ALLEGANY COUNTY LANK BANK BOARD MEETING

January 9, 2017

APPROVED

Committee Directors Present: C. Crandall, Dwight Fanton, Darwin Fanton, K. Dirlam, T. Boyde, K. LaForge, M. Healy, T. Ross, J. Budinger, and D. Scholes

Others Present: B. Gamache, K. Knapp, C. Graves, B. Rigby Riehle, and Jeff Stager

Media Present: No media present.

Call to Order: The meeting was called to order at 11:00 a.m. by Allegany County Land Bank Board Chairman Kevin LaForge.

Approval of Minutes

A motion was made by Terri Ross, seconded by Darwin Fanton, and carried to approve the Allegany County Land Bank Board Minutes of November 16, 2016.

Approval to Pay the Bills

A motion was made by Joseph Budinger and seconded by Dean Scholes to pay the vouchers in the amount of $530.00. Motion was approved.

Terri Ross gave the Treasurer's Report and stated the bank account balance to date was $72,635.73.

Update on Funding Applications

Brian Gamache gave an update on the status of the current grant applications. The LISC Grant has been awarded to the Land Bank; the amount awarded is unknown at this point. The AmeriCorps Grant money should be transferred, which equates to approximately $36,000 per worker. There has been no response to the EquiKnox Grant application.

Introduction of AmeriCorps Workers

Jeff Stager gave an overview of the AmeriCorps worker search and implementation. Two out of the three positions where filled, the third position will not be filled. The two hired AmeriCorps workers will be at the next meeting to be introduced. Jeff stated that the new hires, after orientation, will begin to compile a master list of contacts and will be contacting and meeting with town supervisors and code enforcement officers. In addition the Manager position, within ACCORD, should be hired this week.

Executive Session

A motion was made by Terri Ross, seconded by Dean Scholes, and carried to go into executive session at 11:15 am.

A motion was made by Darwin Fanton, seconded by Tim Boyde, and carried to come out of executive session at 11:35 a.m.

The next meeting

The next meeting will be held on February 2, 2017 at 9 a.m.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m. following a motion by Darwin Fanton and seconded by Terri Ross, and carried.

Respectfully submitted,

Joseph L. Budinger

Allegany County Land Bank Board Meeting Minutes

February 2, 2017

NOT APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, T. Boyde, J. Budinger, D. Scholes, M. Healy, and T. Ross.

Others Present: Legislator Dwight Fanton, Legislator Root, K. Hollis, Legislator Graves, J. Isaman, G. Schnurle, T. Covert, B. Rigby Riehle, J. Adams, and A. McClanahan.

Absent: K. Dirlam, B. Gamache, and Jeff Stager.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:03 a.m. by Allegany County Land Bank Board Chair Legislator Kevin LaForge.

Approval of Minutes

A motion was made by Darwin Fanton, seconded by Dean Scholes, and carried to approve the Allegany County Land Bank Board Meeting Minutes of January 9, 2017.

Audit

County Treasurer, Terri Ross submitted a report. Presently, there are no bills to pay. Terri stated that the only activity to report is the receipt of the 1st installment on the LISC AmeriCorps Grant.

Terri distributed a proposal by EFPR Group, CPAs located in Rochester, NY to provide Accounting Services for the Allegany County Land Bank at an annual cost of $4,500 to $5,000 per year. The services will include completing PARIS reports. Legislator Healy asked if the proposal had been reviewed by the County Attorney. Terri stated it hasn't. A motion was made by Legislator Healy, seconded by Terri Ross, and carried to approve the proposal pending the prior review and approval from the County Attorney Tom Miner.

Land Bank Project Updates

Legislator LaForge read a report submitted by Bryan Gamache who was unable to attend the meeting. The report stated that a letter and budget has been submitted to LISC along with the request for the disbursement of funds. Bryan plans to submit a narrative of activity be the end of the week to LISC. Also, the CDBG grant submitted for demolition is awaiting approval and if funded, will bring funding operations over $1M. If there are any questions, please contact Bryan.

Legislator LaForge introduced the three new Land Bank Project staff, Jason Isaman, Community Development Specialist, Greg Schnurle, AmeriCorps Worker, and Tyler Covert, AmeriCorps Worker. Following brief instructions, Jason Isaman updated committee members on the current progress and objectives which included networking with several existing land banks and initial stages of gathering data and information for a county-wide housing stock assessment.

Terri Ross offered to provide Jason Isaman with a preliminary list of the properties that will be included in the tax sale to assist in the housing stock assessment and land bank goals.

A draft logo for the Allegany County Land Bank Project was distributed for committee feedback. A motion was made by Joe Budinger and seconded by Darwin Fanton and carried to approve the Allegany County Land Bank logo and letterhead.

A motion was made by Darwin Fanton and seconded by Tim Boyde and carried to connect the Allegany County Land Bank with the County Website. Legislator Root offered to assist Jason Isaman with linking the Land Bank Project to the Allegany County website.

Alfred State College School of Applied Technology

Legislator LaForge welcomed Anna McClenahan, Dean of Alfred State College School of Applied Technology. She shared information about the trade programs offered and discussed interest and ways the college can partner with the Land Bank to assist in projects. She noted the ideal partnership will include work that coincides with curricula.

Acquisition Procedures for Property to be Rehabilitated – Chautauqua Co. LB Model

Legislator LaForge shared information on the Chautauqua County property rehabilitation process and noted we will have to establish procedures in the future.

Next Meeting Details

The next meeting will be held on Wednesday, March 1, 2017 at 9:00am in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 9:50a.m. following a motion by Joe Budinger, seconded by Darwin Fanton, and carried.

Respectfully submitted,

Jodi Adams,
Assistant to the County Administrator

Allegany County Land Bank Board Meeting Minutes

March 1, 2017

APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, K. Dirlam, T. Boyde, J. Budinger, D. Scholes, and T. Ross.

Others Present: B. Gamache, J. Isaman, J. Fenske, B. Rigby Riehle, J. Adams, and K. Hollis.

Absent: M. Healy.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:00 a.m. by Allegany County Land Bank Board Chair Legislator Kevin LaForge.

Approval of Minutes

A motion was made by Terri Ross, seconded by Tim Boyde, and carried to approve the Allegany County Land Bank Board Meeting Minutes of February 2, 2017.

