 14-16 days.
- J. Isaman said the cost for six replacement windows totaled $1,678.32. If he orders the windows, they will likely take 5-6 weeks for delivery. Members decided to hold off on the window replacement until additional funding can be secured. Members discussed AHC and weatherization programs, but noted homes must be owner occupied to qualify for services.
- The abstract and title search work are underway.
- K. Dirlam requested before and after pictures for the property. J. Isaman said he can make a video and that he has pictures on file of the property.
- K. Dirlam recommends we develop and implement a system organizing before and after pictures that is easily accessible so that members can reference the pictures as needed
- J. Isaman will forward the pictures and video to members.

A motion was made by D. Evans, seconded by E. Zalar, and carried to add Danel Bowen owner of Peace of Mind Contracting to the approved contractor list.

A motion was made by E. Zalar, seconded by D. Evans, and carried to accept Danel Bowen's bid to complete the electrical work at 51 Cole Street property for $5,960.40. [5 Ayes; 1 Nay]

A motion was made by D. Fanton, seconded by E. Zalar, and carried authorizing the Land Bank Executive Director to complete a scope of work and purchase supplies up to $999 and complete necessary cleaning and minor repair work to improve 51 Cole Street property aesthetically for market and sale.

Tax Sale

C. Knapp said hopefully the county will be able to hold a tax sale for the 2019 properties this spring.

Zombie Properties

J. Isaman noted there were two rounds of grant funding targeting Zombie properties by LISC in previous years which was used by The Greater Mohawk Valley Land Bank to put together a step by step guide as a resource tool for other Land Banks.

B. Loucks said right now the focus has to be on securing additional funding, not purchasing properties. J. Isaman said that the land bank has, since its inception, had trouble leveraging funding with no properties in their inventory. The land bank needs to get properties cheap to leverage future grants or act as administrator in partnership development projects and get developer fees. From a statutory stand point, the land bank can get tax sale properties, bank

foreclosures, or donated properties. Buying off the open market is not ideal for land banks; with no tax sale coming up, Zombie properties are the land bank's best hope for acquiring assets at a value.

J. Isaman referenced the 19-A guidance handbook. Members noted it may not be practical for a rural setting since it will require significant partnerships and engagement by other service providers including legal guidance. J. Isaman highlighted that Mohawk Valley Land Bank is very rural and spread out among several rural municipalities. It wasn't easy but the hard work of Zombie property reform has benefited several rural communities and land banks. K. Dirlam said right now the focus has to be on going after grants and other funding sources.

37 King Street in Wellsville

- Property has been sold- proceeds check is in the mail ($1,000).

Mill Street in Wiscoy

- Property has been sold- proceeds check is in the mail ($5,000).

79 Clark Street in Wellsville

- The abstract and title search is complete. There have been no new showings of the property lately.

New Construction

No updates.

Rehabilitation Projects

No updates.

Housing Study / ARPA Request

Tolemi Iris Survey: J. Isaman said Tolemi's Iris survey will include 6-8 weeks toward building the housing survey and providing staff training. He anticipates rolling this out in March 2022.
AmeriCorps NCCC: J. Isaman said Alfred State College is receptive to housing AmeriCorps volunteers on campus as in-kind donation.
CDBG Grant Application: J. Isaman is moving forward with plans to submit a CDBG application in the Spring.
Applied Tech Consortium: The student built shed will be complete and ready for moving February 2022. So far, students have used $1,560 for supplies and materials. The shed is nearly complete and only waiting to be sided. The shed cost is expected to be under budget.

A motion was made by K. Dirlam, seconded by C. Knapp, and carried at 9:54 a.m. to enter into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Immediately following discussion, a motion was

made by K. Dirlam, seconded by D. Fanton, and carried at 10:10 a.m. to end the executive session and return to the regular meeting.

Good of the Order

C. Knapp mentioned the county is working with retired NYS Code Enforcement Officer Deb Babbitt to organize and implement a county-wide code enforcement system. The county recognizes the need and benefit.

Next Meeting

- The next Board Meeting will be held on February 7 at 9am.
- The following Board Meeting will be held on March 7 at 9am.

Adjournment

- **A motion was made by K. Dirlam, seconded by C. Knapp, and carried to adjourn the meeting at 10:23 a.m.**

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Meeting Minutes February 7, 2022

Members Present: B. Loucks, D. Fanton, D. Evans, K. Dirlam, C. Knapp, and E. Zalar
Others Present: J. Isaman and J. Adams

Call to Order
The meeting was called to order at 9:02 a.m. by Chairman B. Loucks.

Approval of Minutes
A motion was made by E. Zalar, seconded by D. Fanton, and carried to approve the meeting minutes from January 10, 2022.

Financial
Payment requests include Fourth Sector Services ($4,861.25) and Cunningham ($190).

A motion was made by D. Evans, seconded by C. Knapp, and carried to approve the February 2022 Treasurer's Report.

A motion was made by D. Fanton, seconded by E. Zalar, and carried to pay the bills.

Infrastructure
Properties for Sale:

172 and 178 E. State Street in Wellsville- no updates

51 Cole Street Bolivar

- The electric panel has been replaced. The panel was relocated and a third party inspector has completed the inspection of the work. J. Isaman said he is still in the process of completing the other work as necessary to market and sell the property.

37 King Street in Wellsville

- J. Isaman reported the property was supposed to have sold, but he received notification from Attorney Pullen that the buyers have backed out from their purchase offer and have requested a return of the $1,000 deposit. Attorney Ed Pekarek is representing the buyer. The family member residing in the property adjacent to the vacant land bank lot recently died. It is believed that the buyer now plans to sell that property and no longer is interested in purchasing the adjacent lot. Members discussed a breach of contract and the possibility of withholding the deposit (in an escrow account with the attorney). Following further discussion, members will wait for the attorney's advisement concerning this matter and how to proceed. It was noted that expenses have been incurred in preparation for the sale of the property.

79 Clark Street in Wellsville

- J. Isaman said the property has been plowed and the realtor has a scheduled appointment to show the property at 2pm today.

New Construction-No updates.

Rehabilitation Projects-No updates.

Tax Sale

C. Knapp said the county is planning to hold an online tax sale for the 2019 properties this spring. Currently, the county is soliciting bids for this service.

Zombie Properties

C. Knapp said access to the user account for the Zombie property database will require starting from the beginning since we have a new Chairman. She has forwarded the information to Chairman Stockin and Brenda Rigby Riehle and anticipates that Brenda will complete the registration process for the Chairman.

Grant Updates

AmeriCorps NCCC: J. Isaman said Alfred State College has given approval to proceed with plans to house 8-10 AmeriCorps volunteers on campus as in-kind donation.

Applied Tech Consortium: J. Isaman anticipates the shed will be ready to move in February 2022. He reported that the Home Depot grant was not successful. He plans to apply for the funding again in the future. He anticipates the cost for building supplies and materials for the shed around $2,000. The shed dimensions are 8x8 and it has vinyl siding. B. Loucks said the Cuba Beautification Committee is looking to purchase a shed and this may be an option for sale. After further discussion, J. Isaman and E. Zalar will price similar sheds to determine a fair selling price.

Sub Committee Meeting Schedule

Concerning the Governance, Finance, and Audit Committee meetings, members requested J. Isaman resend a doodle poll to determine suitable times for future meetings.

Good of the Order

J. Isaman said he sent annual board evaluation forms to members and requested the forms be completed and returned to him.

