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Allegany County Land Bank
Board of Directors Meeting
ANNUAL MEETING
January 22, 2024

Attending: Brian Loucks, Kier Dirlam, Dave Evans, Darwin Fanton, Jenna Kelley, Ed Zalar
Guests: James Robinson
Contractors: Jason Isaman, Lisa Kimball

1. **CALL TO ORDER:**
   a. The meeting was called to order at 9:00 AM by Chairman Loucks.
      i. Introductions were made and the Chair welcomed James Robinson attending via Zoom

2. **MINUTES:**
   a. Regular Board Meeting: The minutes from the December 18, 2023, are reviewed.

A motion by Ed Zalar and seconded by Dave Evans to approve the December 18th, 2023, regular board of directors meeting minutes. Motion was Approved

3. **FINANCIAL:**
   a. **Treasurer's Report**
      i. January 2023

On a motion by Darwin Fanton and seconded by Ed Zalar to approve the January 2023 Treasurers report. Motion was Approved.

   b. **Administrative Invoices**

i.	Fourth Sector	$5,083.33
ii.	Cunningham	$ 300.00
iii.	NYLBA Dues	$1,500.00

A motion by Dave Evans and seconded by Ed Zalar to pay three administrative invoices in the total amount of $6,883.33. Motion was Approved.

4. **FUNDING:**
   a. HCR Land Bank Initiative:
      i. Phases
         1. Received Q1 2024 Administrative funds.
         2. Requested funds from HCR for 172 E. State and Stannards demolition projects.

5. <u>INFRASTRUCTURE:</u>

a. Current Inventory:

172 E. State St. Wellsville
2361 Rt 19 Wellsville
62 O'Connor St. Wellsville
26 Main St. Almond
211 Main St. Bolivar
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. 211 Main St. Bolivar- Contract approval. **On a motion by Darwin Fanton and seconded by Dave Evans to approve the Contract for selling the 211 Main Street Bolivar Property. Motion was Approved.**

b. Demolition Properties:

On a motion by Kier Dirlam and seconded by Darwin Fanton to go 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.

On a motion by Darwin Fanton and seconded by Ed Zalar to end the Executive Session.

   i. 172 E. State St. Wellsville – Abatement and Demolition is currently in progress.
   ii. 2361 Rt 19 Wellsville – Abatement and Demolition is complete. Photographs were provided showing before and after.
   iii. 10 Spring St. Cuba – proposals have been received. Meters have been removed.
   iv. 7283 Route 20, Friendship – proposals have been received. Meters have been removed.
   v. LBI phase 2 budget $46,000 for 10 Spring St. Cuba and 7283 Route 20 Friendship properties.
   vi. **On a motion by Ed Zalar and seconded by Jenna Kelly to approve the sale of the 2361 Rt 19, Wellsville lot for a minimum of $3,000 that is the current assessed market value for the land. Executive Director is approved to negotiate the best price above that amount. Motion was Approved.**

vii. **On a motion by Dave Evans and seconded by Ed Zalar to approve the Abatement contracts to Cyrco Construction in the amount of $7,934. Motion was Approved. Kier Dirlam abstained.**

viii. **On a motion by Darwin Fanton and seconded by Ed Zalar to approve the demolition contracts to Cyrco Construction in the amount of $25,734. Motion was Approved. Kier Dirlam abstained.**

c. Stabilization Properties: Five Properties slated (6 units) – No action was taken on these properties.
   i. 62 O'Connor St. Wellsville – testing and Scope of Work plan is complete.
   ii. 26 Main St. Almond (duplex) – testing and Scope of Work plan is complete – discussed with James Robinson this property and the diverse options that are being explored. Jason Isaman is to continue to work with James Robinson to come to agreement on a workplan for this property.
   iii. 31 Grover St. Wellsville – Abatement delayed due to SHPO review indicating that it is part of a proposed Historic District that is currently in process. Impacts would be that Land Bank would have to keep key historic elements as directed by SHPO of the structure.
   iv. 15 Second St. Andover – testing and Scope of Work plan is complete

d. Occupied Properties:
   i. 32 Chestnut St. Wellsville – occupied.
   ii. 73 Olive St. Bolivar – occupied. Residents did clean up the garbage on the property.
   iii. Executive Director has reached out to DSS, County Attorney to determine what can be done with these squatters that are occupying the properties. Thus far no progress has been made. These properties were acquired with the understanding that they were not occupied but now they are found to have had people living in them. At this point we can't charge them rent nor can we sell them.