Audit

County Treasurer, Terri Ross reviewed the monthly financial report and informed the committee that a laptop has been purchased but isn't reflected in the report as she has just received the invoice.

A motion was made by Kier Dirlam, seconded by Darwin Fanton, and carried to pay the invoice for the lap top in the amount of $937.

Legislator Laforge mentioned that Edward Pekarek, Esq. has reviewed the contract for financial services and had a few recommendations for minor changes. He will email the changes to Terri Ross following the meeting.

Land Bank Project Updates

Bryan Gamache stated he has submitted a request for a second payment installment from the LISC grant. We are still waiting for the official funding award announcement from the Attorney General's Office.

Bryan Gamache stated he will contact LISC to determine a payment schedule going forward.

Concerning the upcoming CDBG grant opportunity, Bryan will review the application to determine the Legislative approval requirements. Bryan will report back to the committee.

Bryan recommends transitioning Jason Isaman to his current position as a voting member of the New York Land Bank Association Board of Directors. A motion was made by Dean Scholes to transfer the NYLB Board of Director position from Bryan Gamache to Jason Isaman and, and seconded by Terri Ross, and carried.

It was discussed that Jason would likely benefit from Bryan mentoring him during the transition. A motion was made by Darwin Fanton, seconded by Tim Boyde and carried for Bryan Gamache to mentor Jason Isaman for a period of six months at an estimated monthly cost not to exceed $430.

Acceptance of Letters of Resignation

A motion was made by Kier Dirlam, seconded by Tim Boyde and carried to accept letters of resignation from Legislators Curt Crandall and Dwight Fanton from serving as members of the Allegany County Land Bank Board.

Legislator LaForge noted that Legislator Dwight Fanton served as Vice Chair for the Allegany County Land Bank Board. A motion was made by Terri Ross, seconded by Dean Scholes, and carried to appoint Tim Boyde as Vice Chair to the Allegany County Land Bank Board.

Legislator LaForge noted the Board membership is in position to move forward with establishing the Allegany County Land Bank Board as a 501c3 status.

ACCORD Report

Jason Isaman reported completing due diligence reports on approximately 45 properties in Allegany County currently listed on tax sale book. Of those, sixteen represent properties that are currently unoccupied and have potential in terms of market value and condition.

Jason Isaman noted plans are underway to subcategorize a list for presentation to the Board accordingly by unoccupied / occupied, properties needing severe renovation and demolition projects.

Discussion followed regarding a partnership with Alfred State College and possible panel shop structure development similar to other Land Banks. Other assistance could include demolition work. Other partnerships that could be of mutual benefit for future consideration were mentioned including the Allegany Beautification Club at Alfred State College, the Sheriff's Department inmates work crew, and the Job Trak Program through Social Services.

Jason Isaman noted there is a lot of rural blight and sustainability will be key along with demonstrating value to the public through positive changes in communities. Focusing on the mission of the Land Bank will be important with decisions.

Legislator LaForge noted that Edward Pekarek, Esq has reviewed the draft protocol and procedures for property acquisition and stated that land bank staff are in the process of revising the protocol to meet the Allegany County Land Bank's needs. A draft of the protocol was distributed to members for their review. Following the meeting, a draft of the protocol with Edward Pekarek, Esq. notes were emailed to committee members for their information.

Discussion followed concerning tax payment requirements for property acquisition and the recent legislation concerning NYS Land Banks and 501c3 status. Jason Isaman will research this information further and report back to the committee at the next meeting.

Jason Isaman discussed the Land Bank webpage development. The Land Bank webpage is linked to the Allegany County website. Following the meeting, a link and password were emailed to committee members providing access to review the content of the Land Bank webpage before it goes live.

A motion was made by Darwin Fanton, seconded by Dean Scholes, and carried for members of the committee to review the Land Bank webpage content and report back with recommended changes with 45 days in order to promote the Land Bank to the public by going live.

Jason Isaman discussed the need for additional laptops for the AmeriCorps workers. He will report back to the committee with pricing and recommendations.

Sub Committee for Property Acquisition

Legislator LaForge shared information concerning property acquisition and requested a sub-committee be formed to define acquisition plans.

A motion was made by Tim Boyde, seconded by Kier Dirlam, and carried for Darwin Fanton, Dean Scholes, Jason Isaman, Terri Ross, and Legislator LaForge to serve as members of a sub-committee for property acquisition.

Next Meeting Details

The next meeting will be held on Wednesday, April 5, 2017 at 9:00am in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 9:40a.m. following a motion by Terri Ross, seconded by Dean Scholes, and carried.

Respectfully submitted,

Jodi Adams,
Assistant to the County Administrator

Allegany County Land Bank Board Meeting Minutes
April 5, 2017

APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, K. Dirlam, T. Boyde, J. Budinger, D. Scholes, and T. Ross.

Others Present: C. Crandall, D. Root, B. Gamache, J. Isaman, L. Gooch-Christman, J. Stager, B. Rigby Riehle, J. Adams, T. Miner, and K. Hollis.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:04 a.m. by Allegany County Land Bank Chair Legislator Kevin LaForge.

Approval of Minutes

A motion was made by Terri Ross, seconded by Dean Scholes, and carried to approve the Allegany County Land Bank Board Meeting Minutes of March 1, 2017.

Audit

County Treasurer, Terri Ross gave the monthly financial report. Bills submitted for payment include Bryan Gamache administrative fees for January, February, and March totaling $912.50 which will leave a balance of $83,414.36 after the payment.

A motion was made by Tim Boyde, seconded by Joe Budinger, and carried to pay the invoice as submitted.

ACCORD Report

Jeff Stager from ACCORD gave a report on the progress made to date including the development of several policies for property acquisition. Mr. Stager noted that Chautauqua County Land Bank's policies and procedures were referenced when developing the Allegany County Land Bank policies and procedures. He noted he has received a copy of the LISC grant contract and determined the initial LISC grant in the amount of $150K is a planning or "seed money" grant. It allows for greater flexibility. Originally, they had thought that the grant expired in June of 2017 but learned that won't happen. Next steps include identifying roles and responsibilities to ensure systems and staff are in place to accomplish the tasks at hand. The second LISC grant award was for $360K and Bryan Gamache reported that he will need to redo the budget since they were awarded less funding than requested. Bryan has a copy of the contract and will forward the information to Kier Dirlam and to ACCORD.