Next Meeting

The next Board Meeting will be held on March 21 at 9am. J. Isaman said the accountant will be at the meeting to go over the annual Independent Audit

Adjournment

A motion was made by D. Fanton, seconded by D. Evans, and carried to adjourn the meeting at 9:46 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Meeting Minutes March 21, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam, and E. Zalar
Excused: D. Evans and C. Knapp
Others Present: Ed Bysiek, CPA, J. Isaman, and J. Adams

Call to Order
The meeting was called to order at 9:00 a.m. by Chairman B. Loucks.

Welcome Guests & Independent Audit Presentation
Certified Public Accountant Ed Bysiek was introduced to members. Mr. Bysiek discussed the annual independent audit he completed for the Land Bank. It has an unmodified and clean statement which he explained is the best possible option. He mentioned the level of activity from 2020 to 2021 has decreased and there is less cash on hand. Also, he said the legal costs have decreased since there were fewer houses sold last year when compared to the previous year. Begining in 2021, the assets were reported as $128,388 and at the end of the year they were $65,318. Mr. Bysiek noted there were no deficiencies or recommendations made for improvements.

A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the Land Bank Executive Director to submit the Annual Independent Audit in PARIS as required.

Approval of Minutes
A motion was made by E. Zalar, seconded by D. Fanton, and carried to approve the meeting minutes from February 7, 2022.

Financial
It was noted the proceeds from sales wasn't recorded correctly on the Treasurer's Report.

Bills presented for payment included: Fourth Sector Services ($4,861.25), Cunningham ($735), and Ed Bysiek, CPA ($5,000).

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to Table the monthly Treasurers' Report until next month's meeting as the proceeds from sales wasn't recorded correctly on the report.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to pay the bills.

Infrastructure
Properties for Sale:

172 and 178 E. State Street in Wellsville- J. Isaman said a person has expressed an interest in purchasing the property and would like to put a camper on the site. The property is listed at $8,000.

51 Cole Street Bolivar

- The property has been cleaned. J. Isaman said the shed isn't located on the property. It is located on the church's property. It will need to be removed. He asked the church if they'd be interested in keeping the shed and they declined his offer. The shed cannot be moved without falling apart and it will cost $200 to remove the structure. The property is listed at $89,000. J. Isaman is working with realtor to continue to market and sell the property.

37 King Street in Wellsville

- J. Isaman reported the property sale is still in limbo. Currently, the land bank's attorney is working with the buyer and encouraging them to follow through with the purchase. The land bank wants to avoid having to pay for the additional expenses incurred since the buyer is deciding to end the contract.

79 Clark Street in Wellsville

- J. Isaman is meeting with Snowhill, Inc. to finalize plans for seeding the lawn. The property is on the market and is listed at $174,000.

New Construction-No updates.

Rehabilitation Projects-No updates.

Tax Sale- K. Dirlam stated he has no further information other than the county is planning to hold an online tax sale for the 2019 properties this spring. J. Isaman said in order for the land bank to be competitive with future funding opportunities, we will need an inventory of properties available to renovate. B. Loucks recommended J. Isaman contact T. Ross and C. Knapp to schedule a meeting to discuss the Land Bank and property acquisition plans from the future tax sale.

Zombie Properties

J. Isaman said he would need the property tax id for Zombie properties. He is hoping this information can be provided by Chairman Stockin and Brenda Rigby Riehle. It was mentioned that Zombie property management is complex and more discussion and planning is needed and would likely involve Chairman Philip Stockin, County Attorney Allison Carrow, Carissa Knapp, Jason Isaman, and Brian Loucks and others as appropriate.

Grant Updates

AmeriCorps NCCC: J. Isaman said the concept has been approved and the application will be submitted on March 31. The Iris software is online and 2,378 properties have been pinned. This database will encompass all 37,000 residential properties in Allegany County. Post assessment plans will include working to strengthen code enforcement related to vacant and abandoned structures in Allegany County.

Applied Tech Consortium: J. Isaman reported the land bank has $1,500 invested in the shed, and so far, there hasn't been any offers to buy the shed while being advertised on campus. Members discussed putting the shed on the Clark Street property.

Sub Committee Meeting Schedule

The Governance, Finance, and Audit Committee members met and completed their duties and responsibilities.

A motion was made by E. Zalar, seconded by D. Fanton, and carried to have J. Isaman submit the ABO Annual Report in PARIS.

Next Meeting

The next Board Meeting will be held on April 18 at 9:00a.m.

Adjournment

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to adjourn the meeting at 10:10a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Special Allegany County Land Bank
Meeting Minutes April 8, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam, C. Knapp, and E. Zalar
Excused: D. Evans
Others Present: Attorney Seth Pullen and Realtor Maggie Horan, J. Isaman, and J. Adams

Call to Order
The meeting was called to order at 12:03 p.m. by Chairman B. Loucks.

Welcome & Introduction of Guests
J. Isaman welcomed Attorney Seth Pullen and Realtor Maggie Horan and thanked them for joining us.

Sale of 51 Cole Street Bolivar
Attorney Pullen said the purchase and sale contract is fairly standard. He said if the bank inspector finds repair work that is needed, the land bank agrees to make the repairs up to $200. The property disclosure is complete. The target date for closing has been established as June 1. He said the title and abstract generally cost $500-$1,000. The survey cost is generally $800-$1,000.

Realtor Maggie Horan discussed the purchase and sale contract agreement and the requested appliance package. Options include purchasing appliances, excluding appliances from agreement, and offering a concession for the buyer to purchase necessary appliances. Maggie suggested the 6% concession to help with FHA loan closing cost and to demonstrate goodwill.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to accept Tina Jaspersen's purchase offer of $89,900 with a 6% seller concession at closing for 51 Cole Street in Bolivar.

A motion was made to amend the motion to exclude an appliance package by E. Zalar, seconded by K. Dirlam, and carried.

By an affirmative vote from all members present, the amended motion to accept Tina Jaspersen's purchase offer for 51 Cole Street in Bolivar for $89,900 with a 6% seller concession at closing and excluding the appliance package was passed.

Adjournment
A motion was made by K. Dirlam, seconded by E. Zalar, and carried to adjourn the meeting at 12:29p.m.

Respectfully Submitted,

Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Meeting Minutes April 18, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam, C. Knapp, and E. Zalar

Excused: D. Evans

Others Present: J. Isaman and J. Adams

Call to Order
The meeting was called to order at 9:02 a.m. by Chairman B. Loucks.

Approval of Minutes
A motion was made by D. Fanton, seconded by E. Zalar, and carried to approve the meeting minutes from March 21, 2022.

A motion was made by C. Knapp, seconded by D. Fanton, and carried to approve the meeting minutes from the Special Meeting held on April 8, 2022.

Financial
The financial reports were presented by D. Fanton and discussed by members. E. Zalar asked for the details concerning the $86,000 in administrative costs as budgeted for 2022. J. Isaman said it includes legal, consultant services, audit, accounting, and insurance costs. He mentioned members can review the 2022 approved budget on the webpage at ACLBC.org. D. Fanton said based on the information provided in the Treasurer's Report, we will need to sell property in order to meet fiscal obligations this year. K. Dirlam said that Budget Committee members may need to meet for contingency planning.

Bills presented for payment included: Fourth Sector Services ($4,861.25) and Cunningham ($150).

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the amended March 2022 Treasurer's Report.

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the April 2022 Treasurer's Report.

A motion was made by C. Knapp, seconded by K. Dirlam, and carried to pay the bills.

