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Allegany County Land Bank
Board Meeting
Meeting Minutes August 21, 2023

Board Attending: Brian Loucks, Kier Dirlam, Ed Zalar, Dave Evans, Darwin Fanton
Excused: Carissa Knapp
Contractors: Jason Isaman
Others Present: None

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:00 AM by Chairman Loucks.

2. **WELCOME GUESTS/ INTRODUCTIONS**
   a. None.

3. **MINUTES:**
   a. Regular Board Meeting - **July 24th, 2023**
   On a motion by Darwin Fanton and seconded by Ed Zalar to approve the July 24th, 2023, regular board of directors meeting minutes was approved.

4. **FINANCIAL:**
   a. Treasurer's Report
      i. August 2023 – the board of directors reviewed the various reports from Cunningham-Stauring and the Treasurer. Discussed the differences between the bank and the accountant reports. The mid-month meeting accounting compared to the monthly bank statement seems to be an issue. Discussed working with Community Bank to modify the statement date to the 14th of each month.

   On a motion by Ed Zalar and seconded by Dave Evans, the July 2023 treasurers report was tabled.

5. **EXECUTIVE DIRECTOR REPORT:**
   a. Major Achievements
      - Hired and trained a new surveyor.
      - Completed AmeriCorps program.

- Secured new properties.
- Completed Programmatic Environmental Review for HCR LBI 2 grant.
- Created a draft 2024 Organizational

b. Goals For Next Month
- Complete site-specific environmental reviews of all properties.
- Finish populating and roll out our Building Blocks mapping software.
- Get quotes for environmental and scope of work services.
- Buy new signage for projects.
- Get occupied properties under a rental agreement.

c. Barriers To Meeting Goals
- Need to get historic tax sale data from AC Treasurer's office.
- Need attorney to develop an occupancy agreement for occupied homes.
- Might need environmental services contractor to complete site-specific reviews.

d. Upcoming Events
- 8/24 NY Land Bank Assoc. monthly meeting 1:00pm
- NYLBA Conference September 17-18th in Lake George

6. <u>FUNDING:</u>

a. HCR Land Bank Initiative:
   i. Phase Two
   ii. Phase One renewal.

7. <u>HOUSING STUDY</u>

a. New staff member – Joel Grabow who worked with the AmeriCorps NCCC Team has taken a temporary job to work on the housing survey with us.

b. Updates: nearly 30% complete

c. Early highlights- 32 appears fully vacant, 11 partially vacant. (Out of first 700). USPS data identified 20 vacant out of 2,379 samples.

8. <u>INFRASTRUCTURE:</u>

a. Current Inventory:

79 Clark St. Wellsville
172 E. State St. Wellsville
2361 Stannards Road Wellsville
62 O'Connor St. Wellsville
26 Main St. Almond
31 Grover St. Wellsville
898 Route 19 Whitesville
10 Spring St. Cuba
15 Second St. Andover
7283 Route 20, Friendship
32 Chestnut St. Wellsville
73 Olive St. Bolivar

b. Properties for Sale:
   i. 79 Clark St. Wellsville –New signatures on survey and title abstract were required by the bank and have been completed.
   ii. 898 Rt19 Whitesville (T. Independence) –Awaiting completion by the Land Bank Lawyers office
c. Demo:
   i. HCR Environmental Compliance – the revised version has modified the lead requirements.
d. Stabilization:
   i. Scope of Work/ Schedule of Values
   ii. Environmental – need to undertake per new requirements.
   iii. Lead/Asbestos/etc. – abatement to be undertaken per new requirements.
   iv. Occupied Properties – still working on legal to deal with these occupants.
e. Undetermined:
   i. 211 Main St. Bolivar- interested cash buyer – working on developing a directed scope of work and the process to move forward.
   ii. 10 Spring St. Cuba - The foundation and supports make this unsafe and will be scheduled for demolition.
   iii. 15 Second St. Andover - Rehabilitation Plan to be developed
   iv. 62 O'Connor St. Wellsville - Rehabilitation Plan to be developed
   v. 26 Main St. Almond - Rehabilitation Plan to be developed

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

a. Equal Housing Policy – no update
b. Board Member Site Visits – went over the notes from the visits that occurred August 17, 2023.
c. Finance Committee Meeting re: 2024 Budget will be reviewed after this meeting.

Notes from the Site Visits:

a. Met at 9am at the 31 Grover Street, Wellsville property, then 62 O'Connor, Wellsville, then 15 Second Street, Andover, then 26 Main Street, Almond, then 10 Spring Street, Cuba. In attendance were Jason Isaman, Darwin Fanton, Dave Evans and Kier Dirlam. Brian Loucks joined the group for the Cuba property. Concluded about 11:50 AM
b. 31 Grover St. Wellsville:
   - Immediate needs: Tree removal (by garage). Asbestos abatement (wrapped pipes). Repair basement exterior door. Board attic window. Remedy water leaks (chimney and porch roof).
   - Next steps: decide to keep one unit or make into two units. Env compliance (Lead testing, Radon, clearances, reassess heating/elect/water systems.

c. 62 O'Connor St. Wellsville [was thought to be demo- moving to rehab]
   - Immediate needs: Mold/Lead/Radon testing. Scope of work.
   - Next steps: Env compliance, demolish shop/patio – may need to also demo garage, jack up home, raise and replace foundation.

d. 15 Second St. Andover
   - Immediate needs: Env testing (check flood plain), revise floor plan for kitchen/Dining Rooms, assess the systems (especially heating).
   - Next steps: Contact Andover Historic Pres. about collaborating with them. Scope of work.

e. 26 Main St. Almond
   - Immediate needs: Env. compliance/SEQR. Hire an env. services professional to gut entire home down to the studs. Mold is pervasive throughout the house. Water damage to walls and ceilings. 1 back door to be replaced/boarded up ASAP.
   - Next steps: Scope of work.

f. 10 Spring St. Cuba [intended for rehab- change to demo]
   - Immediate needs: Env/SEQR compliance. Env testing and clearance. RFP for demo services. Supports in cellar are broken.
   - Next steps: Demo stand alone or with other properties.

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

a. Carissa Knapp notified the board that her term ends at the end of September 2023. Jenna Nelson will be appointed to start in October 2023. Other board members were being reappointed also.

11. <u>GOOD OF THE ORDER:</u>

a. None.

12. <u>NEXT MEETING:</u>

a. September 25, 2023. 9am at the Crossroads Conference Center. ***NOTE that this is 1 week later than our regular Board meeting date.***

13. <u>ADJOURNMENT:</u>

a. On a motion by Darwin Fanton and seconded by Ed Zalar, the meeting was adjourned at 9:58 AM.

Notes as taken by Kier Dirlam
Secretary Allegany County Land Bank