Land Bank Project Updates

Jason Isaman from ACCORD discussed the progress of the website with members. Kier Dirlam and Bryan Gamache both stated they reviewed the information and agreed it looked good at this point. Mr. Isaman shared future goals for the website to include update profiles and interactive maps listing information on abandoned and foreclosure properties.

Jason Isaman shared that Rich Ewell of Richardson and Stout, Inc. is currently working putting together a policy based on information from other land bank projects and from the state land bank association. The policy will be separate from the county's insurance.

Jason Isaman reported that the sub-committee for property acquisition met and reviewed properties listed on the tax sale list. Dean Scholes mentioned it will be necessary to know the amount of funding available what work is fundable to assist in prioritizing property acquisition goals. Dean Scholes felt the checklist is going to be very important going forward. Jason Isaman noted the land bank will have to demonstrate due diligence with properties acquired including cleaning up long standing grass, boarding up broken windows, etc.

The goal is to sell rehab or demolition ready properties. Also to work with the towns and villages and share demolition project funding. Terri Ross noted that towns and villages will most likely not have budgets for demolition work.

Executive Session

A motion was made by Terri Ross, seconded by Darwin Fanton, and carried to enter into executive session to discuss matters relating to the appointment or employment of a particular person at 9:18a.m. Immediately following discussion at 9:48a.m., a motion was made by Terri Ross, seconded by Darwin Fanton, and carried to end the executive session and return to the regular meeting.

Acceptance of Letters of Resignations and Future Allegany County Land Bank Board Chairmanship

A motion was made by Dean Scholes, seconded by Dwight Healy and carried to accept the letter of resignation from Terri Ross from serving as Treasurer of the Allegany County Land Bank Board with the understanding that Ms. Ross will continue to service in the capacity until a suitable replacement is established.

A motion was made by Kevin LaForge, seconded by Darwin Fanton and carried to accept the resignation of Chairmanship for the Allegany County Land Bank Board with the understanding that Mr. LaForge will continue to serving as a member of the Allegany County Land Bank Board.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to appoint Kier Dirlam as Chairman of the Allegany County Land Bank Board.

501(c)(3) Status

ACCORD Executive Director Lesley Gooch-Christman encouraged members to continue making incremental steps to board membership alignment according to 501c3 regulations and not to make a drastic change at once that will jeopardize the future success of the project.

Committee Chairman, Kier Dirlam informed members that the Conflict of Interest policy will be addressed at the meeting next month.

Darwin Fanton noted while reviewing the policies he felt there were a couple of instances where the policies were contradictory. Chairman Kier Dirlam tasked members of the board to carefully review the information and to submit their questions, concerns and feedback to Jason Isaman prior to the meeting next month so that Jason Isaman could compile a list of items and report back to the board next month for discussion and approval.

Additionally, subcommittee committee members will further develop criteria based on the mission and will prioritize the goals and objectives of the land bank project. Following discussion, members agreed to not participate in this year's tax sale but focus efforts pm establishing policies and procedures to prepare for the future.

Jason Isaman noted staff are currently working to develop a comprehensive list of foreclosure properties in Allegany County based on current tax assessments, rehabilitation work completed, and the market value of the property. Staff are dwindling down a massive list to determine options best suited for committee member consideration.

Dean Scholes reiterated that funding guidelines need to be understood to accomplish win-win situations. For example, some funding cannot be used for commercial properties but can be used for mixed properties. They will also need to consider access to sewer, water, utilities, transportation, stores, schools, etc.

Chairman Kier Dirlam noted this is not a committee of Allegany County Government and therefore communication should be handled through board membership before information is disseminated to the public.

Next Meeting Details

The next meeting will be held on Wednesday, May 3, 2017 at 9:00a.m. in the Legislative Chambers.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:03a.m. following a motion by Dwight Healy, seconded by Darwin Fanton, and carried.

Respectfully submitted,
Jodi Adams,
Assistant to the County Administrator

Allegany County Land Bank
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6087 State Route 19N, Suite 300
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585-268-7080
alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Minutes
May 8, 2017

APPROVED

Committee Members Present: K. LaForge, M. Healy**,** Darwin Fanton, K. Dirlam, T. Boyde, and D. Scholes.

Excused: J. Budinger and T. Ross.

Others Present: Dwight Fanton, J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:06 a.m. by Director of Planning Kier Dirlam.

Kevin LaForge requested a motion and the motion was made by Tim Boyde and seconded by Darwin Fanton to transfer chairing of the meeting to Kier Dirlam Director of Planning.

Approval of Minutes

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve the Allegany County Land Bank Board Meeting Minutes of April 5, 2017.

Audit

Terri Ross submitted a monthly report for review. It was noted that we have received the second half payment from the NYS Attorney General's Office Grant on April 28th in the amount of $75K.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve payment for the bills as stated in the treasurer's report.

ACCORD Report

Jason Isaman from ACCORD requested a copy of the AmeriCorps Grant and payment schedule. Kier Dirlam stated he is in the process of gathering all paperwork and documents and would forward the information.

A motion was made by Tim Boyde, seconded by Dean Scholes and carried to approve the purchase of laptops for AmeriCorps volunteers with the supporting documentation to demonstrate the allowance of the equipment purchase.

Concerning the tax-exempt status, the application is on hold until the board membership is known and the conflict of interest policies and procedures are adopted.

Kevin LaForge mentioned that he was told by the Chautauqua County Land Bank staff that they recently had two members resign from the their board due to the conflict of interest policy.

Concerning liability insurance coverage for board officers, Jason Isaman stated he will bring this information for review at the next meeting. It was noted there are three options including an add on to the County's existing policy, seeking coverage through the State Land Bank Association, or purchasing independent insurance coverage through an agent.

PARIS is the required reporting system for public authorities. The initial PARIS report will be due in July. The accounting firm, EFPR has agreed to complete the PARIS reports as included in their agreement. Kier Dirlam anticipates them completing the report and then contacting him with requests for information or documentation as needed for compliance.

Grant Status Updates

Concerning grants updates include receipt of second installment of funding from the Governor's grant. At the last meeting we were notified that we had received an additional $360K from the Attorney General's Office. Kier Dirlam stated that we had originally applied for $1.2M therefore, will need to rework the budget and work plan. The grant requires a limit of 20% administrative costs for ACCORD to provide administration services. Kier Dirlam distributed the LISC paperwork for review. He noted there is a lot of information to go through and noted that the Land Bank will need insurance. Jason Isaman noted the need for insurance and a revised budget and work plan.