Infrastructure
Properties for Sale:
172 and 178 E. State Street in Wellsville- No updates.
51 Cole Street Bolivar
- The property is under contract for sale. J. Isaman sent members the property inspection report. Members discussed the inspection report. J. Isaman said the utility company, RG&E, needs to complete the tag and sealing of the service unit. He said he has requested this several times and will follow up to have this completed as soon as possible. Other repairs that were included in the

inspection report are waste/septic line repair, soffit panels and facia on the south and west sides, furnace to be serviced, railing on stairway, and installation of carbon monoxide and smoke detectors.

A motion made by D. Fanton, seconded by E. Zalar, and carried to have the Land Bank's Executive Director complete the repairs included in the inspection report at a cost not to exceed $600.

Further discussion followed and members decided that most likely the repair costs will exceed $600.

A motion to amend the previous motion was made by D. Fanton, seconded by E. Zalar, and carried to increase total cost limit to $1,000 and by a unanimous vote all members present approved the amended motion.

37 King Street in Wellsville- No updates. J. Isaman will continue to follow up with Attorney Seth Pullen concerning the outcome of his efforts to move forward with the sale of this property.

79 Clark Street in Wellsville- J. Isaman discussed the two quotes that he received for rock removal, seeding, and haying the property from Thornton Landscaping ($4,835) and Snow Hill, Inc. ($3,080). Members agreed that rock removal isn't necessary and discussed a plan for seeding and haying to include purchasing 40 bales of hay and 200 lbs. of grass seed and soliciting the assistance from the Alfred State College student volunteers. J. Isaman said the student volunteers can probably remove large rocks from the lawn and place them in the woods nearby. J. Isaman will contact Snow Hill, Inc. and ask how much it would cost for them to drop off the grass seed and hay at property to determine if this supply option will be cost effective. C. Knapp mentioned the need to water the area following seeding and hay placement. K. Dirlam mentioned the limited amount of time for students to assist since the semester ends next month. B. Loucks will check with local Amish vendors for hay and grass seed prices.

J. Isaman said the assessed value of the property is $198,400 and the currently the property is listed for sale at $174,000.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried for J. Isaman to purchase hay and grass seed for 79 Clark Street at a cost not to exceed $1,200 and oversee the completion of work (seeding, haying, and watering) in partnership with the Alfred State Student Volunteers.

New Construction-No updates.

Rehabilitation Projects-No updates.

Acquisition

Tax Sale- C. Knapp said there are no further developments to report at this time. Currently, the County is working on putting together an RFP for online auctioneer services. K. Dirlam asked if the Land Bank can have a list of tax sale properties so they can begin the process of completing an initial inspection to find property that is vacant and abandoned. C. Knapp said she will ask County Treasurer Terri Ross for the list with notes and reminded members that the list is not a final list.

J. Isaman said in order for the Land Bank to be competitive with future funding opportunities, an inventory of properties available to work on has to be established.

Zombie Properties

J. Isaman said he is hoping to get a list of Zombie properties in Allegany County. C. Knapp will request this information from Brenda Rigby Riehle and Chairman Stockin. She mentioned it is a very tedious and difficult process to create a user account and access the information from the database. Chairman Stockin as the Chief Elected Officer is the only person authorized to create an account.

J. Isaman said Land Banks are designed to deal problem properties including abandoned and vacant properties and properties that end up on the tax sale auction list multiple times. He said the state budget includes $50 Million in funding available to assist Land Banks statewide. D. Fanton noted we will want to have 2-3 properties available for demolition and rehabilitation and it would be nice to have a mix including Zombie properties. J. Isaman said the funding for Land Bank grants will be dispersed by NYS OCR.

B. Loucks asked if the Land Bank reports to a Committee of Jurisdiction. C. Knapp said that it doesn't. Members mentioned maybe it would be beneficial for a Legislative Committee to have oversight. J. Isaman mentioned Legislator John Ricci is very interested in the Land Bank operations. C. Knapp stated the current reporting structure would be the Ways and Means Committee and then report to the Full Board since there isn't an established committee authority isn't currently established. She informed members as an Elected Official, the County Treasurer is responsible for overseeing the property tax foreclosure sales. The policy document that was sent to the County Attorney outlines the process by which the Land Bank can select properties before an auction and municipalities are offered this same advantage. J. Isaman mentioned the policy needs to change in order to better leverage the Land Bank in assisting the County with vacant and abandoned properties. C. Knapp said the County Attorney, Planning Director, Administrator, and Land Bank Chair can meet to further discuss the possibility of Committee of Jurisdiction reporting structure and discuss any recommended changes to the property acquisition process.

C. Knapp said the County continues to work on code enforcement, but currently, this isn't a top priority. J. Isaman said that the Land Bank should work in collaboration with code enforcement and mentioned if a property is condemned, the tax assessed value will decrease.

Grant Updates

AmeriCorps NCCC: J. Isaman said the funder will announce approved applications on May 3.

Applied Tech Consortium: J. Isaman reported the college is selling raffle tickets for the utility shed and will reimburse the Land Bank for the materials purchased to build the shed.

Old Business

Members noted they filled out the disclosure forms but were vague in responses to income information for other household members and political party affiliation.

New Business

J. Isaman discussed the upcoming NYCOM conference planned for June 8-10th in Syracuse, NY.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried for the Land Bank Executive Director to attend the NYCOM Conference in Syracuse with prior approval in the form of a written contract itemizing the expenses and providing a total cost summary for reimbursement.

Next Meeting

The next Board Meeting will be held on May 16 at 9:00a.m. via Zoom.

Adjournment

A motion was made by D. Fanton, seconded by E. Zalar, and carried to adjourn the meeting at 10:31 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Meeting Minutes May 16, 2022

Members Present: B. Loucks, K. Dirlam, D. Fanton, D. Evans and E. Zalar

Excused: C. Knapp

Others Present: J. Isaman

Call to Order
The meeting was called to order at 9:00 a.m. by Chairman B. Loucks.

Approval of Minutes
A motion was made by E. Zalar, seconded by D. Fanton, and carried to approve the meeting minutes from April 18th, 2022.

Financial
The treasurer's report was presented by D. Fanton and discussed by members. J. Isaman stated that there is only enough funding in the Administration account to cover one or two months of expenses.

Bills presented for payment included: Fourth Sector Services ($5,497.25) and Cunningham ($120).

A motion was made by D. Evans, seconded by E. Zalar, and carried to approve the May 2022 Treasurer's Report.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to pay the bills.

Infrastructure
Properties for Sale:
172 and 178 E. State Street in Wellsville- No updates.
51 Cole Street Bolivar
- J. Isaman stated that the buyer of 51 Cole St. is requesting early occupancy. He told the board that he had spoken to the land bank attorney and suggested that the rent be in the range of $40/day. The rent due will be paid out of the buyers deposit.

A motion made by E. Zalar, seconded by, D. Fanton to allow for early occupancy of 51 Cole St. Bolivar with the land bank being included on the property insurance as additionally insured. The vote carried with four members voting 'aye' and one 'nay' [D. Evans]

79 Clark Street in Wellsville- J. Isaman said the tax assessment for 79 Clark will be grieved with town assessor.

New Construction- No updates.

Rehabilitation Projects-No updates.

Acquisition- No updates.

Tax Sale- No updates

Zombie Properties- no updates

Grant Updates
AmeriCorps NCCC: The application to receive an NCCC team was denied. AmeriCorps reached out and invited the land bank to submit a concept form to possibly receive 2 AmeriCorps Vistas members later in 2022.

Applied Tech Consortium- no updates

Old Business
J. Isaman stated that he will be attending the upcoming NYCOM conference planned for June 8-10th in Syracuse, NY and anticipated that the land bank costs will be $120.00 in per diem travel to be reimbursed after the conference.

New Business- none

Good of the Order
J. Isaman asked the board to stay active in the recruitment of a 7th board member to fill the open seat.

