6087 State Route 19 North- Suite 300
Belmont, NY 14813
585-268-7472 Extension 7
alleganycountylandbank@gmail.com

Allegany County Land Bank
Board of Directors Meeting
May 20, 2024

Attending: Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton, Jenna Kelley, Ed Zalar
Contractors: Jason Isaman, Lisa Kimball (via video conference), Carissa Knapp (via video conference)

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

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the April 29, 2024 were reviewed.

On a motion by Darwin Fanton and seconded by Ed Zalar to approve the April 29, 2024, regular board of directors meeting minutes were Approved

3. **FINANCIAL:**

   a. **Treasurer's Report**
      i. May 20, 2024 – Board reviewed the spreadsheets and reports. Current balance is $**172,631.35**

On a motion by Ed Zalar and seconded by Jenna Kelley, the May, 2024 Treasurers report was Approved.

   b. **Administrative Invoices**

i.	Fourth Sector	$5,083.33
ii.	Fourth Sector (surveys)	$2,247.00
iii.	Cunningham	$300.00

On a motion by Dave Evans and seconded by Ed Zalar to pay two administrative invoices in the total amount of $7,630.33 was Approved.

   c. **Capital Projects Invoices**

i.	Cyrco Construction Cuba demo/abatement	$17,334
ii.	Cyrco Construction Friendship demo/abatement	$16,334
iii.	NEM Air Quality Monitoring	$4,000

On a motion by Darwin Fanton and seconded by Ed Zalar to pay Capital Projects Invoices in the total amount of $37,668.00 was Approved.

4. **FUNDING:**
    a. HCR Land Bank Initiative:
        i. Budget increase requests due ASAP. HCR review 6/26. They have asked for additional items to be included and these were discussed by the board of eligible expenses.
    b. Grant Opportunities:
        i. Affordable Housing Coalition – Jason Isaman indicated a draft in progress.
        ii. ESD's Restore NY- county passthrough. Due 5/22/24. $150,000. Jason Isaman stated that he has been working with the County Administrator's office to complete the required steps and will be wrapping up the grant application this week.
        iii. CrossMod® Pilot through HCR was discussed to potentially be a part of this program to replace the Village of Almond house and/or the O'Conner Street house in Wellsville.

On a motion by Kier Dirlam and seconded by Ed Zalar to approve to move forward with applying for this program was approved.

        iv. Vacant Property Clearance Program through CDBG (federal) This program would be for demolitions only. HCR is managing the federal program. Maximum application is for $1,000,000. Additional research and development need to be completed.
        v. HCR's Homebuyer Development Program – currently this program is more than we can reasonably expect to manage at this time, so it is on the back burner.

5. **INFRASTRUCTURE:**
    a. Current Inventory:
        172 E. State St. Wellsville
        62 O'Connor St. Wellsville
        26 Main St. Almond
        31 Grover St. Wellsville
        10 Spring St. Cuba
        15 Second St. Andover
        7283 Route 20, Friendship
        32 Chestnut St. Wellsville
        73 Olive St. Bolivar

Disposition Updates:

    a. Properties for Sale:
        i. 7283 Route 20, Friendship –Demo complete. Purchase offer by neighbor. Jason Isaman indicated that he spoke with the potential buyer about accepting the proposed price or offering a counteroffer. Still waiting for responses.

ii. 10 Spring St. Cuba – The structure has been demolished. The Board will need to set a price. The Board discussed and decided to wait on making that decision.
iii. 172-178 E. State Wellsville – Currently no news on this site.

b. Demolition:
i. 62 O'Connor St. Wellsville – Moved from Stabilization to Demo. Currently no news on this site.

c. Stabilization Properties: Three Properties slated (4 units)
i. 26 Main St. Almond (duplex) – Survey and Elevation Certificate received.
ii. 31 Grover St. Wellsville – SHPO delay. Project Summary (RestoreNY)
iii. 15 Second St. Andover

Bids for the stabilization of three (3) properties were due May 15th. Two contractors submitted bids. 26 Main Almond and 15 Second St. Andover need septic replacement delayed by HCR. They want a engineered project plan because of flood plain.

On a motion by Darwin Fanton and seconded by Dave Evans to accept the quote from Peligan (contractor) was approved to be paid out of LBI phase II Rehab/Stabilization funds.

d. Occupied Properties:
i. 32 Chestnut St. Wellsville – waiting on Building Code Inspection Report.
ii. 73 Olive St. Bolivar – waiting on Building Code Inspection Report.

6. HOUSING STUDY

a. Updates: Software subscription paid for. Technical errors in the GIS data were present but were corrected.
b. More than 1/3 of the 1,121 remaining surveys have been completed.

7. EXECUTIVE DIRECTOR REPORT:

a. **Major Achievements**

i. Cuba and Friendship Demo's complete
ii. Kick-off meeting with Peter Degnan Esq.
iii. Received quotes for 31 Grover Mechanicals – quotes for HVAC & Plumbing was ~$72,000 and the Electric was ~$39,400.
iv. Completed one-third of remaining surveys
v. Completed ESD Restore NY Grant
vi. Received RFPs to stabilize three (3) properties.

b. **Goals For Next Month**

i. Begin a plan for occupied properties.
ii. Request LBI budget increase

iii. Get Alfred State under agreement for NCCC Summer Program.
iv. Request LBI Phase I Q2 2024 admin funds.

c. **Barriers To Meeting Goals**

i. Occupied properties need to be vacated.
ii. Need to get historic tax sale data from AC Treasurer's office and home sales data from RP.
iii. HCR approval for capital project expenditures. SEQR etc.

d. **Upcoming Events**

i. 6/27 NY Land Bank Assoc. monthly meeting 12:30 pm
ii. Local Governance Conference at Houghton- June 6th.
iii. NYLBA/NYCOM Joint Conference in Oswego July 10-12

8. OLD BUSINESS:

a. AmeriCorps/NCCC- site supervisor job listing has been posted with Walker Staffing and Workforce Development. Program runs from June 24th to August 2nd.
b. Salzar appointment – this has gone through committee and will be moving to the Full County Legislature prior to our next regular meeting.

c. Peter Degnan provided retainer agreements for the board to review to provide legal services.

On a motion by Kier Dirlam and seconded by Darwin Fanton the retainer agreements were approved.

9. NEW BUSINESS:

a. Tax Sale Properties- 2025 projects – The Board briefly discussed the current situation with the tax sale.
b. Potential Partnership w/ People Inc. A discussion was had between Jason Isaman and People Inc regarding working together on projects. They provide housing to elderly and disadvantaged people. No action was taken.

10. CORRESPONDENCES:

None

11. GOOD OF THE ORDER:

None

12. NEXT MEETING:

a. Next meetings will be scheduled for June 17, 2024 at 9AM

13. ADJOURNMENT:

On a motion by Darwin Fanton and seconded by Jenna Kelley the meeting was adjourned at 10:45 AM.

Notes as taken by Kier Dirlam