Jeff Stager from ACCORD stated consolidated funding application (CDBG) is available and could potentially be used to support demolitions and for housing stabilization. He highlighted the merits of the application.

Kier Dirlam noted the existing agreement with Bryan Gamache will have to be revised to for Bryan to continue as a grant writer for the Allegany County Land Bank.

Legislator LaForge mentioned that we don't want to miss out on the funding application due to missing public hearing requirements for the CDBG grant.

Financial Services

It was noted that EFPR will eventually manage the accounts receivable and payable functions. Currently, there are not enough expenses or revenues to worry about this feature.

Policies and Procedures

Copies of clean policies and procedures will be forwarded to committee members by Jason Isaman. It was noted the changes recommended by the attorney mainly were to correct grammar and to further define terms.

The land bank staff are currently working on developing a compliance inventory list form.

Jason Isaman noted under #8 in the recording tax section of the policy, it was revised to make it more seller friendly.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the Development Enforcement Note policy with corrections as noted.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the policies and procedures for Residency Enforcement Mortgage with the recommended corrections made as noted.

Land Acquisition and Disposition Policy and the conflicts of interest policy were discussed including a one year time limit for ineligibility.

A motion was made by Dean Scholes, seconded by Tim Boyde, and carried to approve the Land Acquisition and Disposition policies and procedures as written.

The Real Property Purchase and Sales Agreement policies and procedures were reviewed.

A motion was made by Dean Scholes, seconded by Kevin LaForge, and carried to approve the Real Property Purchase and Sales Agreement policies and procedures.

Subcommittee Updates

Concerning the property tax sale results, there were 5-9 properties that received no bids. May 12th is deadline for the winning bidder for payment. If the bidder does not make the payment, the bid is awarded to the second highest bidder and a new payment deadline is established for May 26th. So the final outcomes of the sale will not be known until June.

Darwin Fanton distributed and discussed five properties that he felt demonstrated potential for land bank consideration in the future. He based his assessments on needed repairs, access to schools, employment, stores, sewer, and water systems.

Jason Isaman noted that he and the AmeriCorps staff are working to develop a comprehensive list of zombie properties in Allegany County.

It was discussed that subcommittee members including Dean Scholes and Darwin Fanton are driving many miles to review properties and complete assessments and as such should be compensated at the IRS reimbursement rate for mileage.

A motion was made by Kevin LaForge, seconded by Mike Healy, and carried to approve compensating members for mileage for completing housing assessments at the IRS approved compensation rate.

A motion was made by Dean Scholes, seconded by Tim Boyde, and carried to establish the official logo for the Allegany County Land Bank as illustrated below.

A motion was made by Tim Boyde, seconded by Kevin LaForge and approved to establish the official address, phone, and email address for the Allegany County Land Bank as the Cross Roads Center, 6087 State Route 19 North, Suite 300, Belmont, NY, 14813, phone number: 585-268-7080, and email address as alleganycountylandbank@gmail.com.

Jason Isaman will email the new letterhead reflecting the change of address to committee members.

Executive Session

A motion was made by Mike Healy, seconded by Tim Boyde, and carried to enter into executive session to discuss matters relating to the employment of a particular person at 10:20a.m. Immediately following discussion at 10:35a.m., a motion was made by Dean Scholes, seconded by Mike Healy, and carried to end the executive session and return to the regular meeting.

Next Meeting Details

The next meeting will be held on Monday, June 12, 2017 at 9:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:37a.m. following a motion by Tim Boyde, seconded by Mike Healy, and carried.

Respectfully submitted,
Jodi Adams,
Assistant to the County Administrator

Allegany County Land Bank
Crossroads Center
6087 State Route 19N, Suite 300
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585-268-7080
alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Minutes
June 12, 2017

NOT APPROVED

Committee Members Present: K. LaForge, M. Healy**,** Darwin Fanton, K. Dirlam, J. Budinger, and T. Ross.

Excused: T. Boyde and D. Scholes.

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 9:03 a.m. by Director of Planning Kier Dirlam.

Chairman Appointment: On a motion by Kevin LaForge and 2nd by Darwin Fanton the Board appointed Kier Dirlam as Chairman of the Land Bank.

Correspondence

Kier Dirlam distributed and summarized a letter from the State of New York Authorities Budget Office. The letter informed the Allegany County Land Bank as a public authority it is required to file an annual budget, multi-year financial plan, an annual audit completed by an independent consultant, and reports on the corporation's procedure contracts and investments.

EFPR will complete the PARIS reporting.

Terri Ross stated she thought that the IRS letter establishes the fiscal year cycle. The budget is due 60 days before the end of the first fiscal year. The annual report is due 90 days following the end of the first fiscal year.

Tax Sale Outcomes

Terri Ross stated there are left over properties for review and determination what the next steps will be in relation to the Allegany County Land Bank.

Jason Isaman asked if they can go to the County owned properties and complete thorough assessments. Terri recommended that Jason follow up with Guy James or Dean Scholes to schedule the assessments.

Terri Ross noted that neighboring property owners will have an opportunity to purchase land that joins their property.

One property of interest is located in Willing. A second property located in Alma is a store front property located on Main Street that could be used for retail on the bottom section. There is a corner lot property on Maple Street in Andover that is commercial property, however; this property may have tenants.

Approval of Minutes

A motion was made by Dwight "Mike" Healy, seconded by Kevin LaForge, and carried to approve the Allegany County Land Bank Board Meeting Minutes of May 8, 2017.

Audit

Terri Ross submitted a monthly report for review which included an invoice from Ed Pekarek, Esq. for legal services in the amount of $2,912.50.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to pay Ed Pekarek, Esq. for legal services.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to approve the treasurer's report.

Darwin Fanton submitted mileage claim in the amount of $70.08 at the federally approved mileage reimbursement rate. Also, Jeff Stager submitted a request to purchase Adobe Professional software for the land bank computer at a cost of $449.99.

A motion was made by Dwight "Mike" Healy, seconded by Joe Budinger, and carried to approve pay Darwin Fanton's mileage claim in the amount of $70.08 and purchase Adobe Professional software for the land bank computer at a cost of $449.99.