6. <u>HOUSING STUDY</u>

a. Approximately 1,300 surveys completed. Ready for evaluation and report. Plan to find workers to complete the remaining surveys in 2024.

7. <u>EXECUTIVE DIRECTOR REPORT:</u>

a. **Major Achievements**
   i. Received and opened bids for abatement/demolition of Cuba and Friendship.
   ii. Received HCR approval to proceed with E. State and Stannards demolitions.
   iii. Worked with Air Monitor and Contractor on E. State and Stannards abatement and demolition.

iv. Worked with 211 Main St. Bolivar buyer and attorney to get an agreeable contract drafted.
v. Attended NCCC applicant online seminar.
vi. Began NCCC application. 75% complete.

b. **Goals For Next Month**
i. Oversee abatement and demolition of Cuba and Friendship properties.
ii. Prepare PARIS info for submittal.
iii. Complete and Submit NCCC application.
iv. Evaluate Windshield Survey data.
v. Figure out what to do about occupied properties.

c. **Barriers To Meeting Goals**
i. Need to get historic tax sale data from AC Treasurer's office and home sales data from RP.
ii. HCR approval for capital project expenditures.
iii. PARIS season along with having several projects started and multiple grant applications started will undoubtedly create time/schedule challenges.

d. **Upcoming Events**
i. 1/25 NY Land Bank Assoc. monthly meeting 12:30 pm
ii. AmeriCorps NCCC application due Feb 1, 2024: Board members please review quickly when the draft is sent out.
iii. PARIS due March 31, 2024

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

a. Login credentials for bookkeeper. Darwin Fanton is going to provide ID and password to Lisa Kimball so she can process the books better.
b. Legal representation. Discussed a few possible attorneys. No final decision was made.

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

a. Board Elections and Committee Appointments.
i. **On a motion by Dave Evans and seconded by Jenna Kelly the board seats are to be:**
Chair – Brian Loucks
Vice-Chair - Ed Zalar
Treasurer – Darwin Fanton
Secretary – Kier Dirlam
Motion was Approved.

i.On a motion by Ed Zalar and seconded by Dave Evans the committees will be as follows:
Audit Committee: Chair: Kier Dirlam, Members: Dave Evans, Darwin Fanton, Jenna Kelly
Finance Committee: Chair: Darwin Fanton, Members: Kier Dirlam, Ed Zalar, Dave Evans

Governance Committee: Chair: Dave Evans, Members: Kier Dirlam, Darwin Fanton, Jenna Kelly
Motion was approved.

b. Cyrco Abatement and Demolition Invoices.
On a motion by Darwin Fanton and seconded by Ed Zalar to authorize payment of the asbestos abatement invoices to Cyrco Construction for the 172 East State Street, Wellsville Property and the 2361 Rt 19 Wellsville properties. Motion was approved.
On a motion by Dave Evans and seconded by Darwin Fanton to authorize payment of the demolition invoices to Cyrco Construction for the 172 East State Street, Wellsville Property and the 2361 Rt 19 Wellsville properties. Motion was approved.

c. New Laptop and Printer.
On a motion by Darwin Fanton and seconded by Ed Zalar the Executive Director is authorized to expend up to $2500 on a new laptop and printer with software. Motion was approved.

10. CORRESPONDENCES:

None

11. GOOD OF THE ORDER:

a. Vacant Board Seat is still available if you have thoughts for a good board member, please get them to the Chair.

12. NEXT MEETING:

a. Next meetings will be scheduled for Feb 26, 2024, at 9AM
b. Kier Dirlam noted that he will be away at a conference on that date and the other members will need to take the notes and deal with setting up the Zoom call for Lisa Kimball.

13. ADJOURNMENT:

On a motion by Darwin Fanton and seconded by Jenna Kelly the meeting was adjourned at 10:50 AM.

Notes as taken by Kier Dirlam - Secretary