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

BOARD MEETING
AGENDA
February 7th, 2022

Attending: __Brian Loucks __Darwin Fanton __Dave Evans __Kier Dirlam _Carissa Knapp __Ed Zalar
Excused:
Absent: _____
Contractors: __Jason Isaman
Others Present: __Jodi Adams

1. **CALL TO ORDER:**
   a. The meeting was called to order at _____ by the Chairman.

2. **Welcome Guests/ Introductions**

3. **Minutes:**
   a. Regular Board Meeting- January 10th, 2022

On a motion by_____ and seconded by _____ Approve January 10th, 2022 regular board of directors meeting minutes.
__ Approved ___ Not Approved

4. **FINANCIAL:**
   a. Treasurer's Report
   b. Administrative Invoices-
      i. Fourth Sector $ 4,861.25
      ii. Cunningham $ 190.00

Proposed Action: Approve Treasurer's Report. Pay all outstanding invoices.

On a motion by _____ and seconded by _____ to approve February 2022 Treasurer's Report. __ Approved ___ Not Approved

On a motion by _____ and seconded by _____ to pay the bills. __ Approved ___ Not Approved

5. **INFRASTRUCTURE:**

    a. Properties for Sale:
        i. 172 and 178 E. State Street, Wellsville
        ii. 51 Cole St. Bolivar-
            1. Electric Service updates
            2. Repairs
        iii. 79 Clark, Wellsville-
        iv. 37 King St. –

    b. New Construction:
    c. Rehabilitation:
    d. Acquisition:
        i. Tax Sale
        ii. Zombie properties

6. **Housing Study:**
    a. AmeriCorps NCCC- Lodging approved at Alfred State College.

7. **Applied Tech Consortium**
    a. Shed: Expected to be complete in February 2022. Trucking? Placement?

8. **OLD BUSINESS:**
    a. Administration/Management Contract
    b. Property Maintenance Contract

9. **NEW BUSINESS:**
    a. **PARIS/ABO Annual Report:**
        i. Committee meeting schedule
            1. Governance
            2. Finance
            3. Audit

10. **GOOD OF THE ORDER:**

11. **NEXT MEETING:** March 14th, 2022- 9am at the Crossroads Conference Center.

12. **ADJOURNMENT: On a motion by _____ and seconded by _____, the meeting was adjourned at _____ [Time].**

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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

Allegany County Land Bank Corp. (ACLBC)
Treasurers Report
As Of: 2/2/2022

	Capital Projects Fund	Admin	Total Cash On Hand All Grants
Proceeds from Sale of Properties-Revenues	$0.00	$32,544.55	**$32,544.55**
Proceeds from Sale of Properties-Expenditures	$0.00		**$0.00**
Proceeds from Sale of Properties-Net	**$0.00**	**$32,544.55**	**$32,544.55**
OAG/CRI-2018 _47260-0003	$20,302.15		**$20,302.15**
Allegany County Budget 2019		$5,294.03	**$5,294.03**
Applied Tech Program	-$1,560.87		**-$1,560.87**
Cash On Hand	**$18,741.28**	**$37,838.58**	**$56,579.86**
Less: Accounts Payable	$0.00	-$5,051.25	**-$5,051.25**
Less: Projected Expenditure: Applied Technology	-$8,439.13		**-$8,439.13**
Less: Projected Expenditure: Operational/Bricks Mortar	-$15,000.00		**-$15,000.00**
Less: Projected Expenditure: 2022 Approved Budget		-$86,000.00	**-$86,000.00**
Total Projected Expenditures & Accounts Payable	**-$23,439.13**	**-$91,051.25**	**-$114,490.38**
Net Cash Available	**-$4,697.85**	**-$53,212.67**	**-$57,910.52**
Add: Applied Tech Program	$10,000.00	$0.00	**$10,000.00**
Net Cash Available After Projected Expenditures	**$5,302.15**	**-$53,212.67**	**-$47,910.52**
Add: Anticipated Receipts before next board meeting	$0.00	$0.00	**$0.00**
Net Cash Available After Projected Receipts	**$5,302.15**	**-$53,212.67**	**-$47,910.52**
Total Expenditures To Date	**$1,042,915.57**	**$482,455.82**	**$1,525,371.39**
Grant Funds Received To Date	$873,600.00	$460,050.00	**$1,333,650.00**
Proceeds from Sale of Properties	$206,762.50	$36,487.50	**$243,250.00**
Grant Funds Remaining To Be Received	$0.00	$0.00	**$0.00**
Total Grants & Proceeds	**$1,080,362.50**	**$496,537.50**	**$1,576,900.00**

Allegany County Land Bank Corp. (ACLBC)
Treasurers Report
Grant: Allegany County Budget 2019
As Of: 2/2/2022

	Program Delivery	Accounting	Legal	Misc Admin / Non-Operational	TOTAL ACTIVITIES
Grant Award Amount	**$20,000.00**	**$30,000.00**	**$15,000.00**	**$15,000.00**	**$80,000.00**
Total Expenditures To Date	**$41,736.02**	**$20,193.04**	**$3,256.20**	**$14,571.96**	**$79,757.22**
Projected Expenditures Remaining	**-$21,736.02**	**$9,806.96**	**$11,743.80**	**$428.04**	**$242.78**

INVOICE

Fourth Sector Services, LLC
7772 NY-417W
Bolivar, New York 14715
585-808-3143
4thsectorny@gmail.com

Invoice No : 2019-21
Date : 2/2/2022
Customer ID : ACLBC-01

Allegany County Land Bank
6087 NY- 19N
Belmont, New York 14813

Quantity	Description	Term	Amount Due
1	Professional Services and Grant Administration	Jan 13th, 2022- February 7th, 2022	**$4,861.25**

Subtotal	$ 4,861.25
Mileage & Reimbursement	$ -
TOTAL	$ 4,861.25

Make all checks payable to Fourth Sector Services, LLC.

THANK YOU FOR YOUR BUSINESS!

CUNNINGHAM, STAURING & ASSOCIATES, INC.

91 WASHINGTON ST
HORNELL, NY 14843
607 324 5293

Date: 01/31/2022

ALLEGANY COUNTY LAND BANK CORP.
JASON ISAMAN
CROSSROADS CENTER
6087 STATE ROUTE 19N, SUITE 300
BELMONT, NY 14813

Date	Type	Reference	Debit	Credit	Balance
01/01/22	Beginning Balance				$103.00
01/10/22	Check	1377		165.00	(62.00)
01/17/22	Check	1390		163.00	(225.00)
01/25/22	Invoice #42965	Prepare 8 1099-NEC for 2021	115.00		(110.00)
01/31/22	Invoice #42773		60.00		(50.00)
01/31/22	Invoice #42810		165.00		115.00
01/31/22	Invoice #42864		60.00		175.00
01/31/22	Invoice #43066		15.00		190.00
01/31/22	Amount Due				$190.00

01/31/2022	12/31/2021	11/30/2021	10/31/2021	09/30/2021+	Total
355.00	(165.00)	0.00	0.00	0.00	$190.00

Please return this portion with payment.

ID: ALL4513
JASON ISAMAN

Date: 01/31/2022

Make payment to:
CUNNINGHAM, STAURING & ASSOCIATES, INC.
91 WASHINGTON ST
HORNELL, NY 14843

Amount Due: $190.00
Amount Enclosed: $_____

For payment by credit card please contact our office.