Executive Session

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to enter into executive session to discuss matters concerning the contract or employment of a particular person at 9:24a.m. Immediately following discussion at 9:37a.m., a motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to end the executive session and return to the regular meeting.

Insurance

Jason Isaman distributed insurance quote information for review. Currently, insurance through ACCORD protects office space and contents. It was noted if the ACLB ever separates from ACCORD, we will have to seek additional coverage for building and contents.

Ed Pekarek, Esq. has drafted a procurement policy.

It was noted that we should solicit quotes from three insurance providers for consideration. It was decided to table the insurance provider selection until three quotes are received.

PARIS Reporting

Terri Ross recommended developing a full budget that includes detail by funding categories and funding source. The funding awards for the ACLB to date include $150K from the Attorney General Grant, $10K CPIG award, $33K AmeriCorps Grant, and $360K from the LISC Grant.

A motion was made by Joe Budinger, seconded by Darwin Fanton, and carried to approve the submission of revised $360K LISC Grant budget.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to approve the submission of revised LISC Grant work plan.

Procurement Policy

The draft procurement policy was distributed for review and Kier Dirlam requested that members make any recommended changes and submit them to Jason Isaman by July 1st. Jason Isaman will email a pdf document of the draft policy to committee members following the meeting.

Terri Ross noted we will need to develop a purchase order system in the future with accounts that are tied to the funding sources. She mentioned needing W-9 forms from ACCORD and Ed Pekarek, Esq.

ACCORD Report

Jason Isaman reports there are currently 36 foreclosed zombie properties in Allegany County. He is currently working with towns and villages to determine if there are additional properties that should be included in the list.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to accept Dwight "Mike" Healy's letter of resignation from the Allegany County Land Bank Board.

Next Meeting Details

The next meeting will be held on Monday, July 17, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 10:36a.m. following a motion by Darwin Fanton, seconded by Joe Budinger, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator

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6087 State Route 19N, Suite 300
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alleganycountylandbank@gmail.com

Allegany County Land Bank Board Meeting Minutes
July 17, 2017

NOT APPROVED

Committee Members Present: K. LaForge, K. Dirlam, T. Ross, T. Boyde

Excused: D. Scholes, D. Fanton, J. Budinger

Others Present: J. Isaman, J. Stager, M. Denhoff, G. Richardson

Media Present: No media present.

Call to Order: The meeting was called to order at 10:04 a.m. by Chairman Kier Dirlam.

Approval of Minutes

A motion was made by Kevin LaForge, seconded by Kier Dirlam, and carried to approve the Allegany County Land Bank Board Meeting Minutes of June 12, 2017.

Treasurer's Report

The treasurer's report was submitted for review by Terri Ross. A grant's budget worksheet was also distributed showing award amounts from each of the three grants received. An amount of $9800 was received from LISC for the Americorp reimbursements, with $16,800 and $688 recently expended. An ACCORD bill is expected prior to next month's meeting as well. The group needs to identify which expenses will be coming from each grant. Jeff Stager stated that all monies should currently be expended from the Attorney General Planning Grant.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the treasurer's report.

Insurance Quotes

Jason Isaman presented three insurance quotes for coverage of Director's and Officer's Insurance. Of the three, Lawrence Dye submitted the most cost effective policy through World Wide Insurance Company at a total of $1,632.

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve insurance coverage through World Wide Insurance Company.

PARIS

Kier Dirlam received an email from PARIS stating that he is the only officer that can access the account. He sent the notice to Terri who will be forwarding this on to EFPR. It is important to have a second person able to access the account. Terri is going to contact EFPR about this as well to see what their requirements, expectations, etc. will be.

Contracts

CDGB has recently opened again and there is no obvious monies available for demolition projects. Jeff Stager stated that he is interested to review the application that Bryan Gamache had previously attempted to submit on the behalf of ACLBC last year so that it can be determined which pool he was applying for.

Tim Boyde stated that he is not comfortable being held hostage, paying the amount of $750 that Bryan Gamache is requesting before he will hand documentation back to the ABLBC. It may not be worth it. Maybe the group should try and discuss with neighboring counties? Jeff Stager said that it is possible it could still be housed online if he submitted the application electronically as well.

When discussed with the group attorney, he stated that it would be reasonable to offer half what Bryan Gamache was asking, or nothing.

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to pay Bryan Gamache no more than $375 for the remainder of the grant writing contract, if the grant cannot be accessed any other way.

Policies

Procurement Policy – The draft procurement policy was distributed at the last meeting with changes to be submitted to Jason Isaman. All changes were made to the document and the final draft was presented for review.

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to approve the Procurement Policy.

Property Purchase Application – The application was presented to the group by Jason Isaman. Upon review, the following items were noted: 1) a typo in Section 7 mentions Albany County instead of Allegany County; and 2) “I hereby certify that” is not titled and should be as Section 8. Once corrected, Jason Isaman will send a final copy to all members.

Subject to the changes discussed, a motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve the Property Purchase Application.

Tax Foreclosed Property Acquisition Policy Proposal – ACCORD presented a proposal on tax foreclosed properties that would allow ACLBC to purchase properties with

structures a flat rate of $2,000 per property, vacant lands for a flat rate of $500 per property, and tax auction left overs at $1 per property.

Jeff Stager discussed the proposal in detail stating that the ABLBC is only looking for a small amount of properties and would not cherry pick the best ones. The proposal on demolition was meant to give more benefit to the County, helping with demolition costs on properties that were mandated to be torn down by the State.

Terri Ross voiced concerns that $2,000 is not enough for properties and suggested doing an evaluation by parcel. Kier Dirlam stated that he would like to try and do an average cost for the ACLBC but realizes that some properties will be priced higher and some lower.

Demolition and Property Acquisition Policy Proposal – ACCORD presented a proposal on properties that require demolition, offering the County $10,000 per demolition property in exchange for the vacant land when the demolition has occurred.

Terri Ross suggested that this proposal should say “up to $10,000” instead of a flat rate because not all properties that require demolition will cost that much.

The Tax Foreclosed Property Acquisition and Demolition Proposals have been tabled until the next meeting, as they require further discussion.

