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Allegany County Land Bank
Board Meeting
Meeting Minutes September 25, 2023

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

1. CALL TO ORDER:

a. The meeting was called to order at 9:01 AM by Chairman Loucks.

2. WELCOME GUESTS/ INTRODUCTIONS

a. None.

3. MINUTES:

a. Regular Board Meeting - **August 21st, 2023**

On a motion by Darwin Fanton and seconded by Dave Evans to approve the August 21st, 2023, regular board of directors meeting minutes were approved.

4. FINANCIAL:

a. Treasurer's Report

i. September 2023 – the board of directors reviewed the various reports from Cunningham-Stauring and the Treasurer. Discussed the differences between the bank and the accountant reports. The Treasurer has worked with the bank to change the statement date to the 14th of each month. This transitional period has made it challenging to get things to line up. The Board discussed allowing the accountant to have read only access to the Online bank monthly report and to do inquiries.

On a motion by Darwin Fanton and seconded by Ed Zalar to authorize Cunningham and Stauring to be able to access the monthly report and do inquiries on a read only basis. Approved

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

Currently August, September reports are tabled and awaiting the revised version.

Administrative Invoices

Fourth Sector	$5,083.33
Cunningham & Stauring	$210.00

On a motion by Ed Zalar and seconded by Dave Evans to pay two administrative invoices in the total amount of $5,293.33 was approved.

5. EXECUTIVE DIRECTOR REPORT:

a. Major Achievements
- Received Type II SEQR designation from HCR for non-capital expenditures.
- Repaired kicked in door in Almond.
- Solicited environmental testing quotes.
- Attended NYLBA conference.
- Hired a home inspector to draft scopes of work for non-demo properties.

b. Goals For Next Month
- Complete site-specific environmental reviews of all properties.
- Continuing populating and roll out our Building Blocks mapping software.
- Get quotes for environmental abatement and cleanout services.
- Get occupied properties under a rental agreement.

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

d. Upcoming Events
- 9/28 NY Land Bank Assoc. monthly meeting 1:00pm

6. FUNDING:

a. HCR Land Bank Initiative:
   i. Phase Two
      1. Non-Capital Work
      - Environmental Testing – getting initial estimates
      - Scopes of Work - moving on the cleanouts scope of work
      - Cleanouts – Almond is the main one that needs major cleanout. Others

were mostly completed by the AmeriCorps team.

ii. Phase One renewal – Received $98,679 allocation.

7. HOUSING STUDY

a. Staff Resignation – Both of the housing survey staff resigned last week. Both took new jobs that offered more pay. Advertising through Walker Business Services for new staff.

b. Updates: 41% complete of the reviews.

8. INFRASTRUCTURE:

a. Current Inventory:

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

b. Properties for Sale:

i. 79 Clark St. Wellsville –Sold – Not Closed. Early Occupancy/Survey and Title Abstract. Project is held up and the buyer is being challenged as the % rate on mortgage has gone up. Attorney's and the NYS process is the hold up.

ii. 898 Rt19 Whitesville (T. Independence) –Sold – Not Closed – Buyer is expected to demolish. School Tax for $251 was still sitting on the lien list. Chair authorized to pay it. Will try to recover in the closing process if possible.

c. Demo:

i. Complete Testing, Asbestos Abatement or Demo Full ACM
ii. 2 of 4 asbestos tests complete
iii. 172 E. State St. Wellsville – Demo
iv. 2361 Stannards Road Wellsville – Demo
v. 10 Spring St. Cuba – Demo
vi. 7283 Route 20, Friendship – Demo

d. Stabilization:

i. Scope of Work/ Schedule of Values
ii. Environmental – 3 of 5 asbestos test complete; 0 of 5 Lead; 0 of 5 Mold. (Radon tests required post rehab)
iii. 62 O'Connor St. Wellsville – Stabilization

iv. 26 Main Street, Almond – Stabilization
v. 31 Grove St. Wellsville – Stabilization
vi. 15 Second Street. Andover – Stabilization
vii. 211 Main St. Bolivar – Stabilization

e. Undetermined:
   i. Occupied Properties – still working on legal to deal with these occupants.
   ii. 32 Chestnut St. Wellsville
   iii. 73 Olive St. Bolivar – Site has Code Violations, and it will impact our cost for Insurance

9. OLD BUSINESS:

a. Equal Housing Policy – no update
b. Finance Committee Meeting re: 2024 Budget will be reviewed after this meeting.

10. NEW BUSINESS:

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

11. GOOD OF THE ORDER:

a. Kier Dirlam noted that a landowner approached him regarding possibly working with the Land Bank from Hume.
b. Kier Dirlam noted that we need to get our files organized and properly stored for non-active files. We should be doing record retention based on the LGS-1 from NYS Archives: https://www.archives.nysed.gov/sites/archives/files/lgs-1-2022.pdf

12. NEXT MEETING:

a. October 16 25, 2023. 9am at the Crossroads Conference Center.

13. ADJOURNMENT:

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

Notes as taken by Kier Dirlam
Secretary Allegany County Land Bank