Next Meeting
The next Board Meeting will be held on June 20th at 9:00 a.m. in-person at the Crossroads room 130.

Adjournment
A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 9:30 a.m.

Respectfully Submitted,
Jason Isaman
ACLBC, Executive Director

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Allegany County Land Bank
Meeting Minutes June 20, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam, C. Knapp, D. Evans, and E. Zalar

Others Present: J. Isaman and J. Adams

Call to Order
The meeting was called to order at 9:14 a.m. by Chairman B. Loucks.

Approval of Minutes
It was noted the secretary didn't attend the Land Bank May 16 meeting.

Financial
J. Isaman said funds from the sale of the Cole Street property should be deposited in the bank this week and will allow the land bank to continue its operations through the end of the year.

Bills presented for payment included: Fourth Sector Services ($4,861.25) and Cunningham ($120).

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the June 2022 Treasurer's Report.

A motion was made by E. Zalar, seconded by C. Knapp, and carried to pay the bills.

Funding
J. Isaman discussed a NYS HCR funding opportunity with applications due the end of July. He distributed and discussed a power point slide presentation highlighting the funding objectives and anticipated outcomes. It was mentioned the notice of funding availability occurred in May and Board of Legislator approval and the public hearing requirements will give less than 24-hour notice for presentation at tomorrow's committee meeting. C. Knapp voiced her concerns regarding the last-minute planning and denied support. Members agreed.

2023- 2024 Land Bank Budget
Members remarked when planning for future grants the need to account for inflation which is anticipated to be as much as 20-25%.

Members scheduled the next Finance Committee Meeting for July 18 at 10:00 a.m. immediately following the regular Land Bank Board Meeting.

J. Isaman said there is a need for the Land Bank to have an inventory of property available to demonstrate the ability to rehab property with a successful funding application.

Infrastructure
172 and 178 E. State Street in Wellsville- No updates.

51 Cole Street Bolivar

- **The property is sold.**

79 Clark Street in Wellsville
J. Isaman noted the tax assessment was adjusted from $198,400 to $150,000.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to accept Joseph Scurti's offer purchase offer of $173, 000 for the 79 Clark Street property in Wellsville. The anticipated closing date is August 31, 2022.

J. Isaman confirmed 85% of the proceeds from sales must be reinvested in bricks and mortar for future land bank projects and 15% can be used for administrative costs.

J. Isaman discussed in-kind contributions and record keeping. C. Knapp mentioned the need and cost benefit justification will need to be determined.

C. Knapp said it likely the Zombie Property Data System will require new credentials next year. She recommended J. Isaman get a list of current tax sale properties from the County Clerk's Office for initial inventory and screening purposes. J. Isaman said he would follow up on her recommendation.

J. Isaman gave an overview of things he learned from attending the NYCOM event in Syracuse in June.

He said Legislator Ricci's reached out to him and stated one of his main concerns in to assist with blight and poor housing stock in Allegany County.

New Business
Members gave consent for J. Isaman to have the Land Bank computer repaired.

New Construction-No updates.

Rehabilitation Projects-No updates.

Acquisition
AmeriCorps NCCC: J. Isaman said the application wasn't accepted for funding.

Applied Tech Consortium: J. Isaman reported the college will sell raffle tickets for the utility shed and will reimburse the Land Bank for the materials purchased to build the shed when school is back in session in the Fall.

Next Meeting
The next Board Meeting will be held on June 18 at 9:00 a.m. in person at the Crossroads Conference Center in Belmont. The Finance Committee will meet immediately following the Land Board Meeting at approximately 10:00 a.m.

Adjournment
A motion was made by E. Zalar, seconded by K. Dirlam, and carried to adjourn the meeting at 10:26 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Meeting Minutes July 18, 2022

Members Present: B. Loucks, D. Fanton, D. Evans, K. Dirlam, C. Knapp, and E. Zalar
Others Present: J. Isaman

1. **CALL TO ORDER**
   - The meeting was called to order at 9:05 a.m. by Chairman B. Loucks.

2. **WELCOME GUESTS/INTRODUCTIONS**
   - No guests were in attendance.

3. **APPROVAL OF MINUTES**
   - **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to approve the meeting minutes from June 20, 2022.**

4. **FINANCIAL**
   - Bills presented for payment included Fourth Sector ($4,861.25), Cunningham ($167.00), D&O Policy $2015.79.
   - **A motion was made by Carissa Knapp, seconded by Dave Evans, and carried to approve the July 2022 Treasurer's Report.**
   - **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to pay the bills.**

5. **FUNDING**

2023-2024 State Budget

- The 2022-23 NYS Budget included $50 million to support services and expenses of Land Banks and HCR will allocate resources in two phases. Phase I will provide essential funding for Land Bank operations and non-capital expenses and Phase II will support expenses including property acquisition, building stabilization, demolition, pre-development, technical assistance & capacity building for new Land Banks.

a.

i. Interim Application to keep Landbanks in business

Jason Isaman explained the program by reading from the documentation on-line. In an effort to make sure this information is accurate the following is excerpted from that online source:

- FUNDS AVAILABLE The NYS Budget allocated $50 million for a one-time program for services and expenses of Land Banks. The Housing Trust Fund Corporation (HTFC) and NYS Homes & Community Renewal's Office of Community Renewal (OCR) will make funds available in two phases to support Land Bank services and expenses. Up to $15 million will be made available to support Land Bank operations through this 2022 Land Bank Initiative Phase I Request for Applications (RFA). HTFC anticipates a Land Bank Initiative Phase II funding opportunity to be released in late 2022 to support expenses including property acquisition, building stabilization, demolition, pre-development, technical assistance & capacity building for new Land Banks. II.
- ELIGIBLE APPLICANTS Legally designated Land Banks in New York State formed under the New York State Land Bank Act of 2011 (Article 16 of the Not-for-Profit Corporation law) are eligible to apply for funding. III. FUNDING LIMITS Annual Budget Tiers – Total Expenditures Maximum Request Amount (Not to Exceed) Up to $499,999 $100,000 per year, up to $300,000 over 3 years $500,000 - $999,999 $150,000 per year, up to $450,000 over 3 years >$1,000,000 $200,000 per year, up to $600,000 over 3 years Land Banks may request funding as outlined in the table above. Maximum request amounts are established based on annual budget size. For consistency, these tiers will be confirmed using the PARIS Budget & Financial Plan Adopted 2022 "Total Expenditures" field. Eligibility for the maximum award will require demonstration of administrative capacity, alignment with existing organizational budget and representative eligible costs. Land Banks may request funding for three years in the 2022 application, however, award and renewals in years two and three are subject to satisfactory performance reporting, eligible costs and ability to successfully execute a grant agreement with HTFC. Land Banks that experience significant growth during the term may submit a formal request for consideration to advance into another Budget Tier and additional funding prior to renewal.
- ELIGIBLE ACTIVITIES Land Banks may request funding for non-capital services and expenses including: A. Operations Staff and office expenses to plan and implement land bank work, office materials, rent, utilities, legal, accounting, marketing, etc. B. Property Maintenance for existing inventory Landscape maintenance (snow, grass, trash removal, etc.), security measures, utility costs, registry costs. C. Technical Assistance Procurement of third-party support for capacity building & organizational development. D. Pre-development 2022 Land Bank Initiative – Phase I Request for Applications (RFA) Page 4 of 6 Building feasibility studies, scope development, environmental reports, etc
- Application Deadline Application Open Date: Thursday, July 14, 2022 Application Deadline: Wednesday, September 14, 2022, 4:00 PM – https://hcr.ny.gov/land-bank-initiative

ii. Develop new Programs and Fund them

- Various ideas were presented by Jason Isaman that discussed the need to generate programs with plans, database of homeowners, create partnerships with IDA, Brownfields, mixed use properties like former Coslo's building. The Phase 2 funding will allow: Property Acquisition, Demolition, carrying costs, asbestos, etc.
- $400,000,000 in other funds like RestoreNY is available.
- The board verbally directed Jason Isaman to package up the various ideas into useable/reviewable projects so that the board can work through them systematically for the next meeting.