Executive Session

A motion was made by Kevin LaForge, seconded by Tim Boyde, and carried to enter into executive session to discuss matters concerning the contracts and other various items at 10:51 a.m. Immediately following discussion at 11:16 a.m., a motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to end the executive session and return to the regular meeting.

Infrastructure

Terri Ross stated that the County received a bid on the property of interest located in Willing that will go to Committee for approval on Wednesday. Jason Isaman and Jeff Stager asked her to let the Board know if the bid fell through. It was further discussed if the ACLBC should also put a bid on this property. It was decided not to.

Jason Isaman presented the Board with the following items that require approval:

1) Project Monitoring Checklist
2) Notice to Proceed Form
3) Certificate of Substantial Completion Form
4) Conditional Waiver and Release on Final Payment Form
5) Contractor/Subcontractor Application for Approved Status
6) Memorandum of Understanding

A motion was made by Tim Boyde, seconded by Kevin LaForge, and carried to approve items 1 thru 6 listed above.

Reports

The ACCORD Corp report was provided for personal review covering major achievements, goals for next month, barriers to meeting goals, upcoming events, and additional concerns/comments.

New Business

Jeff Stager mentioned that LISC will be in the area for a site visit July 24 – 28, on site at the Crossroads July 26. Jeff asked if board members would be available to meet with their representative. Tim Boyde stated he did not feel he was the best candidate to speak with, Kier Dirlam stated he will be on vacation and unavailable; Kevin LaForge stated that he would be available to meet with the representative preferably in the afternoon that day.

There was further discussion on an actual site visit; however Jeff Stager thought they would be satisfied with the information that they will be provided with.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership. Kevin LaForge and Kier Dirlam mentioned they both have interested parties. Tim Boyde stated that it may be worthwhile to discuss possible interest with the Greater Allegany County Chamber of Commerce members, United Way Board, Allegany County Area Foundation, and local planning boards.

A motion was made by Darwin Fanton, seconded by Kevin LaForge, and carried to accept Dwight "Mike" Healy's letter of resignation from the Allegany County Land Bank Board.

Next Meeting Details

The next meeting will be held on Monday, August 21, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 11:33 a.m. following a motion by Kevin LaForge, seconded by Tim Boyde, and carried.

Respectfully submitted,
Michelle Denhoff
Planning & Development Specialist

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Allegany County Land Bank Board Meeting Minutes
August 21, 2017

NOT APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, K. Dirlam, J. Budinger, T. Boyde, and T. Ross.

Excused: D. Scholes.

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:03 a.m. by Director of Planning Kier Dirlam.

Approval of Minutes

A motion was made by J. Budinger, seconded by D. Fanton, and carried to approve the Allegany County Land Bank Board Meeting Minutes of July 17, 2017.

Correspondence

J. Stager reported the necessary policies have been completed. Also, the LISC and AmeriCorps contracts have been reviewed. Currently, the due diligence process is in place to assist the ACLB with property acquisition.

J. stager noted that having properties will likely be required for future funding. He was told by a LISC representative that funders are most interested in knowing the properties that are being worked on and what the plans are for the properties after the work is completed.

J. Stager reported staff has gathered more information on HUD homes and when there is a foreclosure and HUD has secured the mortgage, after 180 days the homes are available for $1 purchase to not-for-profit organizations. Currently, there is one home left on the market and the ACLB has started completing the paperwork required in order to purchase HUD homes.

J. Stager reported feedback from the LISC representative indicated that seed funding most likely will not available in the future.

The AmeriCorps workers will participate in a capstone event the end of September and have worked hard gathering housing inventory information and completing data reports that will continue to be helpful. It was noted that recruiting AmeriCorps workers was challenging process.

K. Dirlam noted the State of New York Authorities Budget Office has requested that the Allegany County Land Bank file an annual budget and a multi-year financial plan completed by an independent consultant. EFPR will likely complete the report the end of the first fiscal year (December 2017). He stated he would prepare a response letter to inform them of our plans.

J. Stager will provide T. Ross with a full budget that includes detail by funding categories and funding source. The current funding awards supporting the ACLB include include $150K from the Attorney General Grant, $10K CPIG award, $33K AmeriCorps Grant, and $360K from the LISC Grant.

It was noted that we are at the stage where we need to get the ACLB functioning. J. Stager distributed a pamphlet for review. It describes what a land bank is and K. Dirlam felt the pamphlet will be a useful resource with recruiting board members.

Audit

T. Ross submitted a monthly report of bills for committee review and approval for payment totaling $11,886.90.

A motion was made by K. LaForge, seconded by T. Boyde, and carried to approve the treasurer's report and pay the bills.

Legal Matters

K. Dirlam recommended the ACLB staff develop a list of pros and cons concerning becoming a not-for-profit status. It may be beneficial for the ACLB to not pursue the status.

Property Acquisition Discussion

J. Isaman mentioned the current goal for the ACLB as acquiring 10 properties with the $360 LISC grant funding. Discussion followed concerning acquisition rates, forecasting budgets, and calculations. T. Ross, J. Isaman, and J. Stager will meet to finalize the property acquisition rates.

K. Dirlam mentioned that since the LISC funding will likely go away, we will need to develop a sustainability plan.

ACLB staff have gathered information about HUD homes and former Cornerstone properties for property acquisition possibilities. It was noted that Cornerstone recently auctioned three of their former properties.

T. Boyde mentioned with the potential for a state mandate and code enforcement fee of $750 per parcel for County owned properties and we may need to determine if it will be wise decision to move forward purchasing any properties with County money.

The current annual operational costs for the ACLB are estimated at $80K for administrative and financial duties alone. This assumption requires that the land bank owned properties are sustainable.

K. LaForge mentioned the Cattaraugus County Land Bank partnered with the Cattaraugus County DPW and completed demolition projects. Currently, the Allegany County Land Bank has $90K allocated to demolition projects.

In order for the ACLB to be sustainable it must acquire properties. Current acquisition plans include purchasing two vacant lots in Wellsville near the Hart Comfort House for demolition and one HUD home for renovation.

T. Ross mentioned she would like to the minimum bid amount be $150 following the established minimum bid procedures for the County's tax sale auction.

T. Boyde noted that land banks contribute to overall goal of increasing housing stock and attracting economic development in communities by reducing blight.

It was mentioned if County funds are used for property acquisitions, the code enforcement restrictions will be much greater, and therefore; it was suggested that we use unrestricted funding or grant funding for property acquisition.

The estimated cost for code enforcement fees per property is $750.

A motion was made by K. LaForge, seconded by Darwin Fanton, and carried to approve the purchase of a HUD home using LISC grant funding and to submit a request for approval to purchase two vacant lots in Wellsville near the Hart Comfort House to the Ways & Means Committee and the Board of Legislators for approval since those two parcels are included in the County's tax auction property list.

Allegany County Land Bank Board Membership

Members discussed potential candidates for future board membership.

Next Meeting Details

The next meeting will be held on Monday, September 18, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 11:40a.m. following a motion by T. Boyde, seconded by Darwin Fanton, and carried.

Respectfully submitted,
Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank Board Meeting Minutes
September 18, 2017

NOT APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, K. Dirlam, J. Budinger, T. Boyde, and T. Ross.

Excused: D. Scholes.

Others Present: J. Isaman, J. Stager, and J. Adams.

Media Present: No media present.

Call to Order: The meeting was called to order at 10:00 a.m. by Chairman K. Dirlam.

Approval of Minutes
A motion was made by D. Fanton, seconded by K. LaForge, and carried to approve the Allegany County Land Bank Board Meeting Minutes of August 21, 2017.

Correspondence
K. Dirlam introduced Brian Loucks and Michael Cook as prospective members of the ACLB Board.

J. Isaman gave ACCORD's progress report. He stated the AmeriCorps workers have created a website containing housing demographics for their Capstone project. The current AmeriCorps contract will end in October. At this time, we aren't interested in pursuing AmeriCorps grant. Currently, the LISC grant covers the cost approximately $14K per AmeriCorps worker and this grant most likely will not be available in the future.

J. Isaman noted the ACLB submitted two bids with the County Treasurer for vacant lots located in Wellsville, NY. The bids will be presented to the Allegany County Legislators at the meeting on Monday, September 25th for approval.

J. Isaman noted they are currently compiling a list of contractors for Board review and approval for minor repair work as needed for properties acquired by the ACLB. The minor repairs will include lawn care, boarding up windows, etc.

Grant writing continues to be a goal for the ACLB staff. The ACLB has secured adequate funding through 2019, but will need to leverage additional funding sources to cover operational expenses after that. It was noted that grant funding sources will likely require proof of liability insurance.

Also, the ACLB will need a treasurer and bookkeeper.

K. Dirlam mentioned it would be nice if the AmeriCorps volunteers could give a short presentation on their Capstone project at the meeting next month.

Financial

The PARIS online report system includes audits, policies, and annual reports for state review.

K. Dirlam reported he would like ACCORD to upload information to PARIS and have the accountant assist with the audit. D. Fanton stated he thought the agreement with EFPR included PARIS reporting. Discussion followed concerning accounting services, signed agreements, expectations and needs going forward.

A motion was made by T. Boyde, seconded by D. Fanton, and carried to authorize ACCORD land bank staff to enter information into the Paris system.

K. Dirlam noted the first audit for the land bank will be due January 1st 2018. EFPR will complete the annual audit. However, they will not perform day to day bookkeeping tasks.

Going forward it was mentioned we will need to determine who is responsible for PARIS, day to day bookkeeping, and the annual audit. D. Fanton and J. Budinger agreed to review EFPR agreement to define the expectations going forward and they will report back to the group at the next meeting.

J. Stager noted there is still need for a certificate of insurance liability as required by the funding source.

He reported there is $2K remaining in AmeriCorps grant for planning activities. Also, the laptops that were purchased by the grant belong to the ACLB.

Concerning benefits of 501c3 status for ACLB, J. Stager reported the LISC grant requires the not for profit status. It was noted that other land banks have formed LDCs to handle commercial properties. K. Dirlam requested J. Isaman and J. Stager further discuss 501c3 and LDCs pros and cons with Ed Pakarek, Esq. and report back to the group at the next meeting.

Concerning ACLB bid requests for tax sale properties, J. Stager recommended doing a press release for marketing. J. Isaman stated trash removal, lawn care, and other light renovation work will be necessary. J. Isaman has been in contact with the Alfred Beautification Club. K. Dirlam recommended he contact Jonathan Hilshire from Alfred State College to discuss the possibility of college students providing community service work to benefit the ACLB.

It was recommended that the Allegany County Probation Department be contacted for community service workers to assist with light duty maintenance and repairs.

Discussion followed concerning deed costs associated with surveying property, filing new deeds, and property acquisition quick claim status. K. Dirlam requested J. Isaman will find out the details and report back.

A motion was made by D. Fanton, seconded by K. Dirlam, and carried for the ACLB to present a memorandum of understanding requesting approval for demolition work at the upcoming Ways & Means Committee meeting.

Concerning former Cornerstone owned properties, there are no updates to report.

J. Isaman reported staff have completed the paperwork required by HUD homes. When there is a foreclosure and HUD has secured the mortgage, after 180 days the homes are available for $1 purchase to not-for-profit organizations. The house on Deer Creek Road is no longer available for bid consideration.

K. LaForge noted that zombie properties have been declining. The law is set up to expedite the foreclosure process. Discussion followed concerning the need for up to date zombie property information and the process required in order to receive this information.

Audit

T. Ross submitted a monthly report of bills for committee review and approval for payment totaling $105.51.

A motion was made by T. Boyde, seconded by J. Budinger, and carried to approve the treasurer's report and pay the bills and for property acquisition not to exceed $1000.

Also, T. Ross noted that we have received the third installment of the LISC grant.

Next Meeting Details

The next meeting will be held on Monday, October 16, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 11:23a.m. following a motion by D. Fanton, seconded by K. LaForge, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank Board Meeting Minutes
October 16, 2017

NOT APPROVED

Committee Members Present: K. LaForge, Darwin Fanton, K. Dirlam, T. Boyde, and B. Loucks

Excused: J. Adams, D. Scholes and J. Budinger

Others Present: J. Isaman, J. Stager, J. Joyce, E. Pekarek, M. Cook, and T. Ross

Media Present: No media present.

1. **CALL TO ORDER:**
   The meeting was called to order at 10:04 a.m. by Chairman K. Dirlam.

2. **APPROVAL OF MINUTES**
   A motion was made by D. Fanton, seconded by B. Loucks, and carried to approve the Allegany County Land Bank Board Meeting Minutes of September 18, 2017.