6. <u>INFRASTRUCTURE</u>

a. Properties for Sale:

i. 172 and 178 E. State Street in Wellsville- no updates

ii. 51 Cole Street Bolivar

- A preliminary survey was done but the paperwork was never completed and so the attorney at Pullen's office has to have a new survey done.
- There was a shed that appeared to go with the property but was actually on the adjacent church property.

iii. 79 Clark Street, Wellsville

- A signed offer was discussed from Hannah Evingham for $100,000.
- **On a motion by Darwin Fanton and 2nd by Ed Zalar a counter offer is authorized in the amount of $173,000. Motion Approved.**

b. New Construction

- No updates.

c. Rehabilitation

- No updates.

d. Acquisition:

i. Tax Sale

- The draft lists are available. They will change as items get paid off prior to the sale. An auctioneer is being sought.
- Research has not been done by the Landbank yet.

ii. Zombie Properties:

- Municipal Partnerships
- Legal services/municipal services?

7. HOUSING STUDY

a. Tolemi Iris Survey:

- Jason Isaman noted that he had undertaken some pilot surveys but didn't like the way the form worked for certain items like windows and requested the software to reconfigure the survey to accommodate these changes.
- Total surveys completed is approximately 12 to date.

b. AmeriCorps NCCC:

- As noted at the last meeting we did not get the allocation of people we expected for this summer.
- There is another option to get 2 individuals for 1 year. Jason Isaman submitted a concept paper on June 1, 2022 regarding this.
- The Award announcement will be in August 2022.

8. OLD BUSINESS

a. Rural Housing Coalition of NY

- This group is an advocacy and technical support group.
- They are statewide agency and offer intensive training as well as proposal writing seminars.
- The materials were not available to review so no action could be taken. Next month a proposal with the supporting materials will be provided to the board for review.

9. Executive Session

- **On a motion by Ed Zalar and 2nd by Darwin Fanton the board went into executive session at 9:32 am to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation;**
- **On a motion by Darwin Fanton and 2nd by Ed Zalar the board came out of executive session at 9:58am**

10. New Business

- No updates.

11. Good of the Order

- No updates.

12. Next Meeting

- The next Board Meeting will be held on August 15, 2022 at 9am at the Crossroads Center.

13. Adjournment

- **A motion was made by Ed Zalar, seconded by Darwin Fanton, and carried to adjourn the meeting at 10:08 a.m.**

Respectfully Submitted,
Kier Dirlam – Secretary of the ACLB

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Allegany County Land Bank
Special Board Meeting
Meeting Minutes July 26, 2022

Members Present: D. Fanton, K. Dirlam, C. Knapp, and E. Zalar

Absent: B. Loucks and D. Evans

Others Present: J. Isaman, G. Smith, and J. Adams

1. CALL TO ORDER

The meeting was called to order at 2:10 p.m. by Vice-Chair E. Zalar.

2. INTRODUCTIONS

J. Isaman mentioned Glenn Smith joined in today's meeting in case there are any budget questions. Glenn said that he will review that budget that is submitted for the funding request.

3. HCR LAND BANK INITIATIVE GRANT OPPORTUNITY

J. Isaman distributed an outline describing the timeframe and scope of services for the grant application and reviewed the planned activities for Phase I and Phase II.

Phase I activities will focus on non-capital projects. Administration and program development are allowed under Phase I but acquisition and bricks and mortar work is not allowed until phase II.

Phase II activities will include property acquisition, stabilization planning to include title search and environmental review objectives and connecting eligible buyers with Land Bank properties.

K. Dirlam recommended J. Isaman submit an annual budget of $100K. J. Isaman stated that phase I HCR LBI funds are based on actual spending with proof of costs to be submitted.

Phase I will most likely begin in August 1, 2022, with Phase II start later in 2022 and will run at the same time. Phase I is "emergency money" to get land banks like ours some critical funding while the funding for capital projects is rolled out.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to accept the work plan and budget for the HCR Land Bank Initiative Grant application as discussed.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve J. Isaman to submit the HCR Land Bank Initiative Grant application on behalf of the Allegany County Land Bank.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to approve the new programs in concept as discussed and move forward to create policies and procedures to address the program requirements and eligibility for the HCR Land Bank Initiative Grant.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried approving J. Isaman to sign grant funding disbursement requests on behalf of the Allegany County Land Bank for the HCR Land Bank Initiative Grant with a successful funding application.

4. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont and will be an in-person meeting on August 15 at 9:00 a.m.

5. ADJOURNMENT

A motion was made by D. Fanton, seconded by K. Dirlam, and carried to adjourn the meeting at 2:42 p.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Special Board Meeting
Meeting Minutes Aug 18th. , 2022

Members Present: B. Loucks, K. Dirlam, C. Knapp, E. Zalar, and D. Evans

Excused: D. Fanton

Others Present: J. Isaman and J. Adams

1.CALL TO ORDER

The meeting was called to order at 9:30 a.m. by the Chairman.

2.INTRODUCTIONS

J. Isaman said Glenn Smith was unable to attend today's meeting.

3.APPROVAL OF MINUTES

A motion was made by D. Evans, seconded by E. Zalar, and carried to approve the minutes from the meeting on July 18, 2022.

A motion was made by D. Evans, seconded by E. Zalar, and carried to approve the minutes from the meeting on July 26, 2022.

4.FINANCIAL

J. Isaman said the Land Bank hasn't received the proceeds from the sale of 51 Cole Street in Bolivar. He noted when the payment is received the accounts will be adjusted accordingly.

Bills presented for payment included Fourth Sector ($4,861.25) and Cunningham ($480).

A motion was made by E. Zalar, seconded by K. Dirlam, and carried to approve the August 2022 Treasurer's Report.

A motion was made by E. Zalar, seconded by D. Evans, and carried to pay the bills.

5.HCR LAND BANK INITIATIVE GRANT OPPORTUNITY

J. Isaman shared the good news of a successful funding application notice from HCR. Members congratulated Jason on a successful funding application.

J. Isaman discussed the agenda addendum including the application checklist, policy template, solicitation plan, and the affirmation of payments form.

E. Zalar, K. Dirlam, D. Fanton, and J. Isaman are listed on the authorized signature form for the grant application.

A motion was made by E. Zalar, seconded by D. Evans, and carried to include J. Isaman as the final signature on the authorized signature form.

J. Isaman will contact the insurance company for proof of insurance coverage for general liability, automobile, workers' compensation, disability, and fidelity/crime coverage as required by the funder to finalize the contract.

J. Isaman noted the Land Bank Board will need to develop and implement MWBE and EEO policies and procedures as required by the grantor. C. Knapp said the county has developed and adopted policies and she offered to forward the information to J. Isaman for his reference and information. K. Dirlam recommended J. Isaman send the final policy statements to Allegany County Attorney Allison Carrow for her review and approval.

A motion was made by K. Dirlam, seconded by E. Zalar, and carried for J. Isaman to draft MWBE and EEO policy statements for the Land Bank to adopt upon approval from the County Attorney.