3. **LEGAL ISSUES**
   A motion was made by T. Boyde and seconded by D. Fanton to enter into attorney client session at 10:08am.

   A motion was made by B. Loucks and seconded by D. Fanton to come out of attorney client session at 10:57am.

4. **CORRESPONDENCE**
   No Correspondence

5. **FINANCIAL**
   - **a.** T. Ross submitted a monthly report of bills for committee review and approval for payment totaling $28,142.06. **A motion was made by D. Fanton, seconded by T. Boyde, and carried to approve the treasurer's report and pay the bills equaling $28,142.06.**
   - b. J. Isaman stated that he and K. Dirlam have received access to the PARIS online reporting system. J. Isaman has been reviewing the site and will be working to add data into the system in the coming month.
   - **c.** EFPR:
     - **i.** A budget was presented to the Board for their review for the 2017 – 2019. **A motion was made by D. Fanton and seconded by T. Boyde to**

approve the 2018-19 Budget/Financial Plan to be submitted to the ABO and was approved.

ii. **Audit:** T. Ross stated that she will call EFPR and get an exact price for the annual independent audit due 90 days from the end of the fiscal year. J. Isaman stated that we might want to get a quote for them to do 2016 and 2017 at the same time.

d. The board reviewed 3 quotes for bookkeeping services. **A motion was made by D. Fanton and seconded by T. Boyde to enter into an agreement with Cunningham, Stauring, and Associates for basic bookkeeping services was approved.**

e. Grants:

i. J. Stager stated that the start-up OAG grant of $150,000 will have surplus funds that the Land Bank will roll over to "bricks and mortar" work in 2018. Also, the AmeriCorps members are finishing their service at the end of October and that grant too will have a surplus that the Land Bank will be allowed to retain. **A motion to approve the acceptance of $360.000 OAG/LISC grant, Program Action # 47260-0003, was made by T. Boyde and seconded by D. Fanton was approved.**

ii. J. Isaman stated that LISC requires an Officer's Certificate signature page and Land Bank resolution accepting the grant. LISC sent J. Isaman the template and it was passed around for members to sign and date.

6. INFRASTRUCTURE

T. Ross brought the deeds to 79 Clark and King St. properties that the Land Bank purchased. The originals were given to Land Bank counsel, E. Pekarek, to file.
J. Isaman stated that a volunteer group from Alfred State College will likely be doing property cleanup such as mowing and brush removal from the Clark St property on October 28th.

7. REPORTS

J. Stager reported to the Land Bank board that a press release posted on Wellsville Regional news and Wellsville Daily Reporter. The properties are also summarized on Land Bank website.
J. Stager also stated that ACCORD has been prepping to spearhead the Distressed Property Task force that will be discussed later in the meeting.

8. NEW BUSINESS

County has appointed Brian Loucks to the Land Bank Board. Jennifer Joyce and Michael Cook's names will be submitted to the County for appointment next.

9. OLD BUSINESS

a. The board reviewed a summary sheet of what a Distressed Property Task Force is and benefits of such an entity. T. Boyde opined that the group should be a grassroots effort. J. Isaman stated that a possible first project for the DPTF could

be a housing conditions survey that municipalities could all use to leverage CDBG funds. **On a motion by T. Boyde and 2nd by D. Fanton the Board approved the establishment of the Distressed Property Task Force.**

b. The County has approved the proposal for the demolition projects. Each project will be reviewed to be sure that it is in the best interest of the County and the Land Bank to have the Land Bank participate in the project. It is likely that the most efficient method is to have the County take care of the demolition and then the Land Bank pays for the property the agreed amount as stated in the demolition proposal.

c. On a motion by K. LaForge and 2nd by D. Fanton to amend the July 17, 2017 minutes to reflect accurately that the Board of the Land Bank conducted certain business during an Executive Session to discuss contractual matters. Approved.

10. GOOD OF THE ORDER

It was noted that the Land Bank Website is coming along very nicely and kudos to Jason and Michelle for their efforts on it.

11. NEXT MEETING DETAILS

The next meeting will be held on Monday, November 20, 2017 at 10:00 a.m. in the Conference Room at the Crossroads Center.

12. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:37a.m following a motion by D. Fanton, seconded by T. Boyde, and carried.

Note: An informational session followed the regular meeting to learn about the results of the AmeriCorps workers and reviewed the website that they had created as part of their efforts during the previous 9 months.

Respectfully submitted,

Jason Isaman
Community Development Specialist, ACLBC, ACCORD

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Allegany County Land Bank Board Meeting Minutes
November 20, 2017

NOT APPROVED

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

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

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

Media Present: No media present.

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

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

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

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

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

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

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

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

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

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

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

Reports

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

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

New Business

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

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

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

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

Legal Issues

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

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

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

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

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

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

Next Meeting Details

The next meeting will be held on Monday, December 18, 2017 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 11:28a.m. following a motion by D. Fanton, seconded by T. Boyde, and carried.

Respectfully submitted,

Jodi Adams
Assistant to the County Administrator

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Allegany County Land Bank Board Meeting Minutes
December 18, 2017

NOT APPROVED

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

Excused: D. Scholes, T. Boyde.

Others Present: J. Isaman, J. Stager, G. Smith, T. Ross, J. Ricci, and P. Stockin

Media Present: No media present.

Call to Order: The meeting was called to order at 10:15 a.m. by Chairman K. Dirlam.

Chairman welcomes a representative from Cunningham, Stauring, and Assoc. who will be taking over the book keeping from Terri Ross. Ms. Ross stated that the Land Bank would need an official treasurer who will act as signatory and endorser to the corporate checking account; a second signer will also be required.

Financial
A motion to approve Michael Cook as official Land Bank Treasurer and primary signatory and endorser to the corporate checking account made by B. Loucks, seconded by J. Joyce, and carried without opposition.

A motion to approve D. Fanton as second signatory and endorser to the corporate checking account, made by M. Cook, second by B. Loucks and carried without opposition.

Next Meeting Details
The next meeting will be held on Monday, January 22, 2018 at 10:00 a.m. in the Conference Room at the Cross Roads Center.

Adjournment
There being no further business to come before the Board, the meeting was adjourned at 10:17a.m., following a motion by Brian Loucks, seconded by Michael Cook, and carried.

Respectfully submitted,

Jason Isaman