J. Isaman said he intends to submit quarterly payment disbursement requests based on actual expenses.

6.INFRASTRUCTURE

172 & 178 E. State Street Wellsville: J. Isaman said he has reached out to the village with no response. K. Dirlam recommended that he contact the village mayor as he recently read a report that the village has tagged 6 properties for demolition.

51 Cole Street Bolivar: J. Isaman said he is still waiting on the proceeds from the sale.

79 Clark Street Wellsville: The property is still on the market with no new interested potential buyers as of late. He said the post repair work in the basement has been completed.

7.HOUSING STUDY

J. Isaman said he hasn't received any updates concerning the AmeriCorps VISTAS application and requested two workers with the application. He will follow-up for a status report.

8.OLD BUSINESS

Tax Sale: C. Knapp reported the county has received 3-4 responses from responsible bidders interested in providing online tax sale auctioneer services. She anticipates having an online tax auction in the Fall.

Rural Housing Coalition of NY: J. Isaman said membership would be beneficial and members agreed and informally approved the Lank Banks membership.

9. NEW BUSINESS

Request for County ARPA Funds: Members discussed the funding opportunity and potential uses. C. Knapp explained the selection process and encouraged J. Isaman to write a letter to the Chairman of the Board to request the funding. She recommended the funding request include a detailed description of how the funds will be spent and the benefits of the funding. D. Evans recommended J. Isaman put together a list of ideas for the Land Bank Board Members review and approval.

Clicktime timesheet demo: B. Loucks recommended that J. Isaman coordinate a 15 minutes demo for the beginning of the next Land Bank Board Meeting on September 19.

10. GOOD OF THE ORDER

The Finance Committee will follow the next regular board meeting. C. Knapp said County Attorney Allison Carrow is very familiar with Land Banks and can provide guidance as the scope of services of the ACLB evolve.

11. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont and will be an in-person meeting on Septembers 19 at 9:00 a.m.

12. ADJOURNMENT

A motion was made by K. Dirlam, seconded by E. Zalar, and carried to adjourn the meeting at 10:37 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Special Board Meeting
Meeting Minutes September 2, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam, C. Knapp, D. Evans, and E. Zalar.

Others Present: J. Isaman, J. Adams, M. Horan, and S. Pullen.

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m. by the Chairman.

2. INTRODUCTIONS

J. Isaman announced the land real estate agent M. Horan and attorney Seth Pullen are joining us for the meeting.

3. 79 Clark Street Purchase Offer

J. Isaman discussed the offer received ($130,000). Currently, the sale price for the property is listed as $185,000.

D. Fanton mentioned the siding needs to be fixed by the contractor that completed the work. J. Isaman will reach out to the contractor and request the siding be fixed.

Members discussed garage is built for one car and the garage door is 8X8 ft and is standard size.

J. Isaman discussed the comparable property listing report completed by M. Horan. M. Horan suggested members consider making a counter offer at $160,000. She said if the counter offer isn't accepted, she can relist the property at a new price of $174,900.

Members discussed when the other houses in the report were built and recognized there are limited new builds in the area to provide good comparative analysis.

M. Horan mentioned the market is changing with the recession. She plans to host another open house event in the Fall. Also, by changing the price it will change the MLS advertisement and should generate more interest.

Members recognized the significant effort made by M. Horan to sell the property.

A motion was made by D. Fanton, seconded by E. Zalar to pay M. Horan 3.5% commission on the sale of 79 Clark Street property instead of the $3,000 previously agreed upon flat rate. After further discussion, a motion to amend the motion was made by D. Fanton, seconded by K. Dirlam, and approved to

increase M. Horan's commission on the sale of the 79 Clark Street property from 3.5% to 5% commission.

4. 51 Cole Street Property

Attorney Seth Pullen said the buyer can't meet the cash to closing requirement and discussed an option for consideration. The buyer agreed to pay $3,000 for early occupancy if the land bank will reduce the selling price by $3,000 to accommodate the Rural Housing Loan.

A motion was made by E. Zalar, seconded by C. Knapp, and carried to accept the buyer's offer of a $3,000 cash occupancy fee and a reduction in the selling price by $3,000 for the 51 Cole Street property in Bolivar.

Attorney Pullen said he will complete the necessary paperwork for the transaction and B. Loucks said that he is available to sign the closing documents as soon they are ready.

5. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont and will be an in-person meeting on September 19 at 9:00 a.m.

6. ADJOURNMENT

A motion was made by E. Zalar, seconded by C. Knapp, and carried to adjourn the meeting at 1:38 p.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank
Board Meeting
Meeting Minutes September 20, 2022

Members Present: B. Loucks, D. Fanton, K. Dirlam and E. Zalar

Absent: C. Knapp and D. Evans

Others Present: J. Isaman

1. CALL TO ORDER

The meeting was called to order at 4:02 p.m. by Chair B. Loucks.

2. INTRODUCTIONS

Clicktime Representatives – cancelled their visit

3. MINUTES

On a motion by E. Zalar and 2nd by D. Fanton, and carried to approve the minutes from the meeting on May 16, 2022. Motion was Approved.

On a motion by E. Zalar and 2nd by D. Fanton, and carried to approve the minutes from the meeting on August 18, 2022. Motion was Approved.

4. FINANCIAL:

a. **Treasurer's Report**
b. **Administrative Invoices**:
   i. Fourth Sector $ 4,861.25
   ii. Cunningham $ 390.00

On a motion by K. Dirlam and 2nd by E. Zalar to approve September 2022 Treasurer's Report. Motion was Approved.

On a motion by K. Dirlam and 2nd by D. Fanton to pay the bills. Motion was Approved

On a motion by E. Zalar and 2nd by D. Fanton to approve the revised procurement Policy. Motion was Approved

5. FUNDING:

a. HCR Land Bank Initiative
   i. **Phase I disbursement – On a motion by K. Dirlam and 2nd by E. Zalar to approve the notarized Grant Agreement in the amount of $9,8679.00. Motion was approved.**

ii. **Phase II application updates** – J. Isaman discussed the application process in general terms. He stated that HCR does not intend to release the phase II application until all 26 land banks have fully executed their phase I contracts. J. Isaman stated that ACLBC contract is held up by insurance waivers for auto and worker's compensation. Further discussion upon determining the results of the tax sale will be needed.

6. <u>INFRASTRUCTURE:</u>

a. **Properties for Sale**:

i. **172 and 178 E. State St. Wellsville** – discussed demolition would be $30,000 for the remaining structure.

ii. **51 Cole St. Bolivar**- Closed 9.15.22 - Sold

iii. **79 Clark St. Wellsville** – Support beams needed bigger floor jacks which Jason purchased and will install. The Siding repair needs to be done by the original contractor. J. Isaman was directed to contact them to determine when they can fix it.

b. **New Construction**: None

c. **Rehabilitation**: None

d. **Acquisition:**

i. **Tax Sale**

1. Property selection- long term planning – discussed the tax sale list

ii. **Zombie properties**

1. Municipal partnerships – J. Isaman discussed ideas to work on these in the future. There will be funds in the HCR LBI phase II application specifically for assisting municipalities in addressing zombie properties in their catchments.

7. <u>HOUSING STUDY:</u>

a. **AmeriCorps VISTAS**- requested 2 individuals for 1 year. – notified that we were denied for the application. J. Isaman stated that this is different than the AmeriCorps NCCC application which was denied. Vistas was a request for two members for one year, NCCC was a team of 8-10 for a month in the summer.

8. <u>OLD BUSINESS:</u>

a. **Request for County AARPA funds** – briefly discussed how this would need to work. B. Loucks will discuss further with C. Knapp on best procedures to progress.

b. **RFP for anticipated services**- clean out, small jobs, environmental/testing etc. – need to review and release in the coming months to coincide with HCR LBI phase II work plan.

c. **Administration Contracts**- Exec Dir., Accounting, Legal, other? – need to review these contracts and update.

9. <u>NEW BUSINESS:</u>

a. **Applied Tech Consortium (school trades)** – J. Isaman is looking to put into the phase II funding.
b. **Habitat for Humanity** – they are short on monies to complete the Olean St. House in Bolivar and were looking to work with us. As we don't currently have any funds available there was no further discussion.

10. GOOD OF THE ORDER:

a. Finance Committee to follow this regular meeting.

11. NEXT MEETING

a. The next meeting is tentatively scheduled for October 17th, 2022- 9am.

12. ADJOURNMENT

A motion was made by K. Dirlam, 2nd seconded by E. Zalar, and carried to adjourn the meeting at 5:15 p.m.

Respectfully Submitted,
Kier Dirlam
Secretary

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Allegany County Land Bank
Board Meeting
Meeting Minutes October 24, 2022

Members Present:, K. Dirlam, D. Evans, D. Fanton, C. Knapp and E. Zalar

Absent: B. Loucks

Others Present: J. Isaman

1. CALL TO ORDER

The meeting was called to order at 1:31 p.m. by Vice-Chair E. Zalar.

2. MINUTES

On a motion by D. Fanton and 2nd by C. Knapp, and carried to approve the minutes from the meeting on September 20, 2022. Motion was Approved.

On a motion by D. Fanton and 2nd by D. Evans, and carried to approve the minutes from the meeting on August 18, 2022. Motion was Approved.

3. FINANCIAL:

a. **Treasurer's Report** –
   i. The funds have been deposited from the sale of 51 Cole Street in Bolivar.
   ii. J. Isaman discussed some of the minor hold-ups on receiving our funds for Phase I including needing a waiver for workers comp/auto; buy insurance for fidelity crime bond.
   iii. Discussed the Habitat for Humanity allocation that is showing up on our sheet. We have not heard from LISC regarding these funds. Should spend it on capital project. Can not use for Administration funds.

b. Administrative Invoices:
   i. Fourth Sector $ 4,861.25
   ii. Cunningham $ 270.00

c. Purchase of five (5) Tax Sale Properties
   1. 26 Main Street, Almond ($750)
   2. 31 Grover Street, V. Wellsville ($4200)
   3. 62 O'Connor St. V. Wellsville ($2,700)
   4. Stannards Road, T. Wellsville ($2100)
   5. 898 CR 19 Whitesville ($2619)

On a motion by D. Evans and 2nd by C. Knapp to approve October 2022 Treasurer's Report as amended for proceeds from 51 Cole should be allocated as 15% Admin and 85% Capital Projects. Motion was Approved.

On a motion by C. Knapp and 2nd by D. Evans to pay the bills. Motion was Approved

On a motion by D. Fanton and 2nd by C. Knapp to approve the purchase of five tax sale properties in the amount of $12,050. During discussion it was noted that the Whitesville/ Independence house may be occupied. A neighbor reached out about the O'Connor St. House. **Motion was Approved**

4. PARIS FY 2023 BUDGET AND ORGANIZATIONAL BUDGET FORMS

The board reviewed the Organizational budget as submitted by the Finance Committee with J. Isaman and the form that was prepared by G. Smith.

On a motion by D. Fanton and 2nd by D. Evans the Organizational Budget was approved.

On a motion by D. Fanton and 2nd by D. Evans the PARIS budget form was approved.

5. FUNDING:

a. HCR Land Bank Initiative

i. Phase I disbursement – 25% pending the insurance requirements noted under the monthly financial report.

ii. Phase II application updates – the next part won't be released until all 26 landbanks have done Phase I – expected in Q4 with funds due early 2023.

6. INFRASTRUCTURE:

a. Properties for Sale:

i. **172 and 178 E. State St. Wellsville** – No new updates.

ii. **79 Clark St. Wellsville** –

1. Siding & Posts: Support beams need bigger floor jacks which have been purchased. The Siding repair needs to be done by the original contractor. J. Isaman was directed to contact them to determine when they can fix it.
2. Appraisal Adjustment: In April 2021 it was appraised at $150,000 even thought it cost over $270,000 to construct. We may want to consider redoing the appraisal.

b. **New Construction:** Habitat for Humanity – Possible partnership on Olean Street, Bolivar home that is partially built. Possibly with ACLBC as "construction lender". Discussed briefly.

c. **Rehabilitation:** Habitat for Humanity – offer to co-develop our rehab properties with buyer using CDFI funding. This will take more discussion to become a project.

d. Acquisition:

i. New Intake Forms were presented and reviewed.

ii. Tax Sale

1. Need MOU with buyer of 898 CR 19 Whitesville developed for next month's meeting.
2. 130 S. Main Belfast parcels – will reach out to Belfast – Matt Kelly Contracting had expressed interest previously.

7. OLD BUSINESS:

a. **Request for County AARPA funds** – briefly discussed how this would need to work.
b. **RFP for anticipated services**- clean out, small jobs, environmental/testing etc. – need to review and release in the coming month. – preparation for next meeting.
c. **Administration Contracts**- Exec Dir., Accounting, Legal, other? – need to review these contracts and update. Preparation for next meeting
d. **Allegany County Board of Legislators presentation** – need to put this together with Brian to be presenting.
e. **Coslo's building in Almond** – K. Dirlam updated the group on the steps that were happening on this and there is interest by the group to participate if there is a serious plan and buyer.

8. NEW BUSINESS:

a. **Click time**: Time Management web-based software - $499 setup fee, 9.00/month and $108/year for a total of $823 for 3 years' service. **On a motion by C. Knapp and 2nd by D. Fanton this allocation was approved.**
b. **Applied Tech Consortium (school trades)** – J. Isaman explained that $1500 was collected from the shed raffle the school ran. **On a motion by D. Evans and 2nd by D. Fanton the board approved reallocating these funds to their next shed project.**
c. **Marketing Plan** to roll out new programs – get a wait list of vetted buyers. The group indicated we'll need to discuss this further at another time.

9. GOOD OF THE ORDER:

a. Tolemi Building Blocks: $5,000 survey money had been allocated for software. **On a motion by C. Knapp and 2nd by D. Fanton the administration funds can be arranged to take $3,000 from travel and $12,000 from rent and put it to purchase Tolemi Building Blocks software, this was approved.**

10. NEXT MEETING

a. The next meeting is tentatively scheduled for November 21, 2022 at 9AM.

11. ADJOURNMENT

A motion was made by D. Fanton, 2nd seconded by C. Knapp, and carried to adjourn the meeting at 3:08 p.m.

Respectfully Submitted,
Kier Dirlam
Secretary

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Allegany County Land Bank
Board Meeting
Meeting Minutes November 21, 2022

Members Present: D. Fanton, C. Knapp, E. Zalar, and D. Evans

Excused: B. Loucks and K. Dirlam

Others Present: J. Isaman and J. Adams

1.CALL TO ORDER
The meeting was called to order at 9:00 a.m. by the Vice-Chairman Ed Zalar.

2.APPROVAL OF MINUTES
A motion was made by E. Zalar, seconded by D. Evans, and carried to approve the minutes from October 24, 2022.

3.FINANCIAL
J. Isaman discussed the newly formatted Treasure's Report which now shows the annual budget, YTD expenditures, monthly expenditures, and the YTD projections for forecasting. C. Knapp said she likes how the new format includes budget projections. D. Fanton suggested having two budgets one for grant money and the other budget for the proceeds from sales. He noted a discrepancy as the budgets should balance on the spreadsheet and they don't. J. Isaman said that he will work with the accountant to find the error and then make the correction.

A motion was made by E. Zalar, seconded by D. Evans, and carried to table November 2022 Treasurer's Report until the December Meeting.

A motion was made by D. Evans, seconded by C. Knapp, and carried to pay the bills.

4. FUNDING
J. Isaman reported the HCR Land Bank Initiative Phase 1 disbursement request is pending and said the Phase II application should be released soon.

5.INFRASTRUCTURE
Properties for Sale:
- 172 & 178 E. State Street Wellsville: No updates to report.
- 79 Clark Street Wellsville: J. Isaman said home buyers are looking at the property but are unable to get a loan for $174,900. The house is currently appraised at $150,000. J. Isaman will ask the realtor for a new comparative market assessment to increase the appraisal to $160,000 as she indicated its current

worth. Members discussed the pros and cons of continuing with the current listing price versus reducing the listing price. No action was taken and the listing price will not change at this time.

Acquisition:

- Tax Sale: J. Isaman shared the outcome of the tax sale bids. He anticipates the transfer of the properties will take place sometime before the New Year.
- 2561 Rte. 19: C. Knapp recommended J. Isaman talk to County Attorney A. Carrow and see if she would be interested in assisting with the eviction. J. Isaman reported that S. Pullen is not interested in working with evictions.
- 898 CR 19 Whitesville: J. Isaman reported the MOU for the buyer is with Attorney Seth Pullen for review and approval.
- 130 S. Main Belfast: J. Isaman said he reached out to the Town of Belfast Supervisor and hasn't received a return call yet.

Stabilization:

Testing and Cleanout: J. Isaman will get vendor quotes for cleanout and environmental assessments and surveys as required for property stabilization. Discussion followed concerning environmental reviews and D. Edwards said generally asbestos abatement work would involve a separate quote.

6. OLD BUSINESS

- Request for County AARPA Funds: No updated to report.
- RFP for Anticipated Services: J. Isaman said he will schedule a meeting to work on this task.
- Administration Contracts: J. Isaman said the contracts for the Land Bank Executive Director, Accounting, Legal, and other administrative functions will soon end. He will schedule a meeting to work on renewals for the administrative services contracts.
- Allegany County Board of Legislators Presentation: Members discussed B. Loucks presenting to the Board after the New Year and agreed the presentation should focus on positive anticipated outcomes for the properties that were recently acquired.
- Marketing Plan for the new programs: J. Isaman said he is waiting to hear back from Home Headquarters and will begin compiling a waiting list for vetted home buyers.

11. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on December 19 at 9:00 a.m.

12. ADJOURNMENT

A motion was made by D. Evans, seconded by C. Knapp, and carried to adjourn the meeting at 10:09 a.m.

Respectfully Submitted,
Jodi Adams

Assistant to the County Administrator

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Allegany County Land Bank
Board Meeting
Meeting Minutes December 19, 2022

Members Present: B. Loucks, K. Dirlam, D. Fanton, C. Knapp, and D. Evans

Excused: E. Zalar

Others Present: J. Isaman, J. Adams, and Lisa Kimball from Cunningham, Stauring & Associates, Inc.

1.CALL TO ORDER

The meeting was called to order at 9:00 a.m. by the Chairman Brian Loucks.

2.INTRODUCTIONS

J. Isaman introduced Lisa Kimball from Cunningham, Stauring & Associates, Inc. Lisa will oversee the Land Bank Account.

Lisa Kimball was recently assigned the Land Bank account. She is familiarizing herself with account information and will work with J. Isaman and D. Fanton to determine steps necessary to complete the required work. She will send an email to D. Fanton when checks are ready for his signature. The checks will be available for his signature at the office in Wellsville.

D. Fanton said on the 2nd or 3rd of each month he downloads a report with the bank account details for reconciliation and he will email the monthly report to Lisa Kimball.

3.APPROVAL OF MINUTES

A motion was made by D. Evans, seconded by D. Fanton, and carried to approve the November 21, 2022 meeting minutes.

4.FINANCIAL

Administrative invoices presented for payment include Fourth Sector ($4,861.25) and Cunningham, Stauring & Associates, Inc. ($300).

A motion was made by D. Evans, seconded by C. Knapp, and carried to pay the bills.

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to table the December 2022 Treasurer's Report.

5. FUNDING

HCR Land Bank Initiative

J. Isaman reported the first payment for (Qrt 4) was $24K and the funds must be spent out in the first quarter of 2023. In January, he will apply for the next payment. He said the Phase II application should be released soon.

B. Loucks recommended J. Isaman contact Katie Ralston from Cuba Central School for contact information on the presenter of a Rural America Housing Study that he attended. The presentation was made by a statistician and was very informative. He believes the presenter would be a good reference for a housing study project.

K. Dirlam said the County is way over due for a housing study. J. Isaman mentioned approaching the Board of Legislators with a request for ARP funds support to complete a county-wide, comprehensive housing study. C. Knapp said this is the type of project that legislators have responded favorably to. She agreed that a comprehensive housing study is needed and said it ties to economic development goals and focuses on the betterment of the entire county as opposed to one specific district or area.

6.INFRASTRUCTURE

Properties for Sale:

- 172 & 178 E. State Street Wellsville: No updates to report.
- 79 Clark Street Wellsville: J. Isaman said snow removal is needed and the siding still needs to be repaired by the contractor. J. Isaman will follow up with the contractor. K. Dirlam mentioned that two new businesses are starting up in Allegany County in the Spring and he is optimistic that it will result in more homebuyers coming to the area.

Acquisition:

- Tax Sale: J. Isaman said the online tax sale proved to be effective for the County and the County received a record high in proceeds from tax sale properties. C. Knapp said the details from the properties sold in the tax sale are included in the resolution. J. Isaman mentioned it would be helpful if the spreadsheet used to track the sold properties could be shared with the Land Bank, so that he can continue to monitor and report on outcomes.
- J. Isaman spoke with Attorney Seth Pullen regarding terms of agreement to include payment (recouping Land Bank costs, plus 15% add on fee), agreement for property owner to demolish structure and remove debris within 12 months and then maintain property at 898 CR 19 in Whitesville.
- J. Isaman said he hasn't heard back from the Town Supervisor concerning plans for 130 S. Main Street in Belfast. The property is off tax roll, has river access, and J. Isaman thinks the property has potential for Phase II funding. He will continue to follow up with the Belfast Town Supervisor.
- 2561 Rte. 19: County Attorney A. Carrow offered to assist with the eviction notice.

Stabilization:

On a motion by K. Dirlam, seconded by D. Fanton, and approved the Land Bank will accept Neeson Clark Associates, Inc. quote to complete an asbestos survey on 2561 Rte. 19, Belmont, NY at a cost of $5,875.

7. OLD BUSINESS

- Administration Contracts: J. Isaman said Allison Carrow is reviewing the contract. He will email the contract to members for review and feedback prior to the meeting next month. Members agreed to vote on the contract at the meeting in January.
- J. Isaman is applying for the AmeriCorps NCCC and Vistas Program.
- J. Isaman will attend the January Habitat for Humanity partnership meeting.

8. NEXT MEETING

The next Board Meeting will be held at the Crossroads Conference Center in Belmont on January 23 at 9:00 a.m.

9. ADJOURNMENT

A motion was made by K. Dirlam, seconded by D. Fanton, and carried to adjourn the meeting at 10:06 a.m.

Respectfully Submitted,
Jodi Adams
Assistant to the County Administrator